

**SUBRECIPIENT AGREEMENT  
AGREEMENT NUMBER 9903-5320-71209-15**

This Subrecipient Agreement, also known as the Delegate Agency Agreement (“the Agreement”) is hereby entered into by and between the California Family Health Council, Inc. (“CFHC”), and Nevada County Health Department (“Subrecipient”) (individually “the Party” and collectively “the Parties”), to set forth the objectives, understandings, and agreements between the Parties in connection with the subaward of Title X grant funds as described herein.

**WHEREAS**, CFHC has received a grant (the “Grant”) pursuant to Title X of the Public Health Services Act (“PHS”), CFDA #93.217, for the purpose of providing comprehensive sexual and reproductive health services, including family planning services; and

**WHEREAS**, CFHC is authorized by the U.S. Department of Health and Human Services (“DHHS”), Office of Population Affairs (“OPA”), and desires to execute an agreement with Subrecipient to support the provision of Title X services to residents of Subrecipient’s geographic area; and

**WHEREAS**, Subrecipient is appropriately licensed and qualified and desires to enter into this Agreement with CFHC and agrees to deliver the services described herein in accordance with the terms and conditions set forth below;

**NOW THEREFORE**, in consideration of the mutual promises and covenants herein contained and intending to be legally bound hereby, CFHC and Subrecipient agree as follows:

**ARTICLE I: TYPE OF AGREEMENT**

This Agreement is a subaward of federal funds awarded by CFHC to Subrecipient. It is a cost-reimbursement agreement that will pay Subrecipient for allowable costs as provided for in the applicable cost principles issued by the Office of Management and Budget (“OMB”): 2 C.F.R. part 230, “Cost Principles for Non-Profit Organizations” (formerly OMB Circular A-122), 2 C.F.R. part 225, “Cost Principles for State, Local, and Indian Tribal Governments” (formerly OMB Circular A-87), and 2 C.F.R. part 220, “Cost Principles for Educational Institutions” (formerly OMB Circular A-21).

**ARTICLE II: SCOPE OF WORK**

**A. Scope of Services.**

1. Subrecipient shall, in a manner satisfactory to CFHC, make available to all individuals the services provided under the Title X program (“Clients”), including comprehensive sexual and reproductive services, except for abortion, and such other services as are reflected in the Scope of Work, attached hereto and incorporated by reference herein as

Attachment A (the “Family Planning Services”).

2. Subrecipient shall establish and implement policies and procedures governing personnel, financial management, and programmatic management, as specified more fully in 45 C.F.R. Part 74 or 45 C.F.R. Part 92, as applicable. Such policies and procedures shall be consistent with: (i) CFHC’s Title X grant, as approved by DHHS; (ii) requirements of the Title X statute and implementing regulations, as well as all requirements of all Title X related laws and regulations; (iii) other applicable federal and State laws and regulations, including procurement laws and OMB Circulars; (iv) DHHS and/or OPA Program Guidance, including the Title X Program Requirements and Quality Family Planning Recommendations (QFP) that were issued on April 25, 2014; and (v) CFHC’s policies and procedures applicable to Title X.

B. Program Modification.

Subrecipient may make changes to staff and location of its Family Planning services, provided that Subrecipient shall notify CFHC in writing within ten (10) working days of any such change in key staff or any address change or closure of a Title X clinic site location.

**ARTICLE III: FINANCIAL PROVISIONS**

A. Amount of Award.

In consideration of the services to be delivered by Subrecipient as described in Article II herein, CFHC shall pay Subrecipient a total amount not to exceed **\$89,250** (the “Title X Award”) during the term of this Agreement, provided that funds are available for this purpose under the Grant. Subrecipient is only entitled to receive reimbursement for its actual, allowable costs and is not entitled to any payments over and above its actual, allowable cost of operating the Title X program provided for herein.

B. Financial Systems.

Subrecipient shall maintain financial systems in accordance with United States Generally Accepted Accounting Principles (“U.S. GAAP”) and, as applicable, 45 C.F.R. § 74.20 *et seq.* or 45 C.F.R. § 92.20 *et seq.*

C. Budget.

1. The approved annual budget plan and cost allocation methodology statement is attached hereto and incorporated by reference herein as Attachment B: Approved Budget and Cost Allocation Methodology Statement.

2. Subrecipient may make modifications to the budget included in Attachment B, provided that such modification does not require prior approval pursuant to 45 C.F.R. § 74.25 or 45 C.F.R. § 92.25, as applicable, and that any request for modification is submitted to CFHC by January 11, 2016 . Approval of a requested modification does not alter or extend the reporting

due dates as set forth in Attachment C: Subrecipient Reporting Requirements, attached hereto and incorporated by reference herein.

3. If Subrecipient has an approved DHHS negotiated indirect cost rate, Subrecipient may use such rate only after it has provided current documentation of the approved rate to CFHC. If Subrecipient uses a non-approved indirect cost rate, Subrecipient will be limited to the lesser of its indirect cost rate or 21.2% of total direct costs less capital equipment, subcontracts, and patient care.

D. Non-Federal Share.

Pursuant to 42 C.F.R. § 59.7, Subrecipient must provide non-federal matching share in the amount of not less than ten percent (10%) of the Title X Award ("Matching Requirement").

E. Cost Allowability.

1. Subrecipient expressly understands and agrees that the allowability of costs shall be determined in accordance with 2 C.F.R. parts 230, 225, or 220, as applicable. Subrecipient is liable for payment of any costs incurred by Subrecipient under this Agreement that may be disallowed by CFHC, DHHS, or other appropriate federal officials. As such, Subrecipient shall be obliged to remit to CFHC any funded amounts which were paid pursuant to this Article III and used to cover disallowed costs. If Subrecipient fails to remit such amounts within thirty (30) days, CFHC may offset such amount against future funding obligations by CFHC or take any other action available to it under law to reclaim such amount.

2. CFHC agrees that, in the event that DHHS disallows any cost incurred by Subrecipient under this Agreement, CFHC will, at Subrecipient's request and subject to CFHC's determination that the appeal will not be frivolous and will not be contrary to the best interests of CFHC, pursue appropriate administrative appeals to DHHS, provided Subrecipient agrees to pay all costs associated with the appeal and will promptly pay into an escrow account such amount as CFHC deems appropriate to cover the disallowed costs and appeal costs, including attorney's fees and interest penalties. Subrecipient agrees to cooperate fully with CFHC in providing documentation and other supporting material relevant to such a determination. If applicable, payment of questioned costs may be withheld by CFHC until the questions are resolved; however, CFHC shall issue payment of all otherwise properly documented and allowable costs not in question in accordance with Article III, Section F of this Agreement.

F. Payment.

1. Subrecipient shall furnish CFHC with reports of its costs by the 25th of the month following the end of each calendar quarter. If the 25th falls on a weekend or holiday, then the report will be due on the next business day.

2. Payment will be made based on Subrecipient's timely submission of financial and performance reports required herein, and approval by CFHC of such reports. Accordingly, within thirty (30) days of receipt and approval of such report, CFHC shall reimburse Subrecipient for properly documented and allowable costs under this Agreement.

3. This Agreement is subject to the availability of federal grant funds to CFHC. CFHC shall promptly notify Subrecipient, in writing, of any modification, payments, delays, or cancellations of said DHHS grant. The Title X Award may be reduced if DHHS reduces the Grant for any reason.

4. Notwithstanding any other provision of this Agreement, Subrecipient understands and agrees that should Subrecipient fail to expend its Title X Award, CFHC reserves the right to reallocate the Title X Award to ensure that funds are expended efficiently. CFHC shall review the Subrecipient's use of the Title X Award at the beginning of the fourth quarter of the Term, and upon determination that the Title X Award is not being expended efficiently or will not be expended fully during the Agreement's term, CFHC may, in its sole discretion, reallocate all or a portion of Subrecipient's Title X Award to another organization. Subrecipient understands and agrees that it may not carry over any non-obligated portion of its Title X Award to the next grant year.

#### **ARTICLE IV: TECHNICAL ASSISTANCE**

CFHC shall provide Subrecipient with support and technical assistance that CFHC, in its sole discretion, deems necessary and appropriate, regarding Subrecipient's responsibilities set forth in this Agreement. The provision of any technical assistance does not, however, relieve or reduce Subrecipient's responsibility for compliance with any of the terms and conditions of this Agreement. In addition, Subrecipient shall participate (one administrator and one clinician) in CFHC's annual Title X Business Meeting to be held in Los Angeles, as well as any other Title X-related trainings, quality assurance initiatives and service enhancements developed by DHHS, OPA, and/or CFHC, as required by CFHC.

#### **ARTICLE V: TERM**

This Agreement shall be in effect from January 01, 2015 through December 31, 2015, or unless the Agreement is terminated or suspended at an earlier date in accordance with Article X of this Agreement.

