

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 (Footnote③); 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.

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 costs, 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

10. Can local agencies move funds between categories?

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

11. 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.

12. 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.

13. If I amend Year 1 of my contract, will those changes automatically be reflected in Years 2-4?

If you only amend Year 1, Years 2-4 remain the same. Each year's budget is separate; therefore, you will need to make changes to each year necessary.

14. 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 on the date it is executed; therefore, funds can be expended and reimbursement can be requested on the date the Contract Amendment is executed.

15. 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.

16. 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 dollar amounts approved in the amendment.

17. 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.