

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



**ITEM**  
3.13  
(ID # 5409)

**MEETING DATE:**

Tuesday, October 3, 2017

**FROM :** RUHS-PUBLIC HEALTH:

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify the Second Amendment to 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. [\$18,000 – Federal 98% and County RUHS – PH 2%] (4/5 vote required)

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

1. Ratify the Second Amendment to the Agreement #15-10105 between the California Department of Public Health and the County of Riverside Department of Public Health for an increase of \$18,000 for a total contract amount of \$70,371,315 for the period of October 1, 2015 through September 30, 2019, and;
2. Approve and direct the Auditor-Controller to make the budget adjustments shown on Schedule A, attached, 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.

**ACTION:** 4/5 Vote Required, Policy

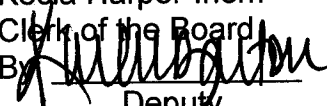
  
Sarah S Mack, Director of Public Health 9/18/2017

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley  
Nays: None  
Absent: None  
Date: October 3, 2017  
xc: RUHS, Auditor

Kecia Harper-Ihem  
Clerk of the Board  
By   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 4,500	\$ 6,000	\$ 18,000	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
			<b>Budget Adjustment: Yes</b>	
			<b>For Fiscal Year: 16/17-19/20</b>	

**C.E.O. RECOMMENDATION:** [CEO use]

**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						
<b>Federal Fiscal Year</b>	<b>FFY 15/16</b>	<b>FFY 16/17</b>	<b>FFY 17/18</b>	<b>FFY 18/19</b>	<b>FY 19/20</b>	<b>Total</b>
<b>Agreement Amount</b>	\$16,849,219	\$17,524,569	\$17,838,387	\$18,159,140	\$0	\$70,371,315
<b>County Fiscal Year</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>Total</b>
<b>Increase Amount</b>	\$0	\$4,500	\$6,000	\$6,000	\$1,500	\$18,000

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Budget Amount	\$12,636,914	\$17,355,732	\$17,759,933	\$18,078,952	\$4,539,785	\$70,371,315
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The County RUHS-PH cost of 2% will have no effect on the Net County Cost.

**Contract History**

On August 18<sup>th</sup>, 2015, Agenda Item 3-48, the Board approved the Agreement with California Department of Public Health for Supplemental Nutrition Program. On July 26<sup>th</sup>, 2016, Item 3-40, the First Amendment to this Agreement was approved to accept a 2% increase.

**ATTACHMENT:**

**Budget Adjustment**

Attached Schedule A is for FY 17/18 budget for the additional amount of \$ 6,000.

SCHEDULE A

Riverside University Health System - Public Health  
Nutrition Services & Health Promotion  
Women, Infant, and Children (WIC)  
HS100004

Budget Adjustment  
Fiscal Year 2017-2018



INCREASE IN APPROPRIATIONS:

10000	4200100000-	528140	Conference/Registration Fees	\$ 500
10000	4200100000-	528900	Air Transportation	\$ 2,500
10000	4200100000-	528940	Travel-Fuel	\$ 100
10000	4200100000-	528960	Lodging	\$ 1,210
10000	4200100000-	528980	Meals	\$ 491
10000	4200100000-	529000	Miscellaneous Travel Expense	\$ 450
10000	4200100000-	529040	Private Mileage Reimbursement	\$ 100
10000	4200100000-	529060	Public Services Transportation	\$ 229
10000	4200100000-	529080	Rental Vehicles	<u>\$ 420</u>
			TOTAL INCREASE IN APPROPRIATION	\$ 6000

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INCREASE ESTIMATED REVENUE:

10000	4200100000-	762040	Federal Health Grants	<u>\$ 6,000</u>
TOTAL INCREASE IN ESTIMATED REVENUE				<u>\$6,000</u>

			
Misley Wang	9/21/2017	Gregory V. Priamos, Director County Counsel	9/19/2017

# RESOLUTION

**BE IT RESOLVED** by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, October 3, 2017, that John Tavaglione, the Chairman is authorized and directed to execute on behalf of said County the Standard Agreement No. 15-10105, Amendment No. 2 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, Perez 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

CLERK'S COPY

STATE OF CALIFORNIA  
STANDARD AGREEMENT AMENDMENT  
STD 213A (Rev 6/03)

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

Agreement Number 15-10105	Amendment Number A02
Registration Number:	

Check here if additional pages are added: 1 Page(s)

- 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)
- The term of this Agreement is: October 1, 2015 through September 30, 2019
- The maximum amount of this Agreement after this amendment is: \$ 70,371,315  
 Seventy Million Three Hundred Seventy-One Thousand Three Hundred Fifteen 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:

- Purpose of amendment:** Is to increase the contract by adding \$18,000, changing the total amount to read as \$70,371,315, allow for shifting of funds for fiscal years 2 through 4 of the Exhibit B, Attachments I, II and III Budget, Detail Worksheet and Facility Costs in order to compensate the contractor for actual expenditures invoiced and to revise the Scope of Work accordingly to coincide with the Federal guidelines.
- 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~~).

FORM APPROVED COUNTY COUNSEL  
BY: Marsha L. Victor 9/18/17  
MARSHA L. VICTOR DATE

ATTEST: (Continued on next page)  
KECIA HARPER-IHEM, Clerk  
BY: [Signature]  
DEPUTY

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.) County of Riverside, Department of Public Health		
By (Authorized Signature) <u>[Signature]</u>	Date Signed (Do not type) 10/3/17	KMO  <b>APPROVED</b> NOV - 2 2017 OFFICE OF LEGAL SERVICES DEPT. OF GENERAL SERVICES
Printed Name and Title of Person Signing John R. Tavaglione, Chairman, Board of Supervisor		
Address 4065 County Circle Drive Riverside, CA 92503		
STATE OF CALIFORNIA		<input type="checkbox"/> Exempt per:
Agency Name California Department of Public Health		
By (Authorized Signature) <u>[Signature]</u>	Date Signed (Do not type) 10/18/17	
Printed Name and Title of Person Signing Jeffrey Mapes, Chief, Contracts Management Unit		
Address 1616 Capitol Avenue, Suite 74.262, MS 1802, P.O. Box 997377, Sacramento, CA 95899-7377		

- III. Exhibit A, Scope of Work, has been revised in its entirety as attached.
- IV. Exhibit A, Attachment I, Local Agency Specific Services, Services to be Performed, has been revised in its entirety as attached.
- V. Exhibit A, Attachment II, Semi-annual Report Sample, has been deleted in its entirety.
- VI. Exhibit A, Attachment III, RAE Sample, has been updated to replace Exhibit A, Attachment II. All references to this attachment within this contract shall now read as follows:

**Exhibit A, Attachment II, RAE Sample**

- VII. Exhibit A, Attachment IV, Template Service Agreement for Third Party Entity's Data Reporting System, has been updated to replace Exhibit A, Attachment III. All references to this attachment within this contract shall now read as follows:

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

- VIII. Exhibit B, Budget Detail and Payment Provisions, Paragraph 4.A is revised as follows:

**4. Amounts Payable**

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

- 1) \$16,849,219 for the budget period of 10/1/2015 through 9/30/2016.
- 2) ~~\$17,518,569~~ **\$17,524,569** for the budget period of 10/01/2016 through 09/30/2017.
- 3) ~~\$17,832,387~~ **\$17,838,387** for the budget period of 10/01/2017 through 09/30/2018.
- 4) ~~\$18,153,140~~ **\$18,159,140** for the budget period of 10/01/2018 through 09/30/2019.

- IX. Exhibit B, Attachments I through III, have been revised in its entirety as attached.

**Exhibit A**  
**Scope of Work**

**1. Service Overview**

- A. Contractor agrees to provide for the California Department of Public Health, Special Supplemental Nutrition Program for Women, Infants and Children Division (CDPH/WIC Division) the direct services at the local level described herein to operate the Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program) and to comply with all fiscal, administrative and operational requirements as outlined in Federal and State statutes, regulations, policies and procedures, and other communications from the CDPH/WIC Division.
- B. The CDPH/WIC Division administers funds provided by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) for the operation of the WIC Program, which includes separate funding grants for the Breastfeeding Peer Counseling Program (BFPC), and the Farmers' Market Nutrition Program (FMNP) for the State of California. These USDA funded nutrition programs are discretionary, and each provides a specific service to women, infants, and children who are low income and at nutritional risk. The overall goal of the WIC Program is to improve the health status of eligible participants by providing nutritious foods to supplement diets, information on healthy eating, breastfeeding support and referrals to health care services.
- C. The purpose of this contract is to provide funds and expectations to support the delivery of services and benefits of the WIC Program to eligible participants through qualified community agencies.
- D. The terms of this contract are derived from applicable Federal and State statutes, regulations, policies and procedures as detailed in Exhibit E, Provision 1.
- E. The CDPH/WIC Division's Catalog of Federal Domestic Assistance (CFDA) Number is 10.557. The CDPH/WIC Division's CFDA Program Title is Special Supplemental Nutrition Program for Women, Infants and Children.

**2. Definitions**

This list of definitions is for use with this Agreement.

- A. **Applicant** - An individual who has applied to participate in the WIC Program.
- B. **BFPC** means Breastfeeding Peer Counseling Program - The BFPC Program is based on the United States Department of Agriculture's (USDAs) Loving Support© Model for a Successful Peer Counseling Program. The BFPC Program utilizes peers to encourage and support WIC mothers to breastfeed their infants via a mother-to-mother connection. The BFPC Program is an enhancement to WIC Program breastfeeding services and support.
- C. **Breastfeeding Coordinator** - A designated Competent Professional Authority (CPA) that ensures breastfeeding is promoted and supported at the local agency.