#### **ARTICLE VI: GENERAL PROGRAM REPORTING AND OTHER REQUIREMENTS**

##### **A. Reporting.**

1. Subrecipient shall maintain and furnish to CFHC financial and programmatic information and reports (in such forms as CFHC may reasonably prescribe) as required under 45 C.F.R. § 74.50 *et seq.* or 45 C.F.R. § 92.40 *et seq.*, as applicable, and set forth herein in Attachment C.

2. Subrecipient shall cooperate with and, as reasonably requested, assist CFHC in the development and preparation of those portions of the Federal Financial Report (“FFR”), as well as other required reports, which pertain to Subrecipient’s activities under this Agreement. Such reports shall be prepared according to the timeframes established by CFHC and shall be reviewed and revised in accordance with the directives of CFHC. Such reports shall be approved, signed and submitted to DHHS, or the appropriate authorities, by CFHC.

3. Notwithstanding Article III, in the event that Subrecipient fails to deliver the required reports at the appropriate times, or otherwise comply with the terms of this Agreement, it is agreed that CFHC may, upon reasonable notice, suspend reimbursements to Subrecipient until such reports’ are delivered to and approved by CFHC or Subrecipient fully complies with the terms of this Agreement.

B. Record Keeping and Access.

1. Subrecipient shall maintain financial records, supporting documents, statistical records, and all other books, documents, papers or other records pertinent to this Agreement for a period of three (3) years from the date of CFHC’s submission of the annual financial report covering the funds awarded hereunder, or for such other period as may be specifically required by 45 C.F.R. § 74.53 or 45 C.F.R. § 92.42, as applicable. If an audit, litigation, or other action involving the records is started before the end of the three (3) year period, Subrecipient agrees to maintain the records until the end of the three (3) year period or until the audit, litigation, or other action is completed, whichever is later. Client medical records must be retained in accordance with state and federal regulations. Records for real property and equipment acquired with Title X funds shall be retained for three (3) years after final disposition.

2. Subrecipient shall make available to CFHC, DHHS, the Comptroller General, or any of their duly authorized representatives, upon appropriate notice, such books, records, reports, documents, and papers that are pertinent to the award for audit, examination, excerpt, transcription, and copy purposes, for as long as such records, reports, books, documents, and papers are retained. This right also includes timely and reasonable access to Subrecipient’s facility and to Subrecipient’s personnel for the purpose of interview and discussion related to such documents. Subrecipient shall, upon request, transfer certain records to the custody of CFHC or DHHS.

C. Monitoring/Oversight/Assessment.

1. Subrecipient agrees to permit CFHC and/or DHHS to evaluate, through inspection or other means, the quality, appropriateness, and timeliness of services delivered under this Agreement and to assess Subrecipient’s compliance with applicable legal and programmatic requirements. If CFHC identifies and notifies Subrecipient of any instances of Subrecipient non-compliance with the terms of this Agreement, or otherwise in the operation of Subrecipient’s Program, CFHC shall notify Subrecipient of such deficiencies, and may ask for a corrective

action plan. CFHC, in its sole discretion, may offer to provide technical assistance to Subrecipient in order to correct or eliminate such deficiencies. Additionally, CFHC shall grant Subrecipient a reasonable time period to correct or eliminate such deficiencies; provided that in no case shall the time allowed exceed six (6) months from the date of notice of the deficiency.

2. Subrecipient agrees to permit CFHC and DHHS to evaluate, through inspection or other means, the quality, appropriateness, and timeliness of services delivered pursuant to this Agreement. CFHC may, at its discretion, conduct periodic, announced or unannounced monitoring visits to ensure program and administrative compliance with Title X goals and the scope of work under this Agreement, and to ensure compliance with all applicable requirements.

D. Audit.

1. Annually, at the end of each Subrecipient fiscal year, Subrecipient shall have an external audit (the "Audit") performed, including of its Title X Award, in accordance with the provisions of OMB Circular A-133, if applicable, and U.S. GAAP.

2. Upon receipt of the report resulting from the Audit, Subrecipient shall submit to CFHC (and to any other agency, as directed by CFHC) a copy of such report. In addition, if necessary, Subrecipient shall provide to CFHC any corrective action plan resulting from the findings of the audit within the earlier of thirty (30) days of Subrecipient's receipt of the audit report(s), or nine (9) months after the end of the audit period. CFHC shall review and evaluate the audit results, including Subrecipient's corrective action plan, where such a plan is necessary. CFHC reserves the right to request additional information regarding Subrecipient's corrective action plan. Subrecipient agrees to promptly implement such corrective action plan, including any recommendations made by CFHC.

**ARTICLE VII: CALIFORNIA STATE BILLING REQUIREMENTS**

A. Required Billing Numbers.

Subrecipient must have all National Provider Identification ("NPI") numbers necessary to bill Family Planning Services it will provide pursuant to this Agreement. Subrecipient is required to identify both Medi-Cal and Family PACT eligible patients and bill services for these patients to the Medi-Cal and Family PACT programs, as applicable.

B. Medications Billed to Third Parties.

Funding provided by this contract may not be allocated for any medications that are also billed to a third party.

**ARTICLE VIII: CENTRALIZED DATA SYSTEM**

A. **CFHC's Data System.**

CFHC maintains a Centralized Data System ("CDS") to collect and securely store data regarding services provided to Title X Clients at clinic sites throughout California. CFHC shall maintain the CDS, monitor the quality of agency data submission, develop action plans ("CDS Action Plans"), provide data management services, and provide ongoing CDS-related support to Subrecipients.

B. **Subrecipient Responsibilities for CDS.**

Subrecipient is responsible for:

1. Completion of all steps in any CDS Action Plan within a mutually agreed timeframe tailored to the Subrecipient's capabilities and resources. The CDS Action Plan may require the modification of Subrecipient's registration forms, data entry screens, and or billing instruments. The CDS Action Plan may also require modifications to the Subrecipient's payment management system ("PMS") or electronic health records ("EHR") system to identify client visit records ("CVR") of eligible Title X clients and export files in CDS-compatible formats, as well as completing Software Release Forms to enable CDS staff to work directly with agency software vendors, as applicable;
2. Submission by the 25th of the month of CVR export files, including error corrections;
3. Notification within thirty (30) days to CFHC if the CDS audit report is inconsistent with the export file;
4. Notification within thirty (30) days to CFHC of the addition, deletion, or modification of any data codes included in the agency's submission;
5. Notification to CFHC of clinic site closure(s) or changes in key personnel in accordance with Article II, Section B of this Agreement.
6. Manual updates of Semi-Annual Progress Report tables with any aggregate data not submitted through CDS.

**ARTICLE IX: OWNERSHIP OF PROPERTY ACQUIRED  
UNDER THIS AGREEMENT**

A. **Equipment and Supplies.**

1. Subrecipient's purchase, use and disposition of property, equipment and supplies

is governed by, 45 C.F.R. § 74.33 *et seq.*, 45 C.F.R. § 92.32 *et seq.*, as applicable, and related DHHS policies.

2. Subrecipient shall maintain adequate property records, as well as effective inventory, control, and maintenance procedures. Subrecipient will be responsible for replacing or repairing equipment for which it is accountable if lost, damaged or destroyed due to negligence on the part of the Subrecipient, or failure to secure appropriate insurance, or noncompliance with property management regulations or instructions of CFHC or its funding source. For the purposes of this Agreement, “equipment” is defined as any item purchased with Title X Award funds with a useful life of more than one (1) year with a per unit acquisition cost of \$5000 or more, unless Subrecipient uses a lower limit. Subrecipient shall submit a list with the required elements from 45 C.F.R. Part 74 or Part 92, as applicable, of all such equipment to CFHC forty-five (45) days after the Agreement ends (the “Equipment Inventory List”).

3. CFHC reserves the right to require transfer of property acquired with funds awarded under this Agreement as provided in 45 C.F.R. § 74.34 and 45 C.F.R. § 92.32.

B. Copyrightable Material.

1. If any copyrightable material is developed in the course of or under this Agreement, CFHC and DHHS shall have a royalty-free, non-exclusive and irrevocable right to reproduce, publish, and authorize others to reproduce or publish, or otherwise use such material.

2. Subrecipient must obtain CFHC’s prior written approval to copyright any such material or to permit any third party to do so.

3. Subrecipient must appropriately acknowledge federal grant support (i.e., from CFHC or DHHS) in any such publication.

4. CFHC and the funding source reserve the right to conduct its own examination of materials produced under this contract. If, upon examination any materials are deemed inappropriate, CFHC reserves the right to recall these materials from public distribution.

