

**Funding Application with the California Department of Public Health (CDPH),
Women, Infants and Children (WIC) Program Subvention Contract for local
agency services for Federal Fiscal Year (FFY) 2015**

**Frequently Asked Questions
Updated May 15, 2014**

1. What is included with the Funding Award Letters?

All WIC Local Agencies were sent a hard copy of their Funding Award Letters in the mail. All WIC Local Agencies were also sent an email that included:

1. A scanned copy of the Funding Application Award Letter with attachments;
 - Attachment 1 - Local Agency Caseload and Funding for FFY 2015. This Attachment contains the Maximum Payable Amount, which indicates the funding amount allocated to your WIC local agency for all WIC services to be provided for this contract. The Maximum Payable Amount includes base funding for caseload and funding for Other WIC Services.
 - Attachment 2 - Insurance Requirements for the Women, Infants and Children Program Subvention Contract for Local Agency Services FFY 2015. This includes the new Insurance limits for the FFY 2015 contract, as limits have increased.
2. The Funding Worksheet
 - Identifies your agency's FFY 2015 funding
 - Identifies your contract number (at the top right corner)
 - The Funding Worksheet must be completed and submitted as part of your Funding Application.

2. What are the changes to the Authority to Spend (ATS) Process?

There are changes for the FFY 2015 contract regarding the Authority to Spend (ATS) process. We will no longer award money throughout the contract term via the ATS process. We have provided all WIC local agencies with a Funding Award Letter that details the "Maximum Payable Amount." The Maximum Payable Amount now includes base funding for caseload as well as funding for Other WIC Services. Other WIC Services are projects and funding formerly given out via the ATS process throughout the contract term.

This will allow WIC local agencies to know how much Other WIC Services funding will be received and assist with budgeting for the one year contract.

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3. How do I complete the Funding Worksheet and Budget Documents?

Complete the Funding Application budget detail worksheets using the Maximum Payable Amount. The amounts listed on the budget worksheets should include the budgeted amounts for caseload base funding and the budgeted amounts for Other WIC Services funding. Caseload funding and Other WIC Services funding should be budgeted for, and those amounts should be included (“rolled up”) in the Funding Application budget detail worksheets.

You do not need to submit your WIC local agency’s budgets for Other WIC Services, except for the BPC and RBL. It is up to your local agency internally how you want to budget for Other WIC Services. The budget detail worksheets only include the “roll up” of the funding; not broken out (fuel for base grant funding/LVL fuel). The break out of expenses will take place on the invoice.

For example, the Other WIC Service Anemia Screening funds have allowable expenses covered in the funding rate that include the purchase of Pronto devices, anemia blood screening sensor tests, batteries and protective cases for the devices, and alcohol wipes. Therefore, these funds may be budgeted under Operating Expenses, Equipment or Supplies line items.

Other WIC Service Local Vendor Liaison (LVL) funds have allowable expenses covered in the funding rate that include: personnel, IT support, materials, training, travel, communications, facilities and equipment. Therefore, these funds may be budgeted under the Personnel Line Item, and multiple Operating Expenses Line Items.

The restricted funds for Other WIC Services will continue to be broken out on the invoice.

4. Breastfeeding Peer Counseling Program

Please follow directions provided by the BPC Program in the PWPC sent May 2, 2014. Local agencies should prepare their BPC Program Budget Proposals according to the BPC funds included in your FFY 2015 Funding Award Letter.

You must submit your BPC documents with your Funding Application, due June 2, 2014. The two required documents are the BPC Program Budget Proposal for FFY 2015, and the BPC Program Staffing Table for FFY 2015.

A revised BPC budget template was distributed to BPC contacts as BPC local program staff identified a few calculation errors. The May 5, 2014 version is the correct version to use. Contact Serra Fox if you need this new version.

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Note: The BPC information listed on the BPC documents will also be listed on the Funding Application documents.

Additionally, due to the use of the subvention contract process for FFY 2015, no line item shifts will be allowed during the contract year. This restriction applies to BPC funds just as it applies to all other funds used for WIC services.

Those agencies that currently have a USDA funded Peer Counseling programs are the only agencies receiving BPC awards for FFY 2015. There will be a new RFA released for FFY 2016.

