

# WIC Local Agency Contract Application Webinar



# AGENDA

<b>Topic</b>	<b>Presenter</b>
Opening Comments	Sharon Vigil
Overview of Budget Documents	Andrea Barandas
Open Question and Answer	All

# Opening Comments

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*Thank you for your participation today.*

The purpose of today's Webinar:

- Overview of the Contract Application.
- Review Contract Application Budget Plan.
- Question and answer time.



# Contract Application Contents

# Contract Application Contents

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Contract Application documents are located on the WIC website:

- **Contract Application** – general information, contract information, application information, and appendices.
- **Contract Manager Contact List**
  - Work with your Contract Manager and/or the Unit Chief on questions.
  - Submit draft documents to your Contract Manager for review.

# Contract Application Contents

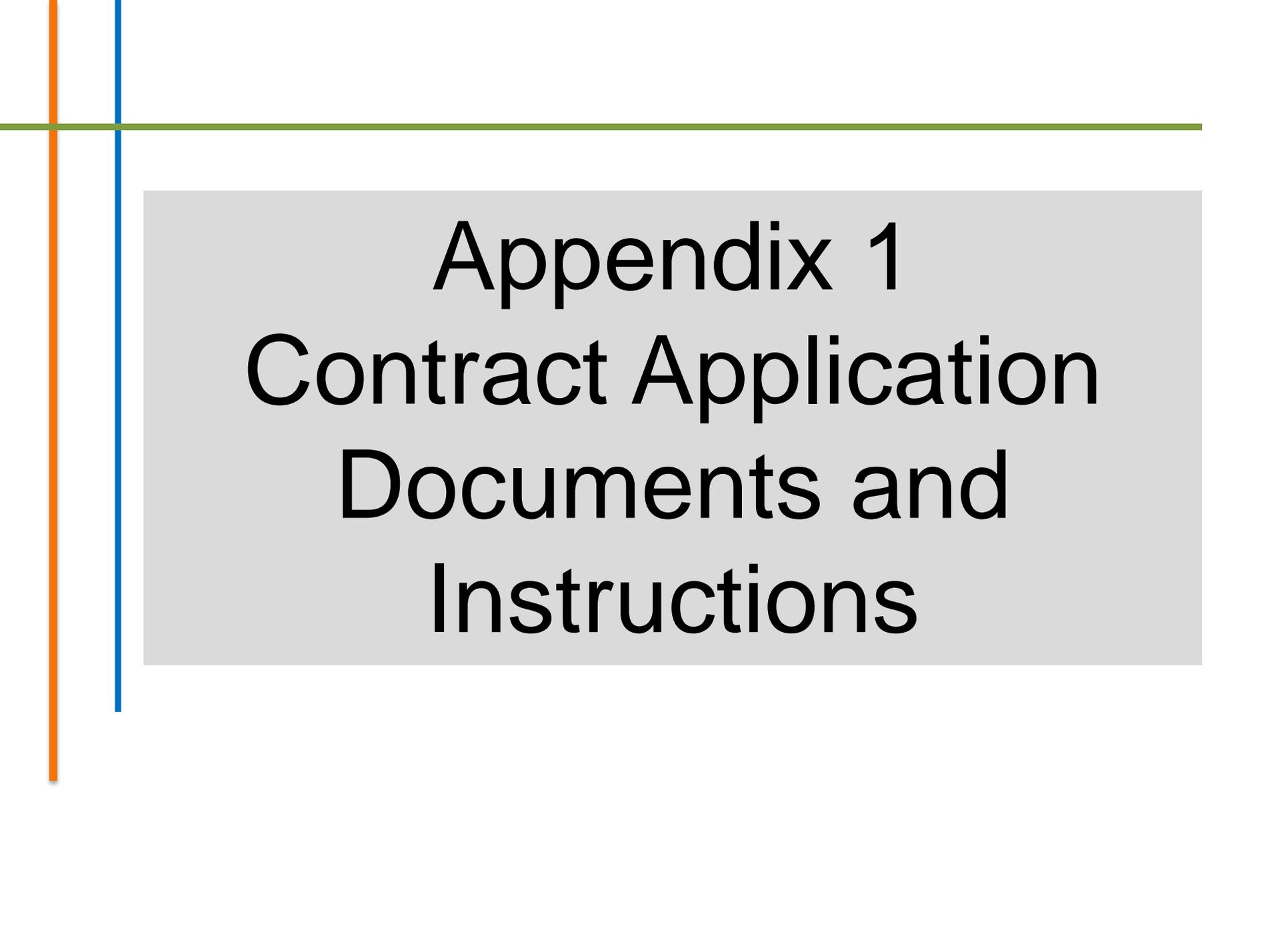
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- FFY 2016-19 Caseload and Funding
  - Includes four (4) years – see tabs at the bottom of the worksheet
  - Agencies will not receive individual award letters.
  - Use this information to create the Budget Plan for the four (4) year contract.

