

STATE OF CALIFORNIA
STANDARD AGREEMENT AMENDMENT
 STD 213A (Rev 0/03)

Check here if additional pages are added: ___ Page(s)

Agreement Number 18-10241	Amendment Number A01
Registration Number:	

- This Agreement is entered into between the State Agency and Contractor named below:
 State Agency's Name: California Department of Public Health Also known as CDPH or the State
 Contractor's Name: County of Tulare (Also referred to as Contractor)
- The term of this Agreement is: July 1, 2018 through June 30, 2021
- The maximum amount of this Agreement is: \$ 825,000
 Agreement after this amendment is: Eight Hundred and Twenty Five Thousand
- The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

- Purpose of amendment:** This amendment extends the term of this agreement by two years, updates the timeline column in the SOW to include the additional two years, and adds funding of \$275,000 for FY 19-20 and FY 20-21 respectively. Total Agreement amount shall now be \$825,000.
- Certain changes made in this amendment are shown as: Text additions are displayed in **bold and underline**. Text deletions are displayed as strike through text (i.e., ~~Strike~~).
- Exhibit A – Scope of Work is replaced in it's entirety with Exhibit A01
- Exhibit B – Budget Detail and Payment Provisions, Item 4 – Amounts Payable, is added to read as follows:
 - The amounts payable under this agreement shall not exceed:
 - 1) \$275,000 for the budget period of 07/01/2018 through 06/30/2019
 - 2) **\$275,000 for the budget period of 07/01/2019 through 06/30/2020**
 - 3) **\$275,000 for the budget period of 07/01/2020 through 06/30/2021**

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR	
Contractor's Name (If other than an individual, state whether a corporation, partnership, etc.) County of Tulare	
By (Authorized Signature) <i>Kuyler Crocker</i>	Date Signed (Do not type) 6/10/2019
Printed Name and Title of Person Signing Kuyler Crocker, Chairman of the Board of Supervisors	
Address 5957 S Mooney Boulevard, Visalia, CA 93277	
STATE OF CALIFORNIA	
Agency Name California Department of Public Health	
By (Authorized Signature) <i>Jeffrey Mapes</i>	Date Signed (Do not type) 6/14/19
Printed Name and Title of Person Signing Jeffrey Mapes, Chief, Contracts Management Unit	
Address 1616 Capitol Avenue, Suite 74.262, MS 1802, P.O. Box 997377 Sacramento, CA 95899-7377	

CALIFORNIA
Department of General Services
Use Only

APPROVED

JUN 2 | 2019

OFFICE OF LEGAL SERVICES
DEPT. OF GENERAL SERVICES

Exempt per: *KMP*

APPROVED AS TO FORM:
 COUNTY COUNSEL
 BY *Alvin Ph* 7/19/19
 DEPUTY 20191281

**Exhibit A
Scope of Work**

1. Services Overview

Contractor agrees to provide California Department of Public Health (CDPH) the services described herein.

This contract is to provide services mandated by Health and Safety Code 38070-38081.1 on the local level. The catalog of Federal and Domestic Assistance (CFDA) number for this contract is 93.092. The Contractor shall provide of California Personal Responsibility Education Program (CA PREP) services to reduce California Adolescent rates of births and sexually transmitted infections (STIs), including the human immunodeficiency virus (HIV), among high-need youth populations by replicating or substantially incorporating elements of effective evidence-based program models (EBPMs) (a model that has been proven to change behavior, which means delay in sexual activity, increase in condom or contraceptive use among sexually active youth, and/or reduced pregnancy) that educate adolescents on prevention of pregnancy and STIs including HIV per RFA #18-10012.

CA three-year average of State teen birth rates identifies County of Tulare as having a significantly higher teen birth rate. The Contractor shall implement their selected EBPM to the target population with fidelity. The Contractor is required to have the minimum number of participants complete the EBPM.

2. Services Location

The services shall be performed at applicable facilities in the County of Tulare.

