

# COCHISE COUNTY GRANT APPROVAL FORM

Form Initiator: Jennifer Steiger Department/Division: Health/PSD  
 Date Prepared: 8-30-12 Telephone: 432-9402  
 Grantor: ADHS Grant Title: WIC Services, BFPC, and FMNP  
 Grant Term From: 10/1/12 To: 9/30/13  
 Fund No/Dept. No: 228-5000-5512 Note: Fund No. will be assigned by the Finance Department if new.  
 New Grant  Yes  No Amendment No. 4 Increase \$ \_\_\_\_\_ Decrease \$ 40,171

Briefly describe purpose of grant:

The WIC Program is a supplemental nutrition program for income-eligible women, infants, and children. The Program provides clients with nutrition education and referrals to social services within the County. The Program also provides food vouchers to clients for a variety of staple foods, including: juice, milk, eggs, peanut butter, and beans.

If amendment, provide reason:

This amendment is intended to reduce funding for the FY12/13.

If this is a mandated service, cite source. If not mandated, cite indications of local customer support for this service:

Funding Sources	Federal Funds 332.100	State Funds 336.100	County Funds 391.000	Other	Total
Current Fiscal Year		\$608,816			\$608,816
Remaining Years					
Total Revenue		\$608,816			\$608,816

Is County match required?  Yes  No If yes, dollar amount \$ \_\_\_\_\_

Has this amount been budgeted?  Yes  No Identify Funding Source: ADHS

Federal Catalog of Federal Domestic Assistance (CFDA) No: \_\_\_\_\_

Method of collecting grant funds: Lump sum payment  Quarterly payments  Draw  Reimbursement

Is reversion of unexpended funds required at end of grant period?  Yes  No

a) Total A-87 cost allocation \$230,112

b) Amount of overhead allowed by grant \$36,379 County subsidy (a-b) \$193,733

Does Grantor accept indirect costs as an allowable expenditure?  Yes  No

If yes, dollar amount \$ 34,199, \$2,180, \$0 OR percentage allowed \_\_\_\_\_ %

Number of new positions that will be funded from grant: 0% Number of existing positions funded from grant: 16

Executive Summary Form

**Agenda Number:**

**Recommendation:**

Approve Amendment 4 to IGA# ADHS 11-005806, WIC Services, Breastfeeding Peer Counselor Program (BFPC), and Farmer's Market Nutrition Program (FMNP), between the Arizona Department of Health Services and Cochise Health & Social Services in the amount of \$560,339.00, \$48,447.00, and "as needed", respectively, for the period of 10/1/12 – 9/30/13.

**Background (Brief):**

The WIC Program is a supplemental nutrition program for income-eligible women, infants, and children. The Program provides clients with nutrition education and referrals to social services within the County. The Program also provides food vouchers to clients for a variety of staple foods, including: juice, milk, eggs, peanut butter, and beans.

The Breastfeeding Peer Counselor Program will provide services that complement the WIC-provided breastfeeding education by allowing for additional, more in-depth education by a peer counselor trained through breastfeeding curriculum. The goal of the BFPC program is to increase the incidence and duration of breastfeeding for all breastfeeding women in Cochise County.

The Farmers Market Nutrition Program is intended to increase consumption of locally grown fresh fruits and vegetables by providing FMNP checks to a limited number of WIC women and children to purchase these items directly from growers at ADHS-approved farmers' market.

**Amendment 4** reduces the amount of funding for WIC services due to reduced caseload: from 4000 to 3700 annually.

**Fiscal Impact & Funding Sources:**

The WIC and BFPC grant is a cost-reimbursement grant. The total net county subsidy for the contract is \$193,733, calculated as follows:

Grant	Amount	Salaries + ERE's	Negotiated Overhead	A-87 OH @46.98%	<i>Net Co. Subsidy</i>
WIC	\$560,339	\$463,912	\$34,199	\$217,946	<b>\$183,747</b>
BFPC	\$48,477	\$25,896	\$2,180	\$12,166	<b>\$9,986</b>
FM	"As Needed"	\$0	\$0	\$0	<b>\$0</b>
Total:	\$608,816	\$489,808	\$36,379	\$230,112	<b>\$193,733</b>

**Next Steps/Action Items/Follow-up:**

Your approvals are respectfully requested.