# Contract Application Contents

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- Appendix 1 – Contract Application Documents and Instructions
- Appendix 2 – Breastfeeding Peer Counseling Program Documents and Instructions
- Appendix 3 – Sample Contract



# Appendix 1

## Contract Application Documents and Instructions

# Appendix 1 Overview

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- Attachment 1 – Required Documents Checklist
- Attachment 2 – Certification of Contract Application
- Attachment 3 – Agency Information

# Appendix 1 Overview

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- Attachment 4 –

Contract Application Budget Plan – Instructions, Excel Spreadsheet, and Sample

- Include Justification for Bilingual Pay if applicable
- Include Justification for Longevity, Retention, Differential and/or COLA pay (if applicable)
- Include Justification for Fringe Benefit Rate over 50%

# Appendix 1 Overview

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- Attachment 5 – Summary of Sites
- Attachment 6 – Justification of Staffing Levels
- Attachment 7 – Request for Authorization to Subcontract Form
- Attachment 8 – Certification of Indirect Cost Rate

# Appendix 1 Overview

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- Attachment 9 – Languages Spoken by Participants and Staff
- Attachment 10 – Payee Data Record [STD 204] – all agencies must complete
  - List your Local Agency's Legal Name. Use this Legal Name on ALL documents.

# Appendix 1 Overview

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## **All Local Agencies Provide and Label Documents**

- Attachment 11 – Insurance Documents
- Attachment 12 – Organization Charts

# Appendix 1 Overview

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## **Nonprofits Only – Provide and Label Documents**

- Attachment 13 – Proof of Nonprofit Status
- Attachment 14 – List of Agency Board of Directors



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Appendix 2  
Breastfeeding Peer  
Counseling Program  
Documents and  
Instructions

