

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

228



**FROM:** Riverside University Health System - Public Health

**SUBMITTAL DATE:**

**SUBJECT:** Ratify the Agreement #15-10105 between the California Department of Public Health and the County of Riverside Department of Public Health for the period of October 1, 2015 through September 30, 2019. All Districts. [\$1,100,377]. Federal Funding.

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify Agreement #15-10105 between the California Department of Public Health and the County of Riverside Department of Public Health for an increase of \$1,100,377 for a total contract amount of \$70,353,315 for the period of October 1, 2015 through September 30, 2019, and;
2. Authorize the Chairman of the Board to sign three (3) originals of the Standard Agreement, and;
3. Authorize the Director of Public Health or designee to sign subsequent amendments that do not change the substantive terms of the agreement, not to exceed the approved amount and performance period, as approved by County Counsel.

**BACKGROUND:**

**Summary**

(Continued on page 2)

GH:la/ag

Sarah S. Mack  
 Sarah S. Mack, Director  
 RUHS – Public Health

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 276,109	\$ 367,129	\$ 1,100,377	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	
SOURCE OF FUNDS: 100% Federal Funds				Budget Adjustment: No	
				For Fiscal Year: 16/17 – 19/20	

**C.E.O. RECOMMENDATION:**

**APPROVE**

BY: Christopher M. Hans

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: July 26, 2016  
 xc: Public Health

Kecia Harper-Ihem  
 Clerk of the Board  
 BY: Kecia Harper-Ihem  
 Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Ratify the Agreement #15-10105 between the California Department of Public Health and  
the County of Riverside Department of Public Health for the period of October 1, 2015 through  
September 30, 2019. All Districts. [\$1,100,377]. Federal Funding.**

**DATE:**

**PAGE:** 2 of 2

**BACKGROUND:**

**Summary (continued)**

The California Department of Public Health is providing continued funding to Public Health for the Supplemental Nutrition Program for Women, Infants and Children (WIC). The WIC Program offers nutrition education, counseling, breastfeeding support and promotion, vouchers for the purchase of nutritious food, and referral to health care and other resources needed by the women, infants and children served. WIC brings high-risk individuals into the health care system for preventative health services, thus reducing the need for some acute care that may result from the lack of preventative care. WIC provides services at eighteen (18) locations throughout the County of Riverside and is currently funded to serve a monthly caseload from a minimum of 88,800 to a maximum of 94,240.

**Impact on Residents and Businesses**

Studies indicate that for every dollar invested in the WIC Program, there is a savings of over four dollars in Medi-Cal cost as WIC reduces the risk for pre-term birth, low birth weight, developmental issues and food insecurity. WIC participation is also associated with a lowered prevalence of overweight among young children.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

Public Health receives 100% of its WIC Program funding from the State of California as a pass through from the Federal government. The WIC Nutrition program year is based on a federal fiscal year.

The table below outlines how the funds are distributed over the four year period of the agreement. Funding allocation for the county fiscal years is as follows:

Federal and County Fiscal Year Budget Comparison Table						
Federal Fiscal Year	FFY 15/16	FFY 16/17	FFY 17/18	FFY 18/19	Total	
Agreement Amount	\$16,849,219	\$17,518,569	\$17,832,387	\$18,153,140	\$70,353,315	
County Fiscal Year	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total
Increase Amount	\$0	\$276,109	\$367,129	\$365,779	\$91,360	\$1,100,377
Budget Amount	\$12,636,914	\$17,351,232	\$17,753,933	\$18,072,952	\$4,538,284	\$70,353,315

## CLERK'S COPY

STATE OF CALIFORNIA

## STANDARD AGREEMENT AMENDMENT

STD 213A (Rev 6/03)

Riverside County Clerk of the Board, Stop 1010  
Post Office Box 1147, Riverside, Ca 92502-1147  
Thank you.

☒ Check here if additional pages are added: 6 Page(s)

Agreement Number

15-10105

Amendment Number

A01

Registration Number:

1. 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

County of Riverside, Department of Public Health

(Also referred to as Contractor)

2. The term of this Agreement is: October 1, 2015 through September 30, 2019

3. The maximum amount of this Agreement after this amendment is: \$ \$70,353,315  
Seventy Million Three Hundred Fifty-Three Thousand Three Hundred Fifteen Dollars

4. 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:

- I. **Purpose of amendment:** The purpose of this amendment is to amend all 84 WIC subvention contracts to increase funding based on the Consumer Price Index. A two 2% increase is being applied to portions of the funding formula used by the CDPH WIC Division to calculate each agency's funding totals this allows the contractor to perform more of the same services. The increase will start in Year Two of the contract and will be continued in Years Three and Four.

This amendment also reflect shifting of funds between expense categories in Year One of the contract due actual expenditures costs.

- II. 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**).

ATTEST:

KECIA HARPER-IHEM, Clerk

By

DEPUTY

(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

Contractor's Name (If other than an individual, state whether a corporation, partnership, etc.)

County of Riverside, Department of Public Health

By (Authorized Signature)

Date Signed (Do not type)

7/26/16

Printed Name and Title of Person Signing

John H. Benoit, Chairman, Board of Supervisor

Address

4065 County Circle Drive  
Riverside, CA 92503

## STATE OF CALIFORNIA

Agency Name

California Department of Public Health

By (Authorized Signature)

Date Signed (Do not type)

Printed Name and Title of Person Signing

Yolanda Murillo, Chief, Contracts Management Unit

Address

1616 Capitol Avenue, Suite 74.317, MS 1802, P.O. Box 997377,  
Sacramento, CA 95899-7377

CALIFORNIA  
Department of General Services  
Use Only

☐ Exempt per:

JUL 26 2016 340

III. **Exhibit A, Scope of Work, revised as follows:**

Provisions 2 Definitions, K and FF through LL as follows:

**2. Definitions**

- K. **Facility Sites** - A site that is used by the Contractor to administer the WIC Program. Types of facility sites include WIC Clinic Sites, ~~(including fixed and satellite sites)~~, Administrative Sites, Training Centers, Warehouses and Storage Areas.
- FF. **WIC Clinic Sites** - A site that is solely designated for WIC services. ~~This includes fixed clinic sites and satellite clinic sites.~~
- ~~GG. **WIC Clinic Sites (Fixed)** - A site that is solely designated for WIC services (e.g., a room or suite of rooms in a health center or business mall).~~
- ~~HH. **WIC Clinic Sites (Satellite)** - A site that is not designated solely for WIC services, such as a community center, church, or library. Staff must set up and take down equipment (e.g., laptops and printers).~~
- ~~II. **WIC Director** - The Contractor's manager who is responsible for day-to-day WIC Programs operations.~~
- ~~JJ. **WIC Program** means the Special Supplemental Nutrition Program for Women, Infants and Children - A federal assistance program of the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) for healthcare and nutrition of low-income pregnant women, breastfeeding women, and infants and children under the age of five.~~
- ~~KK. **WNA** means WIC Nutrition Assistant - A paraprofessional who provides WIC services to participants.~~
- ~~LL. **WPPM** means the WIC Policy and Procedure Manual.~~

Provision 4.B. Services Hours:

**4. Service Hours**

- B. When business hours of operation change for WIC clinic sites as listed on Exhibit B, Attachment III, the Contractor shall submit notification to the CDPH/WIC Division Contract Manager in writing at least 30 days in advance. The Contract Manager will ensure that the WIC clinic site listing is updated. ~~and the changes are reflected on the CDPH/WIC Division website.~~