**Exhibit A**  
**Scope of Work**

- D. **CDPH/WIC Division** means California Department of Public Health, Special Supplemental Nutrition Program for Women, Infants and Children Division - The Division within the California Department of Public Health that administers and oversees the WIC Program.
- E. **Contract Manager** - The CDPH/WIC Division staff assigned to monitor compliance with the terms of the Agreement.
- F. **Contractor** - A local government or private, non-profit organization that provides WIC Program services according to the terms of this Agreement with the CDPH/WIC Division. A Contractor is also referred to as a WIC local agency.
- G. **CPA** means Competent Professional Authority - Per Federal Regulation 7 CFR 246.2, a CPA is an individual on the staff of the local agency authorized to determine nutritional risk and prescribe supplemental foods. The following persons are the only persons the State agency may authorize to serve as a competent professional authority: Physicians, nutritionists (bachelor's or master's degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition or Home Economics with emphasis in Nutrition), dietitians, registered nurses, physician's assistants (certified by the National Committee on Certification of Physician's Assistants or certified by the State medical certifying authority), or State or local medically trained health officials.
- H. **Designee** - A person who has been designated by the Contractor's ~~WIC Director~~ **Agency Director** and is authorized to sign an invoice on behalf of the Contractor.
- I. **Dual Funded Positions** - Positions which are funded using Nutrition Services and Administration funds and funding from another source.
- J. **EBT** means Electronic Benefit Transfer - An electronic system that allows the issuing of food benefits via a magnetically encoded payment card.
- K. **Facility Sites** - A site that is used by the Contractor to administer the WIC Program. Types of facility sites include WIC Clinic Sites, Administrative Sites, Training Centers, Warehouses and Storage Areas.
- L. **FFY** means Federal Fiscal Year - October 1 through September 30.
- M. **FMNP** means Farmers' Market Nutrition Program - A Federally-funded and regulated program that provides resources in the form of fresh, nutritious, unprepared foods (fruits and vegetables) from farmers' markets to WIC participants.

**Exhibit A**  
**Scope of Work**

- N. **FNS** means Food and Nutrition Service - An agency of the USDA's Food, Nutrition, and Consumer Services. FNS works to end hunger and obesity through the administration of 15 federal nutrition assistance programs, which includes the WIC Program. FNS establishes rules and regulations and oversees the state and local agencies that operate those nutrition assistance programs.
- O. **Food Benefits** - A benefit issued to WIC participants for the purchase of WIC supplemental foods at authorized WIC vendors.
- P. **INEP** means Individual Nutrition Education Plan - An individualized plan developed for each WIC participant to follow during participation in the WIC Program.
- Q. **LAIS** means Local Agency Inventory System - The inventory system used by the WIC Program to track all equipment purchased with WIC funds.
- R. **LVL** means Local Vendor Liaison - Local agency employee responsible for establishing and maintaining a working relationship with a set number of WIC authorized vendors as assigned by the CDPH/WIC Division.
- S. **MIS** means Management Information System - The CDPH/WIC Division's centralized data processing system used to collect and store information concerning participant eligibility, enrollment, food benefit issuance and redemption for local agencies.
- T. **NSA** means Nutrition Services and Administration - The funding provided by USDA that supports the WIC Program.
- U. **NSP** means Nutrition Services Plan - The NSP is a tool for the CDPH/WIC Division to use in planning overall WIC Program Nutrition Services. Components of the plan include 1) the review of the effectiveness of current and/or past services, 2) the consideration of the most urgent needs of WIC participants in California, and 3) the planning of activities at the CDPH/WIC Division that will focus on addressing WIC participants' needs in the coming two years.
- V. **Nutrition Consultant** - The CDPH/WIC Division staff assigned to provide consultative services related to nutrition and other topics.
- W. **Nutrition Coordinator** - A designated CPA that ensures nutrition education delivery is done in accordance with CDPH/WIC Division approved curriculum and messages and in keeping with the WIC participant's personal, cultural, and socioeconomic preferences.
- X. **Participant** - An individual who meets all WIC Program eligibility criteria and is enrolled in the WIC Program and receives nutrition benefits.

**Exhibit A**  
**Scope of Work**

- Y. **PCE** means Participant-Centered Education - A strength-based approach that places the participant at the center of the education process. Rather than focusing only on participants' problems, risks, or unhealthy behaviors, this approach emphasizes participants' capabilities and strengths regarding their nutrition, health, and referral needs. In PCE, educators work collaboratively with participants to elicit and support their motivation to change, respecting them as the ones who ultimately decide if and when they will learn and/or make a change.
- Z. **QAP** means Quality Assurance Plan - A general description of the methodology used to evaluate individual staff performances and areas of program management and operations to include at a minimum certification, nutrition education, breastfeeding promotion and support, provision of referrals and food instrument integrity and distribution.
- AA. **RAE** means Report of Actual Expenditure - The Contractor's year-end financial report.
- ~~BB. **Semi-Annual Report** - The report that is submitted by the Contractor to the CDPH/WIC Division regarding program operations. The first report will cover October 1 through March 31 and is due on April 30 of each FFY of the contract period. The second report will cover April 1 through September 30 and is due on October 31 of each FFY of the contract period.~~
- CC. **BB. Service Area** - The geographical area covered by the Contractor, which may be listed as County, City, and/or Zip Code.
- DD. **CC. ULO** means Unliquidated Obligations - Unpaid WIC Program financial commitments within a budget period.
- EE. **DD. USDA** means United States Department of Agriculture - the Federal agency that funds and implements the WIC Program throughout the United States.
- FF. **EE. WIC Clinic Sites** - A site that is solely designated for WIC services.
- GG. **FF. WIC Director** - The Contractor's manager who is responsible for day-to-day WIC Programs operations.
- HH. **GG. 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.
- II. **HH. WNA** means WIC Nutrition Assistant - A paraprofessional who provides WIC services to participants.
- JJ. **II. WPPM** means the WIC Policy and Procedure Manual.

**Exhibit A**  
**Scope of Work**

**3. Service Location**

- A. The services shall be provided at authorized WIC clinic sites within Contractor's service area, as listed in Exhibit B, Attachment III of this Agreement. Contractor may serve participants who do not live in the service area, at the participant's request, for reasons related to participant convenience or necessity, such as a preference to attend a WIC site near the participant's place of employment. The CDPH/WIC Division may modify an existing service area to reflect changing business needs and demographics by notifying the Contractor in writing.
- B. The Contractor agrees to provide WIC Program services in the following service area to:

Eligible California residents of Riverside County.

**4. Service Hours**

- A. The services shall be provided during the Contractor's normal business hours in addition to extended hours of operation to accommodate the needs of working and student applicants/participants.
- 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.

**Exhibit A**  
**Scope of Work**

**5. Project Representatives**

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

<b>California Department of Public Health</b>	<b>County of Riverside, Department of Public Health</b>
<p>Amy Carson <b>Marques Almeida</b> Contract Manager</p> <p>Telephone: (916) 928-8553 <b>8810</b> Fax: (916) 263-3344 <b>3318</b> E-mail: Amy.Carson@cdph.ca.gov <b>Marques.Almeida@cdph.ca.gov</b></p>	<p>Susan Harrington, M.S., R.D. <b>Sarah S. Mack, M.P.H.</b> Public Health Director</p> <p>Telephone: (951) 358-7036 Fax: (951) 358-4529 E-mail: SHarrington@rivcocha.org <b>Ssmack@rivcocha.org</b></p>

B. Direct all inquiries to:

C.

<b>California Department of Public Health</b>	<b>County of Riverside, Department of Public Health</b>
<p>CDPH/WIC Division Attention: Amy Carson <b>Marques Almeida</b> Local Operations Section 3901 Lennane Drive Sacramento, CA 95834</p> <p>Telephone: (916) 928-8553 <b>8810</b> Fax: (916) 263-3344 <b>3318</b> E-mail: Amy.Carson@cdph.ca.gov <b>Marques.Almeida@cdph.ca.gov</b></p>	<p>CRDPH WIC Attention: Gayle Hoxter Public Health Program Chief II 4065 County Circle Drive Riverside, CA 92503</p> <p>Telephone: (951) 358-5311 Fax: (951) 385-5472 E-mail: ghoxter@rivcocha.org</p>

D. Either party may change the information in paragraphs A or B above by giving written notice to the other party. These changes shall not require an amendment to this Agreement.

**6. Contractor Responsibilities**

**A. Administrative Contract Requirements**

**1) Caseload Management and Performance Standard**

a) The Contractor is provided a participant annual caseload for the term of this Agreement. The Contractor shall meet the performance standard by serving one hundred percent (100%) of the authorized caseload.

<u>Budget Period</u>	<u>Caseload</u>
1. 10/1/15 – 9/30/16	88,800

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**Scope of Work**

2. 10/1/16 – 9/30/17	90,580
3. 10/1/17 – 9/30/18	92,390
4. 10/1/18 – 9/30/19	94,240

- b) Should the Contractor fail to meet the performance standard, the CDPH/WIC Division may reduce the Contractor's authorized caseload and associated funding through a formal contract amendment.

**2) Quality Assurance Plan**

- a) The Contractor shall continue to maintain an internal Quality Assurance Plan and continuously review and evaluate the program services provided.
- b) **If the Contractor is identified by CDPH/WIC as performing low on a statewide performance measure, then the Contractor shall incorporate the identified statewide performance measure into its Quality Assurance Plan (per WPPM 100-01). The Contractor shall collaborate with CDPH/WIC staff to (a) identify and implement one or more appropriate quality improvement activities that address the measure with the objective of improving performances on the measure and (b) routinely monitor results. These improvement activities and monitoring shall follow traditional Quality Improvement (QI) methods.**
- c) **For further information on QI methods, in its Nutrition Services Standards, Standard 16 Quality Improvement, USDA/FNS refers WIC agencies to the Quality Improvement Methodology web page hosted by the Health Resources and services Administration (HRSA): (<https://www.hrsa.gov/quality/toolbox/methodology/index.html>).**

**3) Program Monitoring**

The CDPH/WIC Division shall conduct an on-site visit to ensure that the Contractor's program operations and fiscal management procedures are in compliance. On-site monitoring visits shall be performed at least once every two (2) years. The Contractor shall comply with all requirements of the program monitoring process.

**4) Staffing Standards**

- a) The Contractor shall ensure all appropriate staff performs tasks as outlined in Exhibit A, Attachment I and as detailed in Exhibit B, Attachment II.
- b) The Contractor shall ensure there are adequate and qualified personnel to perform administrative and clinical duties relating to certification, referral,

**Exhibit A**  
**Scope of Work**

outreach, education, planning and supervisory functions. Contractor may employ WNAs, RDs, Degreed Nutritionists, CPAs, and other staff in accordance with Exhibit A, Attachment I.

- c) The Contractor shall employ RDs for activities that support participant nutrition needs and oversee the development, implementation, and evaluation of the nutrition services plan, the quality assurance plan and nutrition related education, assessments, and nutrition related activities. If there are barriers to meeting this RD staffing standard, the Contractor shall submit a written plan to their CDPH/WIC Division Contract Manager explaining how they will coordinate and provide nutrition services to participants in accordance with Exhibit A, Attachment I.
- d) The Contractor shall ensure there are adequate and qualified personnel to perform administrative and clinical duties relating to certification, referral, outreach, education, planning, and supervisory functions.
- e) WIC Director

The Contractor shall designate a WIC Director who meets the federal CPA qualifications. The WIC Director is responsible for the day-to-day operations of the WIC program and serves as the principle liaison to the CDPH/WIC Division. This position has supervisory and coordination responsibilities, including ensuring that the Contractor complies with all fiscal, administrative, and operational requirements and services to be performed in accordance with Exhibit A, Attachment I. If there are barriers to meeting this CPA staffing standard, the Contractor shall submit a written plan for approval to their CDPH/WIC Division Contract Manager explaining how they will meet the fiscal, administrative, and operational requirements and services to be performed in accordance with Exhibit A, Attachment I.

