

**NON-MONETARY COMMUNITY OUTREACH
PARTNER AGREEMENT**

FEDERAL FISCAL YEAR 2023 (OCTOBER 2023 – SEPTEMBER 2024)

Agency Name: _____

Main Address: _____

Contact Person for Program: _____

Contact Person's Job Title: _____

Contact Person's Phone Number: _____

Contact Person's Email Address: _____

- We understand that our name and street address information as provided above may be made available on the Wildfire and DES websites. As such, we may include additional information (such as other services provided, hours of operation, how to schedule an appointment), found on the Location and Services Provided sheet with our listing. Please check one of the following:

YES. We would like to keep this listing.

NO. We would like to OPT OUT of this listing.

- We have staff or volunteers who can conduct outreach and assistance in the following languages:

Language 1: _____ Language 2: _____

Language 3: _____ Language 4: _____

The aforementioned entity agrees to partner with Wildfire and serve as a SNAP Community Partner (SCP) to conduct outreach and improve access for applicants and recipients of Supplemental Nutrition Assistance Program (SNAP) benefits in Arizona. With our authorized signature, we acknowledge and accept the terms set forth in this application and its documents. We agree to conform to the terms of these documents. We understand that any changes made to any part of this agreement must be requested in writing to Wildfire and accepted in writing in order to be in compliance with all terms.

WILDFIRE

Kelly McGowen, Interim Executive Director

Authorizing Agent

Name and Title (*Please Print*)

Signature

Signature

Date

Date

MEMORANDUM OF UNDERSTANDING

UNITED STATES DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICES
Supplemental Nutrition Assistance Program
Arizona State SNAP Outreach Partnership

This is a Partnership Agreement between WILDFIRE and SNAP Community Partner (SCP)

I. PURPOSE AND SCOPE

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to providing increased access and enrollment in the Supplemental Nutrition Assistance Program (SNAP), also known as Nutrition Assistance in Arizona. Wildfire is the entity responsible for enrolling and supporting partners (heretofore referenced as SCPs), as well as administering the draw-down of these USDA funds through the Arizona Department of Economic Security (DES).

This Partnership is intended to help inform potentially eligible households about the availability, eligibility requirements, application procedures and benefits of SNAP. To support this goal, Wildfire and SCP will participate in activities targeting eligible households, providing accurate information, serving as a trusted source of information and assistance in your community, and assisting households with completing the application process, preferably through the Health-e-Arizona online application portal.

Both Wildfire and SCP should ensure that program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and Office of Management and Budget (OMB) circulars governing cost issues.

All applicants and recipients are granted civil rights in accordance with Federal laws and US Department of Agriculture, Food and Nutrition Services (USDA) policy that services will be provided without discrimination on the basis of race, color, national origin, age, sex, disability, sexual orientation, political beliefs or religion.

II. MOU Term

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The term begins October 1, 2023 and ends September 30, 2024.

III. WILDFIRE ROLE AND RESPONSIBILITIES

1. Wildfire shall serve in the following roles and maintain responsibilities stated herein during the duration of the MOU term:
 - 1.1 Provide guidance and resources to SCP regarding applicable federal and state laws and regulations and program guidelines.
 - 1.2 Review and approve all documentation evidencing SCP's performance of services as set forth in the Scope of Work and monitor SCP's compliance with the MOU.
 - 1.3 Provide training and technical assistance to SCP on SNAP, promising practices related to outreach, improving access, and increasing program participation, and fiscal and programmatic rules and regulations on an as-needed basis.
 - 1.4 Promptly process activity reports submitted by partners on a monthly basis. Activity reports will be processed by Wildfire on the 20th of each month, or the first day of business thereafter in the event the 20th of the month occurs on a non-business day for Wildfire.
2. Wildfire liability for funds related to this Partnership is limited as follows:
 - 2.1 SCP acknowledges that all funds to be provided pursuant to this Agreement will be provided by USDA.
 - 2.2 Wildfire's obligations under this Agreement are subject to USDA's provision of funds pursuant to the Program Documents.