**ARTICLE X: SUSPENSION AND TERMINATION**

A. Suspension.

Suspension means any action by CFHC that temporarily suspends payments under this Agreement. CFHC may, after providing notice to Subrecipient, suspend this Agreement for failure to comply with reporting requirements set forth in Article VI for a period not to exceed thirty (30) days, pending corrective action by Subrecipient.

B. Termination Without Cause.

Either Party may terminate this Agreement for any reason by giving the other party at least thirty (30) days' written notice, unless otherwise required herein.

C. Termination by CFHC.

1. CFHC may, by giving written notice to Subrecipient specifying the effective date, terminate this Agreement, in whole or in part, for cause. The term "cause" for termination shall include, but not be limited to:

- a. Failure in any material respect, for any reason, of Subrecipient to fulfill, in a timely and proper manner, its obligations under the Agreement, including non-compliance with the approved Family Planning Services and applicable laws, regulations, policies and procedures, including reporting requirements, provided that Subrecipient shall have thirty (30) days to correct such failure (which period may be extended in the sole discretion of CFHC) after receiving notice of the failure thereof from CFHC;
- b. Submission by Subrecipient to CFHC of reports that are incorrect or incomplete in any material respect, provided that Subrecipient shall have fifteen (15) days to correct such submission (which period may be extended in the sole discretion of CFHC) after receiving notice of the defect therein from CFHC;
- c. Improper use of Title X-obligated funds, or CFHC's reasonable belief that the Title X Award paid hereunder has been or will be misappropriated, or used for the purpose of providing abortions, in which case this Agreement shall terminate immediately;
- d. Suspension or termination of the Grant under which this Agreement is made, or a portion thereof;
- e. The occurrence of, or criminal indictment for, any act or omission by Subrecipient that is reasonably determined by CFHC to be materially detrimental to the reputation, operation or activities of CFHC;
- f. The loss of required insurance by Subrecipient;
- g. The loss or suspension of any license or other authorization to do business that is necessary for Subrecipient to perform services under this Agreement;
- h. The omission or commission of any act or conduct for which a license or authorization is necessary for Subrecipient to perform its duties under this Agreement may be revoked or suspended (regardless of whether such suspension or revocation actually occurs);

- i. Any material change in the legal or financial condition of Subrecipient that reasonably indicates that Subrecipient will be unable to perform as required under this Agreement;
- j. The suspension or debarment of Subrecipient; or
- k. The good faith determination by CFHC that the health, welfare or safety of clients receiving care provided by Subrecipient is jeopardized by the continuation of the Agreement.

D. Termination by Subrecipient.

1. Subrecipient may terminate this Agreement for cause by giving written notice to CFHC specifying the effective date. The term “cause” for termination shall include, but not be limited to:

- a. Failure of CFHC to provide payment in accordance with Article III, provided that CFHC shall have fifteen (15) days to correct such breach (which period may be extended in the sole discretion of Subrecipient), and provided that all funds provided to Subrecipient pursuant to Article III have been exhausted; or
- b. Application of special terms and conditions to the Grant by DHHS or CFHC, with which Subrecipient is unable or unwilling to comply.

E. Termination Procedures.

1. Should this Agreement be terminated before the end of the Term by either party, Subrecipient agrees to comply with the following closeout procedures:

- a. Subrecipient shall submit all financial, performance and other reports as required by the terms and conditions of the Agreement. At its sole discretion, CFHC may approve or deny extensions when requested by the Subrecipient.
- b. Unless an extension is granted, Subrecipient shall liquidate all obligations incurred pursuant to this Agreement no later than ninety (90) calendar days after the funding period or date of completion as specified in the Agreement.
- c. CFHC will make payments for allowable costs incurred prior to termination only after all required documentation has been received and approved.

2. In the event of termination of this Agreement, either in whole or in part, all property, finished or unfinished documents, data, studies, and/or reports purchased or prepared by the Subrecipient under this Agreement shall, at the option of CFHC, become its property or

be disposed of and Subrecipient shall be entitled to compensation for any unreimbursed expenses necessarily incurred in satisfactory performance of this contract. Notwithstanding the above, Subrecipient shall not be relieved of liability to CFHC for damages sustained by CFHC by virtue of any breach of this Agreement by Subrecipient, and CFHC may withhold any reimbursement to Subrecipient for the purpose of offset until such time as the exact amount of damages due CFHC from Subrecipient is agreed upon or otherwise determined.

3. CFHC, by the rules and regulations set by its funding source, reserves the right to determine ownership of any and all equipment purchased by Subrecipient during the course of this Agreement. Ownership will be determined after Subrecipient has submitted an Equipment Inventory in accordance with Article IX of this Agreement.

#### **ARTICLE XI: RELATIONSHIP; INDEMNIFICATION**

##### **A. Relationship of Parties.**

1. During the term of this Agreement, CFHC and Subrecipient shall remain separate and independent entities. None of the provisions of this Agreement are intended to create, nor shall be deemed or construed to create any relationship between or among the Parties other than that of independent entities. Except as otherwise provided, neither of the Parties shall be construed to be the agent, partner, co-venturer, employee or representative of the other Party.

2. Subrecipient is an independent contractor and, therefore, is not covered by, or entitled to, any insurance (including Worker's Compensation coverage for Subrecipient's employees) or other benefits maintained by CFHC for its officers, agents, or employees.

##### **B. Indemnification.**

1. Subrecipient hereby agrees to indemnify, defend and hold harmless CFHC, its affiliates, officers, directors, employees and agents against any and all liability, loss, damages or expenses that CFHC, its affiliates, officers, directors, employees or agents may hereinafter sustain, incur or be required to pay (including court costs and attorney fees) arising from the acts or omissions of Subrecipient, its officers, employees, agents or representatives in connection with the performance of or failure to perform its obligations under this Agreement, except to the extent caused by or resulting from the negligence or willful misconduct of CFHC.

2. CFHC hereby agrees to indemnify, defend and hold harmless Subrecipient, its affiliates, officers, directors, employees and agents against any and all liability, loss, damage or expense that Subrecipient, its affiliates, officers, directors, employees or agents may hereinafter sustain, incur or be required to pay (including court costs and attorneys' fees) arising from the acts or omissions of CFHC, its officers, employees, agents or representatives in connection with the performance or failure to perform its obligations under this Agreement, except to the extent caused by or resulting from the negligence or willful misconduct of Subrecipient.

3. The obligations of this Section shall survive termination of this Agreement.

## **ARTICLE XII: DISPUTE RESOLUTION**

The Parties shall first attempt to resolve any dispute arising under this Agreement by informal discussions between the Parties, subject to good cause exceptions, including, but not limited to, disputes determined by either Party to require immediate relief (*i.e.*, circumstances which may result in a misappropriation of Title X funds). Any dispute that has not been resolved by informal discussions between the Parties within a reasonable period of time after the commencement of such discussion (not to exceed thirty (30) days), may be resolved by any means available.

## **ARTICLE XIII: INSURANCE**

### **A. Subrecipient Insurance Requirements.**

1. Subrecipient agrees to secure and maintain, or cause to be secured and maintained, during the Term of this Agreement and as appropriate, the insurance coverage set forth as follows:

- a. **General Liability**: coverage of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate against general liability endorsed for premises-operations, products/completed operations, contractual, property damage, and personal injury liability;
- b. **Workers' Compensation**: in accordance with applicable law;
- c. **Professional Liability**: coverage of at least \$1,000,000 against professional liabilities for itself and its employed health care practitioners which may occur as a result of services provided by Subrecipient's health care practitioners; and
- d. **Fidelity**: coverage adequate to protect against loss due to employee dishonesty.

### **B. Additional Insurance Provisions.**

1. CFHC will be named as a co-insured or additional insured on all of Subrecipient's insurance policies showing the above coverage amounts and effective dates.

2. If Subrecipient's professional liability insurance is written in a "claims made", as opposed to an "occurrence" form, Subrecipient agrees to purchase or otherwise make arrangements for a "tail" or extended disclosure period policy for all activities so insured during the course of this Agreement.

3. Within ten (10) days after execution of this Agreement, Subrecipient will provide CFHC with certificates of insurance for the above required coverages. Subrecipient shall promptly provide CFHC with written notice of any ineligibility determination, suspension, revocation or other action or change relevant to the insurance requirements set forth above. Subrecipient may provide all or a portion of the required coverage through programs of self-insurance as allowed by California law.

#### **ARTICLE XIV: CONFIDENTIALITY**

In accordance with prevailing federal and state of California confidentiality statutes, regulations, customs and usage, canons, or code of professional ethics, the Parties (and their employees, agents, and contractors) shall not disclose, except to each other, any proprietary information, professional secrets or other information, records, data and data elements (including, but not limited to, protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”)) collected and maintained in the course of carrying out responsibilities under this Agreement, unless either Party receives prior written authorization to do so from the other Party or as authorized or required by law; provided that, nothing contained herein shall be construed to prohibit CFHC or DHHS from obtaining, reviewing, and auditing any information, record, data, and data elements to which it is lawfully entitled. All confidential obligations contained herein (including those pertaining to information transmitted orally) shall survive termination of this Agreement.

