

Exhibit A – Scope of Work

1. Service Overview

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

This contract is to provide services mandated by Health and Safety Code 38070-38081.1 on the local level. The Contractor shall provide California Personal Responsibility Education Program (CA PREP) and Information and Education (I&E) Program (if applicable) services to reach youth experiencing the greatest inequities in health and social outcomes, and to equip them with the knowledge, understanding, and skills necessary to make responsible and healthy decisions regarding their sexual and reproductive health, reduce adolescent birth and sexually transmitted infection (STI) rates, and promote positive development and healthy relationships.

2. Service Location

The services shall be performed at applicable facilities in the County of _____.

3. Service Hours

The services shall be provided during normal Contractor working hours, Monday through Friday, and evenings or weekends as needed to meet the needs of participating youth except for official holidays.

4. Project Representatives

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

California Department of Public Health [Enter Name of CDPH Contract Manager] Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX Email: XXXXXXXX@cdph.ca.gov	[Enter Contractor Name] [Enter Name of Contractor'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 Maternal, Child and Adolescent Health Div. Attention: [Enter name, if applicable] 1615 Capitol Avenue, MS8305 P.O. Box 997420 Sacramento, CA 95899-7420 Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX Email: XXXXXXXX@cdph.ca.gov	[Enter Contractor 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@XXXXXXXX
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C. All payments from CDPH to the Contractor; shall be sent to the following address:

Remittance Address Contractor: [Legal Business Name] Attention "Cashier": Address City, Zip Phone Fax Email

D. 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 but will require a new CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record form. The completed form must be submitted to the Contract Manager for processing.

5. Scope of Work Changes

- A. Pursuant to Health and Safety Code Section 38077 (b)(2), changes and revisions to the Scope of Work contained in the agreement, utilizing the **"allowable cost payment system,"** may be proposed by the Contractor in writing. All requested changes and revisions are subject to the approval of the State. Failure to notify the State of proposed revisions to the Scope of Work may result in an audit finding.
- B. The State will respond, in writing, as to the approval or disapproval of all such requests for changes or revisions to the Scope of Work within 30 calendar days of the date the request is received in the program. Should the State fail to respond to the Contractor's request within 30 calendar days of receipt, the Contractor's request shall be deemed approved.

- C. The State may also request changes and revisions to the Scope of Work. The State will make a good-faith effort to provide the Contractor 30 calendar days advance written notice of said changes or revisions.
 - D. No changes to the Scope of Work agreed to pursuant to this provision shall take effect until the cooperative agreements are amended and the amendment is approved as required by law and this agreement
- 6. See the attached Exhibit A as follows for a detailed description of the services to be performed.**

ASH Ed Combined RFA Scope of Work (SOW) for FY 2022-2025

Check the Adolescent Sexual Health Education (ASH Ed) Program funding source/sources that apply for this agreement below:

- CA PREP (FYSB):** Funded for the CA PREP Program
- I&E Program (SGF):** Funded for the I&E Program – Check program option that applies below.

If funded by I&E, check the ONE (1) corresponding program option:

- Program Option 1: Enhanced Youth Engagement*
- Program Option 2: Parent/Caring Adult Education*
- Program Option 3: Train-the-Educator*

Goal 1: Effectively administer and oversee the Adolescent Sexual Health Education (ASH Ed) Program.