IV. SCP RESPONSIBILITIES

1. SCP shall agree to the following during the duration of the MOU term:
 - 1.1 Provide SNAP outreach services and application assistance as outlined in the approved Partnership Agreement and Scope of Work.
 - 1.2 Follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these federal funds in accordance with OMB circulars A-122 relocated to [2 CFR Part 230](#); and A-133 (for non-profits) or OMB circulars A-87 relocated to [2 CFR, Part 225](#) and A-133 (for State, Local, and Indian Tribal Governments) or OMB circulars A-21 (for Educational Institutions). [Link to OMB Circulars](#)
 - 1.3 Furnish project management, contract administration and fiscal control services, including but not limited to:
 - a) Adherence to the approved Partnership Agreement and Payee Form, and Scope of Work.
 - b) Return of this MOU, Partnership Agreement, and Scope of Work with the required signatures, by **March 31st, 2023**. All documents shall be submitted to SNAP-Outreach@wildfireaz.org.
 - c) Preparation and timely submission of complete and accurate monthly activity reports. Activity reports shall reflect 100% of activities completed in relation to SNAP outreach and application assistance. Activity reports **shall be submitted by the 10th day of the month following the month for which activity is reported**. For example, you must submit a report by November 10th for October's activities.
 - d) Participation in trainings and meetings as requested by Wildfire, including monthly Partner calls.
 - e) Participation in the evaluation of SNAP Outreach.
 - 1.4 Maintain proper standards of disclosure and confidentiality as set forth by USDA:
 - a) Case file information on SNAP recipients, including names of recipients, social security numbers, and other sensitive information is considered confidential and may not be released.
 - b) Disclosure of information obtained from recipients may be made only to persons directly connected with the administration of SNAP or to others provided that the program recipient signs a release form documenting their agreement to the specific release. Such an agreement shall not be a condition of receipt of benefits. (*7 CFR Section 272.1(c); and (Section 11(e)(8) of The Food and Nutrition Act of 2008, as amended.*)
 - c) State agencies and their contractors must protect confidential and private information gained from clients during the outreach process. Appropriate physical and computer security policies should be in place to protect sensitive information.

V. WILDFIRE AND SCP AGREE TO THE FOLLOWING PROVISIONS:

1. Documents prepared by the SCP for external release, in print or other media, or via the internet, that reference the Partnership described herein, Partnership logo, or SNAP eligibility rules must undergo appropriate review and receive departmental approvals from Wildfire and DES prior to publishing or distribution. Documents shall be submitted to Wildfire for review, and Wildfire will submit to DES on behalf of SCP when necessary. Reviews may take up to ten (10) working days.
 - 1.1 Press releases announcing events sponsored by SCP shall not require prior approval unless they include information about the Partnership described herein or SNAP eligibility or rules. Social networking, such as Facebook, Twitter, and blog posts, requires prior approval in cases where the partnership created herein or information regarding eligibility or programmatic rules is included. Wildfire shall be notified upon release of any press release or social media piece released by SCP and SCP shall provide copies of all releases to Wildfire at the end of the Term.
 - 1.2 Materials, whether newly developed or reprinted, may require an appropriate acknowledgement/funding statement in accordance with state and federal agency specifications. SCP shall contact Wildfire for information on approved acknowledgement/funding statements and which types of materials should carry which version of the statement. For materials not listed, contact Wildfire for guidance on which statement is appropriate.
 - 1.3 Any materials relaying information about the SNAP program shall contain the following statement:

“In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.”

An abbreviated version of this statement is available if space constraints exist.

2. SCP shall prominently display the USDA nondiscrimination poster “And Justice for All,” provided by DES or Wildfire, at any facility providing services outlined in this Partnership.
3. Wildfire and DES are available to offer guidance on the creation of brochures and materials for SCPs if needed.

VI. FUNDING

1. This is a non-monetary agreement to join the Arizona SNAP Partnership. No funding is available at this time.

VII. MODIFICATION AND TERMINATION

1. This agreement may be cancelled or terminated without cause by either party giving (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements.
2. Any and all amendments must be made in writing and must be agreed to and executed by Wildfire and SCP before becoming effective.
3. Wildfire intends to Partner with multiple SCPs. This Partnership is non-competitive and can be terminated at any time by Wildfire. Wildfire reserves the right to terminate any Partnership without advance notice for any violation of contract agreement.

VIII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Wildfire and SCP authorized officials. It shall be in force from October 1, 2023 through September 30, 2024. Wildfire and SCP indicate agreement with this MOU by their signatures.

WILDFIRE

Kelly McGowen, Interim Executive Director

Authorizing Agent

Name and Title (*Please Print*)

Signature

Signature

Date

Date