

FEDERAL FISCAL YEAR 2024

SNAP COMMUNITY PARTNER APPLICATION

This application provides community- and faith-based organizations in the state of Arizona with the documents required to become a SNAP Community Partner (SCP) for Federal Fiscal Year 2024 (FFY24) from October 1, 2023 – September 30, 2024. Please review the **Application Instructions and Checklist** on the following two pages for more information on the application process or refer to the Wildfire website under the “Federal Fiscal Year 2024” tab for details. Agencies must submit an application via email to SNAP-Outreach@wildfireaz.org or before **Friday, March 31, 2023, 11:59 P.M.**

Be sure to include the following forms for a complete application (these forms are all available on the Wildfire website at: <https://wildfireaz.org/snap-partnership-opportunity/>).

- Part 1 - Application
- Part 2 - Scope of Work
- Part 3 - Organization’s Current W-9 Form
- Part 4 - Location and Service Hours Worksheet
- Part 5 - Staffing Budget Worksheet
- Part 6 - Budget Justification
- Part 7 - Building/Space Calculator
- Part 8 - Program Line Item Budget Worksheet

Questions or concerns should be addressed to Annette Alvarez at aalvarez@wildfireaz.org . Thank you for your interest!

UNITED STATES DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE
 Supplemental Nutrition Assistance Program
 Draw-Down Funding for Community Partnerships to Increase SNAP Enrollment

SNAP COMMUNITY PARTNER APPLICATION INSTRUCTIONS

All documents, materials, and application forms can be found under the “Federal Fiscal Year 2024” tab on the Wildfire website at <https://wildfireaz.org/snap-partnership-opportunity/>.

INSTRUCTIONS FOR APPLYING TO BECOME A SNAP COMMUNITY PARTNER (SCP)

1. Fill out the *Partnership Agreement* (pg. 4) and *Payee Form* (pg. 5) in Part 1.
2. Read the *Memorandum of Understanding (MOU)* (pgs. 6-12) in Part 1 and be sure you agree to all terms and specifications prior to submitting your proposal. If the MOU is agreeable, please add your organization, official representative signature, and date the MOU.
3. Read all line items on the *Assurances Form* (pg. 13) and initial each item to signify your understanding and agreement.
4. Complete *Part 2 - Agency Description and Scope of Work Form*. Explain your agency’s background, outreach methodology, and goals that your agency has set for Federal Fiscal Year 2024. Describe the innovative elements of your organization’s activity. Additionally, if your agency is applying as a recurring partner from Federal Fiscal Year 2024, please note any barriers of past SNAP Partnership performance the agency has faced, and how those have been addressed.
5. Complete *Part 3 - IRS Form W-9*. Fill out and sign page 1 of the form.
6. Complete *Part 4 - Locations and Services Form* to explain where your agency offers application assistance services.
7. Using *Part 5 - Staffing Budget Worksheet*, determine what your staffing costs will be for the Federal Fiscal Year spanning October 1, 2023 – September 30, 2024. Please calculate these costs according to the percentage of time each staff person will spend working on the allowable activities and include your worksheet with your application.
8. Please include *Part 6 - Budget Justification* for each line item. Your Budget Justification is a narrative that explains and justifies each cost and **clearly** explains how the amount for each line was determined. All explanations should be broken down with calculations and should clearly justify why an expense is being requested. Please include any equipment (e.g. laptops, computers, printers, fax machines, desks, etc.) on the “**Supplies and Non-Capital Expenditures**” line item. If your agency is requesting funds for **Building/Space** costs, please use *Part 7 – Building Space Calculator* to calculate the amount your agency is allowed to request. Be sure to provide details for what is included in the line labeled “**Other**” on the line item budget.
9. Using *Part 8 - Program Line Item Budget* document, provide a projected budget from your *Budget Justification* for all activities being conducted under this program. Please remember this is a projection, so it should be reasonable and justifiable, and should represent **100%** of your program costs allocated to SNAP Outreach.
 Please show all costs/expenses associated with this program, which are found in the calculations on the Budget Justification. Your reimbursement rate will be *40 cents for each dollar* expended by your organization, but DES and USDA need to budget for and be invoiced for **100%** of the costs you incur in order to properly calculate the correct reimbursement.
10. Submit all documents via email to SNAP-Outreach@wildfireaz.org **on or before March 31, 2023**. All applications will be reviewed by Wildfire and DES. You may be asked to clarify any item you submit and must do so in writing.
11. Once your application has been approved, you will receive an award notification, reporting documents, and an invoice template for reimbursement requests. We expect to be able to notify all Partners of an acceptance and approved agency budget in September 2023.
12. Please refer to the complete list of items below required to apply.

