

## 2016 Contract Amendment Frequently Asked Questions

### PERSONNEL

**1. If we are anticipating a Cost Of Living Adjustment (COLA) or salary increase, can we amend the contract for that?**

Yes, refer to the Budget Plan Instructions.

**2. Can an agency add a brand NEW position?**

Yes, if adding a new Position Title (new classification), use the additional rows on the Exhibit B, Attachment II Detail Worksheet to add positions. If increasing the FTEs for a position, use the FTE Adj. and Budget Adj. columns to reflect changes. Refer to the Budget Plan Instructions for thorough directions on adding positions.

**3. Is overtime a Line Item in itself?**

Overtime is not a Line Item; it is part of Personnel (Footnote<sup>③</sup>); therefore, any amount budgeted under Overtime will be included in the total Salaries and Wages amount.

**4. What do I need to do if there has been a change in our Fringe Benefits percentage?**

If you have a change in your fringe that puts the percentage over 50% for the first time, you will need to provide a written justification. For example, if your fringe had been 48% when the contract was initially executed, but now has increased to 51% causing you to need to move more money into that category, you must provide a written justification. There is no need to provide justification again if it has already been done.

**5. What are the allowable categories under Fringe Benefits?**

Refer to the Fringe Benefits section of the [Allowable Costs](#) chart. Please note that the Allowable Costs chart is not an all-inclusive list.

### OPERATING EXPENSES

**6. If we need to move items from Major to Minor Equipment can we work that out directly with our Contract Managers and NOT do an amendment?**

No, an amendment must be done to move money from Major to Minor Equipment.

Major equipment is defined as a tangible or intangible item having a base UNIT cost of \$5000 or more with a life expectancy of one year or more. This may include items such as telephone systems, photocopiers, or IT equipment costing more than \$5000 per unit.

\*Minor equipment is defined as a tangible item having a base UNIT cost of less than \$5000 with a life expectancy of one year or more. This may include items such as desks, computers, chairs, tables, modular furniture, monitors, printers, Pronto devices, measuring boards, or scales.

***\*PLEASE NOTE: If you currently have equipment defined as Minor Equipment in the Major Equipment category it must be moved to the Minor Equipment category.***

**7. What category does software/MIS costs fall under?**

Software falls under General Office Expenses. It is NOT considered Major or Minor Equipment.

**8. How can I be sure I have enough funds in Training and Travel for state trainings?**

It is recommended that you plan for some staffing changes during the year so you have the money needed to train your new staff when the time comes. Make sure you have considered the multi-day MIS (formerly ISIS) training for new employees in your Travel category.

**9. If educational/outreach materials are printed and used for outreach, would those fall under Outreach or Program Materials?**

Either place would be appropriate.

**10. What if I have a site relocation or site closure request that is going through the approval process, or anticipate a site relocation or site closure?**

The Exhibit B, Attachment III Facility Costs worksheet must be completed with current information **(point in time)** only, not anticipated site changes or site changes currently under review; therefore, please do not include any site changes that have not yet been approved by the CDPH WIC Division.

### **Operating Expenses Examples**

The information below is meant for general guidance only. Each local agency may budget differently based on their established accounting practices (direct, indirect cost, etc.), with the exception of Minor and Major Equipment (see full definitions under # 7). Please refer to the [Allowable Costs](#) chart for a non-inclusive list of allowable costs which may fall within the categories shown below.

**Minor Equipment** – Equipment with a base UNIT cost of less than \$5,000, such as furniture, IT equipment, Pronto devices, measuring boards, and scales.

**Major Equipment** – Equipment with a base UNIT cost of \$5,000 or more, such as telephone systems, photocopiers, or IT equipment costing more than \$5,000 per UNIT.

**General Office Expenses** – Telephone services bill, IT maintenance, printing, postage, subscriptions, membership dues, cell phone, personnel recruitment expenses, hiring costs, insurance, supply items (paper and pens), Pronto test strips, and vehicle fuel.

**Training** – Costs associated with training such as, training and conference registration fees, and trainer fees.

**Travel** – Costs associated with travel such as, per diem, personal vehicle use mileage, lodging, flights; costs associated with travel between clinic sites (i.e., fuel).