**Impact of Not Approving:**

## Executive Summary Form

The WIC Program has provided nutrition services to low income families in Cochise County for over 30 years. Approximately 4200 county residents would be impacted by the discontinuation of the WIC Program. During these tough economic times Cochise County families are depending on the WIC Program to help meet their nutritional needs.



**INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT**

**ARIZONA DEPARTMENT OF HEALTH SERVICES**  
1740 W. Adams, Room 303  
Phoenix, Arizona 85007  
(602) 542-1040  
(602) 542-1741 Fax

Contract No: **ADHS11-005806**

Amendment No. **4**

Procurement Specialist  
**Tracey Thomas/KH**

**WIC, BFPC, and FMNP Services**

**Effective October 1, 2012, it is mutually agreed that the Intergovernmental Agreement referenced is amended as follows:**

1. Scope of Work, Page Fifteen (15), Provision A, Background, shall add the following after last paragraph:
  - 1.1 Specific objectives for nutrition services (based on Healthy People 2020 goals) are:
    - 1.1.1 To increase the incidence of breastfeeding to eighty-two percent (82%) of women initiating breastfeeding;
    - 1.1.2 To increase the duration of breastfeeding to sixty-one percent (61%) of women breastfeeding for the first (1st) six (6) months of their baby's life;
    - 1.1.3 To increase the duration of breastfeeding to thirty-four percent (34%) of women breastfeeding for the first (1st) year of their baby's life;

**CONTRACTOR SIGNATURE**

**Cochise County Health and Social Services**

Contractor Name

**1415 West Melody Lane, Bldg. A**

Address

**Bisbee Arizona 85603-3090**

City State Zip

Contractor Authorized Signature

**MARY GOMEZ**

Printed Name

**Director - CHSS**

Title

**CONTRACTOR ATTORNEY SIGNATURE**

Pursuant to A.R.S. § 11-952, the undersigned public agency attorney has determined that this Intergovernmental Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona.

  
**Jerry Dannon**

Signature

**8-28-12**

Date

Printed Name

This Intergovernmental Agreement Amendment shall be effective the date indicated. The Public Agency is hereby cautioned not to commence any billable work or provide any material, service or construction under this IGA until the IGA has been executed by an authorized ADHS signatory.

State of Arizona

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2012

Procurement Officer

RESERVED FOR USE BY THE SECRETARY OF STATE

**Under House Bill 2011, A.R.S. § 11-952 was amended to remove the requirement that Intergovernmental Agreements be filed with the Secretary of State.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Assistant Attorney General

Printed Name:

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- 1.1.4 To increase the rate infants are exclusively breastfed to forty-four percent (44%) at three (3) months and twenty-four percent (24%) at six (6) months;
- 1.1.5 To reduce the proportion of adults who are considered obese to thirty-one percent (31%);
- 1.1.6 To reduce the proportion of children ages two through five (2-5) who are considered obese to ten percent (10%);
- 1.1.7 To increase the consumption and variety of fruits and vegetables by those two (2) and older;
- 1.1.8 To increase the consumption of whole grains by those two (2) and older; and
- 1.1.9 To increase the proportion of children ages zero through two (0-2) who view no television or videos on an average day to forty-five percent (45%).

**2. Scope of Work, Page Twenty (20), Provision D, Tasks and Requirements, Section 4, Participant-Centered Nutrition Education, Items 4.1.1 through 4.1.4 are revised and replaced with the following:**

- 4.1.1 Adoption and Implementation of the State goals for nutrition services. In addition, local agencies may identify their own goals for nutrition services in this plan if desired.
- 4.1.2 Adoption and implementation of the State objectives for staff training and client interventions related to the goals for nutrition services. In addition, local agencies are required to provide at least one additional objective for each goal.