- f) Nutrition Education Coordinator

The Contractor shall designate a RD to serve in the role of the WIC Nutrition Education Coordinator. If there are barriers to meeting this RD staffing standard, the Contractor shall submit a written plan to their CDPH/WIC Division Contract Manager explaining how they will coordinate and provide nutrition services to participants in accordance with Exhibit A, Attachment I.

- g) Breastfeeding Coordinator

The Contractor shall designate a CPA to serve in the role of the WIC Breastfeeding Coordinator. If there are barriers to meeting this CPA staffing standard, the Contractor shall submit a written plan to their CDPH/WIC Division Contract Manager explaining how they will coordinate and provide breastfeeding services to participants in accordance with Exhibit A, Attachment I.

**Exhibit A**  
**Scope of Work**

h) Local Vendor Liaison

The Contractor shall designate one or more staff to serve in the role of the LVL to be the point of contact to the CDPH/WIC Division for LVL related activities in accordance with Exhibit A, Attachment I, Task 6.

i) Dietetic Career Development Coordinator **(Only applies to contract with San Diego State University Research Foundation.)**

The Contractor shall designate one or more staff to serve in the role of the Dietetic Career Development Coordinator to be the point of contact to the CDPH/WIC Division and provide the following services:

1. Provide technical assistance to the five (5) WIC-based dietetic internships and WIC staff interested in becoming a dietitian.
2. Provide outreach services related to dietetic internships to various state and national organizations.
3. Provide written and verbal communication updates regarding meeting performance outcomes to the CDPH/WIC Division.
4. Ensure that dietetic internships comply with Accreditation Standards as set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). This includes the requirements to have a full-time internship program director and for dietetic internships to provide at least 1200 hours of supervised practice to meet defined competencies by ACEND.
5. Work with dietetic interns to complete the mandatory review process to pass the Registered Dietitian (RD) exam. Funding of project is contingent on meeting performance outcome standards.

j) Dietetic Intern Program **(Only applies to contracts with Clinica Sierra Vista, Northeast Valley, PHFE, San Diego State University Research Foundation and United Health Centers of the San Joaquin Valley.)**

The Contractor shall coordinate and maintain an Academy of Nutrition and Dietetics accredited WIC-based dietetic internship program pursuant to guidelines established by the CDPH/WIC Division and the Accreditation Standards as set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Qualified applicants seeking Community Nutrition focus are to be given priority in the candidate selection process. The Contractor shall provide a point of contact, or designee, with applicant recruitment advertisements for distribution within the WIC community statewide; i.e., letter and/or WIC website. Provide quarterly status reports and information to the CDPH/WIC Division's Dietetic Intern (DI) Coordinator, regarding the RD exam pass rate, intern data, site visit evaluations, costs, and other relevant information related to the in kind internships. Work with other internship directors, DI Coordinator, and state representatives to address challenges, acknowledge accomplishments, and make



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recommendations on ways to sustain quality of services. Funding of project is contingent on meeting performance outcome standards.

**5) Professional Certifications**

The Contractor shall ensure professional staff listed in Exhibit A, Paragraph 6.A.4) above, and identified on Exhibit B, Attachment II maintain any professional certifications and memberships required, which shall also include registration of certification/recertification as part of staffs' profession, relevant subscriptions or memberships to businesses, and professional and technical periodicals or organizations.

**6) Program Materials**

The Contractor shall utilize CDPH/WIC Division administrative, program, nutrition education, breastfeeding, and outreach materials in accordance with Exhibit A, Attachment I. Prior to purchasing, using, or developing other materials, the Contractor shall request and receive approval from the CDPH/WIC Division.

**7) Staff Training Requirements**

- a) The Contractor shall provide to their staff a comprehensive orientation to the WIC Program, initial and in-depth training, as well as on-going professional and program training to ensure that all of the Contractor's staff has the knowledge and skills necessary to perform their duties.
- b) The Contractor shall provide mandatory training on Civil Rights, Alcohol and Drug Abuse, National Voter Registration Act, and Code of Conduct training once every 12 months to all staff. Newly hired staff shall have the mandatory training within three (3) months of employment, and subsequently, once every 12 months.
- c) The Contractor is responsible for assessing staff and ensuring training appropriate to the position and duties is received on an ongoing basis, including, but not limited to, Participant-Centered Education and nutrition and breastfeeding topics.
- d) The Contractor shall meet the staff training requirements by any of the following options: online trainings; trainings at Regional Training Centers; in-service trainings; staff meetings; and attending CDPH/WIC Division approved conferences, trainings, and/or meetings at locations to be determined.

**8) Travel**

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

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**9) Data Collection**

Data collection and management information systems required by the CDPH/WIC Division shall be utilized to address and minimize fraud opportunities.

- a) The Contractor shall comply with all data collection, entry, and reporting requirements, including data on nutrition assessment and certification, nutrition education, food benefits and issuance, breastfeeding promotion and support, outreach, WIC vendor support, Farmers' Market Nutrition Program (if applicable), and Breastfeeding Peer Counseling Program (if applicable).
- b) The Contractor shall only utilize the data collection and/or management information system provided by the CDPH/WIC Division.

**10) Program Reporting Requirements**

- ~~a) The Contractor shall complete and submit a Semi-annual Report on program operations.~~
  - ~~• The first report will cover October 1 through March 31 and is due on April 30 of the each budget period of the contract.~~
  - ~~• The second report will cover April 1 through September 30 and is due on October 31 of each budget period of the contract.~~
  - ~~• The Semi-annual Report will include updates regarding the services outlined in Exhibit A, Attachment I. Refer to Exhibit A, Attachment II, Semi-annual Report Sample.~~
- b) The Contractor shall complete, submit, and update a NSP every two years that is consistent with the CDPH/WIC Division nutrition education goals and objectives. The NSP will be reviewed and approved by the assigned Nutrition Consultant.

**11) WIC Clinic Site Changes**

- a) The Contractor shall keep open and continue services at the approved WIC clinic sites under this Agreement as approved and listed in Exhibit B, Attachment III.
- b) The Contractor may not create temporary sites, and/or outreach, enrollment, or education sites without written approval from the CDPH/WIC Division.
- c) The Contractor must receive written approval from CDPH/WIC Division prior to entering into any contractual agreement for new WIC clinic sites.
- d) The Contractor shall be responsible for any liabilities and costs incurred from entering into any contractual agreement for a site that is not approved by CDPH/WIC Division; the Contractor must not use WIC funds to cover these unapproved costs.

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- e) If the opening or closure of WIC clinic sites will result in a caseload increase or decrease, appropriate funding changes will be made through a formal contract amendment.
- f) Based on unmet need data and/or other verifiable data, the CDPH/WIC Division may determine that additional WIC clinic sites need to be opened to serve an unmet need in a specific service area. If so determined, the CDPH/WIC Division will first work with existing contractors already providing services in the identified service area to ensure uninterrupted participant access to services. The CDPH/WIC Division may release a Request for Application (RFA) to solicit potential contractors to open additional sites based on CDPH/WIC service site location needs. If CDPH/WIC Division determines that a site needs to be closed, the CDPH/WIC Division will work with the Contractor to close the site, address participant access needs, and amend the contract accordingly.
- g) The Contractor shall obtain CDPH/WIC Division written approval prior to relocating or closing an existing WIC clinic site. The Contractor shall submit a justification package to their CDPH/WIC Division Contract Manager.
- h) The CDPH/WIC Division will base their decision on reviewing the Contractor's justification, as well as using state-derived data reports and/or other verifiable data sets that demonstrate unmet need among eligible WIC populations. Other evaluation criteria may be considered at the discretion of the CDPH/WIC Division.

**12) Time Reporting Requirement**

The Contractor shall make available all time studies upon request of the CDPH/WIC Division.

- a) Time Studies  
The Contractor shall complete a time study. Each time study shall cover a minimum of one (1) week a month or one (1) month per quarter. All staff providing WIC services, directly and indirectly are to be included in the time study. The time study must accurately document time spent on the four (4) Federal WIC cost categories: 1) general administration, 2) client services, 3) nutrition education, and 4) breastfeeding.
- b) The Time Studies shall be reported in accordance with Paragraph 13) below as part of the Report of Actual Expenditure (RAE) process.
- c) Continuous Time Reporting - Farmers' Market Nutrition Program (if applicable)  
The Contractor shall adhere to all fiscal procedures required for FMNP restricted funds and keep continuous time reports for all staff performing FMNP-related duties as outlined in Exhibit A, Attachment I, Task 7.
- d) Continuous Time Reporting - Breastfeeding Peer Counseling (if applicable)

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The Contractor shall adhere to all fiscal procedures required for BFPC restricted funds and keep continuous time reports for all dual funded staff performing BFPC-related duties as outlined in Exhibit A, Attachment I, Task 8.

**13) Report of Actual Expenditure Requirement**

- a) The Contractor shall submit, no later than December 15<sup>th</sup>, following the end of each FFY of this Agreement, a Report of Actual Expenditures (RAE) packet (Refer to Exhibit A, Attachment III, RAE Sample). The RAE packet must be submitted to the CDPH/WIC Division in physical and electronic form, and must include:
1. A copy of the final undisputed invoice for the FFY. The RAE packet cannot be completed until the final invoice for the FFY has been approved and all obligations have been liquidated.
  2. An Expenditure Worksheet;
  3. A RAE NSA Operating Expenses Worksheet;
  4. An Agency Time Sheet Summary; and,
  5. A RAE Worksheet.
- b) In the event of early termination of this Agreement, the RAE packet shall be submitted no later than 60 days from the termination date.

**14) Nutrition Education Minimum Expenditure**

- a) The Contractor shall meet the nutrition education expenditure requirement of spending a minimum of one sixth (1/6) (approximately 18%) of the Contractor's NSA funds on Nutrition Education Services. Time studies may be used as part of the verification for this expenditure.
- b) The CDPH/WIC Division may recover up to eighteen percent (18%) of the annual NSA funds for a budget period of this Agreement if the Contractor fails to spend, document, or report the required minimum of one sixth (1/6) (approximately 18%) minimum expenditures for each budget period of this Agreement in accordance with Exhibit A, Attachment I, Task 2.