Provision 5.A.and B. Project Representatives

**5. Project Representatives**

A. The project representatives during the term of this Agreement will be:

California Department of Public Health	County of Riverside, Department of Public Health
<del>Sherry Milton</del> <b>Amy Carson</b> Contract Manager Telephone: (916) 928-8553 Fax: (916) 263-3314 E-mail: <a href="mailto:sherry.milton@cdph.ca.gov">sherry.milton@cdph.ca.gov</a> <a href="mailto:amy.carson@cdph.ca.gov">amy.carson@cdph.ca.gov</a>	<del>Susan Harrington, M.S., R.D.</del> <b>Sarah Mack, M.P.H.</b> Public Health Director Telephone: (951) 358-7036 Fax: (951) 358-4529 E-mail: <a href="mailto:SHarring@rivcocha.org">SHarring@rivcocha.org</a> <a href="mailto:Ssmack@rivcocha.org">Ssmack@rivcocha.org</a>

B. Direct all inquiries to:

California Department of Public Health	County of Riverside, Department of Public Health
CDPH/WIC Division Attention: <del>Sherry Milton</del> <b>Amy Carson</b>  Local Operations Section 3901 Lennane Drive Sacramento, CA 95834  Telephone: (916) 928-8553 Fax: (916) 263-3314 E-mail: <a href="mailto:sherry.milton@cdph.ca.gov">sherry.milton@cdph.ca.gov</a> <a href="mailto:amy.carson@cdph.ca.gov">amy.carson@cdph.ca.gov</a>	CRDPH WIC Attention: Gayle Hoxter  Public Health Program Chief II 4065 County Circle Drive Riverside, CA 92503  Telephone: (951) 358-5311 Fax: (951) 385-5472 E-mail: <a href="mailto:ghoxter@rivcocha.org">ghoxter@rivcocha.org</a>

Provision 6.A.8), and 19)c)

**6. Contractor Responsibilities**

**A. Administrative Contract Requirements**

**8) Travel**

The Contractor's staff shall be allowed to travel to attend trainings and conferences; attend committee meetings; provide services at remote WIC clinic sites; and provide community outreach activities.

**19) Motor Vehicles and Vehicle Maintenance**

- c) The Contractor shall obtain and submit a copy of the required insurance documents as detailed in Exhibit E, Paragraph ~~34~~ **B**.

Provision 6.A.24) has been added as follows:

**A. Administrative Contract Requirements**

- 24) Release of Contractor's WIC Administrative data for inclusion in a third-party data reporting system (only applies to WIC Local Agencies that elect to use a third-party data reporting system).**
- a) If the Contractor elects to use a third-party data reporting system, the Contractor must:**
- i) Use a data reporting system that has been pre-approved by CDPH/WIC where CDPH/WIC has entered into a Data Use Agreement with said third-party vendor (to date the only data reporting system that has been approved by CDPH/WIC is the Raptor system maintained by the Public Health Foundation Enterprises, Inc., however CDPH/WIC is open to other possible data reporting systems);**
  - ii) Using the sample agreement template provided by CDPH/WIC Exhibit A, Attachment II), enter into a signed agreement between the Contractor and the CDPH/WIC-approved third-party vendor outlining responsibilities, indemnification, and data access and confidentiality measures. Any changes to CDPH/WIC's sample agreement must be approved in advance, in writing by CDPH/WIC;**
  - iii) Provide CDPH/WIC with a signed copy of the above referenced agreement between the Contractor and third-party vendor, including beginning and end dates;**
  - iv) Send an official letter (on Agency letterhead) to its CDPH/WIC Contract Manager requesting that CDPH/WIC release the Contractor's Standard Local Agency Dataset (SLAD) on a monthly basis to the third-party vendor for inclusion in its data reporting system; and**
  - v) To stop CDPH/WIC from sending the Contractor's SLAD to the third-party vendor outside of the agreement's term dates, Contractor must send an official letter to its CDPH/WIC Contract Manager specifying a stop date.**

**IV. Exhibit A, Attachment I, Local Agency Specific Services, Services to be Performed, revised as follows:**

**Task 2: Nutrition Education:**

**Activities to Support the Objective**

Function 4: Utilize CDPH/WIC Division materials, both printed and online, to ensure that consistent nutrition messages are provided to participants in individual counseling sessions and group education. Refer to Exhibit A, § 6.A.6).

**Task 5: Outreach:**

**Deliverables**

- B. Conduct and document the approved annual Public Outreach Announcement. Refer to Exhibit A, § 6.A.6).

## **Task 6: WIC Vender Technical Assistance and Support:**

### **Activities to Support the Objective**

Function 1: Coordinate and conduct, with the Contractor's Training Coordinator, annual in-service training to WIC local agency staff on Code of Conduct, which includes Conflict of Interest and Confidentiality.

Function 2: Conduct and document quarterly ~~Technical Assistance (TA)~~ site visits, serving as a resource to existing WIC authorized vendors (vendor) both during the ~~TA~~ site visit and upon request in between ~~onsite~~ visits. The site visits may include, but are not limited to, technical assistance (TA) visits.

~~Function 5: Participate in and document vendor-related projects on an as needed basis.~~

### **Deliverables**

- A. Assist the Contractor's Training Coordinator to ~~E~~ ensure that the Code of Conduct training is delivered to the Contractor's local agency staff at least once per calendar year.
- C. Meet a minimum 90 percent performance standard of ~~TA~~ vendor onsite visits completed for each assigned vendor for each quarter of a Federal Fiscal Year, which begins October 1.
- D. Document results of every ~~TA~~ WIC authorized vendor site visit using the CDPH/WIC Division LVL reporting forms and submit to the CDPH/WIC Division.
- ~~G. Document results of vendor-related project outcomes and submit to the CDPH/WIC Division as required.~~
- ~~H.~~ G. Provide written notice to the CDPH/WIC Division when there is a change of LVL(s). The notice shall include the name, WIC local agency, telephone number, email address of the new LVL, and notification to delete outdated information.
- ~~I.~~ H. Include LVL activities in the Semi-annual Report.

## **Task 7: Farmers' Market Nutrition Program:**

### **Activities to Support the Objective**

Function 5: Provide guidance and technical assistance as needed to farmers and market managers on program requirements.

## **Task 9: Regional Breastfeeding Liaison Program:**

**Objective:** The Contractor shall employ a dedicated staff member(s) as a Regional Breastfeeding Liaison (RBL) for WIC breastfeeding and program services outreach and promotion as defined by the agency's RBL Plan of Action. The RBL Program is designed to reduce the breastfeeding support gaps for WIC participants in the community.



### Activities to Support the Objective

Function 1: The RBL will serve as a breastfeeding subject matter expert and WIC liaison to promote WIC Program services and resources within their community or region by establishing/fostering relationships with community stakeholders who reach WIC-eligible participants and enhance continuity of care. (e.g., community-based organizations, public health departments, health clinics, hospitals, businesses, MCAH/Perinatal Service Coordinators, women's shelters, community colleges, childcare centers, schools, employers, faith-based agencies, ~~community-based organizations, public health departments, health clinics, hospitals, businesses~~, etc.).

Function 2: The RBL will work with health care providers to improve their understanding of breastfeeding and WIC's role as a breastfeeding resource and to increase referrals.

### Deliverables

- A. Contractor shall develop an RBL Plan of Action using the CDPH/WIC Division's RBL Plan of Action template.
- E. RBL shall participate in meetings, webinars, ~~conferences, webinars~~ and conference calls as requested required by the CDPH/WIC Division. As funding allows, also attend approved conferences, for e.g., the California Breastfeeding Summit and California WIC Association (CWA) conferences.

V. Add Exhibit A, Attachment IV, Template Service Agreement for Third Party Entity's Data Reporting System (Sample Agreement), is hereby augmented into this agreement.

VI. Exhibit B - Budget Detail and Payment Provisions, revised as follows:

Provision 1.B. and E.

