

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

634



FROM: Community Health Agency/Department of Public Health

SUBMITTAL DATE:
April 11, 2010

SUBJECT: Ratify Amendment 2 with the California Department of Public Health and Riverside County Community Health Agency(CHA), Department of Public Health for Women, Infants and Children (WIC) Supplemental Nutrition Program (#08-85460 A02).

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Ratify Amendment 2 with the California Department of Public Health and Community Health Agency, Department of Public Health for Women, Infants and Children (WIC) Supplemental Nutrition Program (#08-85460 A02) to increase the maximum amount payable by \$3,177,000 ;
- 2) Direct the Auditor Controller to adjust budget as specified in Schedule A; and
- 3) Authorize the Chairperson to sign seven (7) originals of said Agreement on behalf of the County.

GH:nw

Susan D. Harrington
Susan D. Harrington, Director of Public Health

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 1,682,364	In Current Year Budget:	NO
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	YES
	Annual Net County Cost:	\$ 0	For Fiscal Year:	09/10

SOURCE OF FUNDS: 100% Federal funding.	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

County Executive Office Signature BY: *Debra Courmoyer*
Debra Courmoyer

FISCAL PROCEDURES APPROVED
 ROBERT E. BYRD, AUDITOR-CONTROLLER
 BY: *Samuel Wong* 4/14/10
 SAMUEL WONG
 Departmental Concurrence
 FORM APPROVED COUNTY COUNSEL
 BY: *Neal R. Kipnis* DATE
 NEAL R. KIPNIS

Dept's Recomm.: Policy Policy
 Per Exec. Ofc.: Consent Consent

Prev. Agn. Ref.: 3.112 7/21/2009 | District: ALL | Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.20

BACKGROUND:

The Women, Infants and Children (WIC) Supplemental Nutrition program offers nutrition education, counseling, vouchers for the purchase of nutritious food and referral to health care and other resources needed by women, infants and children served throughout Riverside County.

The State Department of Public Health maximum funding allocation under this Agreement is increased by \$3,177,000 to \$43,242,000 for three years. The WIC agreement annual maximum funding allocation for Federal Fiscal Year 2009/2010 is \$15,303,000. As State WIC releases available funding, a "Local Agency Contract Authority to Spend (ATS)" letter or an Award letter will be received by the Community Health Agency. Schedule A reflects a \$1,682,364 increase to FY 09/10 county budget based on recently received ATS letters from the State.

Riverside County currently serves over 85,000 participants per month and has the potential to grow to 93,700 participants under this current agreement.

FINANCIAL INFORMATION: The table below provides the allocations based on both federal and county fiscal years. Budget adjustments for the release of future funds will be made by CHA Fiscal as necessary up to the maximum funding allocation under this agreement.

WIC Federal and County FY Budget Comparison Table				
Federal Fiscal Year	FFY '08/09	FFY '09/10	FFY '10/11	Contract
Amendment 2 Increase		\$2,253,000	\$924,000	\$3,177,000
Maximum Agreement Amount	\$12,069,000	\$15,303,000	\$15,870,000	\$43,242,000
Authorized to Spend	\$11,755,625	\$13,050,000	\$13,861,123	
County Fiscal Year		FY '09/10	FY '10/11	
WIC Budget		\$10,808,913	\$14,114,875	
Budget Adjustment (Schedule A)		\$1,682,364		
Revised WIC Budget		\$12,491,277		

SCHEDULE A
Community Health Agency
Department of Public Health
Budget Adjustment
Fiscal Year 2009/2010

INCREASE IN APPROPRIATIONS:

10000-4200100000-510040	Regular Salaries	\$725,000
10000-4200100000-510520	Bilingual Pay	\$25,000
10000-4200100000-518100	Budgeted Benefits	\$326,250
10000-4200100000-520320	Telephone Service	\$10,000
10000-4200100000-520945	Insurance-Property	\$2,000
10000-4200100000-521380	Maint-Copier Machines	\$2,000
10000-4200100000-522310	Maint-Building and Improvements	\$275,000
10000-4200100000-522860	Medical-Dental Supplies	\$2,500
10000-4200100000-523620	Books/Publications	\$35,000
10000-4200100000-523660	Computer Supplies	\$10,000
10000-4200100000-523700	Office Supplies	\$12,000
10000-4200100000-523800	Printing/Binding	\$10,000
10000-4200100000-523840	Computer Equipment-Software	\$4,000
10000-4200100000-524760	Data Processing Services	\$75,000
10000-4200100000-524960	Interpreters-Translator Fees	\$5,614
10000-4200100000-525300	OASIS Processing-Financials	\$20,000
10000-4200100000-525310	OASIS Processing-HRMS	\$10,000
10000-4200100000-525340	Temporary Help Services	\$85,000
10000-4200100000-527780	Special Program Expense	\$15,000
10000-4200100000-527840	Training-Education/Tuition	\$15,000
10000-4200100000-528140	Conference/Registration Fees	\$3,000
10000-4200100000-528920	Car Pool Expense	\$15,000