13. Items Required to Apply:

Part 1 - Partnership Agreement, Payee Form, Partner Memorandum of Understanding, and Partner Assurances (Complete the four documents, signed by the organization's Official Representative, initialed where applicable, and submit as a PDF)

Part 2 - Agency Description and Scope of Work (submit as a Word document)

Part 3 - Organization's current W-9 (submit as a PDF)

Part 4 - Location Form (submit as an Excel spreadsheet)

Part 5 - Staffing Budget (submit as an Excel spreadsheet)

Part 6 - Budget Justification (submit as a Word document)

Part 7 – Building Space Calculator (submit as an Excel spreadsheet)

Part 8 - Program Line Item Budget (submit as an Excel spreadsheet)

Part 4 - Location Form (submit as an Excel spreadsheet)

Any questions regarding this Partnership, the application process, or items required for submission should be directed to:

Annette Alvarez

Director of Supportive Services

aalvarez@wildfireaz.org or SNAP-Outreach@wildfireaz.org

602-604-0640

ARIZONA COMMUNITY OUTREACH PARTNER AGREEMENT

Agency Name: _____

Main Address: _____

Contact Person for Program: _____ Contact Person's Phone Number: _____

Contact Person's Email Address: _____

- We understand that our agency's 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, etc.), found on the *Location and Services Provided* sheet with our listing. Please check one of the following:

YES. We would like to **OPT IN** to 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 and abide by the program budget submitted. 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

OFFICIAL PAYEE AND REPRESENTATIVE

Please submit your W-9 when you return this form. A current W-9 will be required to receive payment. Signature

1. For questions regarding SCP's invoice or budget, please contact:

Contact Person Name: _____
Contact Person Email: _____
Mailing Address: _____

2. Please mail SCP reimbursements to:

Check if same as above

Contact Person Name: _____
Contact Person Email: _____
Mailing Address: _____

3. For questions regarding the SCP's financial and administrative records and where they are maintained, please contact:

Check if same as above

Contact Person Name: _____
Contact Person Email: _____
Mailing Address: _____

The contact person, or their designee, shall be responsible for informing Wildfire of performance concerns of which the SCP becomes aware in the performance of its duties and responsibilities, and be responsible for providing in a timely manner original or copies of documentation required by this agreement, and for being available to Wildfire and DES for consultation and assistance, as requested by Wildfire or DES or as agreed by SCP, during SCP's normal business hours and days of operation.

The name, address, telephone number and email address of Wildfire's contact person is:

Annette Alvarez -Wildfire
340 E. Palm Ln., Ste 315
Phoenix, AZ 85004
602.604.0640

aalvarez@wildfireaz.org or SNAP-Outreach@wildfireaz.org

Wildfire's contacts will be available to assist SCP in its performance of this agreement on an "as needed" basis during Wildfire's normal business hours and days of operation. All contact with Wildfire by the SCP must be through Wildfire's contact persons or an appropriate representative.

MEMORANDUM OF UNDERSTANDING

UNITED STATES DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICES
Supplemental Nutrition Assistance Program
Draw-Down Funding for Community Partnerships to Increase SNAP Enrollment

**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. Allowable activities are outlined in the Partnership Agreement and Payee Form.