# Appendix 2 Overview

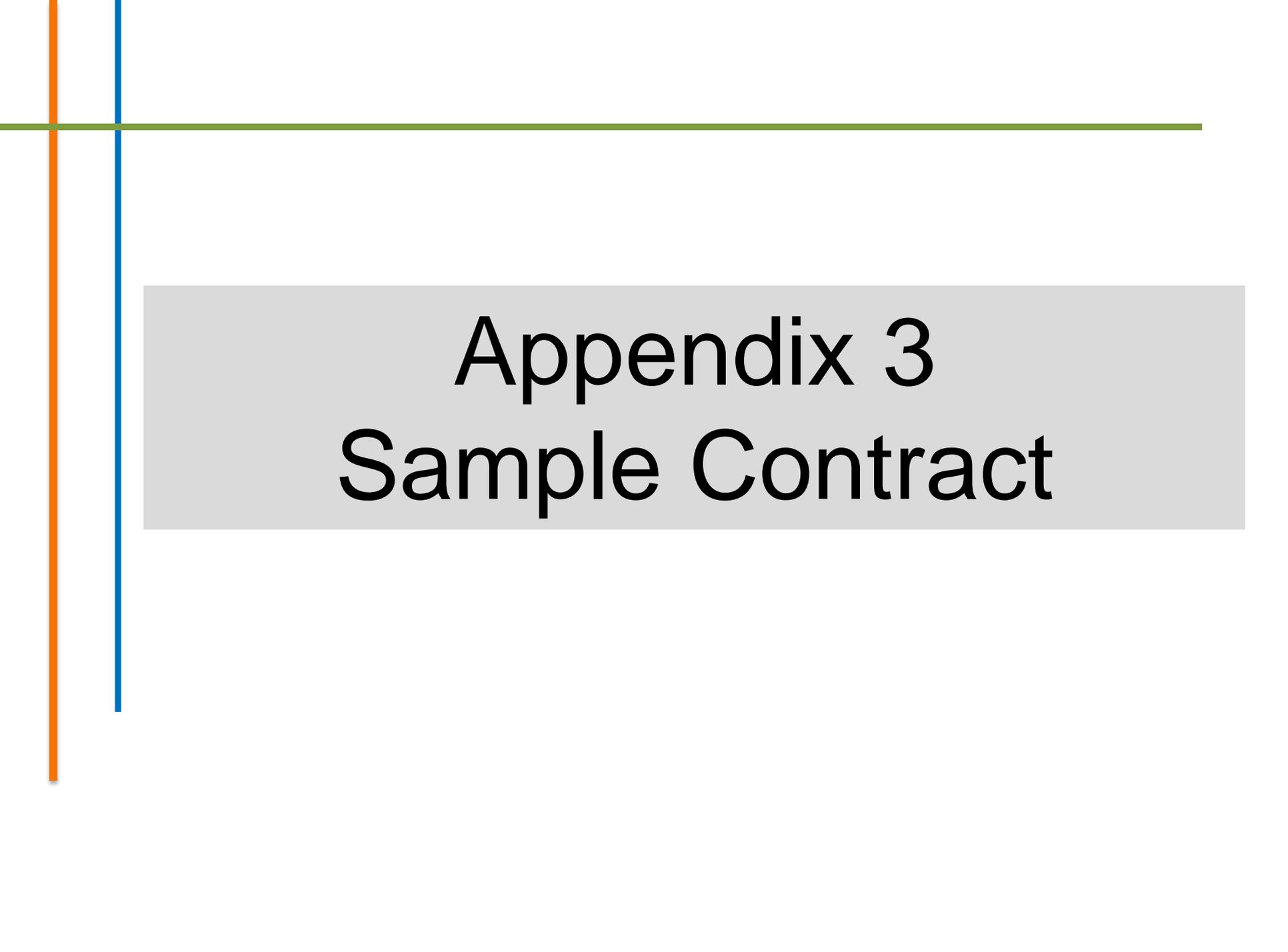
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- BFPC Documents and Instructions
- Attachment 1 – BFPC Required Documents Checklist
- Attachment 2 – BFPC Program Budget Template
- Attachment 3 – BFPC FFY 2016 Staffing Table Template
- Attachment 4 – BFPC Separate BFPC Coordinator Justification

# Appendix 2 Overview

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- Allowable Costs for Breastfeeding Peer Counseling Funds
- Loving Support Model for a Successful Peer Counseling Program



# Appendix 3

## Sample Contract

# Appendix 3 Overview

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Sample Contract includes:

- Exhibit A - Scope of Work
  - Scope of Work, Provision 6.A. includes Administrative Contract Requirements in Paragraphs 1 through 23
  - Use Paragraphs 1 through 23 to identify Scope of Work duties on the Budget Plan

# Appendix 3 Overview

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- Exhibit A - Scope of Work -
  - Attachment I, Local Agency Specific Services includes Services to Be Provided in Tasks 1 through 9
  - Use Tasks 1 through 9 to identify Local Agency Specific Services to Be Provided on the Budget Plan

# Appendix 3 Overview

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- Exhibit A - Scope of Work also includes
  - Attachment II, Semi-annual Report Sample
  - Attachment III, RAE Sample

# Appendix 3 Overview

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- Exhibit B - Budget Detail and Payment Provisions
  - Attachment I, Budget
  - Attachment II, Detail Worksheet
  - Attachment III, Facility Costs
  - These documents will be created by CDPH/WIC Division from information provided in the Budget Plan.