Objective 1.1: Meet the ASH Ed planning and reporting requirements by conducting a needs assessment, developing a comprehensive implementation plan, and completing required reports.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
1.1.1. Complete an ASH Ed needs assessment following CDPH/MCAH guidance.	Within 60 days of contract execution Updated Annually	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit needs assessment to CDPH/MCAH.
1.1.2. Complete an ASH Ed implementation plan following CDPH/MCAH guidance.	Within 60 days of contract execution Updated Annually	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit implementation plan to CDPH/MCAH.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
1.1.3. Adhere to program requirements as outlined in the ASH Ed RFA and SOW.	Ongoing	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> • Submit implementation plan. • Submit Semi-Annual Reports to CDPH/MCAH.
1.1.4. Submit Semi-Annual Reports (SARs) following CDPH/MCAH guidance.	January 2023/July 2023 January 2023/July 2024 January 2025/June 2025	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> • Submit SAR to CDPH/MCAH.
1.1.5. Participate in an end of the cycle ASH Ed closeout call.	June 2025	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> • Participate in a call to close out the contract as determined by CDPH/MCAH.
1.1.6. Participate in formal and/or informal site visits conducted by CDPH/MCAH.	As needed	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> • Participate in site visit including timely communication and completion of any required documentation.

Objective 1.2: Meet the CDPH/MCAH administrative requirements through appropriate funding agreement, revision, and invoicing processes.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
1.2.1. Complete finalized three (3)-year budget for FY 22-23, FY 23-24, FY 24-25.	Annually	Director	<ul style="list-style-type: none"> Submit 3-year budget to CDPH/MCAH as directed.
1.2.2. Make budget revisions as directed by CDPH/MCAH.	Annually and as needed	Director	<ul style="list-style-type: none"> Submit budget revisions to CDPH/MCAH for approval, if needed.
1.2.3. Submit timely quarterly invoices as directed by CDPH/MCAH.	November 2022, 2023, and 2024 February 2023, 2024, and 2025 May 2023, 2024, and 2025 August 2023, 2024, and 2025	Director	<ul style="list-style-type: none"> Submit quarterly invoices by CDPH/MCAH deadlines.

Objective 1.3: Hire and train ASH Ed Program staff to effectively implement all applicable program components; meet program requirements; and participate in required trainings, workshops, and meetings with CDPH/MCAH.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
1.3.1. Hire necessary staff to complete all ASH Ed requirements per RFA.	Within 60 days of contract execution	Director	<ul style="list-style-type: none"> Documentation that staff hired meet ASHWG core competency requirements to deliver program services in a culturally and linguistically responsive manner for the target population.
1.3.2. Hire Youth Advisor(s) to participate and engage in the ASH Ed program as described in the RFA. *(only for CA PREP LIAs budgeting for this position and for I&E Program Option 1: Enhanced Youth Engagement LIAs).	Within 60 days of contract execution Ongoing	Director	<ul style="list-style-type: none"> Hire youth ages 10-19, and up to 21 if the youth is expectant or parenting.
1.3.3. Ensure necessary staff have access to the ASH Ed Partners' SharePoint site and all data collection and reporting processes comply with CDPH information privacy and security policies as directed by CDPH/MCAH.	Ongoing	Director/ Coordinator	<ul style="list-style-type: none"> Submit SharePoint access request to CDPH/MCAH. Maintain active accounts by checking the SharePoint site regularly.
1.3.4. Ensure that all staff complete mandatory program and evaluation trainings within 60 days of hire including, but not limited to, CDPH/MCAH live virtual trainings, EBPM/EIPM training, SharePoint Data Submission Training, Entry & Exit Survey Data Collection Training, Facilitation Observation Training.	Within 60 days of staff hire	Director/ Coordinator	<ul style="list-style-type: none"> Complete training registration for each participant. Maintain list of all completed trainings on SharePoint.
1.3.5. Report ASH Ed Program staff changes.	Within 15 days of staff change	Director/ Coordinator	<ul style="list-style-type: none"> Submit updated Agency Information Form (AIF) and SharePoint Staff Roster with new changes to CDPH/MCAH.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
EBPM/EIPM Trainings			
1.3.6. Ensure all facilitators are trained in the approved EBPM/EIPM before implementing.	Ongoing	Director/ Coordinator	<ul style="list-style-type: none"> Submit training request form via SharePoint, attend training and submit certificate of completion to CDPH/MCAH.
1.3.7. Ensure that all facilitators are observed and rated on quality of program delivery a minimum of two (2) times per year.	Ongoing	Director/ Coordinator	<ul style="list-style-type: none"> Submit observation report to CDPH/MCAH following guidance in ASH Ed data collection manual.
1.3.8. Identify gaps in staff development and training and address gaps with additional training as needed.	Ongoing	Director/ Coordinator	<ul style="list-style-type: none"> Participate in annual facilitator Survey.
CDPH/MCAH Trainings, Workshops, and Meetings			
1.3.9. Ensure staff attend all required webinars as determined by CDPH/MCAH.	Ongoing	Director/ Coordinator	<ul style="list-style-type: none"> Submit participation log as part of the SAR.
1.3.10. Attend required Orientation and Annual Statewide Meeting as determined by CDPH/MCAH.	Fall/Winter 2022 No later than 12/2022 Spring/summer 2024 No later than 06/2024	Director/ Coordinator	<ul style="list-style-type: none"> Submit participation log as part of the SAR.
1.3.11. Attend all required conference calls and virtual meetings, as determined by CDPH/MCAH, including monthly ASH Ed group calls.	Ongoing	Director/ Coordinator	<ul style="list-style-type: none"> Submit participation log as part of the SAR.
1.3.12. Attend non-mandatory trainings that support the goals of ASH Ed Program.	Ongoing	Director/ Coordinator	<ul style="list-style-type: none"> Submit list of non-mandatory trainings and participation log as part of the SAR.

