

RESOLUTION No. 22-500

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING EXECUTION OF THE GRANT AGREEMENT NUMBER 21-10744 WITH THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH FOR GRANT FUNDS RELATED TO THE CALIFORNIA HOME VISITING PROJECT MIECHV AMERICAN RESCUE PLAN (CHVP MIECHV ARP) IN THE MAXIMUM AMOUNT OF \$133,491 THROUGH SEPTEMBER 30, 2023 AND AUTHORIZING AND DIRECTING THE AUDITOR-CONTROLLER TO AMEND THE PUBLIC HEALTH DEPARTMENT'S BUDGET FOR FISCAL YEAR 2022/23 (4/5 AFFIRMATIVE VOTE REQUIRED)

WHEREAS, the California Department of Public Health, Health and Human Services Agency, through this Agreement is providing MIECHV American Rescue Plan California Home Visiting Project funding for the term of approval of this grant through September 30, 2023; and

WHEREAS, the goals of the program are to support activities directly related to COVID-19 public health emergency response, in alignment with the allowable use of funds as set forth in section 511A(c); and

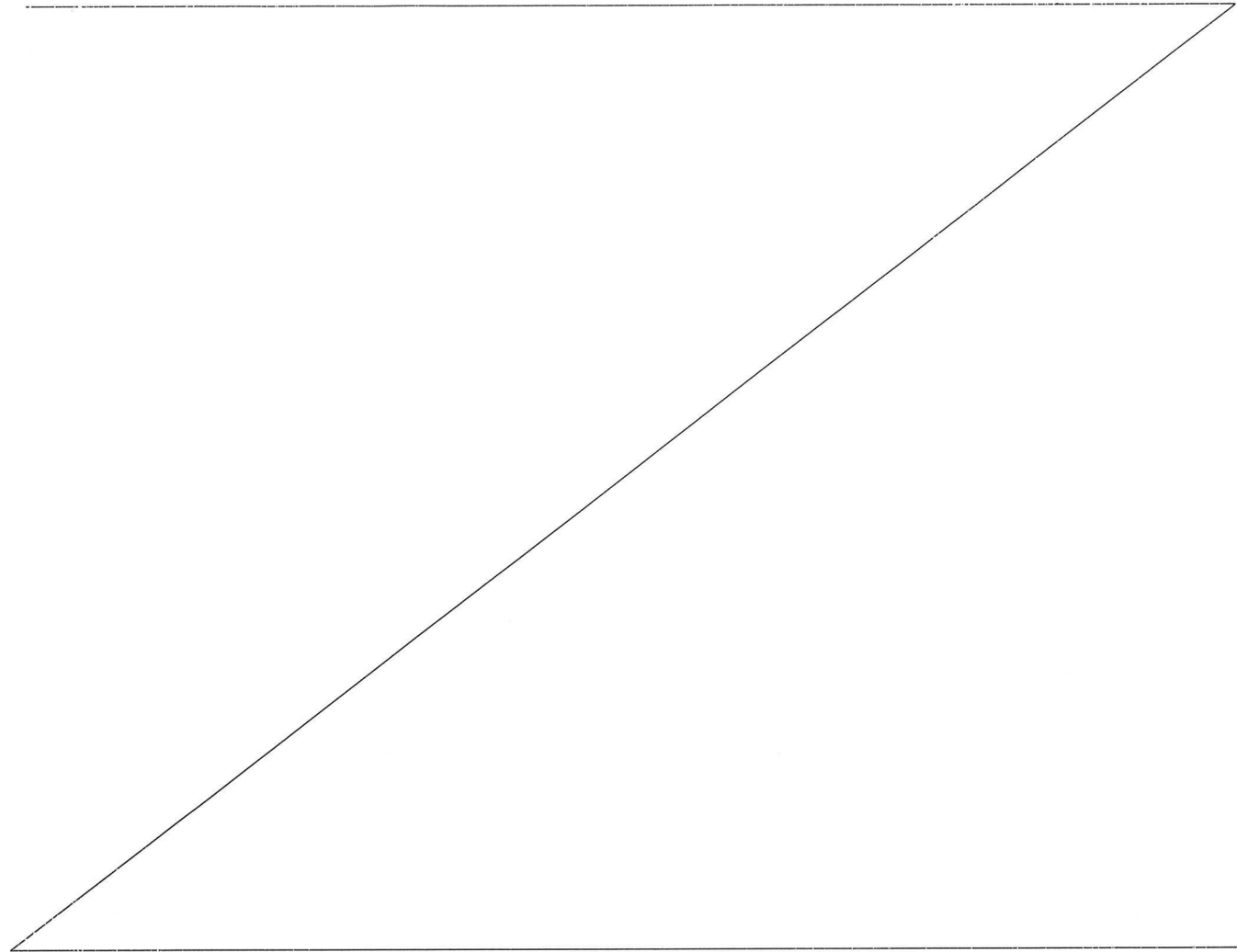
WHEREAS, the program provides monies to support home visiting activities that address immediate needs of parents, children, and families through Child Advocates Healthy Babies Home Visiting Program.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the Grant Agreement No. 21-10744 by and between the County and the California Department of Public Health, which provides funding for MIECHV American Rescue Plan California Home Visiting Project for the term of approval of this grant through September 30, 2023 for a total maximum of \$133,491 be and hereby is approved in substantially the form hereto attached, and that the Chair of the Board of Supervisors be and is hereby authorized to execute the Agreement on behalf of the County of Nevada and the California Department of Public Health.

