

“Grantees and Contractors are hereinafter referred to as Contractor.”

All equipment and other tangible items purchased under your contract with the California Department of Public Health (CDPH), Nutrition Education Obesity Prevention Branch (NEOPB) for the purpose of conducting the Supplemental Nutrition Assistance Program Education (SNAP-Ed) program activities need to be listed on the approved Budget Justification (BJ). Any item with a price of \$5,000 or more should include a written justification and obtain prior approval from the United States Department of Agriculture (USDA). All equipment purchased solely or partially with USDA funds belongs to the State and may be retrieved upon termination of the contract or end of the agreement term.

If the Contractor has an item to be purchased not previously listed on the approved BJ, the contractor must notify their Contract Manager (CM) for approval prior to making the purchase or the expenses will not be approved.

Information Technology (IT) equipment and large purchased items will require a State equipment tag. The CM will determine if a State equipment tag is needed after reviewing the ‘*Contractor Equipment Purchased with CDPH Funds*’ form, (Appendix 7) submitted by the contractor.

### **700.1 Equipment Purchased with USDA-Funds**

Large items purchased with USDA-funds that are not used for food demonstrations should be listed in the Equipment line item on the approved BJ. After purchasing equipment, the contractor must complete the ‘*Contractor Equipment Purchased with CDPH Funds*’ form by listing all the equipment purchased. The completed ‘*Contractor Equipment Purchased with CDPH Funds*’ form, is to be included with the corresponding invoice. Equipment purchases invoiced to the contract will not be paid until the ‘*Contractor Equipment Purchased with CDPH Funds*’ form has been submitted and approved by the CM.

### **700.2 Purchasing IT Equipment with USDA-Funds**

IT equipment purchased with USDA-funds should be listed in the Equipment line item on the approved BJ. Computers can be purchased, reasonable in cost, for budgeted staff with 50 percent full time equivalent (FTE) or more. If the staff is not 100 percent FTE, the computer cost will need to be prorated. Laptops need an additional written justification, such as the position is 100 percent performing SNAP-Ed program activities in the field.

CDPH requires that all information on IT equipment purchased by local Agencies through CDPH contract be subject to State IT Security requirements per Program Letter #12-01 *State Computer and Mobile Device Information Technology Security Policy*. Adhering to State IT Security requirements will ensure that personal and confidential data remains secured. Most recent security requirements are included in the State contract language.

IT equipment is required to be encrypted using the minimum of Advance Encryption Standard with a 128 bit key or higher. In addition, antivirus software is required to be installed for all IT equipment holding SNAP-Ed program information.

### **700.3 Inventory of USDA-Funded Equipment**

The contractor must submit to the CM an annual inventory of all equipment purchased by filling out the *'Inventory/Disposition of CDPH Funded Equipment'* form CDPH 1204 (Appendix 8) with the 4th quarter invoice and within 60 calendar days of the agreement term or termination of the contract. The CM will advise the contractor if the USDA-funded equipment needs to be returned to NEOPB or if the contractor can dispose of the item. This includes items purchased under the current contract and/or prior contracts with NEOPB.

### **700.4 Lost or Stolen USDA-Funded Equipment**

The CM must be notified immediately if USDA-funded equipment is lost or stolen. A report containing the following information must be forward to the CM:

1. A description of the events and items;
2. A completed *'Inventory/Disposition of CDPH Funded Equipment'* form, showing serial number(s) of the item(s) lost, stolen, or destroyed;
3. A copy of the police report for stolen items;
4. Written precautions to be taken to prevent repeat situations.

Replacement for lost or stolen items must receive prior written approval by the CM prior to purchase. A completed *'Contractor Equipment Purchased with CDPH Funds'* form, must accompany the invoice for any purchase of replacement equipment.

### **700.5 Other Tangible Items Purchased with USDA-Funds**

For SNAP-Ed food demonstrations such as, but not limited to, blenders, toaster ovens, crockpots, or other cooking items should be listed in the Other Cost line item on the approved BJ. Items not listed in the Other Cost line item will need to be requested to the CM prior to purchasing by the contractor. Completion is still required for the *'Contractor Equipment Purchased with CDPH Funds'* form, (Appendix 7) and the *'Inventory/Disposition of CDPH Funded Equipment'* form (Appendix 8).