

CHAPTER 1 FUNDING APPLICATION

Introduction

WIC local agencies are required to submit a Funding Application to the State WIC Program as a part of the contract award process. WIC local agencies renewing their contract must submit a Funding Application by a date specified by the State WIC Program. The information in the Funding Application is evaluated to determine if a local agency is qualified to administer the WIC Program via a contract with the California Department of Public Health (CDPH). Each budget period corresponds with one Federal Fiscal Year (FFY), October 1 through September 30.

New applicants may apply for funding only when the State WIC Program issues a Request for Application (RFA) to solicit WIC services in a specified area of California or to a specified target population.

I. Funding Application Description

Funding Application Process

The State WIC Program will release a Funding Application to the WIC local agencies during the final year of the current contract. The State WIC Program will review, evaluate, and approve applications submitted by the WIC local agencies within a few weeks of receipt.

Required Documentation

The required documents to be submitted in response to the Funding Application are listed on the Required Documents Checklist, Attachment 1 of the Funding Application. These documents are attachments to this chapter. If instructions are required to complete the document they will be found with the document or the location in the Contract Management Binder (CMB) will be shown on the attachment.

Budget Description

A description of the WIC budget, each budget line item and budget detail is included in CMB Chapter 3, Budget. All costs must be allowable as defined in CMB Chapter 5.

Incomplete Application

If the Funding Application is submitted without all required documents listed on the Required Documents Checklist or a correction is needed, the WIC local agency will be contacted by the Contract Manager. The review will be delayed until the required documents or corrections are received which could delay the execution of the new Agreement.

Appeal of Denial of Funding Application Renewal

A WIC local agency may appeal the State WIC Program’s decision to deny the renewal of a WIC local agency contract based on the review of their Funding Application. See CMB Chapter 14, Section VII.

II. Attachments

Cover Page

Required Documents Checklist Attachment 1

Certification of Funding Application Attachment 2

Agency Information..... Attachment 5

Instructions for Completion of Funding Worksheets

Funding Worksheet Year 1 Attachment 6

Instructions for Completion of the Personnel Documents

Personnel Justification Worksheet Year 1 Attachment 7

Justification of Staffing Levels Year 1 Attachment 8

Instructions for Completion of the Operating Expenses Budget Detail Worksheets

Operating Expenses Budget Detail Worksheet Year 1 Attachment 9

Instructions for Completion of the Space Costs for Operating Expenses Worksheets

Space Costs for Operating Expenses Worksheet Year 1 Attachment 10

Additional Space Costs for Operating Expenses Worksheet Year 1 Attachment 11

Instructions for Completion of the Capital Expenditures Budget Detail Worksheets

Capital Expenditures Budget Detail Worksheet Year 1 Attachment 12

Justification of Capital Expenditures Year 1 Attachment 13

Instructions for Completion of Subcontracts Budget Detail Worksheet

Subcontracts Budget Detail Worksheet Year 1 Attachment 14

Justification of Subcontract Year 1 Attachment 15

Request for Authorization to Subcontract Form..... Attachment 16

Languages Spoken By Participants and Staff Attachment 17

Drug-Free Workplace Certification Attachment 21

USDA Certification Regarding Debarment Attachment 22

Payee Data Record [STD 204] (Nonprofit Org.) Attachment 23

Contractor Certification Clauses [CCC-307] Attachment 24

Certification Regarding Lobbying Attachment 25

Disclosure of Lobbying Activities Attachment 26

Nondiscrimination Compliance Statement Attachment 27

Civil Rights Complaint Disclosure Report Attachment 28

Agreement to Full Use of Federal Funds Attachment 29