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 and invoices submitted by partners on a monthly basis. Invoices and 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. Activities must be eligible for USDA draw-down as allowable expenses according to the terms and conditions set forth in this MOU. SCP is responsible up front for all costs incurred, and reimbursement will be received only for allowable activities as approved by Wildfire, DES, and USDA.
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 Payee Form, Scope of Work, and Program Budget.
 - 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, Scope of Work, Assurances, and Program Budget.
 - b) Return of this MOU, Partnership Agreement and Payee Form, Program Budget and Budget Justification, Scope of Work, and Assurances 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 expenditure and activity reports. Activity reports and invoices shall reflect 100% of activities completed and expenses incurred for the program. SCP will be reimbursed **40 percent** of allowable expenses included on the invoice up to and not to exceed your Program Budget unless alterations or changes receive prior approval. A final report of activities completed, expenses incurred, and weekly activity logs **shall be submitted by the 10th day of the month following the month for which draw-down is requested**. For example, you must submit a report by November 10th in order to receive a draw-down for October's expenses.
 - d) Participation in trainings and meetings as requested by Wildfire, including monthly Partner calls.
 - e) Participation in evaluation of SNAP Outreach.
 - f) Retention of all records supporting the funds used for draw-down, as well as any additional expenditures covered by the draw-down funds for three (3) years after the end of the contract term. This requirement applies to fiscal records, reports and client information. Additionally, SCP agrees to make all records relating to draw-down activities and expenses available upon request by Wildfire, DES and/or any Federal entity. Any costs that cannot be substantiated by source documentation may be disallowed.
 - g) Return of any funds necessary to repay Wildfire for any disallowed expenses in which SCP has not complied with the requirements of this MOU and applicable state and federal regulations. Funds will be returned to Wildfire within 30 days of receipt of written notification.
 - h) Submission of a copy of audited financial statements to Wildfire nine months after the end of the SCP's fiscal year during which this grant falls. SCP agrees to provide access to auditors to determine compliance with federal regulations. If your agency does not undergo an annual audit process, alternative arrangements may be made upon approval of Wildfire. The CFDA Number for this grant is 10.561.
 - 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 organizations using program funding for external release, in print or other media, or via the internet, must undergo appropriate review and receive the necessary 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. This MOU identifies the following documents intended for external release as subject to both internal (Wildfire) and external (DES) review prior to printing and distribution:
 - 1.1 Types of documents/communications:
 - a) One time, periodic, or occasional
 - b) Providing factual information to the public or target audience to increase enrollment in SNAP
 - c) Conveying a specific message to a select target audience about SNAP
 Examples:
 - Brochure
 - Fact sheet
 - Media campaigns and advertisements
 - Newsletter
 - Fotonovela
 - Press release or other press materials
 - Public Service Announcement
 - 1.2 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.
 - 1.3 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.

1.4 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:**
(833) 256-1665 or (202) 690-7442; or
- 3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Disponible en español en línea o en la oficina local.

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

- 1. 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.
- 2. Program activities shall not supplant existing SNAP outreach programs, and where operating in conjunction with existing programs, shall enhance and supplement them.

VI. FUNDING

- 1. Funding available for this program is on a monthly draw-down basis. Interested Partners must sign this MOU and provide Wildfire with a Partnership Agreement and Payee Form and Scope of Work for activities SCP expects to complete in the Term, as well as a Program Budget, Budget Justification, Assurances, current W-9, and any other requested documentation or information in order to apply to become a SCP. Funding is subject to the following terms:
 - 1.1 **Funding for this Partnership is 100% USDA Federal reimbursement and as such is subject to the availability of Federal funds.** USDA may, due to internal budgeting decisions or changes in federal allocation, reduce or eliminate funding for this program at any time, with or without advance notice. Additionally, DES may choose to discontinue this Partnership at any time, with or without advance notice. SCP understands and agrees to hold harmless Wildfire for any funds expended for which SCP is not able to receive reimbursement due to termination of funding.
 - 1.2 Funding for this Partnership is reimbursement only. No request can be honored to advance funds or pay costs incurred by the SCP without prior approval by Wildfire and DES. Wildfire makes no guarantee of the reimbursement of federal funds and is not liable for any costs incurred by SCP which are not reimbursed by USDA and/or DES.

