

CDSS/USDA Review Guidelines

Activities Requiring Review by CDSS/USDA [If you answer YES to any of the following questions, please prepare request for CDSS/USDA review.]		Yes/No
a.	Does the total change in program or contract funds add up to at least \$100,000 or at least 5% of the total size of the contract?	
b.	Are there new activities or curricula being proposed that were not included in the SNAP -Ed Plan?	
c.	Is the contractor <i>developing, purchasing, or printing</i> any new materials, media ads, or reinforcement items that were not included in the SNAP-Ed Plan?	
d.	Are there any new sites for SNAP-Ed activities that are duplicative of existing sites and were not included in the SNAP-Ed Plan?	
e.	Are there changes in the audience being targeted for SNAP-Education?	
f.	Are there new partnerships where a Subcontract/MOU is required?	
g.	Are there new requests for <u>any</u> out-of-state travel? Are there new requests for in-state travel to conferences?	
h.	Is the contractor requesting an increase in funds beyond their initial award?	
i.	Is the contractor requesting to purchase equipment valued at \$5,000 per unit or greater?	
j.	Is the contractor requesting to purchase new technology/sensitive equipment?	
k.	Is the contractor requesting to use funds awarded for indirect costs to pay for any direct costs?	
How to get approval from CDSS/WRO		Complete
1.	Contractor or Employee submits BAR to NEOPBfiscalrequest@cdph.ca.gov .	<input type="checkbox"/>
2.	Mandy or Sheila will log the receipt of the BAR in the tracking log.	<input type="checkbox"/>
3.	Mandy or Sheila will forward the BAR via email to the assigned CM and copy their supervisor.	<input type="checkbox"/>
4.	CM will finalize BAR with Contractor then print and place in a red routing folder for supervisor review.	<input type="checkbox"/>
5.	If CDSS review is required, Unit Chief will request electronic version of the BAR to send to CDSS and copy the CM on the email to CDSS.	<input type="checkbox"/>
6.	Once approved by CDSS, CM will be notified via email and Mandy or Sheila will update the tracking log. The CM will supply the revised approved budget to the Contractor.	<input type="checkbox"/>
Approval Received		Complete
	Once all approvals are secured, the CM can begin the State amendment process, if applicable to the contract.	<input type="checkbox"/>