#### 1. Invoice and Payment

- B. Contractor shall submit one (1) original invoice, in arrears, not more frequently than monthly, unless an alternative period has been approved in writing, in advance, by the CDPH/WIC Division. Each monthly invoice shall include the Contractor's Agreement Number and shall be submitted for payment no more than forty-five (45) calendar days following the close of each billing period. Invoices are to be submitted to:

California Department of Public Health  
WIC Division  
Attention: Local Operations Section, Contract Manager  
3901 Lennane Drive  
Sacramento, CA 95834

- E. The invoice shall be signed by the Contractor's invoice preparer ~~WIC Director~~ and the Agency Director (or designee). If a designee signs an invoice for the Agency Director, a letter signed by the Agency Director shall be on file to identify and authorize the designee. The designee shall not be the preparer of the invoice.



Provision 4.A. Amounts Payable revised as follows:

**4. Amounts Payable**

A. The amounts payable under this agreement shall not exceed:

- 1) ~~\$16,849,219~~ **\$16,849,219** for the budget period of 10/1/2015 through 9/30/2016.
- 2) ~~\$17,150,424~~ **\$17,518,569** for the budget period of 10/1/2016 through 9/30/2017.
- 3) ~~\$17,465,597~~ **\$17,832,387** for the budget period of 10/1/2017 through 9/30/2018.
- 4) ~~\$17,787,698~~ **\$18,153,140** for the budget period of 10/1/2018 through 9/30/2019.

**XII. Exhibit B, Attachment I through III, Budgets have been revised in its entirety as attached.**

**XIII. Exhibit B, Attachment IV, Invoice Sample has been revised in its entirety as attached.**

**Exhibit A, Attachment IV  
Template Service Agreement for Third Party  
Entity's Data Reporting System**

*Template*  
**Service Agreement for Third Party Entity's Data  
Reporting System**

Between  
Third Party Entity  
And  
California WIC Local Agency

This Fee for Service Agreement (this "Agreement") is made and entered into as of date by and between Third Party Entity and California WIC Local Agency, the party identified under Section I as the "Customer" for the purpose of this Agreement.

**IDENTITY OF CUSTOMER:**

Legal Name: \_\_\_\_\_  
DBA of Customer: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Business Telephone: \_\_\_\_\_  
Email of Customer: \_\_\_\_\_  
Name of Customer Contact: \_\_\_\_\_  
Phone Number of Customer Contact: \_\_\_\_\_

**IDENTITY OF THIRD PARTY ENTITY:**

Legal Name: \_\_\_\_\_  
DBA: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Business Telephone: \_\_\_\_\_  
Data Reporting System Name: \_\_\_\_\_  
Project Director Name: \_\_\_\_\_

**Exhibit A, Attachment IV  
Template Service Agreement for Third Party  
Entity's Data Reporting System**

Project Director Phone #: \_\_\_\_\_  
Project Director Email Address: \_\_\_\_\_  
Contract Manager Name: \_\_\_\_\_  
Contract Manager Email Address: \_\_\_\_\_

**I. Term and Termination**

Term: The term of this Agreement shall begin after signed by both parties and it shall remain in effect for four (4) years.

Termination without Cause: Either party may terminate this Agreement at any time and for any reason with at least thirty (30) calendar days prior written notice to the other party.

Termination for Cause: With reasonable cause, either party may terminate this Agreement effective immediately upon the giving of written notice of termination for cause. Reasonable cause shall include:

- i. A material violation or breach of this Agreement by the other party which is not cured within 15 calendar days after written notice from the terminating party.

**II. Scope of Work**

The above Customer gives permission to Third Party Entity to download and access their Standard Local Agency Dataset (SLAD) on a monthly basis from the California Department of Public Health's data system. Third Party Entity System Administrators will have access to the Customer's WIC data contained in the SLAD files, and said files will reside at Third Party Entity for the purpose of this project.

Customer's SLAD data, containing WIC participant identifiable information, will not be shared with any entity outside of this Customer without written permission.

Third Party Entity will use the SLAD files to generate a standard set of caseload reports for this Customer and will provide the Customer access to those reports on a secure website.

This Customer will only have access to detailed reports on its own participant data. Some reports may contain aggregated data from other California Local WIC Agencies also using the Third Party Entity's Data Reporting System for comparison of overall statistics. Individual California Local WIC Agencies are not identified in these aggregated data reports, and the Third Party Entity's Data Reporting System will only display aggregated data from other California Local WIC agencies for comparison purposes if the Third Party Entity's Data Reporting System includes 10 or more California Local WIC Agencies.

The following services will be provided by the Third Party Entity:

1. Third Party Entity will host and provide support (including backup, recovery and periodic software updates) for the Third Party Entity's Data Reporting System.

**Exhibit A, Attachment IV  
Template Service Agreement for Third Party  
Entity's Data Reporting System**

2. Third Party Entity will add all new users to the system as User Security Affidavits (USA) are received from this Customer.

**III. Cost**

Third Party Entity will invoice the Customer on an annual basis, and payment will be due from the Customer upon receipt of invoice for services.

Formula used to determine cost per year: \_\_\_\_\_

The total cost for this Customer for a full year will be: \$ \_\_\_\_\_

**IV. Indemnification**

Each party shall indemnify, defend and hold harmless the other party and its officers, directors, trustees, and employees from and against any claim, demand, liability, loss, judgment, settlement, suit, action, cost or expense, including reasonable attorneys' fees, arising out of or incident to the negligent or intentional acts or omissions of the Indemnifying Party, its officers, directors or employees in connection with this Agreement.

**V. Insurance**

Third Party Entity shall obtain and maintain on file in full force and effect throughout the term of this Agreement, and thereafter as to matters occurring during the term of this Agreement, the following insurance coverage:

1. Workers' Compensation insurance.
  - a. E.L. Each Accident \$1,000,000
  - b. E.L. Disease EA Employee \$1,000,000
  - c. E.L. Disease Policy Limit \$1,000,000.
2. Liability insurance. Third Party Entity shall obtain and maintain in full force and effect during the term of this Agreement the following liability insurance coverages, issued by a company admitted to do business in California and with an A.M. Best rating of A:VII or better, or equivalent self-insurance.
3. General Liability. Commercial general liability [CGL] insurance coverage (personal injury and property damage) of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per occurrence, covering liability or claims for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of Third Party Entity or any officer, agent, or employee of Third Party Entity under this Agreement. If the coverage includes an aggregate limit, the aggregate limit shall be no less than twice the per occurrence limit.

**Exhibit A, Attachment IV  
Template Service Agreement for Third Party  
Entity's Data Reporting System**

4. Professional Liability/Errors and Omissions. Third Party Entity shall provide professional liability or errors and omissions insurance for all activities of Third Party Entity arising out of or in connection with this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per claim.
5. Comprehensive Automobile Liability Insurance. If Third Party Entity's obligations under this Agreement shall involve the operation of owned, hired, leased and/or non-owned vehicles, Third Party Entity shall provide comprehensive automobile liability insurance (Bodily Injury and Property Damage) on owned, hired, leased and non-owned vehicles used in conjunction with Third Party Entity's business of not less than THREE HUNDRED THOUSAND DOLLARS (\$300,000) combined single limit per occurrence.

**VI. Confidentiality**

1. Maintenance of Confidential Information. Confidential information is defined as all information disclosed to or created by Third Party Entity which relates to the Customer's past, present, and future activities, as well as activities under this Agreement. Third Party Entity shall hold all such information as Third Party Entity may receive or create, if any, in trust and confidence, except with the prior written approval of the Customer, as expressed through the identified contact for this Agreement. Upon cancellation or expiration of this Agreement, to the extent permitted by law, Third Party Entity shall delete all online data which contains any such confidential information, except that Third Party Entity may retain for its files a copy of Third Party Entity's work product if such product has been made available to the public by the customer.
2. Protection of Personally Identifiable Information and Protected Health Information.
  - a. This software system does not contain any Protected Health Information (PHI) and is therefore not constrained by HIPAA regulations.
  - b. This software system does contain information managed by The California Department of Public Health, The Special Supplemental Nutrition Program for Women, Infants and Children (CDPH/WIC) and all data shall be managed and kept confidential according to the rules governing CDPH/WIC.
  - c. Third Party Entity shall ensure that its staff is trained to its privacy and security policies and procedures and that appropriate physical, technological and administrative safeguards are in place to protect the confidentiality of the Customer's information; these standards, will, at a minimum, conform to CDPH's standards as outlined in its *Information Privacy and Security Requirements (For Non-HIPAA/HITECH Act Contracts)*. This document is the standard Exhibit G included in the October 2015 – September 2019 contracts between CDPH/WIC and each WIC Local Agency.
  - d. Third Party Entity agrees to notify the Customer immediately of any unauthorized access to or disclosure of WIC information that it becomes aware of.
  - e. Third Party Entity will be responsible for all costs associated with Third Party

**Exhibit A, Attachment IV  
Template Service Agreement for Third Party  
Entity's Data Reporting System**

Entity's breach of the security and the privacy of the Customer's WIC information, or its unauthorized access to or disclosure, including, but not limited to, mitigation of the breach, cost to the Customer of any monetary sanctions resulting from breach, notification of individuals affected by the breach, and any other action required by federal, state, or local laws, rules or regulations.