Goal 2: Implement the ASH Ed Program core activities including site identification, recruitment and retention of program participants, and implementation of CDPH/MCAH-approved EBPMs/EIPMs and strategies.

Objective 2.1: Identify and enter into agreement with implementation sites.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
2.1.1. Identify implementation sites to reach service population per the approved implementation plan (See 1.1.2.).	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit in the Implementation Plan.
2.1.2. Establish Memorandum of Understanding (MOUs) with sites prior to program implementation.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Establish and maintain MOUs with identified sites prior to program implementation and maintain on file.
2.1.3. Secure approval of all implementation sites by CDPH/MCAH.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit new implementation sites for approval by CDPH/MCAH on SharePoint.

Objective 2.2: Recruit and retain participants from priority ASH Ed service population(s) as identified in program implementation plan to meet annual reach numbers and associated goals.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
2.2.1. Recruit and retain program participants to meet target reach numbers from the approved implementation plan (See 1.1.2.).	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Report recruitment and retention successes and challenges in SAR and via required attendance data, when applicable.
2.2.2. Record participant demographic information on Attendance Log for each cohort.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit demographic information of participants via Attendance Log in SharePoint after each cohort, when applicable.

Objective 2.3: Plan site-level implementation by submitting and adhering to the approved Planned Curriculum form(s) and online calendar in SharePoint.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
2.3.1. Secure CDPH/MCAH approval of any new program delivery site, implementation schedule and content, program service population, delivery modality, and/or EBPM/EIPM at least 10 business days prior to cohort implementation.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit Planned Curriculum on SharePoint a minimum of 10 business days prior to implementation.
2.3.2. Include required adaptations to meet CA Health & Safety Code, Adulthood Preparation Subject requirements, and local population needs in all implementation plans as needed, in conjunction with CDPH/MCAH.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit planned adaptations in SharePoint Planned Curriculum for review by CDPH/MCAH.
2.3.3. Record unplanned adaptations on the Fidelity Checklist in SharePoint.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit unplanned adaptations via the Fidelity Checklist in SharePoint within three (3) business days after the last day of cohort implementation.
2.3.4. Adhere to Approved Planned Curriculum regarding program delivery site, implementation schedule and content, program service population, delivery modality, and EBPM/EIPM.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Implement Planned Curriculum as approved by CDPH/MCAH.
2.3.5. Maintain an online calendar of planned implementation in SharePoint.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit Planning Calendar within 10 business days prior to implementation. Update changed dates, cancelations, etc.