- 1.3 It is the responsibility of the SCP to monitor all contract expenditures by line item and ensure no over-expenditures occur. If an over-expenditure occurs, Wildfire and DES may disallow any costs exceeding the line item amount approved at the start of the contract year and reimbursement for amounts exceeding the approved budget will not be approved.
- 1. Funding is subject to approval by Wildfire, DES, and USDA. Wildfire will utilize the available USDA federal draw-down to provide SCP funds in accordance with SCP's reasonable request, and Wildfire reserves the right to ask SCP to adjust the Partnership Agreement and Payee Form, Scope of Work and/or Budget to fit with the funding available.
 - 2.1 SCP agrees to submit all reports and documentation required by the 10th day of the month following the month in which work was completed. Wildfire and DES will process the request through the proper channels and SCP will receive a check in the amount approved for matching draw-down, equal to a maximum of 40% of the funds expended by SCP for allowable activities in the month prior.
 - 2.2 SCP is responsible for submitting an invoice for each month of the contract year. In months where no activity was completed under this Partnership, SCP is responsible for reporting this to Wildfire and submitting an invoice showing that no expenses were incurred for the month.
 - 2.3 SCP acknowledges and accepts that reimbursement for allowable activities is dependent upon the approval of Wildfire, DES, and USDA. The aforementioned parties may disallow any expense reported which is not in accordance with the Allowable Activities outlined by USDA and/or not in accordance with SCP Partnership Agreement and Payee Form, Scope of Work and/or Budget.
 - 2.4 SCP acknowledges and agrees that all invoices are subject to approval by DES and USDA, and Wildfire's approval does not bind DES or USDA, nor constitute a guarantee by Wildfire of payment to SCP.
- 2. Contractor agrees to indemnify, defend and hold Wildfire and its directors, officers, employees and agents harmless for, from and against any tax or other liabilities, losses, costs, expenses (including attorneys' fees and court costs), penalties, claims, demands resulting from or arising out of a breach of this Agreement by Contractor or Contractor's employees or agents, or resulting from or arising out of rendering services under this Agreement by Contractor or Contractor's employees or agents or to the extent caused by the negligence or intentional misconduct of Contractor or Contractor's employees or agents. Wildfire agrees to indemnify, defend and hold Contractor and its directors, officers, employees and agents harmless for, from and against any liabilities, losses, costs, expenses (including attorneys' fees and court costs), penalties, claims, demands to the extent caused by the negligence or intentional misconduct of Wildfire or Wildfire's employees or agents.

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

SNAP Community Partner Assurances

UNITED STATES DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICES
Supplemental Nutrition Assistance Program
Draw-Down Funding for Community Partnerships to Increase SNAP Enrollment

INITIAL HERE TO INDICATE YOU HAVE READ AND UNDERSTAND THE ASSURANCE STATEMENT	ASSURANCE STATEMENT
	The SCP is responsible for completion of activities outlined in the Scope of Work and Partnership Agreement and Payee Form.
	The amount requested in SCP's Program Budget is the maximum allowable reimbursement for FFY23 and may only be payable for allowable expenses. SCP is responsible for timely repayment of any reimbursed costs deemed unallowable by DES or USDA.
	Activities included in the Scope of Work are those deemed allowable as outlined in the USDA guidance provided by DES and Wildfire.
	Volunteers may be utilized to help meet the Scope of Work, but their time cannot be billed to this Partnership.
	Only non-federal funds may be used to draw-down a reimbursement. The non-federal funds used in this agreement may not be used for any other federal match.
	Funding for this program may be revoked by USDA at any time without prior notification. SCP is eligible for reimbursement only for allowable activities approved by Wildfire, and it is the sole responsibility of the SCP to pay any related expenses in full regardless of whether or not the requested reimbursement is provided by USDA.
	Documentation of activities, expenditures, and audits completed must be maintained by SCP for a minimum of 3 years after completion of the Term. It is the sole responsibility of the SCP to maintain all records and provide them to Wildfire, DES, and/or USDA upon request.
	Program activities are conducted in compliance with all federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.
	Program activities are reasonable and necessary to accomplish outreach goals and reach potentially eligible households.