3. Service Hours

The services shall be provided during normal Contractor working hours, Monday through Friday, excluding national holidays.

4. Project Representatives

A. The project representatives during the term of this agreement will be:

California Department of Public Health Maternal, Child and Adolescent Health/California Personal Responsibility Education Program Lissa Pressfield, Program Manager <u>Lupe Herrera-Lopez, Program Manager</u> Telephone: (916) 650-0381 Fax: (916) 650-0304 Email: Lissa.Pressfield@cdph.ca.gov <u>Email: Lupe.Herrera-Lopez@cdph.ca.gov</u>	County of Tulare Karen Elliott, Executive Director Telephone: (559) 624-8000 Fax: (559) 624-1071 Email: kelliott@tularehhsa.org
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**Exhibit A
Scope of Work**

B. Direct all inquiries to:

California Department of Public Health	County of Tulare
Maternal, Child and Adolescent Health Div. Attention: Tom Harvey, Contract Manager 1615 Capitol Avenue, MS8305 P.O. Box 997420 Sacramento, CA 95899-7420 Telephone: (916) 322-5399 Fax: (916) 650-0307 Email: Thomas.Harvey@cdph.ca.gov	Attention: Cory Silva, Project Director 1062 S. K Street. Tulare, CA 93274 Telephone: (559) 624-8000 Fax: (559) 624-1071 Email: csilva1@tularehhsa.org

C. All payments from CDPH to the Contractor shall be sent to the following address:

Remittance Address
Contractor: County of Tulare Attention: Robert Stewart Address: 5957 S. Mooney Blvd. City, Zip: Visalia, CA 93277 Phone: (559) 624-8000 Fax: (323) 889-7808 E-mail: rstewart@tularehhsa.org

D. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement.

5. Scope of Work Changes

- A. Pursuant to Health and Safety Code Section 38077 (b) (2), changes and revisions to the Scope of Work contained in the agreement, utilizing the "allowable cost payment system", may be proposed by the Contractor in writing. All requested changes and revisions are subject to the approval of the State. Failure to notify the State of proposed revisions to the Scope of Work may result in an audit finding.
- B. The State will respond, in writing, as to the approval or disapproval of all such requests for changes or revisions to the Scope of Work within 30 calendar days of the date the request is received in the program. Should the State fail to respond to the Contractor's request within 30 calendar days of receipt, the Contractor's request shall be deemed approved.
- C. The State may also request changes and revisions to the Scope of Work. The State will make a good-faith effort to provide the Contractor 30 calendar days advance written notice of said changes or revisions.
- D. No changes to the Scope of Work agreed to pursuant to this provision shall take effect until the cooperative agreements are amended and the amendment is approved as required by law and this agreement.

6. State Approval of Program Staff

The contractor shall notify the Contract Manager in writing immediately and negotiate any proposed change of the Project Director, or other staff that may affect the Contractor's ability to complete the Scope of Work. All requested changes are subject to the written approval of the Contract Manager.

Exhibit A
Scope of Work

7. Reporting Requirements

- A. The Contractor shall submit a satisfactory Annual, Semi-Annual or Quarterly Report according to the format described in "Exhibit H – Progress Report Transmittal."
- B. An original and two (2) copies of the Annual Report shall be submitted to the State as follows and postmarked no later than 30 calendar days after the end of the State fiscal year.
- C. The Annual Report will be reporting a narrative account of activities through June 30, 2019 shall be considered the final report.
- D. If the Contractor fails to submit satisfactory Annual, Semi-Annual or Quarterly Report by the specified date, the Contract Manager shall withhold subsequent invoices for payment until the Contract Manager receives a satisfactory report.

8. Services to Be Performed

See the following pages for a detailed description of the services to be performed.