**VII. Notices**

Notices shall be delivered in person, via email or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by email/mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

**Customer**

Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Third Party Entity**

Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**VIII. Venue**

This Agreement is entered into in Third Party Entity's County, California. This Agreement shall be interpreted, construed and governed by, in accordance with and consistent with the laws of the State of California without giving effect to its conflicts of laws principals. Such laws shall apply in all respects, including statutes of limitation, to any disputes or controversies arising out of or pertaining to this Agreement. The sole, exclusive and proper venue for any proceedings brought to interpret or enforce this Agreement or to obtain a declaration of the rights of the parties hereunder shall be Third Party Entity's County, California. Each of the parties hereto submits to the exclusive personal jurisdiction of the courts located in Third Party Entity's County, California and waives any defense of forum non conveniens.

**IX. Access to Records/Retention**

The Customer, any federal or state grantor agency funding all or part of the compensation payable hereunder, the State Controller, the Comptroller General of the United States, or the duly authorized representatives of any of the above, shall have access to any books, documents, papers and records of Third Party Entity which are directly pertinent to the subject matter of this Agreement for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, Third Party Entity shall maintain all required Agreement related records for at least seven (7) years

**Exhibit A, Attachment IV  
Template Service Agreement for Third Party  
Entity's Data Reporting System**

after the Customer makes final payment for any other work authorized hereunder and all pending matters are closed, whichever is later.

WIC data contained in the system shall be retained for one (1) year after the termination of the Agreement unless otherwise requested by the Customer.

**X. Administration**

The below signed parties certify that they have read and understood the nature and scope of this Agreement and support it in its entirety. The individual signing this Agreement on behalf of an entity represents and warrants that he/she has authority to bind such entity to this Agreement.

**Third Party Entity:**

\_\_\_\_\_  
Individual's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Customer:**

\_\_\_\_\_  
Individual's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



**Exhibit B, Attachment I A1  
Budget**

	Year 1 10/1/2015 - 9/30/2016			Year 2 10/1/2016 - 9/30/2017			Year 3 10/1/2017 - 9/30/2018			Year 4 10/1/2018 - 9/30/2019			Totals	Total Adj.	Totals Amendment A-01
	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01			
<b>Personnel</b>															
Total Salaries and Wages	7,587,909	(287,170)	7,300,739	7,683,097	(28,219)	7,654,878	7,805,192	176,102	7,981,294	7,951,131	353,448	8,304,579	31,027,329	214,161	31,241,490
Fringe Benefits	3,358,408	10,152	3,368,560	3,400,536	142,139	3,542,677	3,454,577	258,320	3,712,897	3,519,170	361,559	3,880,729	13,732,693	772,170	14,504,863
<b>Personnel</b>	<b>10,946,317</b>	<b>(277,018)</b>	<b>10,669,299</b>	<b>11,083,635</b>	<b>113,920</b>	<b>11,197,555</b>	<b>11,259,769</b>	<b>434,422</b>	<b>11,694,191</b>	<b>11,470,301</b>	<b>715,007</b>	<b>12,185,308</b>	<b>44,760,022</b>	<b>986,331</b>	<b>45,746,353</b>
<b>Operating Expenses</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Total Amendment A-01</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Totals</b>	<b>Adj.</b>	<b>Total Amendment A-01</b>
Minor Equipment	30,693	144,274	174,967	55,000	553,366	608,366	55,000	508,430	563,430	55,000	209,877	264,877	195,693	1,415,947	1,611,640
General Office Expenses	415,433	55,881	471,314	453,196	163,548	616,744	472,469	40,996	513,465	430,513	35,680	466,193	1,771,611	296,105	2,067,716
Training	19,340	-	19,340	19,340	660	20,000	19,340	(800)	18,540	19,340	(800)	18,540	77,360	(940)	76,420
Travel	114,329	18,500	132,829	114,329	20,671	135,000	114,329	18,931	133,260	114,329	18,872	133,201	457,316	76,974	534,290
Professional Certifications	10,000	(5,090)	4,910	10,000	-	10,000	10,000	-	10,000	10,000	-	10,000	40,000	(5,090)	34,910
Outreach	15,000	5,000	20,000	12,000	53,000	65,000	12,000	(7,000)	5,000	25,000	(20,000)	5,000	64,000	31,000	95,000
Media/Promotion	15,000	5,000	20,000	15,000	10,000	25,000	15,000	10,000	25,000	25,000	-	25,000	70,000	25,000	95,000
Program Materials	75,000	-	75,000	75,000	1,000	76,000	75,000	(70,000)	5,000	75,000	(70,000)	5,000	300,000	(139,000)	161,000
Vehicle Maintenance	18,500	(18,500)	-	18,500	(18,500)	-	18,500	(18,500)	-	18,500	(18,500)	-	74,000	(74,000)	-
Audit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Facility Costs (See Exhibit B Attachment III for breakdown)	2,453,028	(210,792)	2,242,236	2,523,516	(196,632)	2,326,884	2,599,248	(202,572)	2,396,676	2,677,140	(208,584)	2,468,556	10,252,932	(818,580)	9,434,352
<b>Operating Expenses</b>	<b>3,166,323</b>	<b>(6,727)</b>	<b>3,160,696</b>	<b>3,296,881</b>	<b>687,113</b>	<b>3,882,994</b>	<b>3,390,886</b>	<b>279,486</b>	<b>3,670,371</b>	<b>3,449,822</b>	<b>(63,456)</b>	<b>3,386,367</b>	<b>13,302,912</b>	<b>807,416</b>	<b>14,110,328</b>
<b>Major Equipment</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Totals</b>	<b>Adj.</b>	<b>Total Amendment A-01</b>
Telephone System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Information Technology Equipment	-	352,000	352,000	-	-	-	-	-	-	-	-	-	-	352,000	352,000
Vehicle (s)	-	-	-	-	75,000	75,000	-	-	-	-	-	-	-	75,000	75,000
Photocopy Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Major Equipment</b>	<b>-</b>	<b>352,000</b>	<b>352,000</b>	<b>-</b>	<b>75,000</b>	<b>75,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>427,000</b>	<b>427,000</b>
<b>Subcontracts</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Totals</b>	<b>Adj.</b>	<b>Total Amendment A-01</b>
<b>Subcontracts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Indirect Costs</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Budget</b>	<b>Budget Adj.</b>	<b>Budget Amendment A-01</b>	<b>Totals</b>	<b>Adj.</b>	<b>Total Amendment A-01</b>
<b>Indirect Costs</b>	<b>2,736,579</b>	<b>(69,255)</b>	<b>2,667,324</b>	<b>2,770,908</b>	<b>(407,888)</b>	<b>2,363,020</b>	<b>2,814,942</b>	<b>(347,117)</b>	<b>2,467,825</b>	<b>2,867,676</b>	<b>(296,110)</b>	<b>2,571,486</b>	<b>11,190,004</b>	<b>(1,120,370)</b>	<b>10,069,634</b>
<b>TOTAL COSTS</b>	<b>18,849,219</b>		<b>18,849,219</b>	<b>17,160,424</b>		<b>17,518,589</b>	<b>17,465,587</b>		<b>17,832,387</b>	<b>17,787,698</b>		<b>18,163,140</b>	<b>69,262,938</b>	<b>-</b>	<b>70,353,316</b>