BE IT FURTHER RESOLVED that the Auditor-Controller is authorized and directed to amend the Public Health Department's Budget for Fiscal Year 2022/2023 as follows:

Fiscal Year 2022/2023

Revenue	1589-40114-492-3415/446030	\$133,491
Expenditure	1589-40114-492-3415/521525	\$133,491



PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 27th day of September, 2022, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Susan K. Hoek and Hardy Bullock.
Noes: None.
Absent: None.
Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By: 


Susan K. Hoek, Chair

9/27/2022 cc: PH*
AC*(hold)

1/12/2023 cc: PHJ
AC*(Release)
CDPH*

***California Home Visiting Project
American Rescue Plan***

Awarded By

THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”

TO

County of Nevada, hereinafter “Grantee”

Implementing the “CHVP MIECHV ARP,” hereinafter “Project”

GRANT AGREEMENT NUMBER 21-10744

The Department awards this Grant, and the Grantee accepts and agrees to use the Grant funds as follows:

AUTHORITY: The Department has authority to grant funds for the Project under Health and Safety Code (HSC), Section 123235.

The program may include the provision of educational, preventative, diagnostic and treatment services, including medical care, hospitalization and other institutional care and aftercare, appliances and facilitating services directed toward reducing infant mortality and improving the health of mothers and children. The department may make grants or contracts or advance funds from any funds that are made available for the purposes of the Maternal and Child Health Program Act (Section 27).

PURPOSE: The Department shall award this Grant Agreement to and for the benefit of the Grantee; the purpose of the Grant is to support activities directly related to COVID-19 public health emergency response, in alignment with allowable use of funds as set forth in section 511A(c). HRSA intends for these funds to support home visiting activities that address immediate needs of parents, children, and families related to the COVID-19 public health emergency.

GRANT AMOUNT: The maximum amount payable under this Grant Agreement shall not exceed the amount of \$133,491.00.

TERM OF GRANT AGREEMENT: The term of the Grant shall begin upon approval of this grant and terminates on September 30, 2023. No funds may be requested or invoiced for services performed or costs incurred after September 30, 2023.

PROJECT REPRESENTATIVES. The Project Representatives during the term of this Grant will be:

California Department of Public Health	Grantee: County of Nevada
Name: Christina Jenkins	Name: James Kraywinkel
Address: 1615 Capital Avenue, Suite 73.565 MS8305	Address: 500 Crown Point Circle, Suite 110
City, ZIP: Sacramento, CA 95814	City, ZIP: Grass Valley, CA 95945
Phone: (916) 690-7725	Phone: (530) 265-1450
E-mail: christina.jenkins@cdph.ca.gov	E-mail: james.kraywinkel@co.nevada.ca.us

Direct all inquiries to the following representatives:

California Department of Public Health, Maternal, Child, and Adolescent Health	Grantee: County of Nevada
Attention: Erica Rodriguez	Attention: Charlene Weiss-Wenzl
Address: 1615 Capital Avenue, Suite 73.565 MS 8305	Address: 500 Crown Point Circle, Suite 110
City, Zip: Sacramento, CA 95814	City, Zip: Grass Valley, CA 95945
Phone:	Phone: (530) 265-1450
E-mail: erica.rodriguez@cdph.ca.gov	E-mail: charlene.weiss-wenzl@co.nevada.ca.us

All payments from CDPH to the Grantee; shall be sent to the following address:

Remittance Address
Grantee: County of Nevada
Attention "Cashier": Charlene Weiss-Wenzel
Address: 500 Crown Point Circle, Suite 110
City, Zip: Grass Valley, CA 95945
Phone: (530) 265-1491
E-mail: charlene.weiss-wenzl@co.nevada.ca.us

Either party may make changes to the Project Representatives, or remittance address, by giving a written notice to the other party, said changes shall not require an amendment to this agreement but must be maintained as supporting documentation. Note: Remittance address changes will require the Grantee to submit a completed CDPH 9083 Governmental

Entity Taxpayer ID Form or STD 204 Payee Data Record Form and the STD 205 Payee Data Supplement which can be requested through the CDPH Project Representatives for processing.