**Professional Certifications** – Costs associated with certification (i.e., RD, IBCLC).

*NOTE: Allowable with NSA funds, not allowable with BFPC funds.*

**Outreach** – Costs associated with outreach items, event expenses and materials for the event such as a display board.

**Media/Promotion** – Costs associated with promoting the WIC Program to the public such as, advertising in magazines, newspapers, radio, television, exhibits, etc.

**Program Materials** – Costs associated with administrative, program, nutrition education, breastfeeding, and outreach materials. Examples include breastfeeding aids, approved education materials (posters, pamphlets, etc.), and food demonstration items.

**Vehicle Maintenance** – Costs associated with vehicle maintenance such as, oil changes, factory recommended vehicle maintenance (i.e., 15K, 30K, 60K mile services), tires, and any vehicle repairs.

**Audit** – Costs associated with the required local agency Single Audit (formerly A-133) or Health and Safety Audits.

**Facility Costs** – Cost of Space per month (rent, lease, etc.) which may or may not include other items such as:

- Utilities (electricity, heating and air, and sewer and water)
- Janitorial costs
- Security costs
- Building maintenance costs

## **GENERAL**

### **11.Can local agencies move funds between categories?**

An amendment is the only time funds can be moved between categories.

### **12.Are the local agencies held to only the amount for each contract year or can it roll over to another year?**

The funding is not allowed to roll over from year to year. Each contract year amount is separate. Refer to the [FFY 2016-2019 Caseload and Funding](#) worksheet.

### **13.Will we have an opportunity for a Contract Amendment each fiscal year?**

Yes, there will be one Contract Amendment period per year; however, you can amend one or more years during each Contract Amendment period if necessary.

### **14.Will changes I make to Year 1 automatically be reflected in Years 2-4?**

No, each year's budget is separate; therefore, you will need to make changes to each year necessary.

### **15.When do the changes we request take effect and/or when can we expend on the items we need changed?**

The Contract Amendment is effective retroactively to October 1, 2015; therefore, funds can be expended and reimbursement can be requested on the date the Contract Amendment is executed.

**16. We have had a site relocation approved for this current year. We are anticipating the relocation date to be March/April. Can we still bill for expenses at this new location while the amendment is being processed?**

You cannot bill for expenditures that you do not have money for in the current budget. You can make purchases prior to that but you can only invoice for them once the Contract Amendment is executed. In addition, if there is an increase to the Space Costs for the new location, you will only be able to invoice up to what is currently in your budget under Space Costs.

**17. What is meant by “invoices are updated once an amendment is executed”?**

Once the amendment is executed, the invoice templates will be updated to reflect the budget amounts approved in the amendment.

**18. Can we submit the Contract Amendment package earlier than the deadline?**

Yes, we recommend you start as soon as you receive the Contract Amendment package and submit it as soon as completed.

**AMENDMENT WEBINAR FAQS****GENERAL****1. Can formulas be used in the Budget Detail or Facility Cost Worksheets?**

No. Using formulas on these worksheets creates errors and causes delay in the processing of the amendment. All information entered into the worksheets must be hard-keyed.

**2. What should be done if I have any problems entering data into the Budget Detail or Facility Cost Worksheets?**

Contact your Contract Manager. They may ask you to email your worksheets so they can be checked.

**3. Can the local agency bill retroactively once the budget has been amended and executed? Does the local agency adjust each individual invoice or can they do one adjusted invoice for all the prior months?**

CDPH/WIC will provide guidance to each local agency on an individual basis once the amendment is executed.

**4. Will the existing invoices still work once the budget is amended?**

New invoice templates will be sent to you upon execution of the contract amendment.

**5. Where should Pronto equipment and supplies be budgeted?**

The Pronto device itself is Minor Equipment as it is a piece of equipment with a life expectancy of one year or more. Test sensors, batteries, alcohol wipes etc., should be charged to General Office Expenses.

**6. If an amendment is completed for years 2, 3, and/or 4 now, will the local agency be able to complete another amendment next year for years 2, 3, and/or 4?**

Yes.

**7. Is there a limit on the dollar amount that can be moved for Year 1?**

No, there is not a limit on the dollar amount that can be moved between categories.

