

Exhibit A
Scope of Work

1. Service Overview

Grantee agrees to provide to the California Department of Public Health (CDPH) the services described herein.

[Enter a brief and precise overview of the services that the Grantee will perform. Use the same description here that you entered on the Agreement Summary in Item 9 (Agreement Outline).]

2. Service Location

The services shall be performed in applicable facilities within the _____ region. [Enter the service area].

3. Service Hours

The services shall be provided during normal Grantee working hours, including but not limited to, Monday through Friday, excluding national holidays.

4. Project Representatives

A. The project representatives during the term of this agreement will be:
[Required DGS provision. Enter the required information. Do not re-number or alter this provision.]

California Department of Public Health [Enter Name of CDPH Contract Manager] Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX Email: XXXXXXXX@cdph.ca.gov	Grantee Name [Enter Name of Grantee's Contract Manager] Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX Email: XXXXXXXX@XXXXXXX
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B. Direct all inquiries to:

California Department of Public Health Office of Family Planning OFP Allocation and Grant Funding Attention: [Enter name, if applicable] Mail Station Code 8305 1615 Capitol Avenue, Suite 73.560 P.O. Box 997420 Sacramento, CA 95899-74420 Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX Email: XXXXXXXX@cdph.ca.gov	Grantee Name Section or Unit Name (if applicable) Attention: [Enter name, if applicable] Street address & room number, if applicable P.O. Box Number (if applicable) City, State, Zip Code Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX Email: XXXXXXXX@XXXXXXX
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C. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement.

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5. Allowable Informal Scope of Work Changes

- A. The Grantee or the State may propose informal changes or revisions to the activities, tasks, deliverables and/or performance time frames specified in the Scope of Work, provided such changes do not alter the overall goals and basic purpose of the agreement.
- B. Informal SOW changes may include the substitution of specified activities or tasks; the alteration or substitution of agreement deliverables and modifications to anticipated completion/target dates.
- C. Informal SOW changes processed hereunder, shall not require a formal agreement amendment, provided the Grantee's annual budget does not increase or decrease as a result of the informal SOW change.
- D. Unless otherwise stipulated in this agreement, all informal SOW changes and revisions are subject to prior written approval by the State.
- E. In implementing this provision, the State may provide a format for the Grantee's use to request informal SOW changes. If no format is provided by the State, the Grantee may devise its own format for this purpose. [\[Delete this paragraph if SOW change instructions appear in this exhibit or in an incorporated program manual.\]](#)

6. See the following pages for a detailed description of the services to be performed.