**15) Breastfeeding Promotion and Support Minimum Expenditure**

- a) The Contractor shall meet the breastfeeding promotion and support minimum expenditure dollar amount requirement of NSA funding per pregnant and/or breastfeeding participants on breastfeeding promotion activities. This figure will be updated annually based on the USDA minimum expenditure requirement published each year around October. The Contractor will be notified by the CDPH/WIC Division when the amount is released. Time studies may be used as part of the verification for this expenditure.

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- b) The CDPH/WIC Division may recover the minimum expenditure if the Contractor fails to spend, document, or report the breastfeeding promotion and support minimum expenditure requirement per pregnant and/or breastfeeding participants in accordance with Exhibit A, Attachment I, Task 4.

**16) Subcontract Requirements**

- a) The Contractor shall request written authorization and receive CDPH/WIC Division approval prior to executing a subcontract exceeding \$2,500 in accordance with requirements specified in Exhibit D(F), Provision 5.
- b) The Contractor shall obtain at least three (3) bids or justify a non-competitive bid award.

**17) Procurement Requirements**

- a) The Contractor shall request written authorization and receive CDPH/WIC Division approval prior to any procurement purchase exceeding \$2,500 in accordance with requirements specified in Exhibit D(F), Provision 3.
- b) The Contractor shall obtain at least three (3) bids or justify a non-competitive bid award.

**18) Inventory and Management of State Property Requirements**

The Contractor shall follow the requirements regarding the reporting, tagging, annual inventorying, and proper disposal of all equipment and/or property that is furnished by the CDPH/WIC Division or purchased/reimbursed with funds provided through this Agreement, as specified in Exhibit D (F), Provision 4.

**19) Motor Vehicles and Vehicle Maintenance**

- a) The Contractor may purchase and operate motor vehicle(s) to perform the services of this Agreement with CDPH/WIC Division approval. All CDPH/WIC Division owned motor vehicle(s) purchased with WIC funds may be used for travel as listed in Exhibit A, Paragraph 6.A.8) and also for transportation of supplies needed for WIC Program operations.
- b) The Contractor shall follow the requirements detailed in Exhibit D(F), Paragraph 4.g. regarding the purchase and use of Motor Vehicle(s). The Contractor shall follow the proper procedures to register the vehicle as follows: Legal Owner is the California Department of Public Health; Registered Owner is the Contractor's Legal Name.
- c) The Contractor shall obtain and submit a copy of the required insurance documents as detailed in Exhibit E, Paragraph 4.B.

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- d) The Contractor shall ensure a travel log is completed on all state-owned vehicles and shall make travel logs available upon request.
- e) The Contractor is responsible for vehicle maintenance. Prior approval must be obtained for any vehicle maintenance over \$500; the Contractor shall obtain at least three (3) bids or justify a non-competitive bid award and submit the request to the CDPH/WIC Division Contract Manager.

**20) Information Technology and Technical Support Services**

- a) The Contractor shall secure local information technology support services and infrastructure to maintain an appropriate network.
- b) The Contractor is responsible for the implementation and ongoing support of its wide area network (WAN) infrastructure and for the devices within that network. The Contractor is responsible for the telecommunications, hardware, and security on the local side of the network.
- c) The Contractor must have an entry point to their local network for CDPH/WIC Division access; this entry point is called a Point of Presence (POP).
- d) The Contractor shall secure local information technology support services and infrastructure to fulfill the following responsibilities:
  - 1. Provide technical support consistent with a Transmission Control Protocol/Internet Protocol (TCP/IP) technical environment;
  - 2. Allow workstations and other WIC devices to communicate via TCP/IP through the CDPH/WIC Division router to access WIC resources in the CDPH/WIC Division network; and
  - 3. Allow printers and other WIC devices to be able to receive TCP/IP communication through the CDPH/WIC Division router from resources within the CDPH/WIC Division network. Allow video conferencing equipment to be able to communicate with CDPH/WIC Division central video conferencing systems within the CDPH/WIC Division network.
- e) The Contractor shall support implementation and maintenance of WIC technology activities:
  - 1. Implement infrastructure and devices needed to perform WIC Program business; and
  - 2. Maintain workstations, printers, and TCP/IP equipment, from the WAN infrastructure or any other end user TCP/IP device, so WIC Program business can be performed.

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- f) The Contractor shall provide TCP/IP network troubleshooting and timely support for WIC site operations:
  - 1. Isolate TCP/IP communication problems in a timely manner so WIC Program business can be performed; and
  - 2. Provide information to the CDPH/WIC Division/State of California Information Technology staff when trying to determine if TCP/IP communication problems are local or in the State network.
  
- g) The Contractor shall provide maintenance and support for hardware/software used in WIC Program operations:
  - 1. Install, maintain, and configure the operation systems, device drivers, and applications software used by the Contractor's staff for performing WIC Program operations; and
  - 2. If software or hardware is not performing as expected, contact the manufacturer for resolution.
  
- h) The Contractor shall ensure proper security of local network systems and WIC data:
  - 1. Ensure that the devices in the local agency's network are protected from hackers, viruses, and other security threats through the use of virus protection software, appropriate hardware, restrictions of TCP/IP communications, or any other tool that may be needed to protect WIC Program devices on the network; and
  - 2. When data traverses wireless networks and/or the internet, communications shall be protected with a minimum of 128 bit encryption through an encryption network.
  
- i) The Contractor shall follow the Information Privacy and Security Requirements as detailed in Exhibit G.

**21) Implementation of Technology Projects**

The CDPH/WIC Division will periodically implement technology projects or systems such as electronic inventory, video conferencing, implementation of a new management information system, and implementation of an electronic benefit transfer system. The Contractor shall support the implementation of State information technology projects by following the instructions provided by the CDPH/WIC Division. The instructions may include requirements to use CDPH/WIC NSA funds to purchase specific equipment, train staff, or implement a new technology project within the implementation timeframe provided.

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**22) Emergency and Disaster Planning**

- a) If the Contractor experiences an emergency situation or incident, the Contractor shall notify the CDPH/WIC Division within twenty-four (24) hours. The Contractor shall work collaboratively and cooperatively with appropriate State and local agencies, local assistance centers, and community response teams to schedule enrollment appointments and to ensure WIC services are delivered to eligible participants.
- b) The Contractor is required to maintain an emergency and disaster plan and follow the procedure and coordination requirements.

**23) Regional Training Centers (Only applies to contracts with Alameda County, American Red Cross, Community Resource Project, Planned Parenthood of Orange and San Bernardino Counties, Riverside County, Shasta County and United Health Centers of the San Joaquin Valley.)**

The Contractor shall provide a Regional Training Center for use by local agency trainers and/or the CDPH/WIC Division trainers to conduct breastfeeding trainings, breastfeeding peer counseling trainings, and various local agency training and vendor training provided to local agency staff. The Contractor shall maintain a training room facility; site logistics including tables and chairs; and appropriate equipment such as computers, CDPH/WIC Division authorized management information system, copiers, screens, and other training equipment and internet access necessary for trainings.

**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 H(III), 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;



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**Scope of Work**

- 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.

**25) Translation Review Services – Education Materials (only applies to Local Agencies that receive funding for this service).**

**The contractor shall designate one or more staff to review translation of CDPH/WIC Division developed education materials for accuracy and literacy level. Requests to contractor will include timeframes with specific delivery dates expected for completion of the translation services.**

**B. Local Agency Specific Services**

Please see Exhibit A, Attachment I, Local Agency Specific Services, Services to be performed.

Exhibit A, Attachment I  
Local Agency Specific Services  
Services to be performed

**Task 1: Nutrition Assessment and Certification:**

**Objective:** The Contractor shall, on an ongoing basis, determine eligibility, certify/enroll individuals, and provide WIC Program benefits.

**Activities to Support the Objective**

Function 1: Assess that applicants meet eligibility criteria: 1) categorical, 2) residential, 3) financial and 4) nutritional risk. If applicants meet these four criteria, enroll eligible applicants and document ineligibles.

Function 2: Conduct a complete nutrition assessment to include anthropometric/biochemical, health history, and diet information.

Function 3: Provide and document health and social service referrals as appropriate.

Function 4: Accurately prescribe food benefits based on category preferences and individual nutritional need.

Function 5: Document an individual nutrition education plan (INEP) in the CDPH/WIC Division authorized management information system.

**Deliverables**

- A. Eligible participants are enrolled and receiving appropriate WIC benefits.
- B. Nutrition assessments are completed on all eligible WIC participants.
- C. Food benefits are prescribed accurately to all WIC participants.
- D. Appropriate referrals are provided to all WIC participants.
- E. All information on enrolled applicants is accurately documented in the CDPH/WIC Division authorized management information system. Each participant shall have an INEP which includes a goal and appropriate secondary education follow up plan.
- F. Ineligible applicants receive Notice of Ineligibility, and referrals if appropriate.

Exhibit A, Attachment I  
Local Agency Specific Services  
Services to be performed

**Task 2: Nutrition Education:**

**Objective:** The Contractor shall, on an ongoing basis, provide nutrition education to all WIC participants.

**Activities to Support the Objective**

Function 1: Provide and document appropriate, evidenced-based, participant-centered education that is based on nutritional risk and participant concerns.

Function 2: Provide and document the minimum number of required nutrition education contacts per the participant's category and certification period.

Function 3: Provide high risk counseling by a Registered Dietitian (RD) and/or a Degreed Nutritionist (DN) to participants who meet the high risk criteria based on the participant's nutrition assessment.

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).

**Deliverables**

- A. Participants have appropriate initial and secondary nutrition education provided, based on the INEP and subsequent assessments.
- B. Document all participant nutrition education information in the CDPH/WIC Division authorized management information system.

Exhibit A, Attachment I  
Local Agency Specific Services  
Services to be performed

**Task 3: Food Benefits and Issuance:**

**Objective:** The Contractor shall, on an ongoing basis, issue food benefits to all WIC participants using the CDPH/WIC Division authorized management information system.

<b>Activities to Support the Objective</b>
<p>Function 1: Instruct each participant on the selection of authorized foods, quantities, and on the correct use of WIC food benefits at authorized vendors.</p> <p>Function 2: Maintain and adhere to procedures for ensuring food benefits security, including the safe and secure transportation, receiving, handling and storage of all check stock, food benefits, laptops and portable printers.</p> <p>Function 3: Maintain and adhere to procedures for fraud prevention including separation of duties.</p>
<b>Deliverables</b>
<p>A. Food benefits are accurately issued.</p> <p>B. Participant is able to demonstrate the ability to use the food benefits and select allowed foods and quantities.</p> <p>C. The handling procedures for check stock, food benefits, laptops, and portable printers meet program security standards.</p>

Exhibit A, Attachment I  
Local Agency Specific Services  
Services to be performed

**Task 4: Breastfeeding Promotion and Support:**

**Objective:** The Contractor shall, on an ongoing basis, promote breastfeeding and provide breastfeeding support to all pregnant and postpartum participants.