Exhibit A
 Scope of Work

9. Glossary of Acronyms

ACOG	American Congress of Obstetricians and Gynecologists	EMS	Emergency Medical Services
AFLP	Adolescent Family Life Program	GDM	Gestational Diabetes Mellitus
BIH	Black Infant Health	IPODR	Improved Perinatal Outcomes Data Reports
BSMF	Birth Statistical Master File	IRB	Institutional Review Board
CAN	California Association of Neonatologists	LHD	Local Health Departments
CA-PAMR	California Pregnancy Associated Mortality Review	LSC	Local Stakeholder Coalition
CBPAC	California Breastfeeding Promotion Advisory Committee	MCAH	Maternal Child and Adolescent Health
CCS	California Children's Services	MOU	Memorandum of Understanding
CDAPP	California Diabetes and Pregnancy Program	NICU	Neonatal Intensive Care Unit
CDPH	California Department of Public Health	OB	Obstetrics
CDPH-IT	California Department of Public Health-Information Technology	OSHPD	Office of Statewide Health Planning and Development
CDPH-VR	California Department of Public Health-Vital Records	PACT	Planning, Access, Care and Treatment
CMDC	California Maternal Data Center	PAMR	Pregnancy Associated Mortality Review
CMQCC	California Maternal Quality Care Collaborative	PC	Program Consultant
CMS-SCD	Children's Medical Services-Systems of Care Division	PDD	Patient Discharge Data
CPeTS	California Perinatal Transport System	PQIP	Perinatal Quality Improvement Program
CPQCC	California Perinatal Quality Care Collaborative	QI	Quality Improvement
CPSP	Comprehensive Perinatal Services Programs	RCA	Regional Cooperative Agreement
CQI	Continuous Quality Improvement	RPPC	Regional Perinatal Programs of California
CV	Curriculum Vitae	SAS	Statistical Analysis System
DHCS	Department of Health Care Services	SMFM	Society of Maternal-Fetal Medicine
EBPM(s)	Evidence-Based Program Model(s)	TA	Technical Assistance
		VLBW	Very Low Birth Weight
		VR	Vital Records
		WIC	Women Infants and Children

**Exhibit A
 Scope of Work**

Goal 1.

Structure CA PREP services and community outreach efforts to effectively address the sexual and reproductive health needs of local youth populations.

Major Objective 1.1. CA PREP Contractor must assess the sexual and reproductive health needs of youth in their local service area(s) and must utilize assessment results to inform planning for CA PREP implementation.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
1.1.1. Identify local areas and populations in greatest need of California Personal Responsibility Education Program (CA PREP) services.	8/01/18	Project Director, Project Coordinator	1.1.1 Needs assessment submitted within 30 days of award or as directed by MCAH.
1.1.2. Select appropriate evidence-based program models EBPM(s) and implementation schedule(s) for target population(s).	9/01/18	Project Director, Project Coordinator	1.1.2 Implementation plan submitted within 60 days of award or as directed by MCAH.

Major Objective 1.2. CA PREP Contractor must form and maintain and/or participate in regular meetings with a Local Stakeholder Coalition (LSC).

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
1.2.1. Identify LSC members using guidance and requirements in the 2018-2019 CA PREP Request for Applications (RFA).	Semi-Annual Report 10/01/18 04/01/19 <u>10/01/19</u> <u>04/01/20</u> <u>10/01/20</u> <u>04/01/21</u>	Project Director, Project Coordinator	1.2.1 Report on LSC progress, membership, and activities in the Semi-Annual Report.

Exhibit A
Scope of Work

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
1.2.2. Meet at least once per quarter with LSC.	Semi-Annual Report 10/01/18 04/01/19 <u>10/01/19</u> <u>04/01/20</u> <u>10/01/20</u> <u>04/01/21</u>	Project Director, Project Coordinator	1.2.2 Number of meetings per quarter reported and meeting materials (e.g., meeting agenda, minutes, etc.) provided.
1.2.3. Identify 1-2 annual priority goals to be accomplished by LSC.	Semi-Annual Report 10/01/18 04/01/19 <u>10/01/19</u> <u>04/01/20</u> <u>10/01/20</u> <u>04/01/21</u>	Project Director, Project Coordinator	1.2.3 Activities that have contributed to accomplishing goals reported.
1.2.4. Develop and present an Annual Community Presentation to engage the community and share CA PREP progress with relevant community stakeholders.	Semi-Annual Report 10/01/18 04/01/19 <u>10/01/19</u> <u>04/01/20</u> <u>10/01/20</u> <u>04/01/21</u>	Project Director, Project Coordinator	1.2.4 Annual Community Presentation dates, materials, and any other relevant information (e.g., results, outcomes) reported.