#### **ARTICLE XV: CONFLICT OF INTEREST**

A. **Written Conflict of Interest Policy.**

Subrecipient shall maintain a written conflict of interest policy that includes provisions to ensure that no employee, officer, or agent shall participate in the administration of the Title X Award if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, consultant, or member of Subrecipient’s Board of Directors uses his/her position for purposes that are, or give the appearance of being, motivated by the possibility of private gain for himself, herself, or others, such as those with whom they have family, business, or personal ties.

B. **Subrecipient Employees.**

Subrecipient shall ensure that no employee shall be paid as a staff member and a consultant.

## ARTICLE XVI: GOVERNING LAWS

### A. Grant-Related Laws, Regulations, and Policies.

This Agreement shall be governed and construed in accordance with applicable federal and state laws, regulations, and policies, including, but not limited to:

1. The Title X Statute (42 U.S.C. § 300 *et seq.*, as amended);
2. The Title X Regulations (42 C.F.R. part 59, Subpart A);
3. The terms and conditions of the Grant, as well as relevant Program Guidelines and Program Instructions issued by DHHS and OPA;
4. The Transparency Act (2 C.F.R. Part 170);
5. 45 C.F.R. Part 74 or 45 C.F.R. Part 92 (DHHS Grants Administration regulations), as applicable;
6. 2 C.F.R. part 230, “Cost Principles for Non-Profit Organizations” (formerly OMB Circular A-122), 2 C.F.R. part 225, “Cost Principles for State, Local, and Indian Tribal Governments” (formerly OMB Circular A-87), and 2 C.F.R. part 220, “Cost Principles for Educational Institutions” (formerly OMB Circular A-21), as applicable;
7. The Consolidated Appropriations Act, 2012 (Public Law 112-74), enacted December 23, 2011, all subsequent Continuing Resolutions for FY 2013, and Continuing Resolution(s) thus far for FY 2015, impose the following statutory provisions which limit the use of funds on this Office of the Assistant Secretary for Health (OASH) grant or cooperative agreement during the current budget period.
  - a. Restrictions on Distribution of Sterile Needles (Section 523) – “Notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.”
  - b. Salary Limitation (Section 203) – “None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate of Executive Level II.” Effective January 6, 2014 the Salary Limitation is based upon the Executive Level II of the Federal Executive Pay Scale. That amount is \$181,500. For the purposes of the salary limitation, the direct salary is exclusive of fringe benefits and indirect costs. An individual’s direct salary is not constrained by the legislative provision for a limitation of salary. The rate limitation simply limits the amount that may be awarded and charged to the grant. A recipient may pay an individual’s salary amount in excess of the salary cap with non-federal funds.

- c. Anti-Lobbying (Section 503) –
  - i. “No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislations before the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.
  - ii. No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by any agency or office of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.
  - iii. The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.”
- d. Gun Control (Section 218) – “None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control.”

8. Reporting of Total Compensation of Executives

a. *Applicability and what to report.* Unless you are exempt as provided in Article XVI., subsection 8.c, you shall report the names and total compensation of each of your five most highly compensated executives for the preceding fiscal year if –

i. In the preceding fiscal year you received-

- 1. 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act , as defined at 2 CFR 170.320 (and subawards); and

2. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

3. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at the [Executive Compensation](#) page of the SEC website.)

b. *Where and when to report.* You must report executive total compensation described in Article XVI, subsection 8.a.:

i. To CFHC

ii. By the end of the month following the month during which you receive the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e. between October 1 and 31), you must report any required compensation information by November 30 of that year

c. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives.

B. Compliance with other Applicable Law.

In connection with the provision of services pursuant to this Agreement, Subrecipient agrees:

1. To comply with the Civil Rights Act of 1964 and all other federal, state, or local laws, rules, and orders prohibiting discrimination. Consistent with the foregoing, Subrecipient agrees to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in U.S. Department of Labor regulations (42 C.F.R. Part 60);

2. If this Agreement is for more than \$100,000, to comply with applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970 (42 U.S.C. § 7401 *et seq.*) and the Federal Water Pollution Control Act (33 U.S.C. § 1251 *et seq.*), as amended;

3. If this Agreement is for more than \$100,000, to comply with the Sections 102 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §327 *et seq.*), as amended; and

4. To make positive efforts to utilize small businesses, minority-owned firms and women's business enterprises in connection with any subcontracted work performed hereunder, whenever possible.

C. Compliance with State and Local Laws.

Subrecipient shall comply with all applicable laws, ordinances, and codes of the state of California and local governments in the performance of the Agreement, including all licensing standards and all applicable professional standards.

**ARTICLE XVII: CERTIFICATIONS AND ACKNOWLEDGEMENTS**

A. Certifications.

Subrecipient hereby certifies:

1. That neither it, nor any of its principal employees, has been debarred, excluded or suspended from participation in Medicare, Medicaid or in federally-funded contracts, in accordance with Executive Order 12549 and Executive Order 12689, entitled "Debarment and Suspension," and any applicable implementing regulations;

2. That it has not and will not use federal funds to pay any person or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1342, and that it will disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal contract, grant, or other award;

3. That its employees providing Title X Family Planning Services shall not be exempt from any State law requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest, and that it will comply with all federal anti-trafficking laws, including the Trafficking Victims Protection Act of 2000 (Pub. L. 106-586), as amended, and 22 U.S.C. § 7104;

4. That it will encourage family participation in the decision of minors to seek Family Planning Services and that it provides counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities;

5. That no Title X Award funds shall be used to perform abortions or to supplant any funds used to perform abortions;

6. That if Subrecipient also provides abortions, it has implemented CFHC's policy and procedure ("Separation Policy"), which is attached hereto as Attachment D to keep all funds provided under the Title X Award wholly separate and apart from any funds used to provide

abortions and to prevent any commingling of such funds; and

7. That it does not, and will not, during the term of this Agreement, advertise, advocate, or promote abortion as a method of family planning, or receive any fee or any other consideration as payment for referrals for abortion services.

B. Acknowledgments.

Subrecipient hereby acknowledges:

1. That any violation of certifications five (5), six (6), and/or seven (7) of this Article's Section A above will result in immediate termination of this Agreement by CFHC; and

2. That this Agreement is nonexclusive in nature, and CFHC retains the authority to contract with other parties for the delivery of Family Planning Services in Subrecipient's geographic area.

**ARTICLE XVIII: NOTICES**

All notices required to be given under this Agreement shall be in writing, and delivered in person or sent by facsimile, overnight courier or certified mail, return receipt requested, postage prepaid, or electronic mail to the following addresses:

CFHC: California Family Health Council, Inc  
Attn: Richard Reetz  
3600 Wilshire Blvd., Suite 600  
Los Angeles, CA 90010  
reetzr@cfhc.org

Subrecipient: Nevada County Public Health  
Attn: Michael Heggarty  
500 Crown Point Circle  
Suite 110  
Grass Valley, CA 95945  
Michael.Heggarty@co.nevada.ca.us

The foregoing addresses may be changed and/or additional persons may be added thereto by notifying the other Parties hereto in writing and in the manner hereinafter set forth.

**ARTICLE XIX: MISCELLANEOUS**

A. Severability. The provisions of this Agreement are not severable. In the event that any one or more provisions of this Agreement are deemed null, void, illegal or unenforceable, the Parties shall renegotiate or terminate the remaining provisions of this Agreement unless the Parties mutually agree in writing that the invalidity, illegality or unenforceability of said provision does not materially change the obligations of the Parties under this Agreement. In the event that the Parties reach such an agreement, this Agreement shall be construed in all respects as if such invalid or unenforceable provisions have been omitted.

B. Third Party Beneficiaries. This Agreement was created by the Parties solely for their benefit and is not intended to confer upon any person or entity other than the Parties any rights or remedies hereunder.

C. Assignment. The rights, obligations and responsibilities established herein shall not be assigned, subcontracted, or transferred by either Party without the express prior written consent of the other Party.

D. Entire Agreement. This Agreement represents the complete understanding of the Parties with regard to the subject matter. This Agreement supersedes any other agreements or understandings between the Parties, whether oral or written, relating to the subject matter of this Agreement. No such other agreements or understandings may be enforced by either Party or employed for interpretation purposes in any dispute involving this Agreement.

E. Amendments. Any amendment to this Agreement shall be in writing and signed by both Parties. Except for the specific provision of this Agreement which thereby may be amended, this Agreement shall remain in full force and effect after such amendment.