# Appendix 3 Overview

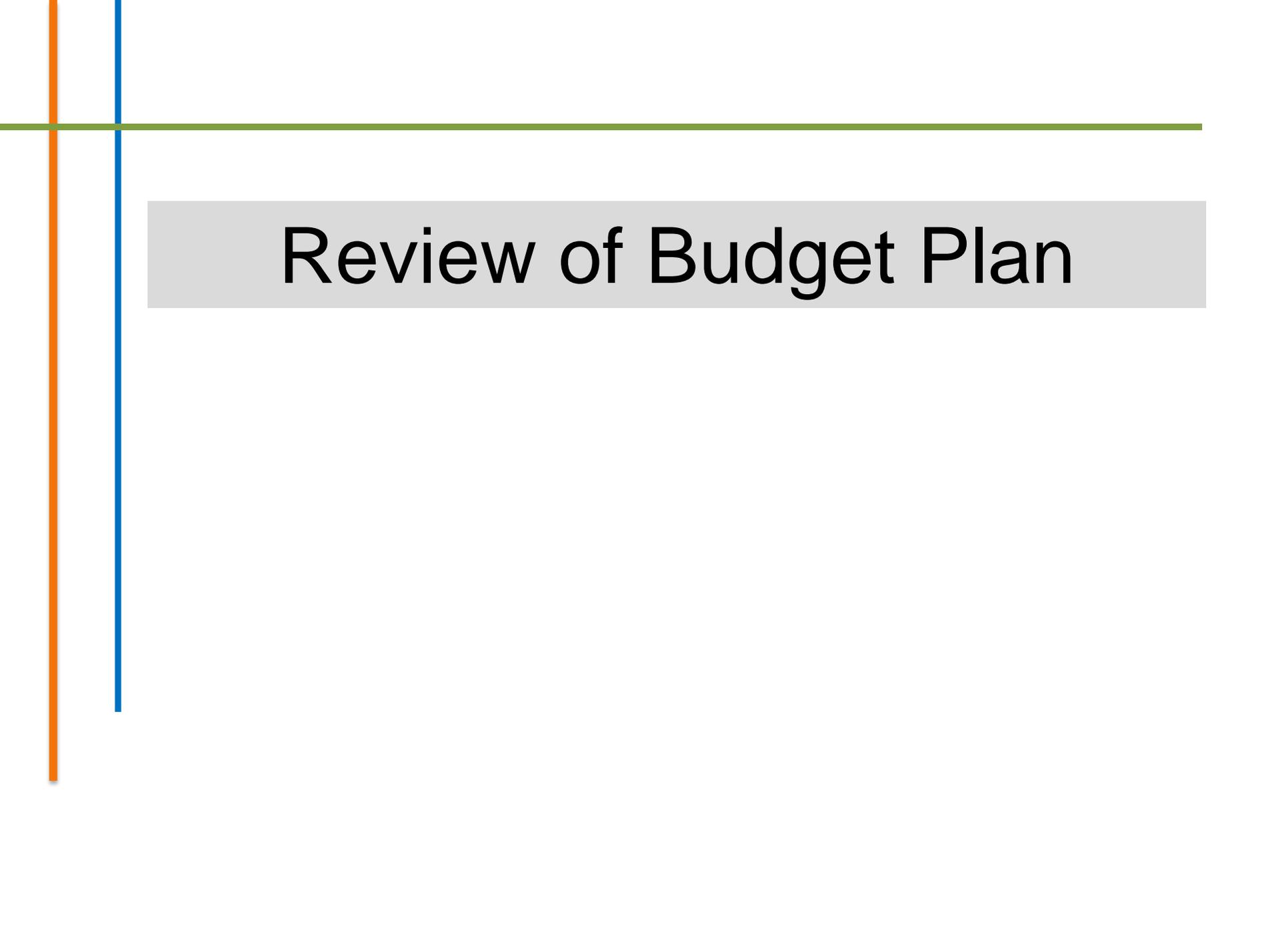
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- Exhibit B - Budget Detail and Payment Provisions also includes
  - Attachment IV, Invoice Sample
  - Attachment V, ULO Sample