① Bilingual - Positions that require Bilingual pay will show a higher salary. Justification will be kept on file with the original contract.  
 ② Longevity, Retention, Differential and COA - Positions that receive these compensations will show a higher salary. Justification and Union Contract will be kept on file with the original contract.  
 ③ Overtime - Is budgeted for up to a 3% increase for each year.  
 ④ Fringe Benefits - Any fringe benefit Years 1-4 that exceeds 50% will need a written justification.  
 ⑤ Minor Equipment - Desks, Computers, Chairs, Tables, Modular furniture, Monitors and Printers- Refer to Exhibit D(F) Page 3, Paragraph 3  
 ⑥ Vehicle Maintenance - maintenance over \$500 will need CDPH/WIC Division approval.  
 ⑦ Facility Costs - Includes Rent, Janitorial, Security, Maintenance and Utilities  
 ⑧ Major Subcontractors - Refer to Exhibit D(F) Page 3, Paragraph 3 for Instructions: Vehicle(S)-Will be used for Facility Site Visits, Conferences, Trainings, and Outreach. Link cost must be \$5,000 or more.  
 ⑨ Subcontractors - List the subcontractor's name and short list of services provided. If the subcontractor has not been selected, enter TBD and list of services to be provided. 1 of 1



County of Riverside, Department of Public Health  
15-10105 A-01

Page 1 of 1

# Exhibit B, Attachment IV A1 Invoice Sample

County of Riverside, Department of Public Health  
15-10105 A01  
California Department of Public Health  
Women, Infants and Children Division  
3901 Lennane Drive, Sacramento, CA 95834

WIC PROGRAM INVOICE  
Budget Period 10/01/15 - 09/30/16

Contractor's Name:  
Contractor's Address:

Sample Local Agency  
1234 WIC Road  
Sacramento, CA 958234

Invoice Date:  
Invoice Number: #01  
Contract Number: 15-12345  
Vendor Number: 0000001234-56  
Billing Period:

Budget Line Items	Budgeted Amount	Year to Date Previously Invoiced	Total Amount Requested	Year to Date Invoiced	Remaining Budgeted Amount
<b>PERSONNEL</b>	\$ -				\$ -
Total Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OPERATING EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
Minor Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
General Office Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Certifications	\$ -	\$ -	\$ -	\$ -	\$ -
Outreach	\$ -	\$ -	\$ -	\$ -	\$ -
Media/Promotion	\$ -	\$ -	\$ -	\$ -	\$ -
Program Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Audit	\$ -	\$ -	\$ -	\$ -	\$ -
Facility Costs	\$ -	\$ -	\$ -	\$ -	\$ -
<b>MAJOR EQUIPMENT</b>	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone System	\$ -	\$ -	\$ -	\$ -	\$ -
Information Technology Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle(s)	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopy Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUBCONTRACTS</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>INDIRECT COSTS</b> (Maximum 13.8% of Total Personnel Costs)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -	\$ -
		Amount to be Paid		\$ -	

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). Sign in BLUE INK only.

Preparer's Signature	Preparer's Telephone	Agency Director's Signature	Date
Print Preparer's Name	Preparer's Email	Print Agency Director's Name	
<b>FOR STATE USE ONLY - APPROVED FOR PAYMENT</b>			
15-53303-5510-741-01-10557L-15 Local Assistance	15-53300-5510-741-01-10572L-15 FMNP	15-53313-5510-741-01-10556L-14 BFPC	
Billing Code	Billing Code	Billing Code	
\$			
Date	Amount	Date	Amount
Contract Manager Signature	Date	LOU Chief Signature	Date

# Exhibit B, Attachment IV A1 Invoice Sample

County of Riverside, Department of Public Health  
15-10105 A01  
California Department of Public Health  
Women, Infants and Children Division  
3901 Lennane Drive, Sacramento, CA 95834

WIC PROGRAM INVOICE  
Budget Period 10/01/15 - 09/30/16

Contractor's Name:  
Contractor's Address:

Sample Local Agency  
1234 WIC Road  
Sacramento, CA 958234

Invoice Date:  
Invoice Number: #01  
Contract Number: 15-12345  
Vendor Number: 0000001234-56  
Billing Period:

WIC SERVICES: NSA (includes LVL - Unrestricted)					
Budget Line Items	Budgeted Amount	Year to Date Previously Invoiced	Amounts Requested	Year to Date Invoiced	Remaining Budgeted Amount
<b>PERSONNEL</b>					
Total Salaries & Wages		\$ -	\$ -	\$ -	
Fringe Benefits		\$ -	\$ -	\$ -	
<b>OPERATING EXPENSES</b>					
Minor Equipment		\$ -	\$ -	\$ -	
General Office Expenses		\$ -	\$ -	\$ -	
Training		\$ -	\$ -	\$ -	
Travel		\$ -	\$ -	\$ -	
Professional Certifications		\$ -	\$ -	\$ -	
Outreach		\$ -	\$ -	\$ -	
Media/Promotion		\$ -	\$ -	\$ -	
Program Materials		\$ -	\$ -	\$ -	
Vehicle Maintenance		\$ -	\$ -	\$ -	
Audit		\$ -	\$ -	\$ -	
Facility Costs		\$ -	\$ -	\$ -	
<b>MAJOR EQUIPMENT</b>					
Telephone System		\$ -	\$ -	\$ -	
Information Technology Equipment		\$ -	\$ -	\$ -	
Vehicle(s)		\$ -	\$ -	\$ -	
Photocopy Equipment		\$ -	\$ -	\$ -	
<b>SUBCONTRACTS</b>		\$ -	\$ -	\$ -	
<b>INDIRECT COSTS</b> (Maximum 13.8% of Total Personnel Costs)		\$ -	\$ -	\$ -	
<b>TOTALS</b>	<b>\$ 240,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 240,000.00</b>