5. Funding Applications Due Date

Funding Applications are due no later than close of business on June 2, 2014. This is to ensure sufficient time for processing. Accuracy and completeness are critical. Applications that require edits beyond the deadline jeopardize having a contract in place by October 1.

It is imperative that the applications are accurate and complete. We strongly encourage local agencies to submit funding documents as soon as they are complete. You may submit your documents to your Regional Advisor as soon as possible. Your Regional Advisor can review the budget documents for errors.

Submit all required documents as listed on the Required Documents Checklist. This will allow the State WIC Program to submit your complete contract for processing to the CDPH Contract Management Unit for approval.

If your WIC local agency is unable to have the documents signed by June 2, 2014, the Funding Application is still due to your Regional Advisor by June 2, 2014. Submit signed documents as soon as possible to prevent delays in contract processing.

Funding Applications will be processed on a flow basis.

6. Submitting the Funding Application

Please email your Regional Advisor all excel spreadsheet budget documents, including the Breastfeeding Peer Counseling and Regional Breastfeeding Liaison documents if those apply to your agency.

Also mail a hard copy of the entire Funding Application package with original signatures to your Regional Advisor.

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7. Funding Worksheet

Q: The funding worksheet on the website is locked.

A: Please use the Funding Worksheet for your WIC local agency that was sent via email. It is prefilled with your local agency's awarded amounts.

Q: The Maximum Payable Amount for my current contract, Year 3 is much less than my FFY 2015 Maximum Payable Amount. I thought the amounts were going to be the same. Why is it less?

A: The Maximum Payable Amounts are not the same for the current contract and the new contract. The current Year 3 Maximum Payable Amount includes an unauthorized (reserve) amount. The FFY 2015 funding does not include a reserve. All of the funding for the FFY 2015 contract is awarded up front in the Funding Award Letter and includes base caseload funding and funding for the Other WIC Services projects. Therefore, the current Year 3 Authorized Funding Amount should be similar to the amount received for the FFY 2015 contract in the Funding Award Letter.

8. Personnel Documents

Q: How should we list the percent of time spent on each individual WIC duty on the duty statements?

A: A duty statement should include a limit of 5 to 6 major categories, grouping similar activities together. Please contact your Regional Advisor if you have additional questions.

Q: If I use a subcontractor for security, should I list the guard on the Personnel Justification Worksheet (PJW)?

A: You would list this subcontractor on the Subcontract Budget Detail Worksheet, not on the PJW.

9. Space Cost Worksheets

Q: If we do not get charged for using the space, do we still need to add it to the worksheet? Also, if we only pay a portion of the building because we only use a portion do we only include the square feet for the portion that we use or for the whole space?

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A: Please list all space that your WIC local agency occupies. If there is no cost, enter 0. If it is only a portion, list your portion.

10. Attachment 5: Agency Information

Attachment 5: Page 1, Section G has been updated as a signature is not required for that section.

Page 3, Section K refers to your parent agency. Please contact your Regional Advisor if you have additional questions on which box to select.

Q: What can we use the funding for on Training Committee Travel and Education Committee Travel?

A: This funding is for related travel costs for Training Committee members and Education Committee members to attend committee meetings. Staff time is not included as an allowable expense to this funding.

11. Restricted Funds

Q: What can we use the funding for on Training Committee Travel and Education Committee Travel?

A: This funding is for related travel costs for Training Committee members and Education Committee members to attend committee meetings. Staff time is not included as an allowable expense to this funding.

Q: What can we purchase with the "IT Equipment Replacement" restricted funds?

Funding is for the replacement/upgrade of computer equipment and software at the Contractor's WIC local agency sites. The equipment is to support the WIC ISIS eligibility, service delivery, and appointment system, web training, and administrative business needs at the administration offices and clinic sites. The printing of food instruments, ISIS reports, and communicating with the State WIC office are currently conducted on equipment including thin client terminals, thin panel monitors, PCs, laptops, various types of office software, report printers, using print servers, communication devices such as HUB/switches/routers/servers with communication software or software for WIC business reporting needs and operations. Video conferencing equipment is allowable for cost effective face-to-face communication with the State WIC Program office and travel cost savings.