**3. Scope of Work, Page Twenty-one (21), Provision D, Tasks and Requirements, Section 5, Staffing, Items 5.2 and 5.3 are revised and replaced with the following:**

- 5.2 All local agencies with a caseload of greater than 4,000 will identify a Registered Dietitian (RD) to serve as the local agency Nutrition Coordinator. The nutrition coordinator will oversee all WIC nutrition services for the local agency. If a local agency has barriers to this staffing standard, they must be submitted in writing to ADHS with their plan for coordination of nutrition services within the local agency to be approved by ADHS.
- 5.3 Provide a RD to perform high-risk and medium-risk counseling, formula authorization, and as necessary, certification of participants. The Contractor shall provide the RD services in a number proportional to the agency's high-risk caseload in accordance with the Arizona WIC Program Policies and Procedures Manual (WIC PPM). The Contractor may hire nutrition degree graduates or Registered Dietetic Technicians, to do medium-risk counseling, formula authorization, and as necessary participant certification under the direction of a RD. If a local agency has a barrier to having a RD on staff, the agency must submit in writing to ADHS with their plan for providing high risk nutrition counseling to participants.

**4. Scope of Work, Page Twenty-two (22), Provision D, Tasks and Requirements, Section 6, Staff Training, Item 6.1 is revised and replaced with the following:**

- 6.1 Implement the Blended Learning ADHS training plan for new staff.

**5. Scope of Work, Page Twenty-five (25), Provision D, Tasks and Requirements, Section 8, Administrative Services, Item 8.11 is revised and replaced with the following:**

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8.11 Prepare and submit a WIC Local Agency Mid-Year and Annual Cost Summary that matches the amount in the month of March and Final Yearly Closeout CER invoice respectively in accordance with the requirements in the WIC PPM;

6. Scope of Work, Page Twenty-five (25), Provision D, Tasks and Requirements, Section 8, Administrative Services, Item 8.16 is revised and replaced with the following:

8.16 Prepare and submit a Local Agency Annual Summary of the local agency self-assessment(s). Local agency self-assessments must be done annually in the year that the local agency has a Management Evaluation, and semi-annually in the year that they do not have a Management Evaluation.

7. Scope of Work, Page Twenty-six (26), Provision D, Tasks and Requirements, Section 8, Administrative Services, Item 8.19 is renumbered to Item 8.21.

8. Scope of Work, Page Twenty-six (26), Provision D, Tasks and Requirements, Section 8, Administrative Services, the following is inserted to become Item 8.19:

8.19 Provide at least a six (6) month written notice when planning on suspending WIC services at any location;

9. Scope of Work, Page Twenty-six (26), Provision D, Tasks and Requirements, Section 8, Administrative Services, insert the following language as Item 8.20:

8.20 Provide at least one (1) FTE for User Acceptance Testing (UAT) of the HANDS system for agencies greater than 4,000.

8.20.1 Characteristics of the tester(s)

8.20.1.1 Senior Community Nutrition Worker (CNW) with a minimum of two (2) years experience in WIC, and using AIM;

8.20.1.2 Proficient in use of computers, knowledge of WIC rules and regulations, and written communications; and

8.20.1.3 Ability to train other individuals on the use of AIM.

8.20.2 Roles of the tester(s)

8.20.2.1 Follow script on new HANDs software to determine if it functions as required;

8.20.2.2 Ability to fully and clearly document all discrepancies in performance;

8.20.2.3 Ability to describe software operations in contrast to expected need at the local agency level, if necessary;

8.20.2.4 Ability to mentor to others at clinic and agency level on new system during implementation;

8.20.2.5 Desire to assume Super User role following implementation with their agency; and

8.20.2.6 Commitment to excellence in role.

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10. Scope of Work, Page Twenty-eight (28), Provision H, Performance Standards and Awards, Section 3, Item 3.3 is hereby deleted.
11. Scope of Work, Page Twenty-eight (28), Provision H, Performance Standards and Awards, Section 3, Item 3.4 is now renumbered to Item 3.3.
12. Scope of Work, Page Twenty-eight (28), Provision H, Performance Standards and Awards, Section 3, Item 3.5 is now renumbered to Item 3.4.
13. The Price Sheet in Amendment Three (3), Page One (1), has been renumbered to read as Page Four (4).
14. Additional Terms and Conditions in Amendment Three (3), Page Two, has been renumbered to read as Page Five (5).
14. The Price Sheet in Amendment Three (3), Page Four (4), is hereby revised and replaced by the Price Sheet in Amendment Four (4), Page Five (5). The dollar amount increased due to increase in caseload. The revised Price Sheet for WIC Services is effective October 1, 2012;
  - a. **Personnel Costs** shall be decreased by **\$4,250.00** due to decrease in caseload,
  - b. **Employee Related Expenses** shall be decreased by **\$9,339.00** due to decrease caseload,
  - c. **Professional & Outside Services** shall be increased by **\$13,999.00** due to contract required for IBLCC services,
  - d. **Travel Expenses** shall be decreased by **\$2,053.00** due to staff being relocated to a different clinic; reducing in county travel,
  - e. **Occupancy Expenses** shall remain at **\$1.00**,
  - f. **Other Operating Expenses** shall be increased by **\$1,437.00** due to purchases of furniture for BF rooms,
  - g. **Capital Outlay Expenses** shall remain at **\$1.00**,
  - h. **Indirect Costs** shall be increased by **\$206.00**.