Goal 3: Meet federal, state, and local program monitoring and evaluation requirements including data collection, reporting, and quality improvement (QI) activities, as directed by CDPH/MCAH.

Objective 3.1: Meet CDPH/MCAH data collection requirements for the ASH Ed Program.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
Federal and State Evaluation Activities			
3.1.1. Participate in required local and state-level evaluation activities as directed by CDPH/MCAH.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit data to CDPH/MCAH according to ASH Ed data collection manual and guidance.
3.1.2. Participate in any additional required activities including a federal or state evaluation, if applicable.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit additional evaluation information or data collection ASH Ed Program as directed by CDPH/MCAH.
Local Evaluation Activities			
3.1.3. Administer required surveys to participants at program entry and exit.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit survey data via Qualtrics or as directed by CDPH/MCAH within 3 business days of implementation.
3.1.4. Collect and report demographics and attendance data for each participant.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Collect and submit demographic data according to the data collection manual.
3.1.5. Collect and report fidelity/implementation data, where applicable, for each cohort.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Collect and submit fidelity/implementation data according to the data collection manual.
3.1.6. Participate in other data collection and data entry efforts as directed by CDPH/MCAH.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit additional data as requested by CDPH/MCAH.

I&E Program Awardees Only – Check box if applies

Objective 3.2: Establish an I&E Program Results-Based Accountability (RBA) Framework, in collaboration with CDPH/MCAH, and follow monitoring and evaluation protocols that result, as directed by CDPH/MCAH.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
3.2.1. Select at least one (1) I&E Program staff member to represent LIA in RBA Framework processes and activities.	Within 60 days of contract execution	Director/ Coordinator	<ul style="list-style-type: none"> Submit contact information for designated staff to CDPH/MCAH.
3.2.2. Participate in a learning collaborative for RBA Framework according to I&E Program Option.	FYs 2022-2025	Designated Program Staff Member(s)	<ul style="list-style-type: none"> Attend meetings and participate in learning collaborative activities as directed by CDPH/MCAH. Submit participation log and updates about progress in the SAR.
3.2.3. Collect and report data on collaborative performance measures determined by applicable I&E Program Option learning collaborative.	FY 2023-2024 FY 2024-2025	Designated Program Staff Member(s)/ Health Educator(s)	<ul style="list-style-type: none"> Submit data as requested by CDPH/MCAH.
3.2.4. Participate in additional RBA Framework evaluation activities and efforts, as requested by CDPH/MCAH.	FY 2022-2023 FY 2023-2024 FY 2024-2025	Designated Program Staff Member/ Health Educator(s)	<ul style="list-style-type: none"> Submit additional deliverables as requested by CDPH/MCAH.

Objective 3.3: Conduct quality improvement (QI) projects and activities that align with CA ASH Ed Program improvement goals.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
3.3.1. Participate in quality improvement efforts, including at least quarterly QI calls with CDPH/MCAH.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Report QI efforts and outcomes in the SAR.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
3.3.2. Utilize data to inform and improve program activities.	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Update implementation plan annually according to previous year's data results. Report goals and progress in the SAR.

Goal 4: Educate and engage key stakeholders to inform the development and implementation of the ASH Ed Program activities and effectively address the sexual and reproductive health needs of local adolescent populations experiencing the greatest inequities in health and social outcomes.