Exhibit A
Scope of Work

Major Objective 1.3. CA PREP Contractor must conduct additional approved community outreach activities as described in each agency's implementation plan (See 1.1.2). All activities, materials, and efforts must be approved by MCAH prior to implementation.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
1.3.1. Conduct community outreach activities as described in the approved implementation plan	Semi-Annual Report 10/01/18 04/01/19 <u>10/01/19</u> <u>04/01/20</u> <u>10/01/20</u> <u>04/01/21</u>	Project Coordinator, Health Educator(s)	1.3.1 Progress on additional community outreach efforts reported in the Semi-Annual Report.

Exhibit A
Scope of Work

Goal 2.

Hire and train staff to implement evidence-based program models with fidelity, complete CA PREP program requirements; and participate in required trainings, workshops, and meetings with MCAH.

Major Objective 2.1. CA PREP Contractor must ensure adequate staffing to meet CA PREP program requirements.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.1.1. Hire necessary staff to complete all CA PREP contract requirements.	FY 18-19 FY 19-20 FY 20-21	Project Director, Project Coordinator	2.1.1 Staff hired must meet core competency requirements to deliver EBPMs in a culturally and linguistically appropriate manner for the target population. All new staff and staff changes submitted as directed by MCAH.

Major Objective 2.2. CA PREP Contractor staff must complete all mandated trainings within 60 days of hire.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.2.1. Ensure that all staff complete mandated trainings within 60 days of hire.	FY 18-19 FY 19-20 FY 20-21	Project Director, Project Coordinator	2.2.1 Required trainings completed by all staff within 60 days of hire.

Major Objective 2.3. CA PREP Contractor must ensure that all facilitators are observed and rated on quality.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.3.1. Ensure that all facilitators are observed and rated on quality a minimum of 2 times per year.	Semi-Annual Report 10/01/18 04/01/19 10/01/19 04/01/20 10/01/20 04/01/21	Project Director, Project Coordinator	2.3.1 Observation reported to MCAH with the Semi-Annual Report. Observation Reports submitted as directed by MCAH.

**Exhibit A
 Scope of Work**

Major Objective 2.4. CA PREP Contractor must identify and address any gaps in staff development and training.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.4.1. Identify gaps in staff development and training (see Objective 2.3) and address gaps with additional training as needed.	FY 18-19 FY 19-20 FY 20-21	Project Director, Project Coordinator	2.4.1 Participation in annual facilitator Survey.

Major Objective 2.5. CA PREP Contractor must attend all required trainings and meetings as determined by MCAH. At a minimum, this must include participation in monthly PREP Connect conference calls and calls with the designated MCAH Program Consultant.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.5.1. Attend all required trainings and meetings as determined by MCAH.	FY 18-19 FY 19-20 FY 20-21	Project Director, Project Coordinator, Health Educator(s)	2.5.1 Participation in required trainings and meetings including monthly PREP, connect conference calls, and calls with the designated MCAH Program Consultant.

Major Objective 2.6. CA PREP Contractor must participate in formal and/or informal site visits conducted by MCAH.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.6.1. Participate in formal and/or informal site visits conducted by MCAH.	FY 18-19 FY 19-20 FY 20-21	Project Director, Project Coordinator, Health Educator(s)	2.6.1 Participation in site visit including timely communication and completion of any required documentation.

**Exhibit A
 Scope of Work**

Goal 3.