Note: Once the Grant Agreement has been fully executed, requests for modifications/changes thereafter to the existing Exhibit A and/or Exhibit A, Attachment 1, do not require a formal amendment but must be agreed to in writing by both parties. The CDPH/Grantee Project Representatives are responsible for keeping records of approved modifications/changes. Such modifications/changes must be made at least 30 days prior to implementation. A formal written amendment is required when there is an increase or decrease in funding or a change in the term of the agreement.

STANDARD GRANT PROVISIONS. The Grantee must adhere to all Exhibits listed and any subsequent revisions. The following Exhibits are attached hereto or attached by reference and made a part of this Grant Agreement:

- Exhibit A SCOPE OF WORK
- Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS
- Exhibit C STANDARD GRANT CONDITIONS
- Exhibit D ADDITIONAL PROVISIONS
- Exhibit E FEDERAL TERMS AND CONDITIONS
- Exhibit F EQUIPMENT PURCHASE
- Exhibit G INVENTORY/DISPOSITION OF CDPH FUNDED EQUIPMENT
- Exhibit H CONTRACTOR'S RELEASE

GRANTEE REPRESENTATIONS: The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its subgrantee's to comply with all applicable laws, policies, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date:

09/29/2022

Susan Hoek

Susan Hoek (Sep 29, 2022 10:41 PDT)

Susan Hoek, Chairman of the Board
Board of Supervisors
County of Nevada
500 Crown Point Circle, Suite 110 Grass
Valley, CA 95945

Date:

Joseph Torrez

Digitally signed by Joseph Torrez
Date: 2022.10.05 12:23:28 -07'00'

Joseph Torrez, Chief
Contracts Management Services Section
California Department of Public Health
1616 Capitol Avenue, Suite 74.262
P.O. Box 997377, MS 1800- 1804
Sacramento, CA 95899-7377

Exhibit A
California Home Visiting Program (CHVP)
Maternal, Infant, and Early Childhood Home Visiting (MIECHV)
American Recovery Plan (ARP) Act Funding for Home Visiting (Round 1)
Scope of Work (SOW)

This one-time funding is being made available under section 9101 of the American Rescue Plan (ARP) Act, P.L. 117-2, to entities that currently receive Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program funding to address the needs of expectant parents and families with young children during the COVID-19 public health emergency, through September 30, 2023.

Under Goal 1, please select the categories your Local Implementing Agency will be implementing. You must select at least one category. If a category is selected, LIA must perform all activities and submit all deliverables to CHVP. *

Goal 1: Under ARP section 9101, LIAs may use the funding for any of the following purposes:			✓
1.	Hazard pay or other staff costs	For hazard pay or other additional MIECHV staff costs associated with providing home visits or administration for programs	
2.	Home visitor training	To develop, conduct, and assess training of MIECHV home visitors who are employed by the recipient or subrecipient	
3.	Technology	To acquire the necessary technological means, for MIECHV enrolled families, to support virtual home visiting address digital access and equity concerns	
4.	Emergency supplies	To provide emergency supplies to MIECHV enrolled families. If you choose to budget funds for family emergency supplies, you are required to coordinate with local diaper banks to the extent possible.	
5.	Diaper bank coordination	To provide MIECHV enrolled families with emergency supplies from diaper banks, through reimbursement to, or purchase from, diaper banks when feasible	
6.	Prepaid grocery cards	To provide prepaid grocery cards to a MIECHV enrolled family for the purpose of meeting the emergency needs of the family	