F. Headings and Construction. All headings contained in this Agreement are for reference purposes only and are not intended to affect in any way the meaning or interpretation of this Agreement.

G. Waiver. Performance of any obligation required of a party hereunder may be waived only by a written waiver signed by the other party, which waiver shall be effective only with respect to the specific obligations described therein. The waiver of a breach of any provision shall not operate or be construed as a waiver of any subsequent breach.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement:

**California Family Health Council, Inc**

**Nevada County Health Department**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: Brenda Flores

Print:

Title: Vice President of Finance &  
Benefits Administration

Title: Chairman, Board of Supervisors

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

Nine Digit DUNS # \_\_\_\_\_

**Attachment A: Scope of Work**

Subrecipient shall provide the services required under this Agreement, in accordance with the following OPA Program Priorities for FY 2015:

Notwithstanding any other provision of law, no provider under Title X of the Public Health Service Act shall be exempt from any State law requiring notification for the reporting of child abuse, child molestation, sexual abuse, rape, or incest.

If you or your sub-recipient(s) enrolls in the 340B Program, you must comply with all 340B Program requirements. You may be subject to audit at any time regarding 340B Program compliance. 340B Program requirements are available at <http://www.hrsa.gov/opa/programrequirements/>

Program Priorities: Each year the OPA establishes program priorities that represent overarching goals for the Title X program. Program priorities derive from Healthy People 2020 Objectives and from the Department of Health and Human Services (HHS) priorities. Project plans should be developed that address the 2015 Title X program priorities, and should provide evidence of the project's capacity to address program priorities as they evolve in future years. The 2015 program priorities are as follows:

1. Assuring the delivery of quality family planning and related preventive health services, where evidence exists that those services should lead to improvement in the overall health of individuals, with priority for services to individuals from low-income families. This includes ensuring that grantees have the capacity to support implementation (e.g., through staff training and related systems changes) of the Title X program guidelines throughout their Title X services projects, and that project staff have received training on Title X program requirements;
2. Providing access to a broad range of acceptable and effective family planning methods and related preventive health services in accordance with Title X program requirements and QFP. These services include, but are not limited to, natural family planning methods, infertility services, services for adolescents, breast and cervical cancer screening, and sexually transmitted disease (STD) and HIV prevention education, testing, and referral. The broad range of services does not include abortion as a method of family planning;
3. Assessing clients reproductive life plan as part of determining the need for family planning services, and providing pre-contraception services as stipulated in QFP;
4. Addressing the comprehensive family planning and other health needs of individuals, families, and communities through outreach to hard-to-reach and/or vulnerable populations, and partnering with other community-based health and social service providers that provide needed services; and
5. Demonstrating that the project infrastructure will ensure sustainability of family planning and reproductive health services throughout the proposed service area including:
  - Incorporation of certified Electronic Health Record (EHR) systems and other HIT systems that are interoperable;

- Evidence of contracts with insurance and systems for third party billings as well as the ability to facilitate the enrollment of clients into insurance and Medicaid optimally onsite; and to report on numbers assisted and enrolled;
- Evidence of the ability to provide comprehensive primary care services onsite or demonstration of formal robust linkages with comprehensive primary care providers

Key Issues: In addition to program priorities, the following key issues have implications for Title X services projects, and should be considered in developing the project plan;

- Incorporation of the 2014 Title X Program Guidelines throughout the proposed service area as demonstrated by written clinical protocols that are in accordance with Title X Requirements and QFP.
- Efficiency and effectiveness in program management and operations;
- Patient access to a broad range of contraceptive options, including long acting reversible contraceptives (LARC), other pharmaceuticals, and laboratory tests;
- Establishment and use of performance measures to regularly perform quality assurance and quality improvement activities;
- Establishment of linkages and partnerships with comprehensive primary care providers, HIV care and treatment providers, and mental health, drug and alcohol treatment providers;
- Incorporation of the National HIV/AIDS Strategy (NHAS) and CDCs "Revised Recommendations for HIV Testing of Adults, Adolescents and Pregnant Women in Health Care Settings;"
- Efficient and streamlined electronic data collection (such as for the Family Planning Annual Report (FPAR), reporting and analysis for internal use in monitoring performance, program efficiency, and staff productivity in order to improve the quality and delivery of family planning services; and
- Incorporation of research outcomes and evidence-based approaches that focus on family planning service delivery.

Specifically, the Subrecipient shall provide the services and items set forth herein:

## Statement of Work (SOW)

### Administrative Goal and Objectives

**Administrative Goal:** Strengthen the overall quality of the Family Planning Program and its ability to meet the needs of the community.

**Objective 1:** Implement or maintain a review process of all agency functions, in order to ensure high quality Family Planning services and compliance with all Title X Guidelines by December 31, 2015, as evidenced by completion of activities 1.A through 1.I.

Number	Activity	Job Title	Evaluation
1.A	Ensure that administrative policies and procedures are in place to facilitate effective and efficient management and governance.	Director of Nursing	Policies and procedures maintained and reviewed at program evaluations. Desk audits determined by CFHC staff.
1.B	Review Family Planning Program policies and procedures on an annual basis. Policies and procedures must include training for clinical, program, and other designated staff on mandatory reporting of child abuse and human trafficking as per OPA Program Requirements. Providers of abortion services will provide Title X family planning services in accordance with the CFHC Separation of Family Planning and Abortion Services Policy.	Director of Nursing	Meeting minutes maintained and reviewed at program evaluations and desk audits.
1.C	Obtain annual systematic client feedback through client satisfaction surveys inclusive of all sites.	Director of Nursing	Client satisfaction surveys conducted, summarized and acted upon. Reviewed at program evaluations and desk audits.
1.D	Maintain and update a community needs assessment inclusive of the Family Planning Program on a periodic basis (at least once every 5 years) to define agency's role in the community.	Director of Nursing	Community needs assessment inclusive of the Family Planning Program maintained. CNA is reviewed at program evaluations.
1.E	The Title X Family Planning Program is implemented with input from individuals representative of served community and knowledgeable of community needs.	Director of Nursing	Advisory Board meeting minutes reflect materials review, approval and maintained and reviewed at program evaluations and desk audits.
1.F	Maintain and update current clinical and client education protocols which include but are not limited to: reproductive health care and appropriate primary care, disability, domestic violence, emergency care, pregnancy counseling and testing, birth control methods, STI/HIV and flu vaccinations.	Director of Nursing	Protocols maintained and staff updates are reviewed at program evaluations and desk audits.
1.G	Document procedures for the identification and referral of patients with the following problems: high blood pressure, HIV positive, domestic violence, and substance using/abusing.	Director of Nursing	Protocols and referral policies maintained. Reviewed during program evaluations.

<p><b>1.H</b></p>	<p>Maintain a Continuous Quality Improvement (CQI) System that will, through medical records review at each site and inclusive of all providers, determine if all essential elements of reproductive health care, medical and appropriate education and counseling services are being provided at all Title X sites. <b>CFHC Performance Measure.</b></p>	<p>Director of Nursing</p>	<p>Minutes of the Continuous Quality Improvement (CQI) medical team maintained. CQI is reviewed at program evaluations and desk audits.</p>
<p><b>1.I</b></p>	<p>Provide family planning data through the Centralized Data System (CDS) for the purpose of contract reporting and performance measurement.</p>	<p>Office Assistant II</p>	<p>Centralized Data System (CDS) data submitted per the contract and/or agency action plan.</p>

Clinical Goal and Objectives				
<b>Clinical Goal:</b>	Provide comprehensive clinical reproductive health services to Title X clients of reproductive age to plan and space their pregnancies.			
<b>Objective 1:</b>	Provide Family Planning education and medical services to eligible individuals per the Federal Poverty Guidelines, by December 31, 2015, as evidenced by completion of activities 1.A through 1.H.			
Number	Activity	# of Clients	Job Title	Evaluation
1. A	Document and report the poverty status of family planning clients.	855	Office Assistant II	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1. B	Provide family planning education, medical services and FDA approved contraceptive methods, either on site or by referral for female clients. <b>CFHC Performance Measure.</b>	800	Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1. C	Provide family planning education, medical services and FDA approved contraceptive methods, either on site or by referral for male clients. <b>CFHC Performance Measure.</b>	55	Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1. D	Provide a Chlamydia test to at least 80% of women less than or equal to 25 years of age within a 12 month period. <b>CFHC Performance Measure.</b>		Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1. E	All female clients with an abnormal finding on their clinical breast exam should be followed for further evaluation.		Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1.F	The agency must attempt to notify all clients with positive STD/HIV tests within 72 hours of receiving lab results. Upon notification, counsel client regarding follow up and treatment.		Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits and lab logs reviewed during program evaluations.
1.G	All clients with an abnormal finding on their Pap smear should be followed for further evaluation. <b>CFHC Performance Measure.</b>		Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits and lab logs reviewed during program evaluations.
1.H	Incorporate routine opt-out HIV screening for all clients and testing for high risk clients in accordance with 2010 CDC HIV guidelines. <b>CFHC Performance Measure.</b>		Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.