**8. Can money be moved out of BFPC and FMNP?**

No, BFPC and FMNP are separately funded and money cannot be shifted to other categories.

**9. How can I make sure the travel funds for new committee members in years 2, 3, and 4 have been added? Will this funding be restricted and have its own line item?**

To verify a local agency's funding for committee travel, refer to the [2016 - 2019 Caseload and Funding Revised Years 2-4](#) document and view the Year 2, 3, and 4 tabs. Funds for committee travel must be placed in the travel expense category. These funds are restricted and may only be used for committee-related travel.

**10. Does the Payee Data Record need to be completed if there are no changes?**

The Payee Data Record is only completed if the legal name of the local agency has changed.

**11. What is the estimated turnaround time for amendment execution from when the local agency submits their amendment? For county programs, when does the local agency's Board of Supervisors sign?**

Refer to the Contract Amendment Package, General Information, page 2 of 3, for the Contract Amendment Process Overview.

**INDIRECT COSTS**

**1. Will adjustments in the Indirect Cost Rate (ICR) apply to the “remaining balance” or will it be calculated on the full year’s Salaries & Wages and Fringe Benefits?**

The adjustments in the ICR will apply to the full year’s Salaries & Wages and Fringe Benefits.

**2. How do I change the ICR for Years 2, 3, and 4?**

Since those cells are locked, please contact your Contract Manager to have the ICR for years 2, 3, and 4 adjusted.

**3. Can the local agency switch the ICR from Personnel to Direct Costs?**

No, the local agency can only change the percentage of the ICR, not the type.

**FACILITIES WORKSHEET**

**1. What is the procedure for making changes to the facilities worksheet; i.e. relocated sites and closed sites?**

If your facility worksheet is not up to date because you have relocated or closed a site, contact your Contract Manager to make these adjustments. Once the changes have been made, the Contract Manager will return the worksheet for completion.

**BREASTFEEDING PEER COUNSELING (BFPC) BUDGET**

**1. How will the BFPC budget be amended?**

BFPC amendment documents are posted on the website. BFPC budgets must be approved by Rose Garcia. Please read all of the posted information thoroughly and contact Rose Garcia, via email at [Rose.Garcia@cdph.ca.gov](mailto:Rose.Garcia@cdph.ca.gov) or at (916) 928-8642, with any further questions.

**2. If we need to adjust operating expenses within the BFPC program do we need to submit a new budget worksheet for that program as well?**

All local agencies with BFPC funding changes are required to complete new BFPC budgets. Local agencies without funding changes who want to amend their BFPC budget need to contact Rose Garcia.

**RBL**

**1. Where are the RBL amounts on the Budget Worksheet?**

The RBL amounts are located in the [2016 - 2019 Caseload and Funding Revised Years 2-4](#) document on the CDPH/WIC website. Please position these amounts in the appropriate categories on the amendment budget plan.

**2. How do we charge facility cost (rent) to RBL?**

Rent charged to RBL should be entered on the Facility Cost Worksheet.

**3. Is there a different timeline for the submission of the budget for the RBL funds?**

No, RBL funds are to be included with all of the other NSA and non NSA funds in the Budget Detail Worksheet. The entire amendment package is due by May 1, 2016.

**PERSONNEL**

**1. When entering in the FTE’s into the Budget Detail Worksheet, the cells for Year 2, 3, 4 are rounding. How do I fix this?**

Before entering a number, insert an apostrophe. For example, instead of typing in 0.3, type `0.3. The apostrophe is located on the left of the Enter key on your computer keyboard.

**2. Can an agency use salary savings to pay overtime and not budget overtime separately?**

No, overtime must be budgeted separately from salaries and wages. Because overtime is noted separately in the budget, it is important to separate out the two costs to avoid future audit findings. When the auditors review the fiscal documents they will be looking to match how overtime was billed against the budget.

**3. If a local agency has salary savings due to a vacant and funded position, can funds be transferred to Operating Expenses?**

Yes

**4. I need to change the name of a position title and there are no other changes. How do I do this?**

Contact your Contract Manager with the new position title and the title that it is being replaced with.

**5. How do I make changes using the Amendment A-01 columns on the Budget Detail Worksheet?**

Refer to the sample personnel adjustment examples below.