TOTAL INCREASE IN APPROPRIATION: \$1,682,364

INCREASE IN ESTIMATED REVENUE:

10000-4200100000-762040	Fed-Health Grants	\$1,682,364
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TOTAL INCREASE IN ESTIMATED REVENUE: \$ 1,682,364



MARK B HORTON, MD, MSPH
Director

State of California—Health and Human Services Agency
California Department of Public Health



ARNOLD SCHWARZENEGGER
Governor

February 1, 2010

Gayle Shockey Hoxter, M.P.H., R.D.
Chief of Nutrition Services
Riverside County Community Health Agency, Dept. of Public Health
4065 County Circle Drive
Riverside, CA 92503

Subject: Agreement Number 08-85460 A1

Dear Ms. Shockey Hoxter:

I am writing to provide you with seven (7) complete copies of the amendment for years 2 & 3 of the 2009-2011 California Woman, Infants and Children (WIC) contract. **Before you send the contract forward for signature, please verify that the name and address of your agency's signatory are correct.** If changes are required, please contact Nichole Kessel at (916) 928-8706. **Do not make any changes** to the contract documents you receive; alterations are not allowed.

Board Resolution

In addition, please be sure to include a copy of the Board Resolution indicating Board of Supervisor approval of the amendment for years 2 & 3 of the 2009-2011 WIC local agency contract. If your Board of Supervisors has granted signing authority to another party, submit a copy of the documentation granting signatory authority in lieu of a Board Resolution.

Certification of Liability Insurance

CMU now requires documented proof of liability insurance or self-insurance before they will execute WIC local agency contracts/amendments. If your agency has not yet submitted proof of liability insurance, please submit the Certificate of Liability Insurance or proof of self-insurance with your signed amendment documents. Moreover, if your policy expires before the execution of this amendment, please submit a certificate/proof for the renewed insurance.

IMPORTANT: CMU requires all Certifications of Liability Insurance (i.e., those that are not self-insured) to include the following statement (**exactly** as it is written below):

The State of California, its officers, agents, employees, and servants are included as additional insured, but only with respect to work performed for the State of California under this Agreement.



California Women, Infants and Children (WIC) Program
3901 Lennane Drive, MS 8600, Sacramento, CA 95843
P.O. Box 997375, Sacramento, CA 95899-7375
(916)928-8806 Internet Address: www.wicworks.ca.gov

American Recovery and Reinvestment Act

You will notice that *Exhibit H – Supplemental Terms and Conditions for Contracts Using ARRA Funds* is being added to the 2009-2011 WIC local agency contract in this amendment. However, while all WIC contracts are being amended to include the additional language, only specific agencies will be receiving American Recovery and Reinvestment Act of 2009 (ARRA) funding at this time. The ARRA provides funding to the WIC Program for technical initiatives subject to additional contract and reporting requirements. Agencies that are receiving ARRA funding will receive information regarding reporting requirements with the corresponding ATS.

Actions

1. After you have reviewed the amendment documents, please have all seven (7) copies of the amendment signed. Keep one (1) signed copy of the amendment for your records, and return:

- six (6)** signed copies of the amendment,
- a signed Board Resolution (or signed authorization of an alternate amendment signatory)
- your Certificate of Liability Insurance or proof of self-insurance (please ensure that it includes the required language)

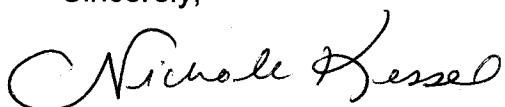
2. Then, send the required amendment documentation to Nichole Kessel at:

Women, Infants, and Children (WIC) Program
Local Agency Support Branch
3901 Lennane Drive, MS 8600
Sacramento, CA 95834
Attn: Nichole Kessel

The enclosed contract is not binding until signed by both parties. Once the amendment is fully executed, we will send you an original copy.

Please direct questions regarding this letter to Nichole Kessel at (916) 928-8706.