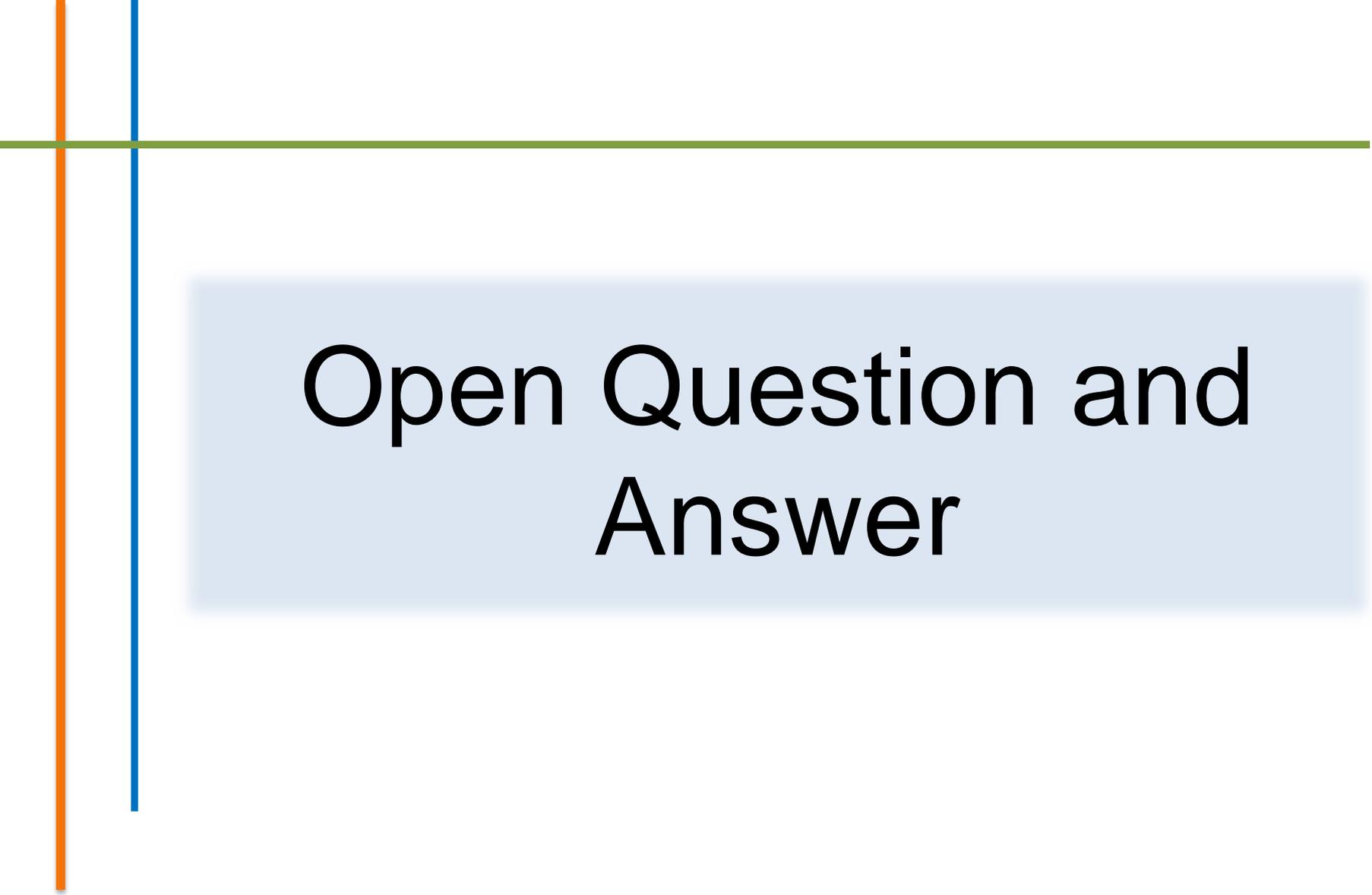
# Appendix 3 Overview

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- Exhibit C \* - General Terms and Conditions  
GTC 610
- Exhibit D (F) - Special Terms and Conditions for  
Federal Funded Service Contracts or  
Agreements and Grant Agreements
- Exhibit E - Additional Provisions
- Exhibit F - Contractor's Release Federal  
Funded Agreements
- Exhibit G - Information Privacy and Security  
Requirements



# Review of Budget Plan



# Open Question and Answer