Deliver CA PREP services including site identification, recruitment and retention of youth, and implementation of evidence-based program models with fidelity.

Major Objective 3.1. CA PREP Contractor must identify and enter into agreement with implementation sites.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.1.1. Establish Memorandums of Understanding (MOUs) with sites prior to program implementation.	Ongoing	Project Director, Project Coordinator	3.1.1 MOUs established and maintained with identified sites prior to program implementation
3.1.2. Submit Planned Curriculum form to MCAH at least 7 days prior to start of implementation at a new site or with a new implementation schedule.	Ongoing	Project Director, Project Coordinator	3.1.2 Planned Curriculum forms submitted to MCAH at least 7 days prior to start of implementation at a new site or with a new implementation schedule.
3.1.3. Adhere to Approved Planned Curriculum with regard to youth characteristics, program delivery settings, and program delivery length.	Ongoing	Project Director, Project Coordinator, Health Educator(s)	3.1.3 Data from Attendance Log and Entry and Exit surveys match proposed youth characteristics, program delivery settings, and program delivery length from Approved Planned Curriculum.
3.1.4. Maintain an online calendar of planned implementation.	Ongoing	Project Coordinator, Health Educator(s)	3.1.4 Online planning calendar updated with three months (current month plus two months) of cohorts scheduled on the calendar. Updates or changes to implementation (e.g., cohort status, cohort start/end date change) reflected on calendar within 3 days of the change occurring

**Exhibit A
 Scope of Work**

Major Objective 3.2. CA PREP Contractor must recruit and retain participants from priority youth populations identified in their implementation plan to meet annual reach numbers.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.2.1. Recruit and retain CA PREP participants to meet and reach numbers from the approved implementation plan (See 1.1.2).	Semi-Annual Report 10/01/18 04/01/19 <u>10/01/19</u> <u>04/01/20</u> <u>10/01/20</u> <u>04/01/21</u>	Project Coordinator, Health Educator(s)	3.2.1 Recruitment and retention successes and challenges are reported in the Semi-Annual Report See also 4.4.1

Major Objective 3.3. All youth served by CA PREP must meet required criteria from the 2018-2019 CA PREP RFA.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.3.1. Indicate target population(s) and setting on Planned Curriculum for each implementation site.	Ongoing	Project Coordinator	3.3.1 All youth served meet at least one of the target populations outlined in the RFA.
3.3.2. Record participant ages on Attendance Log for each cohort.	Ongoing	Project Coordinator, Health Educator(s)	3.3.2 All CA PREP participants served are between the ages of 10-19 (up to 21 for expectant and for parenting female youth).

Major Objective 3.4. CA PREP Contractor must deliver evidence-based program models with fidelity.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.4.1. Record and receive approval for any proposed adaptations on the Planned Curriculum form.	Ongoing	Project Coordinator, Health Educator(s)	3.4.1 Approved Planned Curriculum form on file for each unique delivery site, EBPM, and implementation schedule.

Exhibit A
Scope of Work

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.4.2. Review implementation plan semi-annually and make any needed adjustments; revise and resubmit annually if extended by amendment.	Semi-Annually	Project Coordinator	3.4.2 Adjustments to implementation plan(s) reported on the Semi-Annual Report. Approved Planned Curriculum forms reviewed and resubmitted or as directed by MCAH. Other factors that would prompt an updated APC include: change in implementation schedule, change in Intended Curriculum Length, and adding new planned adaptations.
3.4.3. Record any unplanned adaptations and/or activities not conducted on the Fidelity Checklist.	Ongoing	Project Coordinator, Health Educator(s)	3.4.3 See 4.5.1.