Exhibit B, Attachment I A1  
Budget

	Year 1			Year 2			Year 3			Year 4			Totals	Total Adj.	Totals Amendment A-01
	10/1/2015 - 9/30/2016			10/1/2016 - 9/30/2017			10/1/2017 - 9/30/2018			10/1/2018 - 9/30/2019					
Personnel	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01			
Total Salaries and Wages	7,587,909	(287,170)	7,300,739	7,683,097	(28,219)	7,654,878	7,805,192	176,102	7,981,294	7,951,131	353,448	8,304,579	31,027,329	214,161	31,241,490
Fringe Benefits	3,358,408	10,152	3,368,560	3,400,538	142,139	3,542,677	3,454,577	258,320	3,712,897	3,519,170	361,559	3,880,729	13,732,693	772,170	14,504,863
Personnel	10,946,317	(277,018)	10,669,299	11,083,635	113,920	11,197,555	11,259,769	434,422	11,694,191	11,470,301	715,007	12,185,308	44,760,022	986,331	45,746,353
Operating Expenses	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Total Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Totals	Adj.	Total Amendment A-01
Minor Equipment	30,693	144,274	174,967	55,000	553,366	608,366	55,000	508,430	563,430	55,000	209,877	264,877	195,693	1,415,947	1,611,640
General Office Expenses	415,433	55,881	471,314	453,196	163,548	616,744	472,469	40,996	513,465	430,513	35,680	466,193	1,771,611	296,105	2,067,716
Training	19,340	-	19,340	19,340	660	20,000	19,340	(800)	18,540	19,340	(800)	18,540	77,360	(940)	76,420
Travel	114,329	18,500	132,829	114,329	20,671	135,000	114,329	18,931	133,260	114,329	18,872	133,201	457,316	76,974	534,290
Professional Certifications	10,000	(5,090)	4,910	10,000	-	10,000	10,000	-	10,000	10,000	-	10,000	40,000	(5,090)	34,910
Outreach	15,000	5,000	20,000	12,000	53,000	65,000	12,000	(7,000)	5,000	25,000	(20,000)	5,000	64,000	31,000	95,000
Media/Promotion	15,000	5,000	20,000	15,000	10,000	25,000	15,000	10,000	25,000	25,000	-	25,000	70,000	25,000	95,000
Program Materials	75,000	-	75,000	75,000	1,000	76,000	75,000	(70,000)	5,000	75,000	(70,000)	5,000	300,000	(139,000)	161,000
Vehicle Maintenance	18,500	(18,500)	-	18,500	(18,500)	-	18,500	(18,500)	-	18,500	(18,500)	-	74,000	(74,000)	-
Audit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Facility Costs (See Exhibit B Attachment III for breakdown)	2,453,028	(210,792)	2,242,236	2,523,516	(196,632)	2,326,884	2,599,248	(202,572)	2,396,676	2,677,140	(208,584)	2,468,556	10,252,932	(818,580)	9,434,352
Operating Expenses	3,166,323	(5,727)	3,160,596	3,295,881	587,113	3,882,994	3,390,886	279,485	3,670,371	3,449,822	(53,455)	3,396,367	13,302,912	807,416	14,110,328
Major Equipment	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Totals	Adj.	Total Amendment A-01
Telephone System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Information Technology Equipment	-	352,000	352,000	-	-	-	-	-	-	-	-	-	-	352,000	352,000
Vehicle (s)	-	-	-	-	75,000	75,000	-	-	-	-	-	-	-	75,000	75,000
Photocopy Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Major Equipment	-	352,000	352,000	-	75,000	75,000	-	-	-	-	-	-	-	427,000	427,000
Subcontracts	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Totals	Adj.	Total Amendment A-01
Subcontracts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Indirect Costs	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01	Totals	Adj.	Total Amendment A-01
Indirect Costs	2,736,579	(69,255)	2,667,324	2,770,908	(407,888)	2,363,020	2,814,942	(347,117)	2,467,825	2,867,575	(296,110)	2,571,465	11,190,004	(1,120,370)	10,069,634
TOTAL COSTS	16,849,219		16,849,219	17,150,424		17,518,569	17,465,597		17,832,387	17,787,698		18,163,140	69,252,938	-	70,353,315