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	Activities	Responsible Parties	Deliverables*
1.	<p>Hazard pay or other staff costs.</p> <p>a. Fund hazard pay or other additional staff costs associated with providing home visits or administration for programs, including the following staff:</p> <ul style="list-style-type: none"> • MIECHV-funded LIA staff conducting home visiting (e.g., MIECHV home visitors, MIECHV home visiting supervisors who carry home visiting caseloads) • Other MIECHV-funded LIA staff (staff not directly responsible for service delivery) <p>*Includes, but is not limited to, costs such as hazard pay, incentive bonuses, overtime pay, and technology for MIECHV staff performing grant duties in support of service delivery while teleworking.</p>	LIA MCAH/ CHVP Director or designee	<p>Using CHVP-provided template, report quarterly on:</p> <ul style="list-style-type: none"> - Number of people receiving hazard pay/other staff costs - Description of activities being performed for hazard pay/other staff costs - All other activities related to hazard or other staff costs - Number of home visitors receiving technology
2.	<p>Home visitor training.</p> <p>a. Develop a process for identifying and prioritizing target audiences, training needs, relevant topics for training of home visiting staff and/or CHVP MIECHV-funded/enrolled families.</p> <p>b. Develop, conduct, and assess training of home visitors that are employed by the recipient in: conducting a virtual home visit; emergency preparedness and response planning for families; safely conducting intimate partner violence screenings; or safety and planning for families served to improve family outcomes in the MIECHV benchmark areas.</p>	LIA MCAH/ CHVP Director or designee	<p>Using CHVP-provided template, report quarterly on:</p> <ul style="list-style-type: none"> - Name of training - Purpose/description of training - Date of training - Number of home visitors participating in training - All other activities related to home visitor training
3.	<p>Technology.</p> <p>a. Develop and implement a process to assess how technology needs are identified, prioritized, and addressed for CHVP MIECHV-funded/enrolled families.</p>	LIA MCAH/ CHVP Director or designee	<p>Using CHVP-provided template, report quarterly on:</p> <ul style="list-style-type: none"> - Hardware or software acquired

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	b. Acquire the necessary technological means, for CHVP MIECHV-funded home visiting enrolled families, to support virtual home visiting.		<ul style="list-style-type: none"> - Process utilized to identify and prioritize families - Number of families receiving technology
4.	<p>Emergency supplies.</p> <p>a. Develop and implement a process for identifying need for supplies and distributing emergency supplies to CHVP MIECHV-funded/enrolled families.</p> <p>b. Provide emergency supplies (such as diapers and diapering supplies including diaper wipes and diaper cream, necessary to ensure that a child using a diaper is properly cleaned and protected from diaper rash, formula, food, water, hand soap and hand sanitizer) to CHVP MIECHV-funded/enrolled families. If you choose to budget funds for emergency supplies, you are required to coordinate with local diaper banks to the extent practicable.</p>	LIA MCAH/ CHVP Director or designee	<p>Using CHVP-provided template, report quarterly on:</p> <ul style="list-style-type: none"> - Total number of emergency supply items purchased - Type and number of emergency supply items purchased and distributed - Number of families receiving emergency supplies
5.	<p>Diaper bank coordination.</p> <p>a. Identify diaper bank partners.</p> <p>b. Develop/identify a process for supply referrals and distribution to CHVP MIECHV-funded/enrolled families.</p> <p>c. Provide CHVP MIECHV-funded/enrolled families with emergency supplies from diaper banks, through reimbursement to, or purchase from, diaper banks.</p>	LIA MCAH/ CHVP Director or designee	<p>Using CHVP-provided template, report quarterly on:</p> <ul style="list-style-type: none"> - Diaper Bank Agreements - Number of families served through agreement
8.	<p>Prepaid grocery cards.</p> <p>a. Develop and implement a process to assess how grocery card needs are identified, prioritized, and addressed for CHVP MIECHV-funded/enrolled families.</p> <p>b. Provide prepaid grocery cards to an eligible family participating in the MIECHV program for the purpose of meeting the emergency needs of the family.</p>	LIA MCAH/ CHVP Director or designee	<p>Using CHVP-provided template, report quarterly on:</p> <ul style="list-style-type: none"> - Number of prepaid grocery cards purchased - Frequency of distribution of grocery cards to families - Process utilized to identify and prioritize families