Objective 4.1: Implement strategic community outreach and engagement efforts to reach and meaningfully engage youth experiencing the greatest inequities in social and health outcomes, their parents/caring adults and existing formal and informal educators working with them to effectively address local adolescent sexual and reproductive health needs.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
4.1.1. Conduct community outreach activities as described in the approved implementation plan (See 1.1.2.).	Ongoing	Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Report progress on community outreach efforts in the SAR.
4.1.2. Include plans for youth engagement activities to meet CDPH/MCAH requirements per the RFA. Plans must be enhanced for I&E Program Option 1 LIAs and follow the specific guidelines outlined in the RFA.	Annually	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Report on type and frequency of activities, successes and challenges related to youth engagement in the SAR.
4.1.3. Implement parent/caring adult engagement activities to meet CDPH/MCAH requirements per the RFA. Plans must be enhanced for I&E Program Option 2 LIAs and follow the specific guidelines outlined in the RFA.	Annually	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Report on type and frequency of activities, successes and challenges related to parent/caring adult engagement activities in the SAR.
4.1.4. Include plans for training and engagement activities for formal and informal adolescent educators to meet CDPH/MCAH requirements per the RFA. Plans must be enhanced for I&E Program Option 3 LIAs	Annually	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Report on type and frequency of activities, successes and challenges related to youth engagement in the SAR.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
and follow the specific guidelines outlined in the RFA.			
4.1.5. Identify and establish formal and informal partnerships in the service areas/broader community to support recruitment and referral processes.	Ongoing	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit a description of outreach, referring partners, recruitment, enrollment, and retention successes and challenges to CDPH/MCAH in the SAR.

Objective 4.2: Form and maintain and/or participate in regular meetings with a Local Stakeholder Coalition (LSC).

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
4.2.1. Identify LSC members using guidance and requirements in the RFA.	Ongoing	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit roster of LSC to CDPH/MCAH for approval in the Implementation Plan and SAR.
4.2.2. Meet at least once per quarter with LSC.	Ongoing	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Submit agenda of LSC activities and attendance records to CDPH/MCAH in the Implementation Plan and SAR.
4.2.3. Ensure participation of the CA PREP Youth Advisor(s) (only for LIAs budgeting for this position – See 1.3.2 –and for I&E Program Option 1 LIAs).	Ongoing	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Include list of LIA staff participants, including ASH Ed Program Youth Advisor in SAR.
4.2.4. Identify up to two (2) annual priority goals to be accomplished by LSC that promote the goals and objectives of the ASH Ed Program.	Ongoing	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Report activities that have contributed to accomplishing annual priority goals in SAR.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
4.2.5. Develop and present an Annual Community Presentation to engage the community and share ASH Ed Program progress with relevant community stakeholders. Include Youth Advisor(s) participation, if budgeting for this position.	Annually	Director/ Coordinator/ Health Educator(s)	<ul style="list-style-type: none"> Save the Annual Community Presentation dates, materials, and any other relevant information (e.g., results, outcomes) reported. Only submit as directed by CDPH/MCAH.

Objective 4.4: Develop and implement clinical linkages for program participants to address local adolescent sexual and reproductive health needs.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
4.3.1. Establish formal partnerships with local Family PACT providers to increase adolescent access to reproductive health services.	Annually Ongoing	Director/ Coordinator	<ul style="list-style-type: none"> Submit partnerships with Family PACT providers in the implementation plan. Submit any changes as appropriate.
4.3.2. Train facilitators on Family PACT and other reproductive health services, including local resources and policies.	Ongoing	Director/ Coordinator	<ul style="list-style-type: none"> Facilitators participate in Family PACT and reproductive health services training as needed. Report training in SAR.
4.3.3. Provide all CA PREP cohorts with written and verbal information on the location, cost, and confidentiality of clinical services.	Ongoing	Health Educator(s)	<ul style="list-style-type: none"> Report progress efforts in the SAR.
4.3.4. Track and report all clinical linkage successes in a format approved by CDPH/MCAH.	Semi-annually	Health Educator(s)	<ul style="list-style-type: none"> Report clinical linkages in the SAR.
4.3.5. Conduct clinical linkage activities as described in the approved implementation plan.	Ongoing	Health Educator(s)	<ul style="list-style-type: none"> Report progress on clinical linkage efforts in the SAR.

Major Functions, Tasks, and Activities	Timeline	Staff Responsible	Performance Measures
4.3.6. Develop and update, as needed, a local service referral and resource directory.	Ongoing	Health Educator(s)	<ul style="list-style-type: none">• Save service referral and resource directory and provide to CDPH/MCAH only as directed.