



Exhibit 1: Scope of Work

Wisconsin SNAP-Ed

October 1, 2023, to September 30, 2024

Wisconsin Department of Health Services

Bureau of Community Health Promotion, Division of Public Health

Wisconsin Department of Health Services (DHS)

1 West Wilson Street, Madison, WI 53701

1. Grant Information

Grant Name	Supplemental Nutrition Assistance Program- Education
Grant Period	10/1/2023 – 9/30/2024 (FFY24 - 1-year carryover allowed)
Federal Funding Agency	United States Department of Agriculture (USDA) Food and Nutrition Service (FNS)
Federal Award Identification Number (FAIN)	TBD
Catalog of Federal Domestic Assistance (CFDA) Number	10.561

2. Grant Purpose and Goal

Supplemental Nutrition Assistance Program-Education (SNAP-ED) agencies emphasize the importance of programming that addresses both food and nutrition security and adopt all approaches to deliver evidence-based nutrition education and obesity prevention activities with an equity lens. To the extent possible, these approaches should: address the co-existence of food insecurity and diet-related chronic diseases; prioritize comprehensive multi-level and/or public health approaches with the potential to reach historically underserved populations; and translate the latest science into culturally and contextually relevant actions that communities can integrate into their daily lives.

SNAP-Ed is overseen by the Nutrition Education Branch within USDA Food and Nutrition Service (FNS) and supported through Regional Offices. In Wisconsin, SNAP-Ed funds provide nutrition education to: SNAP (FoodShare in Wisconsin) participants and eligible nonparticipants; other low-income individuals via an interagency agreement with UW-Extension FoodWise; contracts with Ho-Chunk Nation, Great Lakes Inter-Tribal Council, Hunger Task Force (Milwaukee), 38 Fit Families partners (located in various counties around the state), FoodRight Youth Chef Academy (Milwaukee), and the Wisconsin SNAP-Ed Collective Action Initiative partners, which will include new partners in FFY24.

3. SNAP-ED Program Operations

- 3.1 As an agency contracting with WI DHS to administer SNAP-ED, the Eligible Recipient Agency (ERA) agrees it will administer the program in accordance with the Wisconsin SNAP-ED Program and Project Plans, Management Evaluation (ME) tools, and USDA SNAP-Ed guidance.
- 3.2 Throughout the contracted grant period, the SNAP-Ed project will provide education on healthy eating habits and active lifestyles with and for families eligible for SNAP-Ed. The Wisconsin SNAP-Ed project will be responsible for providing these services and monitoring project activities to
- 3.3 The Grantee, and any subcontractee, is responsible for any misuse of program funds. The Grantee will submit timely monthly and annual reports per SNAP-Ed policy.
- 3.4 The Grantee shall notify DHS SNAP-Ed Coordinator of Significant Developments (events that may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. Significant Developments include, but are not limited to audit findings, changes in personnel, locations or contact information, problems, delays or adverse conditions.) In such cases, the Grantee must inform DHS SNAP-Ed Coordinator as soon as the changes become known.
- 3.5 The Grantee will obtain prior written approval from the WI DHS SNAP-Ed Coordinator for any proposed additions, deletions or changes to the approved budget and/or programmatic objectives.
- 3.6 Copies of all agreements must be kept on file by the parties to the agreements.

4. Grant Reimbursement Procedure

The grant total is contingent on the availability of SNAP-ED funding from USDA during grant period. ERA may request reimbursement only for expenses incurred to achieve the objectives and core responsibilities, as allowable in the approved ERA budget. The Food Security Expenditure Report Workbook is submitted to the DHS WIC and Nutrition Grants Specialist by email, to <mailto:dhsfoodsecurity@dhs.wisconsin.gov> and copy WI SNAP-ED Coordinator, Tony Zech - <mailto:anthony.zech@dhs.wisconsin.gov>.

Submissions to WI DHS are due no later than the 10th of the month for processing in the current month. Reports submitted after the 10th of the month will be processed for payment in the subsequent month. Included in the workbook is the Grant Enrollment, Application, and Reporting System (GEARS) Expenditure Report. The DHS WIC and Nutrition Grants Specialist will review and forward approved reports to GEARS for processing and payment.

5. Grant Record-Keeping Requirement

ERA is required to keep all related documents as records for a minimum of three (3) years from the last date of the grant period.

6. Grant Amendment

WI DHS and ERA may amend the grant by mutual consent through the modification process set up at DHS.

7. Reference: Acronyms Used in Document

Below is a list of acronyms in alphabetical order used in this Exhibit 1 SOW document:

CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
DHS	Wisconsin Department of Health Services

ERA	Eligible Recipient Agency
FAIN	Federal Award Identification Number
FNS	USDA Food and Nutrition Service
GEARS	Grant Enrollment, Application, and Reporting System
SNAP-ED	Supplemental Nutrition Assistance Program- Education
SOW	Scope of Work
USDA	United States Department of Agriculture
WI DHS	Wisconsin Department of Health Services