<b>Objective 2:</b>		Provide family planning education and medical services to high-risk, hard-to-reach populations by December 31, 2015, as evidenced by completion of activity 2.A.		
Number	Activity	# of Clients	Job Title	Evaluation
2. A	Provide family planning education and medical services to the following number of individuals in high-risk, hard-to-reach populations. A <u>minimum of four</u> of the following categories must be indicated:		Health Education Specialist/Nurse Practitioner	As documented in Semi-Annual Progress Report (SPR) and reviewed at program evaluations.
	Homeless Individuals			
	Substance-Using/Abusing Individuals	100		
	Individuals with Disabilities			
	Individuals with Limited English Proficiency (LEP)	245		
	Migrant Workers			
	Males	55		
	Adolescents (17 & under)	100		
	<b>TOTAL Clients Served</b>	<b>500</b>		

Note for Objective 2.A:

1. You must enter #'s into at least four(4) identified categories.
2. Individuals may be entered into multiple populations.
3. # of males will be prepopulated from objective 1.C.
4. Must be able to collect valid data for all selected special populations.

**Reproductive Life Plan Goal and Objectives**

<b>Reproductive Life Plan:</b>	To assist family planning clients to take steps toward becoming fully healthy individuals by initiating reproductive life planning discussions and providing preconception / inter-conception care, when indicated, through December 31, 2015.		
<b>Objective 1:</b>	Provide preconception/inter-conception care and reproductive life planning/family planning services to Title X comprehensive exam patients through December 31, 2015 as evidenced by completion of activity 1.A.		
Number	Activity	Job Title	Evaluation
1.A	Obtain reproductive life plans on patients presenting for family planning services and provide pre-conception counseling to women planning pregnancy, open to pregnancy or using less effective contraceptive methods; in particular for women with chronic medical conditions that may affect pregnancy outcomes such as obesity, diabetes, hypertension and seizure disorders, and encourage use of folic acid.	Nurse Practitioner	Document reproductive life plan counseling in client charts through 12/31/2015.

**Adolescent Services Goal and Objectives**

<b>Adolescent Services Goal:</b>	Provide comprehensive clinical and counseling services to adolescents.		
<b>Objective 1:</b>	Provide adolescent-specific counseling to all adolescent clients seeking Family Planning services by December 31, 2015, as evidenced by completion of activities 1.A through 1.D.		
Number	Activity	Job Title	Evaluation
1.A	Provide adolescents with information, support and counseling to delay the initiation of sexual activity as appropriate.	Health Education Specialist	Documentation of counseling maintained in charts. Reviewed at program evaluations.
1.B	Provide counseling to minors on how to resist coercive attempts to engage in sexual activity.	Health Education Specialist	Protocols maintained and staff updates reviewed. Chart audits performed at program evaluations.
1.C	Provide counseling/education regarding family involvement to all adolescents less than or equal to 17 years of age seeking reproductive health services whose family is not already aware that they are seeking reproductive services.	Health Education Specialist	Protocols maintained and reviewed. Chart audits performed at program evaluations.
1.D	Report child and sexual abuse as required by state law.	Health Education Specialist	Protocols maintained and staff updates reviewed annually. Chart audits performed at program evaluations.

<b>Financial Management Goal and Objectives</b>			
<b>Financial Management Goal:</b>	Improve and maintain the Agency's financial systems to ensure contract compliance.		
<b>Objective 1:</b>	Agency will maintain a Family Planning Program that is in financial compliance with the contract requirements and Title X Guidelines, as evidenced by completion of activities 1.A through 1.E.		
<b>Number</b>	<b>Activity</b>	<b>Job Title</b>	<b>Evaluation</b>
1.A	Develop a line item budget by site for the period of January 1, 2015 to December 31, 2015 and submit modifications as necessary during designated periods.	Administrative Services Officer	Line item budget by site and necessary modifications submitted.
1.B	Develop and maintain financial management systems that are in compliance with the Code of Federal Regulations (CFR) and include the following: budgetary control procedures, accounting systems and reports, purchasing, inventory control, property management, charges, billing and collection procedures.	Administrative Services Officer	Financial management systems maintained in compliance and reviewed at program evaluations.
1.C	Develop and properly implement a sliding fee scale on an annual basis to reflect the current federal poverty guidelines.	Administrative Services Officer	Sliding fee scale developed, implemented and reviewed at program evaluations.
1.D	Complete all financial reporting requirements as detailed by the contract.	Accountant	All financial reports submitted on time as required.
1.E	Develop a general ledger report (GLR).	Accountant	All financial reports submitted on time as required and reviewed quarterly.

### Community Education Goal and Objectives

<b>Community Education Goal:</b>	Increase the community's knowledge and access to family planning services offered by the Agency.			
<b>Objective 1:</b>	Conduct marketing, community outreach and education to potential Title X eligible clients by December 31, 2015, as evidenced by completion of activities 1.A through 1.F.			
<b>Number</b>	<b>Activity</b>	<b># of Clients</b>	<b>Job Title</b>	<b>Evaluation</b>
1. A	Maintain and implement a Community Education and Outreach Plan that increases community knowledge of reproductive health and family planning services to the community. Activities include: general outreach, partnership activities and mass marketing (Exhibit B).	4990	Health Education Specialist	Community Education and Outreach Plan maintained, updated, and reviewed at program evaluations and desk audits.
1. B	Provide general outreach to individuals as stated in the Community Education and Outreach Plan (Exhibit B, Section I).	2000	Health Education Specialist	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
1. C	Provide education and outreach to individuals at partnership agencies as stated in the Community and Education and Outreach Plan (Data will be automatically populated from information entered in Exhibit B, Section II).	115	Health Education Specialist	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
1. D	Conduct mass marketing activities as stated in the Community Education and Outreach Plan (Exhibit B, Section III).	2875	Health Education Specialist	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
1. E	An Advisory Committee of 5-9 members representative of the populations to be served will review and approve new educational materials developed and made available by the agency on an annual basis.	0	Health Education Specialist	Advisory Committee meeting minutes and materials review maintained and reviewed at program evaluation.
1. F	Provide education and outreach to individuals to increase utilization of free vaccination services.	0	Health Education Specialist	Integration of vaccination education into the Community Education and Outreach Plan.

<b>Agency Number:</b>	9903
<b>Agency Name:</b>	Nevada County Health Department
<b>Community Education and Outreach Partnering Plan for Family Planning</b>	
<b>Total number of general outreach activities(Section I):</b>	<b>2,000</b>
<b>Total Number of partnering activities(Section II):</b>	<b>115</b>
<b>Total number of mass marketing activities (Section III):</b>	<b>2,875</b>
<b>Total Number of individuals reached in Community and Education Outreach Partnering Plan:</b>	<b>4,990</b>

**Section 1: General Outreach**

# of individuals reached **2000**

Type of Agency/Outreach Venue	Population Reached	Type of Educ./Presetation	Method of Evaluating Success
<input checked="" type="checkbox"/> Community Group	Homeless individuals	<input checked="" type="checkbox"/> Abstinence	Sign-in sheets maintained and compared to projected numbers
<input checked="" type="checkbox"/> Middle or High School			
<input checked="" type="checkbox"/> Community College or University	<input checked="" type="checkbox"/> Substance using individuals	<input checked="" type="checkbox"/> STDs/HIV	Pre and post tests to assess changes in knowledge
Faith-based organization			
<input checked="" type="checkbox"/> Social Service Agency	Individuals with disabilities	<input checked="" type="checkbox"/> Family planning and contraceptive methods	Post Presentation participant evaluations
<input checked="" type="checkbox"/> WIC Center			
Migrant Camp or Services Organization	<input checked="" type="checkbox"/> Individuals with limited English proficiency	Life Skills	<input checked="" type="checkbox"/> Assessment of number of people who visit clinic as a result of outreach
Detention/Incarceration Center			
Job Training Center/Program		Services provided/making appointments	<input checked="" type="checkbox"/> Regular meetings with outreach venue organization to discuss progress and challenges
<input checked="" type="checkbox"/> Parenting Program	migrant workers		
<input checked="" type="checkbox"/> Business or Workplace		<input checked="" type="checkbox"/> Flu Vaccination	Other(specify)
Homeless Shelter			
<input checked="" type="checkbox"/> Substance Abuse Treatment /Recovery Center	<input checked="" type="checkbox"/> males	Reproductive Life Plan (RLP)	
Women's Shelters			
Other (Specify)	<input checked="" type="checkbox"/> adolescents	Other (Specify)	