**6. How do I make changes to the Exhibit A SOW 6.A and Exhibit A, Attachment I columns on the Budget Detail Worksheet?**

Contact your Contract Manager. They may ask you to email your worksheets so they can be updated.

**Sample Personnel Adjustments**

**1. What if.....**

The number of FTEs for an existing position title needs to be changed?

**Then.....**

Enter the new total number of FTEs in the FTE Amendment A-01 column and then enter the corresponding budget increase in the Budget Adj. column.

**Example:** Increasing from 1 to 3 WNA FTEs

Personnel	Exhibit A SOW 6.A	Exhibit A Attachment I	Current Base Annual Salary Minimum	Current Base Annual Salary Min. Amendment A-01	Current Base Annual Salary Maximum	Current Base Annual Salary Max. Amendment A-01	FTE	FTE Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01
WNA	9,12	1,2,3,4	20,000		30,000		1.00	3.00	25,000	50,000	75,000

**Example:** Decreasing from 8 to 7 RD FTEs

Personnel	Exhibit A SOW 6.A	Exhibit A Attachment I	Current Base Annual Salary Minimum	Current Base Annual Salary Min. Amendment A-01	Current Base Annual Salary Maximum	Current Base Annual Salary Max. Amendment A-01	FTE	FTE Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01
Registered Dietitian	4,5,9,12	1,2,3,4	51,000		60,000		8.00	7.00	440,000	(55,000)	385,000

**2. What if.....**

The minimum, maximum and/or budgeted salary amounts of existing positions need to be changed?

**Then.....**

Changes to salary ranges shall only be done if the changes have been approved by your Parent Agency and posted to your Parent Agency’s website.

Enter the new minimum and/or maximum salary. Enter the amount of a budget increase or decrease in the Budget Adj. column.

**Example:** A position with a decreased minimum and maximum salary and two positions with an increased minimum and maximum. Note that the overall budget may or may not be affected with salary range changes.

Personnel											
	Exhibit A SOW 6.A	Exhibit A Attachment I	Current Base Annual Salary Minimum	Current Base Annual Salary Min. Amendment A-01	Current Base Annual Salary Maximum	Current Base Annual Salary Max. Amendment A-01	FTE	FTE Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01
Site Supervisor	1,3,9,20	1,2,3,4	40,000	38,000	50,000	48,000	1.00		50,000	(2,000)	48,000
Clerk	9,10,11,12	3,4,5	20,000	21,000	30,000	31,000	1.00		20,000	3,000	23,000
Degreed Nutritionist	5,9,12,	1,2,3,4	35,000	38,000	43,000	45,000	1.00		42,500		42,500

**3. What if.....**

An entirely new position title needs to be added?

**Then.....**

Add the new title to the bottom of the Position Title list and complete the row as shown. Also be sure to complete and submit the required Justification of Staffing Levels document.

**Example:** Adding a newly created Senior Registered Dietitian position.

Personnel											
	Exhibit A SOW 6.A	Exhibit A Attachment I	Current Base Annual Salary Minimum	Current Base Annual Salary Min. Amendment A-01	Current Base Annual Salary Maximum	Current Base Annual Salary Max. Amendment A-01	FTE	FTE Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01
Registered Dietitian	4,5,9,12	1,2,3,4	50,509		57,000		1.00		53,559		53,559
Regional Breastfeeding Liaison	9,12	9	46,000		51,785		0.50		25,220		25,220
WNA	9,12	1,2,3,4	24,100		36,091		1.00		25,665		25,665
Senior Registered Dietitian	1-21	1-5		60,000		75,000		1.00		65,000	65,000

**4. What if.....**

An existing position needs to be eliminated?

**Then.....**

If the position is permanently eliminated and will not be filled again in the future, the agency should zero out the FTEs, the min/max salaries and the budgeted amount using the A-01 columns, and communicate with their Contract Manager about this change. The Contract Manager will amend the Position Title column.

If the position may be filled again at some time in the future, the agency should not change the number of FTEs and should budget according to the projected fill date.

**Example:** The Admin Assistant position no longer exists in your agency. The WNA/PC position has been vacant for two months and it will likely not be filled for 4 more months. The FTE remains, but the amount budgeted is decreased to reflect the expected vacancy.