<b>Activities to Support the Objective</b>
Function 1: Contractor shall promote breastfeeding to all pregnant and postpartum women unless medically contraindicated.
Function 2: Provide and document evidenced-based, participant-centered breastfeeding education that enables women to make an informed decision regarding infant feeding.
Function 3: Refer participants to the peer counseling program or lactation specialist, as requested by the participant or recommended by the CPA.
Function 4: Make breast pumps and kits available to postpartum women.
<b>Deliverables</b>
A. Participants are provided accurate breastfeeding information.
B. Document all participant breastfeeding education information in the CDPH/WIC Division authorized management information system.
C. Document breast pump issuance and the reasons for issuance in the CDPH/WIC Division authorized management information system.
D. Maintain an accurate inventory of breast pumps.
E. Maintain all breast pumps in a clean and working condition.

Exhibit A, Attachment I  
Local Agency Specific Services  
Services to be performed

**Task 5: Outreach:**

**Objective:** The Contractor shall provide information about WIC Program benefits and requirements to inform potential WIC eligible populations about WIC services.

**Activities to Support the Objective**

Function 1: Provide WIC Program information to and coordinate with health and social service organizations to encourage referrals to the WIC Program.

Function 2. Annually inform potential eligible persons of the availability of program benefits, eligibility criteria, and local agency contact information.

**Deliverables**

- A. Establish referral networks by partnering with the mandatory referral agencies, healthcare providers, and community-based organizations.
- B. Conduct and document the approved annual Public Outreach Announcement. Refer to Exhibit A, 6.A.6).
- ~~C. Include outreach activities in the Semi-annual Report.~~

Exhibit A, Attachment I  
Local Agency Specific Services  
Services to be performed

**Task 6: WIC Vendor Technical Assistance and Support:**

**Objective:** The Contractor shall designate one or more staff to serve in the role of the Local Vendor Liaison (LVL) to be the point of contact to the CDPH/WIC Division for LVL related activities. The LVL staff shall provide technical assistance to WIC authorized vendors.

**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 site visits, serving as a resource to existing WIC authorized vendors (vendor) both during the site visit and upon request in between visits. The site visits may include, but are not limited to, technical assistance (TA) visits.

Function 3: Attend CDPH/WIC Division conducted LVL training as directed.

Function 4: Attend CDPH/WIC Division conducted vendor training at least once within the period of the contract.

**Deliverables**

- A. Assist the Contractor's Training Coordinator to ensure that the Code of Conduct training is delivered to the Contractor's local agency staff at least once per calendar year.
- B. Assist the Contractor's WIC Director or designee to ensure the Contractor's local agency staff review and sign the Conflict of Interest Statement.
- C. Meet a minimum 90 percent performance standard of 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 WIC authorized vendor site visit using the CDPH/WIC Division LVL reporting forms and submit to the CDPH/WIC Division.
- E. Provide WIC Program information and referrals to vendors, upon request.
- F. Conduct onsite preauthorization visits (OPV) on an as needed basis.
- 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.
- ~~H. Include LVL activities in the Semi-annual Report.~~

Exhibit A, Attachment I  
Local Agency Specific Services  
Services to be performed

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

**Objective:** The Contractor shall issue Farmers' Market Nutrition Program (FMNP) food benefits to eligible participants between May and September of each year using the CDPH/WIC Division authorized management information system; provide nutrition education on the benefits of fruits and vegetables to all FMNP recipients; and serve as a local resource for farmers and market managers for program information and assistance.

**Activities to Support the Objective**

Function 1: Issue WIC FMNP benefits to eligible participants based on established distribution protocol.

Function 2: Provide nutrition education to FMNP benefit recipients and document in the CDPH/WIC Division authorized management information system.

Function 3: Provide instruction and information to FMNP recipients on the proper use of the benefit and locations where it may be used.

Function 4: Designate an FMNP Coordinator and provide yearly in-service training to WIC local agency staff on program requirements.

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

Function 6: Provide accountability for the receipt, storage, inventory, transportation, security, issuance, disposition and reconciliation of FMNP benefits assigned to the WIC local agency by CDPH/WIC Division.

**Deliverables**

- A. Prior to season start up, the Contractor shall submit an FMNP Season Start Up Package that includes the following components:
  - 1. Name and contact information of the WIC local agency's FMNP Coordinator;
  - 2. Materials and procedures for fruit and vegetable nutrition education of FMNP recipients;
  - 3. A printed list of local WIC-authorized markets informing FMNP recipients of where to use FMNP benefits;
  - 4. Instructional guidance for recipients on how to use FMNP benefits;
  - 5. Plan for providing in-service training to WIC local agency staff on FMNP procedures; and
  - 6. Activities planned with local farmer's markets and market associations to promote program benefits and participation.
- B. Contractor shall document nutrition education contacts in the CDPH/WIC Division authorized management information system for all FMNP benefit recipients.
- C. Contractor shall adhere to all fiscal procedures required for FMNP restricted funds and keep continuous time reports for all staff performing FMNP-related duties.
- D. Contractor shall submit by February 15 a completed FMNP Year End Report reconciling the disposition (issued, lost, damaged, etc.) of all FMNP benefits assigned to the WIC local agency in the previous year.



Exhibit A, Attachment I  
Local Agency Specific Services  
Services to be performed

**Task 8: Breastfeeding Peer Counseling Program:**

**Objective:** The WIC Breastfeeding Peer Counseling (BFPC) Contractors shall perform all the work required to administer and provide mother to mother breastfeeding support services to WIC mothers following the Loving Support guidelines for peer counseling services.

<b>Activities to Support the Objective</b>
Function 1: Maintain and document an internal referral link between WIC Program and WIC BFPC Program.
Function 2: Provide BFPC Program direct services as an enhancement to WIC Program breastfeeding services and support.
Function 3: Provide regular supervision and monitoring of peer counselors.
<del>Function 4: Prepare and submit activities and information regarding the BFPC Program as part of the required Semi-annual Report.</del>
<b>Deliverables</b>
A. A process for referring participants who would most benefit from mother to mother breastfeeding support to the Peer Counseling program is maintained and WIC clinic staff and BFPC Program staff have been trained on this process.
B. Peer counselors maintain regular contact with program participants, provide basic breastfeeding information during contacts, and refer high risk issues outside of their scope of practice to the WIC designated breastfeeding expert.
C. All peer counselor and breastfeeding expert contacts, and all referrals to the WIC designated breastfeeding expert, are documented in the program database.
<del>D. Include BFPC information and activities in the Semi-annual Report.</del>
<b>E. D.</b> Contractor shall adhere to all fiscal procedures required for BFPC restricted funds and keep continuous time reports for all dual funded staff performing BFPC-related duties.

Exhibit A, Attachment I  
Local Agency Specific Services  
Services to be performed

**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 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.

<b>Activities to Support the Objective</b>
<p>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, etc.).</p> <p>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.</p>
<b>Deliverables</b>
<p>A. Contractor shall develop an RBL Plan of Action using the CDPH/WIC Division's RBL Plan of Action template.</p> <p><del>B. Include RBL Program information and activities in the Semi-annual Report.</del></p> <p><del>C.</del> <u>B.</u> Contractor shall adhere to all fiscal procedures required for NSA restricted funds and keep continuous time reports for all staff performing RBL-related duties.</p> <p><del>D.</del> <u>C.</u> RBL shall provide activity updates to Regional WIC Directors each quarter or as requested by the CDPH/WIC Division.</p> <p><del>E.</del> <u>D.</u> RBL shall participate in meetings, webinars, and conference calls 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.</p>