**Section 2: Partnering Plan Family Resource Center of Truckee**  
**Name:**

# of individuals reached 15

Type of Agency/Outreach Venue	Population Reached	Type of Educ./Presetation	Method of Evaluating Success
<input checked="" type="checkbox"/> Community Group	Homeless individuals	<input checked="" type="checkbox"/> Abstinence	Sign-in sheets maintained and compared to projected numbers
<input checked="" type="checkbox"/> Middle or High School			
<input checked="" type="checkbox"/> Community College or University Faith-based organization	<input checked="" type="checkbox"/> Substance using individuals	<input checked="" type="checkbox"/> STDs/HIV	Pre and post tests to assess changes in knowledge
<input checked="" type="checkbox"/> Social Service Agency	Individuals with disabilities	<input checked="" type="checkbox"/> Family planning and contraceptive methods	Post Presentation participant evaluations
<input checked="" type="checkbox"/> WIC Center			
<input checked="" type="checkbox"/> Migrant Camp or Services Organization Detention/Incarceration Center Job Training Center/Program	<input checked="" type="checkbox"/> Individuals with limited English proficiency	<input checked="" type="checkbox"/> Life Skills	<input checked="" type="checkbox"/> Assessment of number of people who visit clinic as a result of outreach
<input checked="" type="checkbox"/> Parenting Program	migrant workers	Services provided/making appointments	<input checked="" type="checkbox"/> Regular meetings with outreach venue organization to discuss progress and challenges
<input checked="" type="checkbox"/> Business or Workplace Homeless Shelter		<input checked="" type="checkbox"/> Flu Vaccination	Other(specify)
<input checked="" type="checkbox"/> Substance Abuse Treatment /Recovery Center Women's Shelters	<input checked="" type="checkbox"/> males	Reproductive Life Plan (RLP)	
<input checked="" type="checkbox"/> Other (Specify)	<input checked="" type="checkbox"/> adolescents	Other (Specify)	

**Section 2: Partnering Plan Sierra High School**  
**Name:**

# of individuals reached 100

Type of Agency/Outreach Venue	Population Reached	Type of Educ./Presetation	Method of Evaluating Success
<input checked="" type="checkbox"/> Community Group	Homeless individuals	<input checked="" type="checkbox"/> Abstinence	Sign-in sheets maintained and compared to projected numbers
<input checked="" type="checkbox"/> Middle or High School			
<input checked="" type="checkbox"/> Community College or University Faith-based organization	<input checked="" type="checkbox"/> Substance using individuals	<input checked="" type="checkbox"/> STDs/HIV	Pre and post tests to assess changes in knowledge
<input checked="" type="checkbox"/> Social Service Agency	Individuals with disabilities	<input checked="" type="checkbox"/> Family planning and contraceptive methods	Post Presentation participant evaluations
<input checked="" type="checkbox"/> WIC Center			
<input checked="" type="checkbox"/> Migrant Camp or Services Organization Detention/Incarceration Center Job Training Center/Program	<input checked="" type="checkbox"/> Individuals with limited English proficiency	<input checked="" type="checkbox"/> Life Skills	<input checked="" type="checkbox"/> Assessment of number of people who visit clinic as a result of outreach
<input checked="" type="checkbox"/> Parenting Program	migrant workers	Services provided/making appointments	<input checked="" type="checkbox"/> Regular meetings with outreach venue organization to discuss progress and challenges
<input checked="" type="checkbox"/> Business or Workplace Homeless Shelter		Flu Vaccination	Other(specify)
<input checked="" type="checkbox"/> Substance Abuse Treatment /Recovery Center Women's Shelters	<input checked="" type="checkbox"/> males	Reproductive Life Plan (RLP)	
<input checked="" type="checkbox"/> Other (Specify)	<input checked="" type="checkbox"/> adolescents	Other (Specify)	

Mass Marketing		Method of Evaluating Success
<input checked="" type="checkbox"/> Health Fairs	<input checked="" type="checkbox"/> Print Media	<input checked="" type="checkbox"/> Distribution of Educational Materials
<input checked="" type="checkbox"/> Street Outreach	<input checked="" type="checkbox"/> Internet Websites	Sign in Sheets
Concerts	<input checked="" type="checkbox"/> TwitterCommunity Events	<input checked="" type="checkbox"/> Estimated Audiences
Radio	Twitter	
TV	Facebook	

**List all approved Title X-funded family planning program service sites.**

**Site Number:** 9023

**Site Name & Address:** Nevada County Health Department 10075 Levon Avenue Suite 207, Truckee CA 96161 Nevada

Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Hours Days	Projected Users in 2014	NPI Number
95728,96161,96160,96111,96162	<input checked="" type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/> Community Education <input checked="" type="checkbox"/> Health Education (in House) <input type="checkbox"/> Admin office Only <input type="checkbox"/> Warehouse Only	Mon: 09:00 am - 02:00 pm Tue: Close Wed: 08:00 am - 05:00 pm Thu: 08:00 am - 05:00 pm Fri: Close Sat: Close Sun: Close	855	1700959863

<b>Family Planning Services</b>				
<b>Budget Summary</b>				
<b>Agency Name:</b> Nevada County Health Department			<b>Agency Number:</b> 9903	
<b>Budget Period:</b> Start Date: 1/1/2015 Ending Date: 12/31/2015				
Budget Category	Total Amount Required	Source of Funds		
		Applicant and Other	Allocated From CFHC	
<b>Personnel Service</b>				
Physician	0	0	0	
Mid-Level Practitioners	45,369	18,601	26,768	
Other Health Personnel	55,065	29,466	25,599	
Ancillary Personnel	0	0	0	
Administration Staff	17,084	17,084	0	
Fringe Benefits	81,488	45,177	36,311	
Fringe Benefits Adjustments	0	0	0	
<b>Total Personnel Service</b>	<b>199,006</b>	<b>110,328</b>	<b>88,678</b>	
<b>Patient Care</b>				
Clinical Services	0	0	0	
Laboratory Services	1,750	1,750	0	
<b>Total Patient Care</b>	<b>1,750</b>	<b>1,750</b>	<b>0</b>	
<b>Equipment</b>				
Equipment	0	0	0	
<b>Total Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Costs</b>				
Consultant	0	0	0	
Medical Supplies	5,000	5,000	0	
Office Supplies	1,762	1,190	572	
Duplication & Printing	1,000	1,000	0	
Health Education Supplies	0	0	0	
Utilities & Communication	7,730	7,730	0	
Travel Expense	3,921	3,921	0	
Lease/Rental Expense	0	0	0	
Other Expense	13,693	13,693	0	
Approved Indirect Cost	39,801	39,801	0	
<b>Total Other Costs</b>	<b>72,907</b>	<b>72,335</b>	<b>572</b>	
<b>Total Budget</b>	<b>273,663</b>	<b>184,413</b>	<b>89,250</b>	
<b>CY 2015 Approved Title X Allocation</b>			<b>89,250</b>	

<b>Family Planning Services</b>	
<b>Summary of Applicant and Other</b>	
<b>Agency Number:</b> 9903	
<b>Agency Name:</b> Nevada County Health Department	
Revenue Category	Total Amount
<b>Applicant Funds</b>	
General Funds (Agency Fund)	51,913
Donations (Cash or In-kind)	1,000
<b>Total for Applicant Funds</b>	<b>52,913</b>
<b>Family PACT</b>	
Family PACT Fee For Service	120,000
<b>Total for Family PACT</b>	<b>120,000</b>
<b>Medi-CAL</b>	
Medi-CAL	10,000
<b>Total for Medi-CAL</b>	<b>10,000</b>
<b>Other Federal Grants</b>	
Medicaid	0
Medicare (Title XVIII)	0
MCH Block Grant (Title V)	0
Bureau of Primary Health Care (330 Grant)	0
<b>Total for Other Fed Grants</b>	<b>0</b>
<b>State Government Grants</b>	
None	0
<b>Total for State Gov. Grants</b>	<b>0</b>
<b>Local Government Grants</b>	
None	0
<b>Total for Local Gov. Grants</b>	<b>0</b>
<b>Private Grants</b>	
None	0
<b>Total for Private Grants</b>	<b>0</b>
<b>Third Party Payers</b>	
Patient Fees	1,500
Private Health Insurance	0
<b>Total for Third Party Payers</b>	<b>1,500</b>
<b>Total Applicant and Other Sources of Revenue</b>	<b>184,413</b>