Major Objective 3.5. CA PREP Contractor must meet California Health & Safety and Education Code and Adulthood Preparation Subject requirements in implementation.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.5.1. Include required adaptations as needed and as determined in conjunction with MCAH to meet CA Health & Safety and Education Code and Adulthood Preparation Subject requirements in all implementation plans (documented in Planned Curriculum forms submitted to MCAH.)	Ongoing	Project Coordinator, Health Educator(s)	3.5.1 Required adaptations as needed and as determined in conjunction with MCAH to satisfy California Health & Safety and Education Code and Adulthood Preparation Subject requirements included on Approved Planned Curriculum form on file with MCAH.

**Exhibit A
 Scope of Work**

Goal 4.

Meet federal and state requirements regarding: program and fiscal management, data collection and reporting, evaluation efforts including continuous quality improvement (CQI), and progress report delivery.

Major Objective 4.1. CA PREP Contractor must provide program oversight, management, and compliance with CA PREP requirements as outlined in the Request for Applications and Scope of Work.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.1.1. Adhere to CA PREP requirements as outlined in the CA PREP RFA and Scope of Work.	Ongoing	Project Director, Project Coordinator, Health Educator(s)	4.1.1 See 2.6.1., 4.1.2, 4.1.3, 4.1.4, 4.2, 4.3, 4.4, 4.5, 4.6
4.1.2. Submit Agreement Funding Application (AFA) as directed by MCAH.		Project Director	4.1.2 AFA submitted prior to award.
4.1.3. Submit CA PREP Semi-Annual Report (SAR) by April 1 and October 1 of program year.	10/01/18 4/01/19 <u>10/01/19</u> <u>04/01/20</u> <u>10/01/20</u> <u>04/01/21</u>	Project Coordinator	4.1.3 SAR submitted by deadline.
4.1.4. Submit timely CA PREP quarterly invoices as directed by MCAH.	Quarterly	Project Director, Project Coordinator, Health Educator(s)	4.1.4 Quarterly invoices submitted no more than 30 calendar days following the close of each quarter.

Exhibit A
 Scope of Work

Major Objective 4.2. CA PREP Contractor must participate in all required local and state evaluation efforts and ensure timely and accurate data collection.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.2.1. Participate in required local and state-level evaluation activities as directed by MCAH.	Ongoing	Project Director, Project Coordinator, Health Educator(s)	4.2.1 Participation and data collection as determined by MCAH. Submit revisions to data form and data manual to MCAH for review and approval.
4.2.2. Participate in any additional required activities including a federal or state longitudinal evaluation.	FY 18-19 FY 19-20 FY 20-21	Project Director, Project Coordinator	4.2.2 Participation and data collection as determined by MCAH.

Major Objective 4.3. CA PREP Contractor must participate in all MCAH data collection efforts.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.3.1. Ensure participation in all required data collection and data entry.	Ongoing	Project Coordinator, Health Educator(s)	4.3.1 All data entered into CA PREP data systems in a timely manner as directed by MCAH. See 4.4.1, 4.5.1, 4.6.1

Major Objective 4.4. CA PREP Contractor must collect and report demographics and attendance for each youth served in EBPM implementation.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.4.1. Collect and report demographics and attendance data for each youth served.	Ongoing	Project Coordinator, Health Educator(s)	4.4.1 Attendance Log submitted within three days as directed by MCAH of cohort end date.

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 Scope of Work**

Major Objective 4.5. CA PREP Contractor must collect and report fidelity data for each completed cohort.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.5.1. Collect and report fidelity data for each cohort.	Ongoing	Project Coordinator, Health Educator(s)	4.5.1 Fidelity Checklist submitted within three days as directed by MCAH of cohort end date.

Major Objective 4.6. CA PREP Contractor must administer federally required surveys to youth at program entry and exit.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.6.1. Administer federally required surveys to youth at program entry and exit.	Ongoing	Project Coordinator, Health Educator(s)	4.6.1 Surveys are submitted within 3 business days as directed by MCAH of the end date for each cohort

Major Objective 4.7. CA PREP Contractor must participate in continuous quality improvement (CQI) efforts as directed by MCAH.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.7.1. Participate in CQI efforts as directed by MCAH.	Semi-Annual Report 10/01/18 4/01/19 <u>10/01/19</u> <u>04/01/20</u> 10/01/20 04/01/21	Project Director, Project Coordinator	4.7.1 Participation in continuous quality improvement reported on the Semi-Annual Report or as directed by MCAH.