Exhibit B, Attach II A1  
Detail Worksheet

							Year 1				Year 2				Year 3				Year 4				Totals	Totals Adj.	Totals Amend A-01					
							10/1/2015 - 9/30/2016				10/1/2016 - 9/30/2017				10/1/2017 - 9/30/2018				10/1/2018 - 9/30/2019											
Personnel	Exhibit A SOW 6.A	Exhibit A Attach I	Current Base Annual Salary Minimum	Current Base Annual Salary Amend A-01	Current Base Annual Salary Maximum	Current Base Annual Salary Amend A-01	FTE	FTE Amend A-01	Budget	Budget Adj.	Budget Amend A-01	FTE	FTE Amend A-01	Budget	Budget Adj.	Budget Amend A-01	FTE	FTE Amend A-01	Budget	Budget Adj.	Budget Amend A-01	FTE	FTE Amend A-01	Budget	Budget Adj.	Budget Amend A-01				
Administrative Services Analyst II (2)	9-20		46,264	48,133	69,144	75,888	0.40		30,344	(5,160)	25,184	0.40		32,620	(6,050)	26,570	0.40		35,067	(7,036)	28,031	0.40		37,697	(8,125)	29,572	135,728	(26,371)	109,357	
Administrative Services Assistant (2)	11, 12, 16-23	5-6	35,070	36,487	52,409	57,521	1.75		91,353	3,475	94,828	1.75	1.50	98,204	(13,333)	84,871	1.75	1.50	105,570	(16,031)	89,539	1.75	1.50	113,488	(19,024)	94,464	408,615	(44,913)	363,702	
Administrative Services Officer(2)	2,3, 6-23		61,574	62,805	96,512	98,443	0.90		77,298	11,300	88,598	0.90		83,095	10,376	93,471	0.90		89,327	9,285	98,612	0.90		96,027	8,009	104,036	345,747	38,970	384,717	
Branch Chief II(2)	1-23	2.5,	82,317	83,963	132,740	135,394	0.50		58,405	9,292	67,697	0.50		62,786	8,636	71,422	0.50		67,494	7,855	75,349	0.50		72,557	6,936	79,493	261,242	32,719	293,961	
Health Education Assistant II (1) (2)	8,12,14,15	1-9	34,710	36,112	51,814	56,868	21.00	17.95	1,049,068	(167,999)	881,069	21.00	18.20	1,127,007	(181,831)	945,176	21.00	16.20	1,210,791	(304,436)	906,355	21.00	16.20	1,300,860	(344,845)	956,015	4,687,726	(899,111)	3,698,615	
Health Services Assistant (1) (2)	2-8, 12, 14,15	1-9	27,039	28,132	42,467	46,610	78.00	76.92	3,385,060	55,182	3,440,242	69.00	77.00	3,221,796	399,214	3,621,010	64.00	77.00	3,205,397	616,179	3,821,576	56.00	77.00	3,008,752	1,008,836	4,017,588	12,821,005	2,079,411	14,900,416	
Nutritionist (1) (2)	2-6																													
Nutritionist (1) (2)	8,12,14,15	1-9	43,668	45,432	65,290	71,659	5.00	5.59	335,401	15,619	351,020	5.00	4.50	380,475	(55,411)	305,064	5.00	4.50	387,430	(65,647)	321,783	5.00	4.50	416,406	(76,985)	339,421	1,499,712	(182,424)	1,317,288	
Office Assistant II (1) (2)	6,12,14,15	3.5,7	25,651	26,687	40,271	44,200	10.50		403,617	(4,611)	399,006	10.50		433,483	(12,768)	420,715	10.50		465,589	(22,096)	443,493	10.50		500,104	(32,515)	467,589	1,802,793	(71,990)	1,730,803	
Office Assistant III (1) (2)	6,12,14,15	3.5,6,7	28,472	29,623	44,736	49,100	4.00	1.83	171,949	(96,401)	75,548	3.00	1.70	138,739	(65,030)	72,709	3.00	1.70	149,104	(71,856)	77,248	3.00	1.70	160,246	(78,779)	81,467	620,036	(313,066)	306,972	
Public Health Program Director(2)	1-23	2,4,5,6,9	66,280	67,605	106,724	108,858	1.25	1.03	115,236	(6,846)	108,390	1.25	1.00	123,879	(12,042)	111,837	1.25	1.00	133,170	(15,182)	117,988	1.25	1.00	143,158	(18,681)	124,477	515,443	(52,751)	462,692	
Program Coordinator I (2)	2,7,8,12,14,15	1-9	46,138	48,002	68,986	75,716	2.50		165,985	10,012	175,997	2.50		178,434	7,243	185,677	2.50		191,817	4,073	195,890	2.50		206,203	460	206,663	784,227	21,788	806,015	
Secretary I (2)	9,12,14,15,16,20,23	5	33,620	34,979	52,816	57,969	0.80		42,220	560	42,780	0.80		45,386	(232)	45,154	0.80		48,790	(1,153)	47,637	0.80		52,449	(2,192)	50,257	188,845	(3,017)	185,828	
Sr Nutritionist (2)	2-8	1-9	46,807	48,699	69,940	76,763	1.00		76,733	30	76,763	1.00		82,488	(1,503)	80,985	1.00		88,675	(3,236)	85,439	1.00		95,325	(5,187)	90,138	343,221	(9,896)	333,325	
Supervising Nutritionist I (1) (2)	1-25	1-9	52,007	54,106	77,767	85,353	12.00	11.11	994,988	(66,532)	928,456	12.00	11.00	1,069,222	(99,255)	969,967	10.00	11.00	958,386	64,644	1,023,030	10.00		1,029,875	(51,090)	978,785	4,052,471	(152,233)	3,900,238	
Supervising Nutritionist II (2)	6,12,14,15	1-9	54,880	57,097	82,055	90,060	4.00	3.41	355,475	(48,370)	307,105	4.00		382,136	(2,083)	380,053	4.00		410,796	(9,840)	400,956	4.00		441,605	(18,596)	423,009	1,590,012	(78,889)	1,511,123	
Supervising Office Assistant II (1) (2)	2,6,8,12,21	3.5,	32,479	33,791	51,133	56,121	1.75	1.50	83,742	(6,947)	76,795	1.75	1.50	89,962	(8,987)	80,975	1.75	1.50	96,649	(11,265)	85,384	1.75	1.50	103,837	(13,802)	90,035	374,190	(41,001)	333,189	
Accountant II (2)	12,13,16		43,540	45,299	65,104	71,455	0.24		14,963	(1,831)	13,132	0.24		16,085	(2,231)	13,854	0.24		17,292	(2,676)	14,616	0.24		18,589	(3,169)	15,420	66,929	(9,907)	57,022	
Accounting Technician II (2)	12,13,16		40,219	41,844	61,717	67,737	0.23		14,127	1,452	15,579	0.23		15,187	1,249	16,436	0.23		16,326	1,014	17,340	0.23		17,550	744	18,294	63,190	4,459	67,649	
Buyer II (2)	17		43,107	44,849	64,395	70,678	0.13		8,831	357	9,188	0.13		9,494	199	9,693	0.13		10,206	21	10,227	0.13		10,971	(162)	10,789	39,502	395	39,897	
Epidemiology Analyst (2)	9		62,575	63,826	93,029	97,461	0.10		6,013	(541)	7,472	0.10		8,614	(731)	7,883	0.10		9,260	(943)	8,317	0.10		9,955	(1,181)	8,774	35,842	(3,396)	32,446	
Internal Support Services Technician (2)	16,20		31,178	32,438	48,963	53,739	1.00		50,815	(1,663)	49,152	1.00		54,626	(2,770)	51,856	1.00		58,723	(4,015)	54,708	1.00		63,127	(5,410)	57,717	227,291	(13,858)	213,433	
Research Analyst (2)	9		44,816	46,628	66,977	73,511	0.25		13,350	364	13,714	0.20	0.25	14,351	117	14,468	0.20	0.25	15,242	2,922	15,264	0.20	0.25	16,103	2,835	16,103	53,311	6,238	59,549	
Research Specialist I (2)	9		49,700	51,708	74,313	81,562	0.25		18,522	1,868	20,390	0.20	0.25	15,929	5,583	21,512	0.20	0.25	17,123	5,572	22,695	0.20	0.25	18,408	5,535	23,943	69,982	18,558	88,540	
Sr. Public Information Specialist(3)	20	5	59,493	61,896	88,938	97,642	0.10		8,097	220	8,317	0.05	0.10	4,352	4,421	8,773	0.05		4,678	(50)	4,628	0.05		5,029	(144)	4,885	22,156	4,447	26,603	
Overtime (2)									14,317					14,747					15,190	(1)	15,189			15,645		15,645	59,899	(1)	59,898	
Total Salaries and Wages									7,587,909	(287,170)	7,300,739			7,683,097	(28,219)	7,654,878			7,805,192	176,102	7,981,294			7,951,131	353,448	8,304,579	31,027,329	214,161	31,241,490	
Fringe Benefits (4)							Percent		Budget	Percent Amend A-01	Budget Amend A-01	Percent		Budget	Percent Amend A-01	Budget Amend A-01	Percent		Budget	Percent Amend A-01	Budget Amend A-01	Percent		Budget	Percent Amend A-01	Budget Amend A-01		Budget Adj.	Budget Amend A-01	
								44.26%	3,359,408	46.14%	3,368,560	44.26%		3,400,538	46.28%	3,542,677	44.26%		3,454,577	46.52%	3,712,897	44.26%		3,519,170	46.73%	3,880,729	13,732,693	772,170	14,504,863	
Total Personnel									10,946,317		10,669,299			11,083,635		11,197,555			11,259,769		11,694,191			11,470,301		12,185,308	44,760,022	772,170	45,746,353	
Operating Expenses	Exhibit A SOW	Exhibit A Attach I							Budget	Budget Adj.	Budget Amend A-01			Budget	Budget Adj.	Budget Amend A-01			Budget	Budget Adj.	Budget Amend A-01			Budget	Budget Adj.	Budget Amend A-01		Budget Adj.	Budget Amend A-01	
Minor Equipment (5)	17, 18	1-9							30,693	144,274	174,967			55,000	553,366	608,366			55,000	508,430	563,430			55,000	209,877	264,877	195,693	1,415,947	1,611,640	
General Office Expenses	EXAT, C, 17, 18	1-9							415,433	55,881	471,314			453,196	163,548	616,744			472,469	40,996	513,465			430,513	35,880	466,393	1,771,611	296,105	2,067,716	
Training	7	1-9							19,340		19,340			19,340		19,340			19,340		19,340			19,340		19,340		19,340		19,340
Travel	8								114,329	18,500	132,829			114,329	20,671	135,000			114,329	18,931	133,260			114,329	18,972	133,301	457,316	76,974	534,290	
Professional Certifications	4, 5								10,000	(5,090)	4,910			10,000		10,000			10,000		10,000									