<b>All Sites Budget</b>			
<b>From 1/1/2015 To 12/31/2015</b>			
<b>Agency Name:</b>	Nevada County Health Department	<b>Agency Number:</b>	9903
<b>Site Name:</b>	Nevada County Health Department	<b>Site Number:</b>	9023
<b>Budget Category</b>		<b>Allocated From CFHC</b>	
<b>Salaries and Wages</b>			
Primary Care Physicians		0	
Mid-Level Practitioners		26,768	
Other Health Personnel		25,599	
Laboratory Staff		0	
Administration Staff		0	
<b>Total for Salaries and Wages</b>		<b>52,367</b>	
<b>Fringe Benefits</b>			
Fringe Benefits		36,311	
Fringe Benefits Adjustments		0	
<b>Total for Fringe Benefits</b>		<b>36,311</b>	
<b>Patient Care</b>			
Clinical Services		0	
Laboratory Services		0	
<b>Total for Patient Care</b>		<b>0</b>	
<b>Equipment</b>			
Equipment		0	
<b>Total for Equipment</b>		<b>0</b>	
<b>Other Costs</b>			
Consultants		0	
Medical Supplies		0	
Office Supplies		572	
Duplication & Printing		0	
Health & Educational Supplies		0	
Utilities & Communication		0	
Travel Expense		0	
Lease/Rental Expense		0	
Other Expense		0	
Approved Indirect Cost		0	
<b>Total for Other Costs</b>		<b>572</b>	
<b>Total CFHC Site Allocation</b>		<b>89,250</b>	

**Cost Allocation Methodology Policy Statement**

**1. Please enter the following for your Cost Allocation:**

- i. Current calculation figures on how each line item budget was determined (Methodology provided will be tested against your application budget).
- ii. Current Indirect Cost calculation and rate; Copy of approved indirect cost rate agreement must be submitted if available.

i. All personnel costs will be tracked by daily time sheets in our payroll system where each staff member selects the correct code for his/her time. We have set up a separate code for recording all Title X activities. All time sheets are submitted by the employee, approved by his/her supervisor, and audited by the Public Health/Health and Human Services fiscal staff. Staff that are charged to Title X will also complete two 2-week time studies during the year. Personnel Costs will be allocated to Title X by daily timesheets in which staff members divide their time based on the actual activities they work on during the time period and verified by time study percentages. The Clinic Practitioner is being allocated in the budget to Title X at 59% of her time. The Registered Nurse is being allocated to Title X at 40% (of her 50% FTE) for her time spent on Title X activities. We will use our agency funds throughout the year to cover the personnel costs for all other support staff such as the Senior Health Technician and Director of Public Health Nursing.

Operating costs will be allocated by direct charge. Based on budget constraints the only operating cost included in the Title X budget is for office supplies which will be used 100% Title X activities. When a purchase is made, the Fiscal Department uses account coding to charge expenses to each funding source. Each funding source, such as Title X, has its own unique account code. We will use other funding sources to cover the remaining amount of office supplies and other operating costs that the Title X budget cannot cover.

ii. Indirect charges are based on our approved indirect cost rate with the California Department of Public Health which is 25% of salaries and benefits. To ensure that our indirect costs do not exceed 21.3% of total direct costs, we are only including an indirect cost rate of 20% of salaries and benefits in our agency portion of this budget. We will submit a copy of our approved indirect cost rate with our application.

Medical supplies are those medical supplies that are not reimbursed by Family Pact or Medi-Cal. These include, but are not limited to drapes, sheets, gloves, table paper, gowns, swabs, syringes, alcohol, band-aids, specimen cups, blood pressure cuffs, and stethoscopes.

**2. Please Describe and justify any out-of-state travel**

N/A

**3. Does your agency provide abortions at any of your sites?**

**TAB No            MAB No**

**3.a If yes, are the sites Title X funded sites? No**

If Yes, please provide a brief description of how your agency maintains segregation of complete funds between abortion services and family planning:

**FAMILY PLANNING SERVICES REPORTING REQUIREMENTS:**

The Contractor shall submit the following required reports in compliance with the dates and conditions specified below. CFHC will provide instruction when procedures for the proper completion if these reports change.

<u>REPORT TITLE</u>	<u>FREQUENCY OF SUBMISSION</u>	<u>DUE DATE</u>
Family Planning Services Semi-Annual Progress Report (by County)  Submitted electronically at www.cfhc.org	Semi-Annually	25th of the month following the period reported for the data that is not submitted monthly. For January, February, March, April, May and June <b><u>DUE: July 25</u></b>  For July, August, September, October, November and December <b><u>DUE: January 25, 2016</u></b>
Statement of Revenue and Expenditure Report (includes submission of General Ledger backup of Title X expenditures only)  Submitted electronically at www.cfhc.org	Quarterly	25th of the month following the period reported For January, February and March <b><u>DUE: April 25</u></b>  For April, May and June <b><u>DUE: July 25</u></b>  For July, August and September <b><u>DUE: October 25</u></b>  For October, November and December <b><u>DUE: January 25, 2016</u></b>
Equipment Inventory Submitted to the Finance Division	Annually	45 days following the close of the Contract period <b><u>DUE: February 15, 2016</u></b>
Annual External Audit and A-133 Audit if applicable Submitted to the Finance Division	Annually	30 day after completion of audit(s) or nine months after the end of the audit period
Family Planning Sliding Fee Scale	Annually	<b>Due April 30</b>
Centralized Data System (CDS) submission Submitted electronically at www.cfhc.org	Monthly	25th of the month following the period reported
Special Reports, surveys and questionnaires as may be requested by CFHC or its funding source	Specified Date	Specified Date
Corrective Action Plan (if performance measures not met)	Annually	August 30, 2015
Performance Measures Corrective Action Plan (if applicable)	Annually	December 31, 2015

**CALIFORNIA FAMILY HEALTH COUNCIL  
SEPARATION OF FAMILY PLANNING AND ABORTION SERVICES POLICY**

In compliance with Section 1008 of the Public Health Services Act, 42 CFR 59.5 (a) (5) and Federal Register / Vol. 65, No. 128, California Family Health Council (CFHC) does not provide Title X funding at any family planning project to promote or provide abortion as a method of family planning.

CFHC and the Title X projects of Delegate Agencies receiving Title X funds are bound by the following guidelines:

**Prohibited Activities:**

1. Providing abortion as a method of family planning.
2. Counseling which directs a client to reach a decision to terminate a pregnancy.
3. Making appointments, obtaining signed consents, negotiating a fee reduction, providing transportation or taking further affirmative action to secure abortion services.
4. Promoting or advocating for an abortion within Title X program activities.

**Allowable Activities:**

1. Providing non-directive counseling to clients with positive pregnancy tests, which includes information on the following options, except with respect to any option(s) about which the pregnant woman indicates she does not wish to receive such information and counseling:
  - i. prenatal care and delivery;
  - ii. infant care, foster care, or adoption; and
  - iii. pregnancy termination
2. Providing neutral and factual information about all of the above-listed options, including abortion services.
3. Referral of a client to a provider of services of all of the above-listed options, including for an abortion.

**Procedure for Verification of Separation of Title X Funds and Abortion**

**Existing Abortion Services**

If a delegate agency provides abortion services, the following will be done at each Title X program evaluation in order to verify that Title X activities and abortion services are separate and distinct:

<b><u>Activity</u></b>	<b><u>Responsible Person</u></b>
1. Verification of financial separation of Title X family planning services funding and abortion services funding, to include funding for common costs that are properly allocated.	1. CFHC Lead Site Financial Auditor
2. Verification of the ability to separate and distinguish between Title X family planning activities and non-Title X abortion related activities within the health center.	2. CFHC Medical Specialists and CFHC Regional Program Managers

**CALIFORNIA FAMILY HEALTH COUNCIL  
SEPARATION OF FAMILY PLANNING AND ABORTION SERVICES POLICY**

Process to Initiate Abortion Services

If a new Delegate Agency provides abortion services, or if an existing Delegate Agency initiates abortion services, the following must be done:

- A. Six weeks prior to adding abortion services, the Delegate Agency will notify CFHC in writing of its intent to implement abortion services.
- B. The separation of funds between Title X family planning service and abortion service must be reflected in the budget to show separation of staff time, equipment, supplies and medications.
- C. CFHC will conduct an onsite review of the proposed abortion services health center prior to the agency's provision of such services. The review will include:
  1. Verification of financial separation of Title X family planning services funding and abortion service funding, to include funding for common costs that are properly allocated.
  2. Verification of the ability to separate and distinguish between Title X family planning services and non-Title X abortion related services within the health center.
  3. Verification that abortion information is not presented as a method of family planning during Title X family planning client education.
- D. CFHC will summarize any findings and recommendations in a letter that will be sent to the Delegate Agency. A timeline for correction of any findings will be established with the Delegate Agency and a follow-up review will be scheduled prior to the implementation of abortion services, if necessary.