Sincerely,



Nichole Kessel, Contract Analyst
Local Agency Support Section I
California WIC Program

Enclosures

Ms. Gayle Shockey Hoxter

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February 1, 2010

Cc: Eric Frykman
Agency Director
Riverside County Community Health Agency, Dept. of Public Health
P.O. Box 7600
Riverside, CA 92513

Susan Harrington
Director of Public Health
Riverside County Community Health Agency, Dept. of Public Health
P.O. Box 7600
Riverside, CA 92513

STANDARD AGREEMENT AMENDMENT

STD 213A_CDPH (12/08)

Check here if additional pages are added: 2 Page(s)

Agreement Number 08-85460	Amendment Number A02
Registration Number:	

- This Agreement is entered into between the State Agency and Contractor named below:


State Agency's Name California Department of Public Health	Also known as CDPH or the State
Contractor's Name Riverside County, Community Health Agency, Dept. of Public Health	(Also referred to as Contractor)
- The term of this Agreement is: **October 1, 2008 through September 30, 2011**
- The maximum amount of this Agreement after this amendment is: **\$ 43,242,000**
Forty-Three Million Two Hundred Forty-Two Thousand Dollars
- The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

- Amendment effective date:** October 1, 2009
- Purpose of amendment:** Purpose of amendment: This amendment reflects an increase in funding resulting from a change in the Contractor's maximum caseload and alters applicable contract provisions affected by the maximum caseload change. This amendment also reflects an increase in the maximum amount resulting from a change in available program funding and alters applicable contract provisions affected by the funding change.
- Certain changes made in this amendment are shown as: Text additions are displayed in **bold and underline**. Text deletions are displayed as strike through text (i.e., ~~Strike~~).
- Provision 3 (maximum amount) on the face of the original Standard Agreement (STD 213) is increased by **\$3,177,000** and is amended to read: ~~\$40,065,000 (Forty Million Sixty-Five Thousand Dollars)~~ **\$43,242,000 (Forty-Three Million Two Hundred Forty-Two Thousand Dollars)**.

(Continued on next page)

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		CALIFORNIA Department of General Services Use Only
Contractor's Name (If other than an individual, state whether a corporation, partnership, etc.) Riverside County, Community Health Agency, Dept. of Public Health		
By (Authorized Signature) 	Date Signed (Do not type)	
Printed Name and Title of Person Signing Marion Ashley, Chairman, Board of Supervisors		
Address 4065 County Circle Drive Riverside, CA 92503		
STATE OF CALIFORNIA		<input checked="" type="checkbox"/> Exempt per: 99.7KA1
Agency Name California Department of Public Health		
By (Authorized Signature) 	Date Signed (Do not type)	
Printed Name and Title of Person Signing Sandra Winters, Chief, Contracts and Purchasing Services Section		
Address 1501 Capitol Avenue, Suite 71.5178, MS 1802, P.O. Box 997377, Sacramento, CA 95899-7377		

FORM APPROVED COUNTY OF RIVERSIDE
 BY: NEAL R. KIPNIS

- V. Paragraph 4 (incorporated exhibits) on the face of the original Standard Agreement (STD 213) is amended to add the following revised budget exhibits:

Exhibit B, Attachment II A2 – Budget (Year 2) **1 page**
Exhibit B, Attachment III A2 – Budget (Year 3) **1 page**

All references to Exhibit B, Attachment I A1, II and III in any exhibit incorporated into this agreement shall hereinafter be deemed to read Exhibit B, Attachment I A1, II A2 and III A2 which is replaced in its entirety by the attached revised budget exhibit.

- VI. Paragraph 4 on the face of the original Standard Agreement (STD 213) is amended to add the following exhibit:

Exhibit H – Supplemental Terms and Conditions for Contracts **2 pages**
Using ARRA Funds

- VII. Provision 6 entitled, Services to be Performed of Exhibit A, entitled, "Scope of Work", is amended to read:

6. Services to be Performed

- A. The Contractor is provided a maximum caseload as listed below. The maximum caseload identifies the authorized caseload combined with the unauthorized caseload that may be funded, per month, for each budget period. Caseload management requirements are outlined in the CMB, Chapter 1, as referenced in Exhibit E, Provision 1.