In ProcureAZ the Contract will be updated in the "Items" tab upon execution of this Amendment Four (4) to reflect the following line item changes in Amendment Four (4).



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Contract No: ADHS11-005806

Amendment No. 4

Procurement Specialist  
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**PRICE SHEET**  
**WIC Services, BFPC and FMNP Services**  
 Effective Date: October 1, 2012 to September 30, 2013

**WIC Services**

<b>Account Classification</b>	<b>Amount</b>
Personnel	\$338,156.00
Employee Related Expenses	\$125,756.00
Professional & Outside Services	\$1.00
Travel Expense	\$21,000.00
Occupancy Expenses	\$1.00
Other Operating Expenses	\$41,225.00
Capital Expenditures	\$1.00
Indirect Costs	\$34,199.00
<b>Total</b>	<b>\$560,339.00</b>

**Breastfeeding Peer Counseling Services**

<b>Account Classification</b>	<b>Amount</b>
Personnel	\$23,400.00
Employee Related Expenses	\$2,496.00
Professional & Outside Services	\$14,000.00
Travel Expense	\$3,238.00
Occupancy Expenses	\$1.00
Other Operating Expenses	\$3,131.00
Capital Expenditures	\$1.00
Indirect Costs	\$2,180.00
<b>Total</b>	<b>\$48,447.00</b>

**Farmer's Market Nutrition Program Services**

<b>Type of Service</b>	<b>Unit Rate</b>	<b>Unit of Measure</b>	<b>Estimated Number of Participants</b>
WIC FMNP Check Issuance	\$1.25	WIC Participant	AS NEEDED

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**Additional terms and conditions:**

With prior written approval from the Program Manager, the Contractor is authorized to transfer up to a maximum of ten percent (10%) of the total budget amount between funded line items. Transfers of funds are only allowed between funded line items. Transfers exceeding ten percent (10%) or to a non-funded line item shall require an amendment.

Authorization for purchase of services under this Contract shall be made only upon ADHS issuance of a Purchase Order that is signed by an authorized agent. The Purchase Order will indicate the Contract number and the dollar amount of funds authorized. The Contractor shall only be authorized to perform services up to the amount on the Purchase Order. ADHS shall not have any legal obligation to pay for services in excess of the amount indicated on the Purchase Order. No further obligation for payment shall exist on behalf of ADHS unless a.) the Purchase Order is modified with an official ADHS Procurement Change Order, and/or b.) an additional Purchase Order is issued for purchase of services under this Contract.

ADHS reserves the right to adjust awards given to local agencies depending on federal dollars received. Adjustments will be at the discretion of ADHS.

**Additional WIC Program:**

Should additional administrative monies become available through state or federal grants, ADHS may increase the purchase order to increase the number of participants served and increase the total of this contract.

The assigned caseload for FFY 2013 is: 3,700

**Additional Breastfeeding Peer Counseling Program :**

Allowable costs for the Peer Counseling Program include compensation for peer counselors and designated peer counselor managers/coordinators, and related costs such as training and training materials; telephone expenses for participant contacts (including pager, cell phones and answering machines); travel for training and home and hospital visits; recruitment of peer counseling staff; and the purchase of demonstration materials (e.g., breast pumps for demonstration purposes, videos). Out of state travel must be pre-approved by ADHS. Items and materials for distribution to WIC participants (e.g. breast pumps, breastfeeding aids, written materials) are not allowable costs.

**Farmer's Market Nutrition Program:**

If funding for additional FMNP checks becomes available and the contract budget (as shown on the Contract Price Sheet) has been fully expended, Contractor may choose whether or not to distribute the additional checks with no increase in the contract budget.