**Exhibit B, Attachment I A2  
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 A02			
	Amendment A02	Budget	Budget	Adj.	Amendment A02	Budget	Adj.	Amendment A02	Budget	Adj.	Amendment A02	Budget	Adj.	Amendment A02				Budget	Adj.	Amendment A02
<b>Personnel</b>																				
Total Salaries and Wages	7,300,739	7,654,878	48,557	7,703,435	7,981,294	(124,706)	7,856,588	8,304,579	(359,949)	7,944,630	3,800,710	(80,019)	3,880,729	3,800,710	3,800,710	2,692	30,805,392			
Fringe Benefits	3,368,560	3,542,677	41,731	3,584,408	3,712,897	40,980	3,753,877	3,880,729	(80,019)	3,800,710	11,745,340	(433,406)	12,185,308	11,745,340	11,745,340	45,312,947				
<b>Personnel</b>	<b>10,669,299</b>	<b>11,197,555</b>	<b>90,288</b>	<b>11,287,843</b>	<b>11,694,191</b>	<b>(83,726)</b>	<b>11,610,465</b>	<b>12,185,308</b>	<b>(439,968)</b>	<b>11,745,340</b>	<b>11,745,340</b>	<b>(433,406)</b>	<b>12,185,308</b>	<b>11,745,340</b>	<b>11,745,340</b>	<b>45,312,947</b>	<b>45,312,947</b>			
<b>Operating Expenses</b>																				
Minor Equipment	174,967	608,366	(608,366)	174,967	563,430	(563,430)	174,967	264,877	(264,877)	174,967	1,611,640	(1,436,673)	264,877	1,611,640	1,611,640	174,967	174,967			
General Office Expenses	471,314	616,744	358,131	974,875	513,485	27,105	540,570	466,193	136,508	602,701	2,067,716	521,744	466,193	2,067,716	2,067,716	2,589,460	2,589,460			
Training	19,340	20,000	(3,500)	16,500	18,540	(13,540)	5,000	18,540	(13,540)	5,000	76,420	(30,580)	18,540	5,000	76,420	45,840	45,840			
Travel	132,829	135,000	5,000	140,000	133,260	(42,060)	91,200	133,201	(42,001)	91,200	534,290	(79,061)	133,201	91,200	534,290	455,229	455,229			
Professional Certifications	4,910	10,000	(7,910)	2,090	10,000	(8,380)	1,620	10,000	(7,900)	2,100	10,720	(24,190)	10,000	2,100	10,720	10,720	10,720			
Outreach	20,000	65,000	(25,000)	40,000	5,000	-	5,000	5,000	5,000	10,000	95,000	(20,000)	5,000	10,000	95,000	75,000	75,000			
Media/Promotion	20,000	25,000	(8,500)	16,500	25,000	(15,000)	10,000	25,000	(15,000)	10,000	95,000	(38,500)	25,000	10,000	95,000	56,500	56,500			
Program Materials	75,000	75,000	(6,000)	70,000	5,000	-	5,000	5,000	5,000	10,000	161,000	(1,000)	5,000	10,000	161,000	160,000	160,000			
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Audit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Facility Costs (See Exhibit B Attachment III for breakdown)	2,242,236	2,326,884	261,804	2,588,688	2,386,676	270,240	2,666,916	2,469,556	277,908	2,746,464	9,434,352	809,952	2,469,556	2,746,464	9,434,352	10,244,304	10,244,304			
<b>Operating Expenses</b>	<b>3,160,596</b>	<b>3,882,954</b>	<b>(34,341)</b>	<b>3,848,653</b>	<b>3,670,371</b>	<b>(345,065)</b>	<b>3,325,306</b>	<b>3,396,367</b>	<b>81,098</b>	<b>3,477,465</b>	<b>14,110,328</b>	<b>(298,308)</b>	<b>3,396,367</b>	<b>3,477,465</b>	<b>14,110,328</b>	<b>13,812,020</b>	<b>13,812,020</b>			
<b>Major Equipment</b>																				
Telephone System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Information Technology Equipment	352,000	-	6,000	6,000	-	-	-	-	-	-	352,000	6,000	-	-	352,000	358,000	358,000			
Vehicle (s)	-	75,000	(75,000)	-	-	-	-	-	-	-	75,000	(75,000)	-	-	75,000	-	-			
Photocopy Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
<b>Major Equipment</b>	<b>352,000</b>	<b>75,000</b>	<b>(69,000)</b>	<b>6,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>427,000</b>	<b>(69,000)</b>	<b>-</b>	<b>-</b>	<b>427,000</b>	<b>358,000</b>	<b>358,000</b>			
<b>Subcontracts</b>																				
Subcontracts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
<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>-</b>	<b>-</b>			
<b>Indirect Costs</b>																				
Indirect Costs	2,667,324	2,363,020	19,053	2,382,073	2,467,825	434,791	2,902,616	2,571,465	364,870	2,936,335	10,069,634	818,714	2,571,465	2,936,335	10,069,634	10,888,348	10,888,348			
<b>TOTAL COSTS</b>	<b>16,849,219</b>	<b>17,518,569</b>	<b>6,000</b>	<b>17,524,569</b>	<b>17,832,387</b>	<b>6,000</b>	<b>17,838,387</b>	<b>18,153,140</b>	<b>6,000</b>	<b>18,159,140</b>	<b>70,353,315</b>	<b>18,000</b>	<b>18,153,140</b>	<b>18,159,140</b>	<b>70,353,315</b>	<b>70,371,315</b>	<b>70,371,315</b>			



Exhibit B, Attach II A2  
Detail Worksheet

Personnel	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	Totals Adj.	Totals Amend A02	
	Exhibit A SOW & Attach I	Exhibit A SOW & Attach I	Exhibit A SOW & Attach I	Exhibit A SOW & Attach I	Exhibit A SOW & Attach I	Exhibit A SOW & Attach I	Exhibit A SOW & Attach I	Exhibit A SOW & Attach I	Exhibit A SOW & Attach I	Exhibit A SOW & Attach I	Exhibit A SOW & Attach I	Exhibit A SOW & Attach I				Budget Amend A02
Position Title	FTE	Budget Amend A02	FTE	Budget Amend A02	FTE	Budget Amend A02	FTE	Budget Amend A02	FTE	Budget Amend A02	FTE	Budget Amend A02	Budget Amend A02	Budget Amend A02	Budget Amend A02	
Administrative Services Analyst I (2)	1.75	26,184	1.75	26,184	1.75	26,184	1.75	26,184	1.75	26,184	1.75	26,184	46,536	103,357	28,471	137,828
Administrative Services Analyst II (2)	1.75	35,488	1.75	35,488	1.75	35,488	1.75	35,488	1.75	35,488	1.75	35,488	71,976	175,345	46,942	221,321
Administrative Services Assistant (2)	1.75	18,443	1.75	18,443	1.75	18,443	1.75	18,443	1.75	18,443	1.75	18,443	36,886	91,108	23,484	114,592
Branch Chief (1)	0.50	135,394	0.50	135,394	0.50	135,394	0.50	135,394	0.50	135,394	0.50	135,394	270,788	676,976	173,970	844,754
Health Services Assistant I (1)	1.75	38,112	1.75	38,112	1.75	38,112	1.75	38,112	1.75	38,112	1.75	38,112	76,224	190,280	49,014	215,294
Health Services Assistant II (2)	3.50	28,132	3.50	28,132	3.50	28,132	3.50	28,132	3.50	28,132	3.50	28,132	56,264	140,656	36,028	176,684
Health Services Assistant III (2)	3.50	45,432	3.50	45,432	3.50	45,432	3.50	45,432	3.50	45,432	3.50	45,432	90,864	227,152	58,036	285,188
Office Assistant (1)	1.00	25,650	1.00	25,650	1.00	25,650	1.00	25,650	1.00	25,650	1.00	25,650	51,300	128,250	32,800	161,050
Office Assistant II (1)	1.00	25,650	1.00	25,650	1.00	25,650	1.00	25,650	1.00	25,650	1.00	25,650	51,300	128,250	32,800	161,050
Public Health Program Director (2)	2.00	67,600	2.00	67,600	2.00	67,600	2.00	67,600	2.00	67,600	2.00	67,600	135,200	340,800	87,200	422,000
Program Coordinator (2)	2.00	48,000	2.00	48,000	2.00	48,000	2.00	48,000	2.00	48,000	2.00	48,000	96,000	240,000	61,600	241,600
Secretary (1)	1.00	34,979	1.00	34,979	1.00	34,979	1.00	34,979	1.00	34,979	1.00	34,979	69,958	174,947	44,739	219,686
Supervising Nutritionist (1)	1.00	48,699	1.00	48,699	1.00	48,699	1.00	48,699	1.00	48,699	1.00	48,699	97,398	246,996	62,499	309,495
Supervising Nutritionist II (1)	1.00	54,108	1.00	54,108	1.00	54,108	1.00	54,108	1.00	54,108	1.00	54,108	108,216	275,540	70,108	343,654
Supervising Nutritionist III (1)	1.00	57,097	1.00	57,097	1.00	57,097	1.00	57,097	1.00	57,097	1.00	57,097	114,194	285,485	74,194	359,679
Supervising Office Assistant I (1)	1.00	43,730	1.00	43,730	1.00	43,730	1.00	43,730	1.00	43,730	1.00	43,730	87,460	221,150	57,460	278,610
Supervising Office Assistant II (1)	1.00	41,844	1.00	41,844	1.00	41,844	1.00	41,844	1.00	41,844	1.00	41,844	83,688	212,712	54,688	227,400
Supervising Office Assistant III (1)	1.00	44,849	1.00	44,849	1.00	44,849	1.00	44,849	1.00	44,849	1.00	44,849	89,698	224,246	58,698	242,944
Supervising Technician I (2)	2.00	63,626	2.00	63,626	2.00	63,626	2.00	63,626	2.00	63,626	2.00	63,626	127,252	321,300	82,252	403,552
Supervising Technician II (2)	2.00	53,230	2.00	53,230	2.00	53,230	2.00	53,230	2.00	53,230	2.00	53,230	106,460	270,600	69,460	340,060
Supervising Technician III (2)	2.00	46,628	2.00	46,628	2.00	46,628	2.00	46,628	2.00	46,628	2.00	46,628	93,256	235,200	60,256	295,456
Research Assistant I (2)	2.00	51,708	2.00	51,708	2.00	51,708	2.00	51,708	2.00	51,708	2.00	51,708	103,416	263,520	67,416	330,936
Research Assistant II (2)	2.00	61,100	2.00	61,100	2.00	61,100	2.00	61,100	2.00	61,100	2.00	61,100	122,200	305,500	77,200	382,700
Administrative Services Supervisor (2)	2.00	55,112	2.00	55,112	2.00	55,112	2.00	55,112	2.00	55,112	2.00	55,112	110,224	275,540	70,112	345,652
Program Coordinator (2)	2.00	54,639	2.00	54,639	2.00	54,639	2.00	54,639	2.00	54,639	2.00	54,639	109,278	272,598	70,112	342,710
Public Health Information Specialist (2)	2.00	48,054	2.00	48,054	2.00	48,054	2.00	48,054	2.00	48,054	2.00	48,054	96,108	240,270	61,054	251,324
Office Assistant (1)	1.00	14,317	1.00	14,317	1.00	14,317	1.00	14,317	1.00	14,317	1.00	14,317	28,634	72,468	18,634	91,102
Office Assistant II (1)	1.00	14,317	1.00	14,317	1.00	14,317	1.00	14,317	1.00	14,317	1.00	14,317	28,634	72,468	18,634	91,102
Office Assistant III (1)	1.00	14,317	1.00	14,317	1.00	14,317	1.00	14,317	1.00	14,317	1.00	14,317	28,634	72,468	18,634	91,102
Total Salaries and Wages		7,200,739		7,200,739		7,200,739		7,200,739		7,200,739		7,200,739	14,401,478	36,003,678	9,201,578	43,605,256
Fringe Benefits (5)		3,369,559		3,369,559		3,369,559		3,369,559		3,369,559		3,369,559	6,739,118	17,173,947	4,369,474	24,282,614
Total Personnel		10,570,298		10,570,298		10,570,298		10,570,298		10,570,298		10,570,298	21,140,596	53,177,625	13,571,052	67,887,870
Operating Expenses		174,977		174,977		174,977		174,977		174,977		174,977	349,954	874,886	217,474	567,428
Minor Equipment (5)		19,340		19,340		19,340		19,340		19,340		19,340	38,680	96,850	24,680	61,330
General Office Expenses (5)		132,825		132,825		132,825		132,825		132,825		132,825	265,650	671,710	171,710	437,360
Travel		4,910		4,910		4,910		4,910		4,910		4,910	9,820	24,750	6,175	15,575
Professional Certifications		20,000		20,000		20,000		20,000		20,000		20,000	40,000	100,000	25,000	65,000
Supplies		20,000		20,000		20,000		20,000		20,000		20,000	40,000	100,000	25,000	65,000
Program Materials		75,000		75,000		75,000		75,000		75,000		75,000	150,000	375,000	93,750	236,250
Vehicle Maintenance		2,422,236		2,422,236		2,422,236		2,422,236		2,422,236		2,422,236	4,844,472	12,110,928	3,055,591	15,100,996
Acct		3,160,996		3,160,996		3,160,996		3,160,996		3,160,996		3,160,996	6,321,992	15,804,992	3,951,992	20,278,984
Per Day Costs (See Exhibit B Attach III for break)		3,842,954		3,842,954		3,842,954		3,842,954		3,842,954		3,842,954	7,685,908	19,214,812	4,804,908	24,019,720
Total Operating Expenses		3,842,954		3,842,954		3,842,954		3,842,954		3,842,954		3,842,954	7,685,908	19,214,812	4,804,908	24,019,720
Major Equipment (5)		382,000		382,000		382,000		382,000		382,000		382,000	764,000	1,910,000	475,000	2,339,000
Information System (5)		75,000		75,000		75,000		75,000		75,000		75,000	150,000	375,000	93,750	468,750
Information Technology Equipment		75,000		75,000		75,000		75,000		75,000		75,000	150,000	375,000	93,750	468,750
Vehicle (5)		352,000		352,000		352,000		352,000		352,000		352,000	704,000	1,760,000	435,000	2,199,000
Photocopy Equipment		75,000		75,000		75,000		75,000		75,000		75,000	150,000	375,000	93,750	468,750
Total Major Equipment		352,000		352,000		352,000		352,000		352,000		352,000	704,000	1,760,000	435,000	2,199,000