Personnel											
Position Title	Exhibit A SOW 6.A	Exhibit A Attachment I	Current Base Annual Salary Minimum	Current Base Annual Salary Min. Amendment A-01	Current Base Annual Salary Maximum	Current Base Annual Salary Max. Amendment A-01	FTE	FTE Amendment A-01	Budget	Budget Adj.	Budget Amendment A-01
Admin Assistant	9,12	1,2	39,000	-	52,000	-	1.00	0.00	40,000	(40,000)	-
WNA/PC	4,5,9,12	1,2,3,4	25,000		33,000		1.00		26,000	(13,000)	13,000

**FACILITIES WORKSHEET (ADDED 4-13-16)**

**2. In the original contract we listed monthly costs for Utilities, Janitorial, Security and Maintenance. How do we go about listing these costs on the Amendment Facility Cost Worksheet?**

Those costs should be added to the Total Cost of Site Per Month. For example, if you have the following costs:

- Utilities – \$500/month
- Janitorial – \$250/month
- Security – \$300/month
- Maintenance – \$200/month
- Total Cost of Site Per Month – \$1600/month

The amount listed under Total Costs of Site per month should be \$2,850 (Utilities + Janitorial + Security + Maintenance + Total Cost of Site Per Month).

**INDIRECT COST RATES (ADDED 4-13-16)**

**1. Will mid-contract year changes to the ICR be allowed?**

Yes, as long as there is another business reason for the amendment, and not just an ICR change.

**2. Can an agency have two different ICRs in the same contract year (i.e. a year-1 rate of 10.80% and 12.62%)?**

No, agencies may only use the rate that they have an approval for at the time they entered into the contract agreement. Non-profit agencies with no approved ICR cost allocation letter from their cognizant agency will default to a 19.6% ICR for this contract amendment period.

**3. How will invoices be adjusted?**

Once the contract amendment is executed, the agency may submit a supplemental invoice to adjust the ICR costs for the rest of the year to the new approved ICR.

**4. How will changes be reflected on the amendment budget sheet?**

Local Agencies will work with their Contract Manager to make the ICR changes on their budget sheets.

**5. Will each contract year be allowed to have a different ICR? Can a local agency change their ICR rate for only years 3 and 4? Or Just year 4? If so, do the ICR rates have to be the same for the year it is being changed and all subsequent years? Or can the ICR vary from year to year?**

Agencies can only claim up to the approved ICR at the time of entering into the contract agreement. That rate is good for each of the remaining years of the contract.

**6. Is it allowable to leave the ICR the same for all 4 years of the contract even if the ICR changes in any given year?**

Yes, if the agency had an approved ICR cost allocation plan at the time they entered into the contract agreement and they do not wish to change from that approved rate, they may leave it at the original approved rate for the term of the contract.

**7. Please explain who the counties' cognizant agency is.**

Please refer to the [CDPH website](#).

**8. What is the approval process for non-profits without a letter from the cognizant agency and for nonprofits stating CDPH/WIC is the cognizant agency?**

All non-profits with an approved ICR cost allocation letter, from their cognizant agency, must provide a copy of the cost allocation letter to their Contract Manager. Non-profits who do not have an approved allocation plan from their cognizant agency will remain capped at 19.6% for this amendment period. Contract Managers will assist non-profit agencies, who have not identified their cognizant agency, with getting an approved ICR cost allocation letter.

**9. After the amendments are executed, how will the FFY 2015-16 invoices be adjusted and how will reimbursement requests be made that date back to October 2015?**

Agencies may work with their Contract Manager to submit a supplemental invoice that is retroactive back to October 1, 2015.

**10. Who is the cognizant agency for Indian Tribes and is there a contact?**

Indian Tribal agencies may contact the Department of the Interior to negotiate for an approved ICR cost allocation.

Department of the Interior  
Office of the Secretary  
Indirect Cost Services  
Acquisition Services Directorate  
National Business Center  
2180 Harvard Street, Suite 430  
Sacramento, California 95815-3319  
Telephone (916) 566-7111 Fax (916) 566-7110  
<http://www.aqd.nbc.gov/ics>