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12. Operating Expenses

Q: Are we allowed to add any categories to the Operating Expenses Budget Detail Worksheet?

A: The Operating Expenses Budget Detail Worksheet includes 8 Required Categories and 5 Additional Categories. The spreadsheet was updated to add a category for Audit expenditures. Adding new categories is not allowed.

Q: There is no longer an Other/Miscellaneous Category. Where should we include these expenditures?

A: The State WIC Program can help to offer suggestions on where to budget certain expenditures, however, each WIC local agency may choose to budget differently based on their parent agency's accounting practices and directions. Please contact your Regional Advisor if you have additional questions.

13. What are the contract changes?

As we have discussed previously, the FFY 2015 contract will be a Subvention Local Assistance Contract, instead of a Cooperative Agreement. A summary of the differences for the Subvention Local Assistance Contract includes:

- Line Item Shifts are not allowed. A formal amendment is required to move funding from one line item to another.
- Scope of Work changes are not allowed.
- Prospective payments and advance payments are not allowed.
- All procurements and subcontracts of \$2,500 or more need review and approval by the State WIC Program.

14. Contract Amendments

Q: What is the completion time for an amendment?

A: All amendments must be completed before the contract term ends, September 30, 2015. To allow sufficient time for the amendment to be executed prior to the end of the contract term, amendment requests should be received by the State WIC Program no later than May 2015.

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15. Line Item Shifts

Q: With the Subvention Local Assistance Contract, Line Item Shifts are not allowed. Can you give more detail on this?

A: No funds will be able to be shifted for any of the line items listed on the Funding Worksheet. This includes: Salaries and Wages, Total Fringe Benefits, Personnel, Operating, Capital, Other (Subcontracts), and Indirect.

16. Contract Management Binder

Q: When will the Contract Management Binder (CMB) for the FFY 2015 contract be available online?

A: We hope to post the CMB in the next few weeks.

17. Insurance Requirements

The Insurance Requirements have increased, and were sent to you with your Funding Award Letter. Please make the proper adjustments to your insurance coverage so that it is increased to meet the detailed coverage listed in Attachment 2 of your Funding Award letter. (A Waiver of Subrogation is also required as part of the Workers Compensation.)

We understand that there may be a timing issue with the Certificate of Liability Insurance (CLI) expiration date and the submission of your Funding Application.

- You may submit your current CLI with your Funding Application.
- If that current CLI expires before October 1, 2014, submit your new CLI as soon as it is renewed as a current CLI will need to be on file at the time the contract is signed.
- You may choose to increase your coverage to the new limits when your current CLI expires OR you may renew your current CLI with the current limits and then increase your coverage effective October 1, 2014.
- Example: My CLI expires July 2014. Submit the current CLI with the Funding Application. You may either renew in July and increase to the new coverage

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requirements at the time of renewal in July OR renew in July and increase to the new coverage requirements effective October 1, 2014.

- Submit the new CLI to your Regional Advisor as soon as it is renewed and/or amended.

18. Indirect Costs

Local Health Departments (LHD):

CPSS Bulletin 13-07, Indirect Cost Rates for Contracts with Local Health Departments, announced the standardization and requirements of the ICR for California Department of Public Health (CDPH) Agreements with Local Health Departments (LHD). More information can be found at: <http://www.cdph.ca.gov/programs/Pages/ADM-PSB.aspx>

LHD's may use their ICR percentage that was approved by the CDPH Financial Management Branch (FMB) for this contract.

Private Nonprofit Agencies:

The State WIC Program allows a maximum ICR percentage rate of 13.8 percent of the Total of Personnel Services. If the private nonprofit local agency's approved ICR percentage is less than 13.8 percent, then the private nonprofit local agency will only be allowed the lower percentage rate. If the ICR percentage is higher than 13.8 percent, the local agency will be allowed to charge the WIC Program only the maximum of 13.8 percent.

NOTE: All private nonprofit agencies will provide to the State WIC Program, as part of the Funding Application, a copy of their Cost Allocation Plan or Percentage Approved by Federal Agency that includes the current approved ICR percentage.