STATE OF CALIFORNIA  
**STANDARD AGREEMENT AMENDMENT**  
 STD 213A (Rev 6/03)

Check here if additional pages are added: 1 Page

Agreement Number <b>15-10105</b>	Amendment Number <b>A04</b>
Registration Number:	


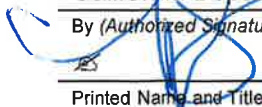
- This Agreement is entered into between the State Agency and Contractor named below:  
 State Agency's Name Also known as CDPH or the State  
**California Department of Public Health**  
 Contractor's Name (Also referred to as Contractor)  
**County of Riverside**
- The term of this **October 1, 2015** through **September 30, 2019**  
 Agreement is:
- The maximum amount of this **\$ 70,371,315**  
 Agreement after this amendment is: **Seventy Million Three Hundred Seventy-One Thousand Three Hundred Fifteen 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:

- Purpose of amendment:** This amendment shifts funds for fiscal year 4 of Exhibit B, Attachments I, II, and III, Budget, Detail Worksheet and Facility Costs in order to compensate the Contractor for actual expenditures invoiced.
- 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~~).

(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.) <b>County of Riverside</b>		<div style="border: 2px solid blue; padding: 10px; width: fit-content; margin: auto;"> <p style="margin: 0;"><b>APPROVED</b></p> <p style="margin: 0; color: red; font-size: 1.2em;"><b>AUG - 9 2019</b></p> <p style="margin: 0; font-size: 0.8em;">OFFICE OF LEGAL SERVICES DEPT. OF GENERAL SERVICES</p> </div>	
By (Authorized Signature) 	Date Signed (Do not type) <b>05/22/2019</b>		
Printed Name and Title of Person Signing <b>Kim Saruwatari, Director of Public Health</b>			
Address <b>P.O. Box 7849 Riverside, CA 92503</b>			
STATE OF CALIFORNIA		<input type="checkbox"/> Exempt per:  <span style="font-size: 2em; color: blue;">KW</span>	
Agency Name <b>California Department of Public Health</b>			
By (Authorized Signature) 	Date Signed (Do not type) <b>6-24-2019</b>		
Printed Name and Title of Person Signing <b>Jeffrey Mapes, Chief, Contracts Management Unit</b>			
Address <b>1616 Capitol Avenue, Suite 74.262, MS 1802, P.O. Box 997377, Sacramento, CA 95899-7377</b>			

III. Exhibit A, Scope of Work, Provision 5. C. is revised as follows:

**5. Project Representatives**

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

<b>California Department of Public Health</b>	<b>County of Riverside</b>
Marques Almeida Contract Manager Telephone: (916) 928-8810 Fax: (916) 263-3318 E-mail: Marques.Almeida@cdph.ca.gov	Kim Saruwatari, M.P.H., Director  Telephone: (951) 358-7036 Fax: (951) 358-4529 E-mail: KSaruwatari@rivco.org

B. Direct all inquiries to:

<b>California Department of Public Health</b>	<b>County of Riverside</b>
CDPH/WIC Division Attention: Marques Almeida Local Operations Section 3901 Lennane Drive Sacramento, CA 95834 Telephone: (916) 928-8810 Fax: (916) 263-3318 E-mail: Marques.Almeida@cdph.ca.gov	CRDPH WIC Attention: Gayle Hoxter 4065 County Circle Drive Riverside, CA 92503  Telephone: (951) 358-5311 Fax: (951) 385-5472 E-mail: ghoxter@rivcocha.org

C. All payments from CDPH to the Contractor shall be sent to the following address:

<b>Remittance Address</b>
Contractor: County of Riverside Attention: Fiscal Manager P.O. Box <del>7849</del> <b>7600</b> Riverside, CA 92503 Phone: (951) 358-5054

D. Either party may change the information in paragraphs A, B, or C above by giving written notice to the other party. These changes shall not require an amendment to this Agreement.



**Exhibit B, Attach II A3 A4  
Detail Worksheet**

Personnel	Exhibit A SOW 6.A Attach I	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 Adj.	Totals Amend
		Current Base Annual Salary Minimum Amend	FTE	Budget Amend	FTE	Budget Amend	FTE	Budget Amend	FTE	Budget Amend	FTE	Budget Amend	Budget Amend		
Administrative Services Analyst	9-20	48,133	0.40	25,184	0.30	21,581	0.45	28,069	0.60	40,976	0.60	40,914	115,748	(15)	
Administrative Services Assistant	11, 12, 16, 23	36,487	1.75	84,828	1.00	56,023	0.81	81,848	1.50	81,848	0.50	28,761	264,557	211,470	
Administrative Services Officer	2.3, 8-23	62,805	0.90	88,598	0.80	78,754	0.80	63,988	0.80	78,754	0.80	78,754	310,094	310,094	
Branch Chief II	1-23	83,963	0.50	67,697	0.40	54,158	0.40	67,697	0.40	54,158	0.40	54,158	216,631	-	
Health Education Assistant	8,12,14,15	36,112	17.96	891,069	24.35	1,078,747	26.00	1,276,693	25.50	1,294,926	195,025	1,489,951	4,541,435	195,025	
Health Services Assistant	2,6-8,12, 14,15	28,132	76.92	3,440,242	79.70	3,688,004	75.23	3,487,638	73.75	3,422,353	(331,140)	3,091,213	13,938,237	(331,140)	
Nutritionist	3-6	45,432	5.59	351,020	5.73	350,391	5.90	389,194	7.13	457,789	8.490	466,279	1,541,394	8.490	
Office Assistant II	35-7	26,997	10.50	399,006	10.50	435,489	9.79	417,390	10.10	439,538	(62,147)	357,391	1,691,423	(62,147)	
Office Assistant III	8,12,14,15, 25,6,7	29,823	1.83	75,548	1.60	61,651	1.85	85,381	1.70	83,470	2.155	85,925	306,050	2.155	
Public Health Program Director	2,4,5,8,9, 10,8,9,5,8	67,806	1.03	108,390	2.00	206,754	2.00	214,908	2.00	217,762	(65)	217,717	747,834	(65)	
Program Coordinator I	5, 7, 13,14,1	48,002	2.50	175,997	2.70	191,376	2.43	170,064	1.70	121,036	30.238	151,274	658,473	30.238	
Secretary I	8,12,16,19,20, 23	34,979	0.80	42,780	0.80	45,151	0.80	40,578	0.80	46,375	-	46,375	174,884	-	
Sr. Nutritionist	9,12,14,15	48,899	1.00	76,763	1.00	76,763	0.46	35,429	0.00	-	-	-	188,955	-	
Supervising Nutritionist I	1,2,5	54,108	11.11	928,456	11.00	933,433	11.19	936,884	13.00	1,020,770	(88,997)	931,873	3,819,543	(88,997)	
Supervising Nutritionist II	8,12,14,15	57,097	3.41	307,105	2.75	247,665	3.40	306,204	3.80	276,415	3.897	280,312	1,137,989	3.897	
Supervising Office Assistant II	2,6,8,12,21	33,791	1.50	76,795	1.75	91,701	1.75	88,860	1.75	95,515	2.066	97,541	354,937	2.066	
Accountant II	12,13,18	45,299	0.24	13,132	0.24	14,984	0.24	15,827	0.24	16,697	-	16,697	60,650	-	
Accountant III	12,13,18	41,844	0.23	15,579	0.23	15,580	0.23	15,580	0.23	15,580	-	15,580	62,319	-	
Buyer II	9	44,849	0.13	9,166	0.10	7,068	0.10	6,894	0.10	6,994	1.74	7,068	30,044	1.74	
Epidemiology Analyst	17	63,826	0.10	7,472	0.10	8,077	0.10	8,527	0.10	8,995	33.071	9,488	33,965	33.071	
Internal Support Services Technician	18-20	32,438	1.00	49,152	1.00	50,377	1.00	53,739	1.00	53,030	709	53,739	204,227	709	
Research Analyst	8,6,28	46,828	0.25	13,714	0.25	14,460	0.25	16,085	0.25	16,968	(7)	16,961	61,227	(7)	
Research Specialist I	9	51,708	0.25	20,390	0.25	20,391	0.25	20,391	0.25	20,391	-	20,391	81,563	-	
Sr. Public Information Specialist	20	61,896	0.10	8,317	0.10	8,774	0.10	9,256	0.10	9,764	(508)	9,256	36,111	(508)	
Administrative Services Supervisor	8-20	55,112	-	-	0.10	4,677	0.18	14,386	0.20	16,918	-	16,918	35,981	-	
Program Coordinator II	1, 2, 6, 8, 10, 12, 14, 15	54,639	-	-	0.25	23,765	1.00	88,270	1.00	88,270	-	88,270	200,305	-	
Public Information Specialist	12	49,054	0.05	2,884	0.05	3,043	0.05	3,043	0.05	3,210	3.555	6,765	9,137	3.555	
Chieftain	6	7,303,739	14,317	14,747	35,000	7,891,883	7,891,883	7,891,883	7,891,883	7,891,883	7,891,883	7,891,883	7,891,883	7,891,883	
<b>Total Salaries and Wages</b>															
<b>Fringe Benefits</b>															
<b>Total Personnel</b>			46.14%	3,369,660	46.53%	3,564,408	48.3500%	3,815,628	47.9400%	3,846,405	49.7500%	3,850,456	14,615,001	4,051	
<b>Operating Expenses</b>															
Motor Equipment	Exhibit A SOW 6.A Attach I	174,967													
General Office Expenses	18	471,314													
Travel	7	19,340													
Professional Certifications	4,5	132,829													
Outreach	5	4,910													
Meals/Promotion	5	20,000													
Program Materials	6	20,000													
Vehicle Maintenance	8, 19	75,000													
Audit	9, 10, 12-14	-													
<b>Total Operating Expenses</b>															
<b>Total Personnel</b>				3,160,696		3,448,653		3,170,249		3,287,918		3,623,555	13,467,413		
<b>Total Salaries and Wages</b>				3,160,696		3,448,653		3,170,249		3,287,918		3,623,555	13,467,413		
<b>Total Operating Expenses</b>				2,242,236		2,588,668		2,580,996		2,657,968		2,725,428	10,069,908		
<b>Total Personnel</b>				3,160,696		3,448,653		3,170,249		3,287,918		3,623,555	13,467,413		
<b>Total Operating Expenses</b>				2,242,236		2,588,668		2,580,996		2,657,968		2,725,428	10,069,908		
<b>Total</b>				3,160,696		3,448,653		3,170,249		3,287,918		3,623,555	13,467,413		
<b>Total Personnel</b>				3,160,696		3,448,653		3,170,249		3,287,918		3,623,555	13,467,413		
<b>Total Operating Expenses</b>				2,242,236		2,588,668		2,580,996		2,657,968		2,725,428	10,069,908		
<b>Total</b>				3,160,696		3,448,653		3,170,249		3,287,918		3,623,555	13,467,413		

