

Contract Amendment General Information

(For Contract Period of October 1, 2015 to September 30, 2019)

February 22, 2016

**California Department of Public Health
Women, Infants and Children Division
3901 Lennane Drive
Sacramento, CA 95834**



Supplemental Nutrition Program for Women, Infants and Children (WIC)

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Supplemental Nutrition Program for Women, Infants and Children (WIC)

GENERAL INFORMATION

A. Contract Amendment Overview

A contract amendment is a formal change to an existing contract. Contract amendments may be initiated either by the California Department of Public Health (CDPH) Women, Infants and Children (WIC) Division or by the WIC local agency.

B. Contract Amendment Process

1. The local agency submits the completed Contract Amendment documents to the Contract Manager.
2. The Contract Manager reviews the Contract Amendment documents and works with the local agency to ensure that the documents are complete and accurate.
3. CDPH reviews the documents and sends the approved Contract Amendment to the local agency for signature.
4. The local agency signs the approved Contract Amendment. The Contract Amendment must be signed by the person who is authorized to legally bind the local agency and certify the Contract Amendment. Note: A local government agency must also include a copy of the Board Resolution approving the Contract Amendment.
5. The local agency returns the original, signed Contract Amendment to CDPH WIC for processing.
6. The Department of General Services (DGS) reviews and approves the Contract Amendment.
7. DGS returns the Contract Amendment to CDPH. CDPH signs and executes Contract Amendment.
8. When the Contract Amendment has been executed by CDPH, the local agency will receive an original, fully-executed Contract Amendment. Please be advised that a Contract Amendment is not effective until the Contract Amendment has been fully executed.

C. Scope of Work and Budget Detail Amendments

Currently, there are only minor corrections to Exhibit A, Scope of Work (SOW), for the purpose of correcting a reference to a contract exhibit and a change to the definition of WIC Clinic Sites. There is a minor correction to Exhibit A, Attachment 1, Local Agency Specific Services, Services to be Performed, for purpose of correcting a reference to a contract exhibit. There is also a minor correction to Exhibit B, Budget Detail and Payment Provisions, for the purpose of adding the words "Contract Manager" and removing the term "WIC Director" from page 1, in addition to modifying the total dollars in the Amounts Payable section. These changes are posted on the CDPH WIC website for your review under "Scope of Work and Budget Detail Amendments."

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D. Allowable Use of Funds

The local agencies must continue to comply with all Federal regulations regarding funds expenditures. Title 2 of the Code of Federal Regulations (2 CFR), Subtitle A, Chapter II, Part 225 outlines cost principles for local governments; Part 230 outlines cost principles for nonprofit organizations.

E. Important Dates

Please refer to the table below for important dates. To provide support and guidance for completion of the required documents, CDPH WIC will conduct webinars for the local agencies. The WIC Directors and Fiscal staff are encouraged to attend at least one webinar. The content of the webinar will be repeated. The webinar registration instructions will be provided prior to each webinar.

Event	Date
Contract Amendment Package Released	February 19, 2016
Contract Amendment Webinars	March 10, 2016 at 10:00 AM – 12:00 PM March 15, 2016 at 1:00 PM – 3:00 PM
Contract Amendment Due Date	April 15, 2016
Contract Amendment Effective Date	Date Amendment is Executed

F. Questions Regarding the Contract Amendment

Please refer to the Frequently Asked Questions for questions regarding the Contract Amendment. Additional questions should be directed to your Contract Manager.