

INTRODUCTION TO CONTRACT MANAGEMENT BINDER (CMB)

The CMB is designed to assist WIC local agencies in carrying out the requirements of the WIC local agency contract. It contains procedures, requirements, forms, and other pertinent information. It is made up of a Table of Contents, 14 chapters pertaining to different topics, an index and a glossary of terms.

I. Authority

WIC Local agencies are responsible for complying with all applicable Federal and State regulations as detailed in the WIC local agency contract exhibits identified in the Contract Management Binder (CMB) Chapter 4.

II. Catalog of Federal Domestic Assistance (CFDA) Number

The U.S. Department of Agriculture, Food and Nutrition Service Division, funds the Special Supplemental Food Program for Women, Infants, and Children in California, through the California Department of Public Health.

The official WIC Program number assigned by the Catalog of Federal Domestic Assistance (CFDA) is 10.557. The CFDA number is typically required in financial statements, relevant program documents, and the funding application.

III. Resources

- A. Federal regulations regarding grant management are outlined in the Federal Grants Management Handbook. The State WIC Program recommends that WIC local agencies read the handbook and retain it as a reference. To obtain the Federal Grants Management Handbook and to receive monthly updates contact:

Thompson Publishing Group
Subscription Service Center
P. O. Box 26185
Tampa, FL 33623
1-800-677-3789

Or, access the website at:

www.grantsandfunding.com/libraries/grantmanage/gran/GFindex.html

- B. For other resources, refer to CMB Chapter 4, Attachment 4-1, WIC Local Agency Agreement, Exhibit E, Provision 1.

IV. Forms

The location of WIC forms referenced in the CMB will be indicated in the CMB chapters. The majority of the forms are in CMB Chapter 1, as most of the forms a WIC local agency needs to use are also required to be submitted with the funding application.

Any reference to a form that begins "Attachment 1-" means it is located in chapter 1. The first number in an attachment number is the CMB chapter number