**Exhibit B, Attachment I A3-A4  
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 Amendment	
	Budget Amendment		Budget Amendment		Budget Amendment		Budget Adj.	Budget Amendment	Budget Adj.	Budget Amendment		Totals	Adj.	Amendment
<b>Personnel</b>														
Total Salaries and Wages	7,300,739		7,703,435		7,891,683		8,023,375	(283,763)	7,739,612		30,919,232	(283,763)	30,635,469	
Fringe Benefits	3,368,560		3,584,408		3,815,628		3,846,405	4,051	3,850,456		14,615,001	4,051	14,619,052	
<b>Personnel</b>	<b>10,669,299</b>		<b>11,287,843</b>		<b>11,707,311</b>		<b>11,869,780</b>	<b>(279,712)</b>	<b>11,590,068</b>		<b>45,534,233</b>	<b>(279,712)</b>	<b>45,254,521</b>	
<b>Operating Expenses</b>														
Minor Equipment	174,967										174,967		174,967	
General Office Expenses	471,314		974,875		437,606		473,957	253,200	727,157		2,357,752	253,200	2,610,952	
Training	19,340		16,500		14,377		14,000		14,000		64,217		64,217	
Travel	132,829		140,000		115,000		115,000	5,000	120,000		502,829	5,000	507,829	
Professional Certifications	4,910		2,090		2,270		6,970		6,970		16,240		16,240	
Outreach	20,000		40,000		5,000		5,000	5,000	10,000		70,000	5,000	75,000	
Media/Promotion	20,000		16,500		5,000		5,000		5,000		46,500		46,500	
Program Materials	75,000		70,000		10,000		10,000	5,000	15,000		165,000	5,000	170,000	
Vehicle Maintenance														
Audit														
Facility Costs (See Exhibit B Attachment III for breakdown)	2,242,236		2,588,688		2,580,996		2,657,988	67,440	2,725,428		10,089,908	67,440	10,137,348	
<b>Operating Expenses</b>	<b>3,160,596</b>		<b>3,848,653</b>		<b>3,170,249</b>		<b>3,287,915</b>	<b>335,640</b>	<b>3,623,555</b>		<b>13,467,413</b>	<b>335,640</b>	<b>13,803,053</b>	
<b>Major Equipment</b>														
Telephone System														
Information Technology Equipment	352,000		6,000		34,000		34,000	14,000	48,000		426,000	14,000	440,000	
Vehicle (s)														
Photocopy Equipment														
<b>Major Equipment</b>	<b>352,000</b>		<b>6,000</b>		<b>34,000</b>		<b>34,000</b>	<b>14,000</b>	<b>48,000</b>		<b>426,000</b>	<b>14,000</b>	<b>440,000</b>	
<b>Subcontracts</b>														
Subcontracts														
<b>Indirect Costs</b>														
Indirect Costs	2,667,324		2,382,073		2,926,827		2,967,445	(69,928)	2,897,517		10,943,669	(69,928)	10,873,741	
<b>TOTAL COSTS</b>	<b>16,849,219</b>		<b>17,524,569</b>		<b>17,838,387</b>		<b>18,159,140</b>	<b>-</b>	<b>18,159,140</b>		<b>70,371,315</b>	<b>-</b>	<b>70,371,315</b>	





**Exhibit B, Attachment III-A3 A4  
Facility Costs**

Street Address, City, Zip Code	WIC MIS Clinic Site # or N/A	Type of Space (Clinic Site, Administrative Site, Warehouse, Storage Area, satellite clinic site)	Total Space Square Feet	Year 1 Total Costs			Year 2 Total Costs			Year 3 Total Costs			Year 4 Total Costs			Total Facility Costs				
				Total Cost of Site Per Month Amend	New Total Amend	Amended Space Per Year	Total Cost of Site Per Month Amend	New Total Amend	Amended Space Per Year	Total Cost of Site Per Month Amend	New Total Amend	Amended Space Per Year	Total Cost of Site Per Month Amend	New Total Amend	Amended Space Per Year	Price Per Square Foot Adj.	New Total Amend	Amended Space Per Year		
9415 Mission Blvd, Site "J" & "K" Riverside, CA, 92509		Clinic Site	3600	7,462	2,07	89,544	8,993	2,39	103,116	8,150	2,26	97,800	8,394	1,871	10,265	2,33	0,52	2,85	123,180	2,725,428
4210 Riverwalk Pkwy Riverside, CA, 92505		Administrative Site, Training Ctr & Call Ctr	9623	22,021	2,29	264,252	26,022	2,70	312,264	26,713	2,78	320,558	27,515		27,515	2,86		2,86	330,180	
7140 Indiana Ave. Riverside, CA, 92504		Clinic Site	3746	1,874	0,50	22,488	2,651	0,71	31,612	3,818	1,02	45,816	3,932		3,932	1,05		1,05	47,194	
7801 Gramercy Pl., Site "C" Riverside, CA, 92503		Clinic Site	3136	5,282	1,68	63,144	5,023	1,79	67,476	5,791	1,85	69,482	5,965		5,965	1,90		1,90	71,560	
52256 Mission Blvd. Riverside, CA 92509		Clinic Site	5649	16,054	2,84	192,648	17,684	3,13	212,208	21,171	3,75	254,052	21,806		21,806	3,66		3,66	261,672	
13800 Heacock Ave, Site 125 Moreno Valley, CA, 92553		Clinic Site	5727	9,257	1,82	111,084	10,196	1,78	122,952	10,005	1,75	120,060	10,305		10,305	1,80		1,80	123,660	
2499 E. Lakeshore Dr., Site "B" Lake Elsinore, CA, 92530		Clinic Site	6179	15,343	2,46	184,116	15,959	2,49	184,308	14,254	2,31	171,048	14,682		17,913	2,39	0,52	2,90	214,956	
41002 County Center, Bldg B Perris, CA, 92570		Clinic Site	5649	14,622	2,50	175,464	18,053	3,09	216,636	15,390	2,63	184,680	15,851		15,851	2,71		2,71	190,212	
1095 N. State St. Temecula, CA, 92591		Clinic Site	6685	11,853	1,77	142,236	15,614	2,34	187,268	14,017	2,10	168,204	14,438		14,438	2,16		2,16	173,256	
3055 W. Ramsey Hemet, CA, 92543		Clinic Site	9679	15,122	1,56	181,464	15,777	1,63	189,324	19,535	2,02	234,420	20,421		20,121	2,08		2,08	241,452	
28520 Cactus Ave Banning, CA, 92220		Clinic Site	2200	5,763	2,62	69,156	6,306	2,87	75,672	5,944	2,70	71,328	6,123		6,123	2,78		2,78	73,476	
47-503 Oasis St. Moreno Valley, CA, 92555		Satellite Clinic Site	120	250	2,08	3,000														
91276 66th Ave. Indio, CA, 92201		Clinic Site	9158	7,803	0,86	94,836	11,122	1,21	133,464	8,964	0,98	107,568	9,233		9,233	1,01		1,01	110,796	
1515 N. Sunrise Way Mecca, CA, 92254		Clinic Site	4342	11,707	2,70	140,484	14,168	3,27	170,388	10,581	2,44	128,972	10,898		10,898	2,51		2,51	130,776	
66-615 Perez Rd., Site 17-B Palm Springs, CA, 92262		Clinic Site	1648	5,437	3,30	65,244	6,189	3,76	74,268	5,675	3,44	68,100	5,845		5,845	3,55		3,55	70,140	
14320 Palm Dr. Cathedral City, CA, 92234		Clinic Site	3069	7,315	2,37	87,780	7,899	2,56	94,766	7,531	2,44	80,372	7,758		7,758	2,75		2,75	93,096	
Desert Hot Springs, CA, 92240		Clinic Site	8074	6,568	1,08	78,698	7,632	1,26	91,584	8,057	1,33	96,694	8,298		8,298	1,36		1,36	98,576	
1293 W. Hobson Way Blythe, CA, 92225		Clinic Site	1476	3,064	2,08	36,768	2,933	1,99	35,196	2,953	1,59	28,236	2,424		2,424	1,64		1,64	28,088	
1307 W. Sixth St., Site 124 Corona, CA, 92682		Clinic Site	5733	10,764	1,88	128,408	11,990	1,99	136,680	11,264	1,98	135,168	11,602	{51}	11,551	2,02	{0,01}	2,01	136,612	
1465 Spruce St., Site "A" Riverside, CA, 92507		Clinic Site	3173	5,669	1,79	68,028	6,655	2,10	79,860	8,901	2,17	82,812	7,109		7,109	2,24		2,24	92,568	
14538 Innovation Dr. Riverside, CA, 92518		Warehouse	9609	3,533	0,98	42,396	3,998	1,09	47,256	4,100	1,14	49,200	4,223		4,223	1,17		1,17	50,676	
2815 S. Main St., Site 100 Corona, CA, 92682		Clinic Site	1465				1,899	3,44	22,668	4,869	3,32	56,428	4,977	{36}	4,941	3,40	{0,03}	3,37	59,292	