Exhibit A
 Scope of Work

Goal 5.

Develop and implement clinical linkages with CA PREP services to address local adolescent sexual and reproductive health needs.

Major Objective 5.1. CA PREP Contractor must promote and increase youth awareness of and access to local Family PACT services and other youth support services.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
5.1.1. Establish formal partnerships with local Family PACT providers to increase adolescent access to reproductive health services.	Ongoing	Project Director, Project Coordinator	5.1.1 See 1.1.2. MCAH may request to see a signed Memorandum of Understanding with a local Family PACT clinic.
5.1.2. Train facilitators on Family PACT and other reproductive health services, including local resources and policies.	Semi-Annual Report 10/01/18 4/01/19 <u>10/01/19</u> <u>04/01/20</u> <u>10/01/20</u> <u>04/01/21</u>	Project Director, Project Coordinator	5.1.2 Participation in Family PACT and reproductive health services training reported on the Semi-Annual Report.
5.1.3. Provide all CA PREP cohorts with written and verbal information on the location, cost, and confidentiality of clinical services.	Ongoing	Project Coordinator, Health Educator(s)	5.1.3 Plan to provide cohorts with required information included on Approved Planned Curriculum form on file with MCAH. All materials reviewed and approved by MCAH prior to dissemination.

Exhibit A
Scope of Work

Major Objective 5.2. CA PREP Contractor must conduct additional approved clinical linkage activities as described in each agency's implementation plan (See 1.1.2). All activities, materials, and efforts must be approved by MCAH prior to implementation.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
5.2.1. Conduct clinical linkage activities as described in the approved implementation plan.	Ongoing Semi-Annual Report 10/01/18 4/01/19 <u>10/01/19</u> <u>04/01/20</u> <u>10/01/20</u> <u>04/01/21</u>	Project Coordinator, Health Educator(s)	5.2.1 Progress on additional clinical linkage efforts reported in the Semi-Annual Report.

Exhibit B, Attachment II
Budget (Year 2)
(07/01/19 through 06/30/20)

Personnel

Position Title and Number of each

	<u>Annual Salary</u>	<u>FTE %</u>	<u>Annual Cost</u>
Program Director	\$ 106,832	4.9994%	\$ 5,341
Program Coordinator	\$ 77,801	49.9993%	\$ 38,900
Health Educator #1	\$ 47,350	100%	\$ 47,350
Health Educator #2	\$ 50,934	100%	\$ 50,934
		Total Salaries	\$ 142,525
	Fringe Benefits	33.5197%	\$ 47,774
	Total Personnel and Fringe Benefits		\$ 190,299

Operating Expenses

General Expenses (consumable office supplies, postage, photocopying of program materials, curriculum.)	\$ 30,912
Travel (mileage, airfare, per diem, lodging, parking, toll bridge fees, taxicab fares and car rental. The amount of mileage reimbursement includes all costs of operating the vehicle.)	\$ 2,500
Training (Registration fees and materials for conference and tuition training for PREP Staff (PD, PC, HE's) including mandatory annual meeting, EBPM facilitator trainings and PREP sponsored staff development trainings. Additional training includes CFHC Family Planning Health Worker. Any non-state sponsored training requires prior Program Consultant (PC) approval to attend.)	\$ 500
Space Rent/Lease (Total Staff - 2.55 FTE's x 200 sq. ft. x \$2.00/sq ft x 12 months = \$12,240 - \$240 (in kind) = \$12,000)	\$ 12,000
Audit Costs (not to exceed \$3,000)	\$ 0
Communication/Software	\$ 0
Equipment (equipment under \$5,000 rental and maintenance.)	\$ 0
Total Operating Expenses	\$ 45,912