Exhibit B, Attachment III A1  
Facility Costs

County of Riverside, Department of Public Health  
15-10105 A-01

Total Facility Costs: 9,434,352																																
Year 1 Total Costs											2,242,236	Year 2 Total Costs						2,326,884	Year 3 Total Costs						2,396,676	Year 4 Total Costs						2,468,556
Street Address, City, Zip Code	W/C MIS Clinic Site # or N/A	Type of Space (Clinic Site, Administrative Site, Training Center, Warehouse, Storage Area, satellite clinic site)	Total Square Feet	Total Cost of Site Per Month	Total Cost of Site Per Month Adj	Total Cost of Site Per Month Amend A-01	Price Per Square Foot	Price Per Square Foot Adj	New Total Amend A-01	Amended Cost of Space Per Year	Total Cost of Site Per Month	Total Cost of Site Per Month Adj	Total Cost of Site Per Month Amend A-01	Price Per Square Foot	Price Per Square Foot Adj	New Total Amend A-01	Amended Cost of Space Per Year	Total Cost of Site Per Month	Total Cost of Site Per Month Adj	Total Cost of Site Per Month Amend A-01	Price Per Square Foot	Price Per Square Foot Adj	New Total Amend A-01	Amended Cost of Space Per Year	Total Cost of Site Per Month	Total Cost of Site Per Month Adj	Total Cost of Site Per Month Amend A-01	Price Per Square Foot	Price Per Square Foot Adj	New Total Amend A-01	Amended Cost of Space Per Year	
9415 Mission Blvd., Ste. "J" & "K" Riverside, CA. 92509		Clinic Site	3600	5,193	2,269	7,462	1.44	0.63	2.07	89,544	5,349	1,230	6,579	1.49	0.34	1.83	78,948	5,509	1,267	6,776	1.53	0.35	1.88	81,312	5,674	1,305	6,979	1.58	0.36	1.94	83,748	
4210 Riverwalk Pkwy. Riverside, CA. 92505		Administrative Site, Training Ctr. & Call Ctr.	9408-9623	19,208	2,813	22,021	2.11	0.18	2.29	264,252	19,784	2,201	21,985	2.17	0.11	2.28	263,820	20,378	2,266	22,644	2.24	0.12	2.35	271,728	20,988	2,336	23,324	2.30	0.12	2.42	279,888	
7140 Indiana Ave. Riverside, CA. 92504		Clinic Site	3746	2,908	(1,034)	1,874	0.78	(0.28)	0.50	22,488	2,996	(829)	2,167	0.80	(0.22)	0.58	26,004	3,085	(853)	2,232	0.82	(0.23)	0.60	26,784	3,177	(878)	2,299	0.85	(0.23)	0.61	27,588	
7801 Gramercy Pl., Ste. "C" Riverside, CA. 92503		Clinic Site	3136	5,597	(335)	5,262	1.78	(0.11)	1.68	63,144	5,764	(356)	5,408	1.84	(0.11)	1.72	64,896	5,937	(367)	5,570	1.89	(0.12)	1.78	66,840	6,116	(379)	5,737	1.95	(0.12)	1.83	68,844	
5256 Mission Blvd. Riverside, CA. 92509		Clinic Site	5649	15,248	806	16,054	2.70	0.14	2.84	192,648	15,704	1,395	17,099	2.78	0.25	3.03	205,188	16,175	1,437	17,612	2.86	0.25	3.12	211,344	16,660	1,480	18,140	2.95	0.26	3.21	217,680	
13800 Heacock Ave., Ste. 125 Moreno Valley, CA. 92553		Clinic Site	5727	9,340	(83)	9,257	1.63	(0.01)	1.62	111,084	9,621	226	9,847	1.68	0.04	1.72	118,164	9,910	232	10,142	1.73	0.04	1.77	121,704	10,206	240	10,446	1.78	0.04	1.82	125,352	
2499 E. Lakeshore Dr., Ste. "B" Lake Elsinore, CA. 92530		Clinic Site	6179	13,413	1,930	15,343	2.17	0.31	2.48	184,116	13,815	1,210	15,025	2.24	0.20	2.43	180,300	14,229	1,247	15,476	2.30	0.20	2.50	185,712	14,657	1,284	15,941	2.37	0.21	2.58	191,292	
308 E. San Jacinto Ave. Perris, CA. 92570		Clinic Site	6664-6849	16,480	(1,858)	14,622	2.47	0.03	2.50	175,464	16,974	(1,687)	15,287	2.55	0.07	2.61	183,444	17,484	(1,738)	15,746	2.62	0.07	2.69	188,952	18,009	(1,791)	16,218	2.70	0.07	2.77	194,616	
41002 County Center, Bldg. B Temecula, CA. 92591		Clinic Site	6660-6695	15,118	(3,265)	11,853	2.30	(0.53)	1.77	142,236	15,572	(3,128)	12,444	2.37	(0.51)	1.86	149,328	16,039	(3,222)	12,817	2.44	(0.53)	1.92	153,804	16,520	(3,318)	13,202	2.52	(0.54)	1.97	158,424	
1055 N. State St. Hemet, CA. 92543		Clinic Site	9679	16,190	(1,068)	15,122	1.67	(0.11)	1.56	181,464	16,676	(1,436)	15,240	1.72	(0.15)	1.57	182,880	17,177	(1,480)	15,697	1.77	(0.15)	1.62	188,364	17,689	(1,521)	16,168	1.83	(0.16)	1.67	194,016	
3055 W. Ramsey Banning, CA. 92220		Clinic Site	2200	5,175	588	5,763	2.35	0.27	2.62	69,156	5,329	752	6,081	2.42	0.34	2.76	72,972	5,490	773	6,263	2.50	0.35	2.85	75,156	5,655	796	6,451	2.57	0.36	2.93	77,412	
26520 Cactus Ave. Moreno Valley, CA. 92555		Satellite Clinic Site	120	250		250	2.08		2.08	3,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
47-923 Oasis St. Indio, CA. 92201		Clinic Site	9158	6,849	1,054	7,903	0.75	0.12	0.86	94,836	7,053	1,972	9,025	0.77	0.22	0.99	108,300	7,267	2,029	9,296	0.79	0.22	1.02	111,552	7,484	2,090	9,574	0.82	0.23	1.05	114,888	
91275 66th Ave. Mecca, CA. 92254		Clinic Site	6661-4342	20,025	(8,318)	11,707	3.01	(0.31)	2.70	140,484	20,626	(7,927)	12,699	3.10	(0.17)	2.92	152,388	21,245	(8,165)	13,080	3.19	(0.18)	3.01	156,960	21,882	(8,410)	13,472	3.29	(0.18)	3.10	161,664	
1515 N. Sunrise Way Palm Springs, CA. 92262		Clinic Site	6642-1648	16,376	(10,939)	5,437	3.27	0.03	3.30	65,244	16,870	(11,738)	5,132	3.37	(0.25)	3.11	61,584	17,373	(12,087)	5,286	3.47	(0.26)	3.21	63,432	17,894	(12,450)	5,444	3.57	(0.27)	3.30	65,328	
68-615 Perez Rd., Ste. 17-B Cathedral City, CA. 92234		Clinic Site	3089	7,513	(198)	7,315	2.43	(0.06)	2.37	87,780	7,738	(91)	7,647	2.51	(0.03)	2.48	91,764	7,972	(96)	7,876	2.58	(0.03)	2.55	94,512	8,209	(96)	8,113	2.66	(0.03)	2.63	97,356	
14320 Palm Dr. Desert Hot Springs, CA. 92240		Clinic Site	6626-6074	5,998	560	6,558	1.09	(0.01)	1.08	78,696	6,178	1,454	7,632	1.12	0.14	1.26	91,584	6,363	1,498	7,861	1.15	0.14	1.29	94,332	6,555	1,541	8,096	1.19	0.15	1.33	97,152	
1293 W. Hobson Way Blythe, CA. 92225		Clinic Site	1648-1476	3,782	(718)	3,064	2.05	0.03	2.08	36,768	3,896	(963)	2,933	2.11	(0.13)	1.99	35,196	4,012	(991)	3,021	2.17	(0.13)	2.05	36,252	4,132	(1,020)	3,112	2.24	(0.13)	2.11	37,344	
1307 W. Sixth St., Ste. 124 Corona, CA. 92882		Clinic Site	5733	10,406	378	10,784	1.82	0.07	1.88	129,408	10,718	672	11,390	1.87	0.12	1.99	136,680	11,040	692	11,732	1.93	0.12	2.05	140,784	11,371	713	12,084	1.98	0.12	2.11	145,008	
1465 Spruce St., Ste. "A" Riverside, CA. 92507		Clinic Site	3173	6,079	(410)	5,669	1.92	(0.13)	1.79	68,028	6,261	226	6,487	1.97	0.07	2.04	77,844	6,449	233	6,682	2.03	0.07	2.11	80,184	6,643	239	6,882	2.09	0.08	2.17	82,584	
14539 Innovation Dr. Riverside, CA. 92518		Warehouse	3276-3609	3,271	262	3,533	1.00	(0.02)	0.98	42,396	3,369	431	3,800	1.03	0.03	1.05	45,600	3,470	444	3,914	1.06	0.03	1.08	46,968	3,574	457	4,031	1.09	0.03	1.12	48,372	
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Finance and Business Operation Division  
Procurement and Logistics

**Date:** 06/13/2016

**To:** Christopher Hans – Executive Office

**From:** Teresa Diez, Contracts Administration

**RE:** Form 11 & Agreement for Contract # 15-10105 State of California Department of Public Health, Woman, Infants and Children Division — Supplemental Nutrition Program

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Please process for Board of Supervisors approval as follows:

Board of Supervisors Board agenda on: Next Board Agenda

**Thank you.**

# RESOLUTION

**BE IT RESOLVED** by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, July 26, 2016, that John J. Benoit, the Chairman is authorized and directed to execute on behalf of said County the Standard Agreement No. 15-10105, Amendment No. 1 between Riverside County and California Department of Public Health providing: for the Supplemental Nutrition Program for Women, Infants and Children (WIC).

## Roll Call:

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
Nays: None  
Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM, Clerk of said Board

By: 

Deputy