<u>Budget Period</u>	<u>Maximum Caseload Per Month</u>	
1) FFY 2008/2009	83,000	
2) FFY 2009/2010	88,350	<u>88,950</u>
3) FFY 2010/2011	93,700	

- B. Contractor's initial authorized caseload will be identified through a local agency award letter and is effective upon execution of this Agreement. Authorized caseload is used to calculate the authorized annual base funding amount.
- C. If and when the authorized caseload is increased after the execution of this Agreement, Contractor will receive a local agency award letter. An increase in the authorized caseload will increase the authorized base funding amount. An amendment to this Agreement shall not be required unless the increase in caseload or funding exceeds the maximum caseload or maximum payable for a budget period. The maximum payable is the total dollar amount shown in the contract budgets in Exhibit B, Attachments I, II and III.
- D. Any changes to the authorized caseload shall be made through a Local Agency Award Letter informing the Contractor of the change. An amendment to this

**Exhibit B, Attachment II A2
Budget
Year 2
10/01/09 through 09/30/10**

<u>Budget Line-Item</u>	<u>Current Total</u>	<u>This Amendment</u>	<u>Revised Total</u>
1. Personnel*	\$ <u>9,898,250</u>	\$ <u>757,750</u>	\$ <u>10,656,000</u>
2. Operating Expenses	\$ <u>2,441,750</u>	\$ <u>709,722</u>	\$ <u>3,151,472</u>
3. Capital Expenditures	\$ <u>25,000</u>	\$ <u></u>	\$ <u>25,000</u>
4. Other Costs	\$ <u></u>	\$ <u></u>	\$ <u></u>
5. Indirect Costs **	\$ <u>685,000</u>	\$ <u>785,528</u>	\$ <u>1,470,528</u>
Total Per Column	\$ <u><u>13,050,000</u></u>	\$ <u><u>2,253,000</u></u>	\$ <u><u>15,303,000</u></u>

*Revised Total" of Salaries & Wages	\$	<u>7,200,000</u>
"Revised Total" of Fringe Benefits	\$	<u>3,456,000</u>
The total of these two lines must equal the "Revised Total" for the "Personnel" line item.		

** Maximum 13.8% of "Personnel"

Do not round up when determining "Indirect Costs" amount.

**Exhibit B, Attachment III A2
Budget
Year 3
10/01/10 through 09/30/11**

<u>Budget Line-Item</u>	<u>Current Total</u>	<u>This Amendment</u>	<u>Revised Total</u>
1. Personnel*	\$ <u>11,269,284</u>	\$ _____	\$ <u>11,269,284</u>
2. Operating Expenses	\$ <u>2,874,524</u>	\$ <u>126,031</u>	\$ <u>3,000,555</u>
3. Capital Expenditures	\$ <u>25,000</u>	\$ <u>20,000</u>	\$ <u>45,000</u>
4. Other Costs	\$ _____	\$ _____	\$ _____
5. Indirect Costs **	\$ <u>777,192</u>	\$ <u>777,969</u>	\$ <u>1,555,161</u>
Total Per Column	\$ <u><u>14,946,000</u></u>	\$ <u><u>924,000</u></u>	\$ <u><u>15,870,000</u></u>

*Revised Total" of Salaries & Wages	\$	<u>7,564,284</u>
"Revised Total" of Fringe Benefits	\$	<u>3,705,000</u>
The total of these two lines must equal the "Revised Total" for the "Personnel" line item.		

** Maximum 13.8% of "Personnel"

Do not round up when determining "Indirect Costs" amount.