Capital Expense (major equipment >\$5,000)

	\$ 0
Total Capital Expense	\$ 0

Other Costs

Participant Transportation (bus passes/tokens)	\$ 150
Participant Training (registration/tuition and educational material costs, such as brochures, booklets, forms and pamphlets - @ \$167/month = \$2,004) Goal 3.2	\$ 2,004
Incentives (Gift Card Incentives* @ Up to \$10/participant x 1,200 participants = \$12,000, not to exceed \$20 per participant per year.) Goal 3.2	\$ 6,720
Food (Food will be provided at longer implementation days; no more than \$2.50/participant per day; \$2.50 x 100 participants = \$250) Goal 3.2	\$ 250
Education Activities (Interactive education events @ \$/participant x # participants = \$) Goal 3.2	\$ 0
Total Other Costs	\$ 9,124

Indirect Costs (15.589% of Total Personnel and Fringe Benefits)

	\$ 29,665
Total	\$ 275,000

*Incentives - gift cards cannot be used for alcohol, tobacco products and unredeemed value will be returned to the State of California.

Exhibit B, Attachment III
Budget (Year 3)
(07/01/20 through 06/30/21)

Personnel

<u>Position Title and Number of each</u>	<u>Annual Salary</u>	<u>FTE %</u>	<u>Annual Cost</u>
Program Director	\$ 106,832	4.9994%	\$ 5,341
Program Coordinator	\$ 77,801	49.9993%	\$ 38,900
Health Educator #1	\$ 47,350	100%	\$ 47,350
Health Educator #2	\$ 50,934	100%	\$ 50,934
		Total Salaries	\$ 142,525
	Fringe Benefits	33.5197%	\$ 47,774
	Total Personnel and Fringe Benefits		\$ 190,299

Operating Expenses

General Expenses (consumable office supplies, postage, photocopying of program materials, curriculum.)	\$ 30,912
Travel (mileage, airfare, per diem, lodging, parking, toll bridge fees, taxicab fares and car rental. The amount of mileage reimbursement includes all costs of operating the vehicle.)	\$ 2,500
Training (Registration fees and materials for conference and tuition training for PREP Staff (PD, PC, HE's) including mandatory annual meeting, EBPM facilitator trainings and PREP sponsored staff development trainings. Additional training includes CFHC Family Planning Health Worker. Any non-state sponsored training requires prior Program Consultant (PC) approval to attend.)	\$ 500
Space Rent/Lease (Total Staff - 2.55 FTE's x 200 sq. ft. x \$2.00/sq ft x 12 months = \$12,240 - \$240 (in kind)= \$12,000)	\$ 12,000
Audit Costs (not to exceed \$3,000)	\$ 0
Communication/Software	\$ 0
Equipment (equipment under \$5,000 rental and maintenance.)	\$ 0
Total Operating Expenses	\$ 45,912

Capital Expense (major equipment >\$5,000)

	\$ 0
Total Capital Expense	\$ 0

Other Costs

Participant Transportation (bus passes/tokens)	\$ 150
Participant Training (registration/tuition and educational material costs, such as brochures, booklets, forms and pamphlets - @ \$167/month = \$2,004) Goal 3.2	\$ 2,004
Incentives (Gift Card Incentives* @ Up to \$10/participant x 1,200 participants = \$12,000, not to exceed \$20 per participant per year.) Goal 3.2	\$ 6,720
Food (Food will be provided at longer implementation days; no more than \$2.50/participant per day; \$2.50 x 100 participants = \$250) Goal 3.2	\$ 250
Education Activities (Interactive educations events @ \$/participant x # participants = \$) Goal 3.2	\$ 0
Total Other Costs	\$ 9,124

Indirect Costs (15.589% of Total Personnel and Fringe Benefits)

	\$ 29,665
Total	\$ 275,000

*Incentives - gift cards cannot be used for alcohol, tobacco products and unredeemed value will be returned to the State of California.