**SUPPLEMENTAL TERMS AND CONDITIONS FOR
CONTRACTS USING ARRA FUNDS**

1. **ARRA FUNDED PROJECT:** Funding for this contract has been provided through the American Recovery and Reinvestment Act (ARRA) of 2009, Pub. L. 111-5. All contractors, including both prime and subcontractors, are subject to audit by appropriate federal or State of California (State) entities. The State has the right to cancel, terminate, or suspend the contract if any contractor or subcontractor fails to comply with the reporting and operational requirements contained herein.
2. **ENFORCEABILITY:** Contractor agrees that if Contractor or one of its subcontractors fails to comply with all applicable federal and State requirements governing the use of ARRA funds, the State may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies available to the State under all applicable State and federal laws.
3. **PROHIBITION ON USE OF ARRA FUNDS:** Contractor agrees in accordance with ARRA, Section 1604, that none of the funds made available under this contract may be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pools.
4. **REQUIRED USE OF AMERICAN IRON, STEEL AND OTHER MANUFACTURED GOODS:** Contractor agrees that in accordance with ARRA, Section 1605, neither Contractor nor its subcontractors will use ARRA funds for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel and manufactured goods used in the project are produced in the United States in a manner consistent with United States obligations under international agreements. The Contractor understands that this requirement may only be waived by the applicable federal agency in limited situations as set out in ARRA, Section 1605.
5. **WAGE RATE REQUIREMENTS:** In accordance with ARRA, Section 1606, the Contractor assures that it and its subrecipients shall fully comply with said Section and notwithstanding any other provision of law and in a manner consistent with other provisions of ARRA, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the federal government pursuant to ARRA shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the United States Secretary of Labor in accordance with Subchapter IV of Chapter 31 of Title 40, United States Code (Davis-Bacon Act). It is understood that the Secretary of Labor has the authority and functions set forth in Reorganization Plan Numbered 14 or 1950 (64 Stat. 1267; 5 U.S.C. App.) and Section 3145 of Title 40, United States Code.
6. **INSPECTION OF RECORDS:** In accordance with ARRA Sections 902, 1514 and 1515, Contractor agrees that it shall permit the State of California, the United States Comptroller General or his representative or the appropriate Inspector General appointed under Section 3 or 8G of the United States Inspector General Act of 1978 or his representative to: (1) examine any records that directly pertain to, and involve transactions relating to, this contract; and (2) interview any officer or employee of Contractor or any of its subcontractors regarding the activities funded with funds appropriated or otherwise made available by the ARRA. Contractor shall include this provision in all of the contractor's agreements with its subcontractors from whom the contractor acquires goods or services in its execution of the ARRA funded work.
7. **WHISTLEBLOWER PROTECTION:** Contractor agrees that both it and its subcontractors shall comply with Section 1553 of the ARRA, which prohibits all non-federal Contractors, including the State, and all contractors of the State, from discharging, demoting or otherwise discriminating against an employee for disclosures by the employee that the employee reasonably believes are evidence of: (1) gross mismanagement of a contract relating to ARRA funds; (2) a gross waste of ARRA funds; (3) a substantial and specific danger to public health or safety related to the implementation or use of ARRA funds; (4) an abuse of authority related to implementation or use of ARRA funds; or (5) a violation of law, rule, or regulation related to an agency contract (including the competition for or negotiation of a contract) awarded or issued relating to ARRA funds. Contractor agrees that it and its subcontractors shall post notice of the rights and remedies available to employees under Section 1553 of Title XV of Division A of the ARRA.
8. **FALSE CLAIMS ACT:** Contractor agrees that it shall promptly notify the State and shall refer to an appropriate federal inspector general any credible evidence that a principal, employee, agent, subcontractor or other person has committed a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving ARRA funds.
9. **REPORTING REQUIREMENTS:** Pursuant to Section 1512 of the ARRA, in order for state agencies receiving ARRA funds to prepare the required reports, Contractor agrees to provide the awarding state agency with the following information on a monthly (quarterly) basis:
 - a. The total amount of ARRA funds received by Contractor during the Reporting Period;
 - b. The amount of ARRA funds that were expended or obligated during the Reporting Period;
 - c. A detailed list of all projects or activities for which ARRA funds were expending or obligated, including:

**SUPPLEMENTAL TERMS AND CONDITIONS FOR
CONTRACTS USING ARRA FUNDS**

- (i.) The name of the project or activity;
 - (ii.) A description of the project or activity;
 - (iii.) An evaluation of the completion status of the project or activity; and
 - (iv.) An estimate of the number of jobs created and /or retained by the project or activity;
- d. For any contracts equal to or greater than \$25,000:
- (i.) The name of the entity receiving the contract;
 - (ii.) The amount of the contract;
 - (iii.) The transaction type;
 - (iv.) The North American Industry Classification System (NAICS) code or Catalog of Federal Domestic Assistance (CFDA) number;
 - (v.) The Program source;
 - (vi.) An award title descriptive of the purpose of each funding action;
 - (vii.) The location of the entity receiving the contract;
 - (viii.) The primary location of the contract, including the city, state, congressional district and country;
 - (ix.) The DUNS number, or name and zip code for the entity headquarters;
 - (x.) A unique identifier of the entity receiving the contract and the parent entity of Contractor, should the entity be owned by another; and
 - (xi.) The names and total compensation of the five most highly compensated officers of the company if it received: 1) 80% or more of its annual gross revenues in Federal awards; 2) \$25M or more in annual gross revenue from Federal awards and; 3) if the public does not have access to information about the compensation of senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of Internal Revenue Code of 1986.;
- e. For any contracts of less than \$25,000 or to individuals, the information required above may be reported in the aggregate and requires the certification of an authorized officer of Contractor that the information contained in the report is accurate.

Any other information reasonably requested by the State of California or required by state or federal law or regulation.

Standard data elements and federal instructions for use in complying with reporting requirements under Section 1512 of the ARRA, are pending review by the federal government, and were published in the Federal Register on April 1, 2009 [74 FR 14824], and are to be provided online at www.FederalReporting.gov. The additional requirements will be added to this contract(s).