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			- Number of families receiving prepaid grocery cards
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Goal 2: LIAs must ensure appropriate, allowable, and allocable use of ARP funds:			
	Activities	Responsible Parties	Deliverables*
1.	LIAs must complete the attached CHVP ARP Category Budget Breakdown Template and submit it, via e-mail, to CA-MCAH-HomeVisiting@cdph.ca.gov within 10 days of agreement execution	LIA MCAH/ CHVP Director or designee	Submission of CHVP ARP Category Budget Breakdown within 10 days of agreement execution.
2.	Ensure that ARP funds are only used to support CHVP MIECHV-funded staff and CHVP MIECHV-funded/enrolled families/participants.	LIA MCAH/ CHVP Director or designee	Quarterly submission of process used to ensure funds are used only on CHVP MIECHV-funded staff and home visiting participants using CHVP-provide templates and guidance.
3.	Collect pertinent data and information regarding use of ARP funds using CHVP-approved forms, guidance and mechanisms and report to CHVP regularly and upon request.	LIA MCAH/ CHVP Director or designee	Quarterly submission of data in SharePoint and upon request using CHVP-provided templates and guidance.
4.	Maintain appropriate records and documentation to support the charges against the Federal awards.	LIA MCAH/ CHVP Director or designee	Quarterly submission of records and documentation to support the charges upon request using CHVP-provided templates and guidance.
5.	Continue to give priority in providing services to Priority Populations impacted by COVID-19.	LIA MCAH/ CHVP Director or designee	Quarterly submission of process developed to ensure funds are used on priority populations impacted by COVID-19 using

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			CHVP-provided templates and guidance
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NOTE: If compliance standards are not met in a timely manner, CHVP may place an LIA on an Extra Support Plan (ESP). In addition, CHVP may temporarily withhold cash payment pending correction of the deficiency; disallow all or part of the cost of the activity or action out of compliance; wholly or partly suspend or terminate the award; or withhold further awards.

*All MIECHV ARP data must be reported in SharePoint as required using CHVP templates and guidance. LIAs must submit based on the reporting timeline below.

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Fiscal Year	Reporting Quarter	Data Collection Period	Report Submission Period
2021	Q4	July 1– September 30, 2021	October 10, 2021
2022	Q1	October 1-December 31, 2021	January 10, 2022
2022	Q2	January 1-March 31, 2022	April 10, 2022
2022	Q3	April 1-June 30, 2022	July 10, 2022
2022	Q4	July 1–September 30, 2022	October 10, 2022
2023	Q1	October 1-December 31, 2022	January 10, 2023
2023	Q2	January 1-March 31, 2023	April 10, 2023
2023	Q3	April 1-June 30, 2023	July 1-July 10, 2023
2023	Q4	July 1–September 30, 2023	October 1-October 10, 2023

Exhibit B
Budget Detail and Payment Provisions

1. Invoicing and Payment

- A. The Grantee will be awarded a single lump sum payment of \$133,491.00 upon execution of this Grant Agreement for the services described in Exhibit A, Scope of Work. This grant shall not exceed \$133,491.00 unless amended per Government Code section 11010.5 (GC § 11010.5).
- B. Invoices shall include the Grant Number and shall be submitted electronically no more frequently than annually to:

Christina Jenkins
California Department of Public Health
California Home Visiting Program
MS 8305
1615 Capital Ave, Suite 73.565
Sacramento, CA 95814

- C. Invoices shall:
- 1) Be prepared on Grantee letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Scope of Work under this Grant.
 - 2) Bear the Grantee's name as shown on the Grant.
 - 3) Identify the billing and/or performance period covered by the invoice.
 - 4) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.
- D. Amount awarded under this Grant is identified in the CDPH 1229 Grant Agreement.

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State or offer an agreement amendment to Grantee to reflect the reduced amount.

3. Prompt Payment Clause

Exhibit B
Budget Detail and Payment Provisions

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

4. Timely Submission of Final Invoice

- A. A final undisputed invoice shall be submitted for payment no more than thirty (30) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.
- B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

5. Travel and Per Diem Reimbursement

Any reimbursement for necessary travel and per diem shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Human Resources ([Cal HR](#)). If the Cal HR rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. No travel outside the State of California shall be reimbursed without prior authorization from the CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

EXHIBIT C**STANDARD GRANT CONDITIONS**

1. **APPROVAL:** This Grant is of no force or effect until signed by both parties and approved by the Department of General Services, if required. The Grantee may not commence performance until such approval has been obtained
2. **AMENDMENT:** No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Grant is binding on any of the parties. In no case shall the Department materially alter the scope of the Project set forth in Exhibit A.
3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager in the form of a written amendment to the Grant.
4. **AUDIT:** Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to this Grant. Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment or completion of the project funded with this Grant, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to the project.
5. **CONFLICT OF INTEREST:** Grantee certifies that it is in compliance with all applicable state and/or federal conflict of interest laws.
6. **INDEMNIFICATION:** Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the project, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of any activities related to the Project.
7. **FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:** Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of all grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable state or federal law, or the provisions of this Grant. Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.
8. **GOVERNING LAW:** This Grant is governed by and shall be interpreted in accordance with the laws of the State of California.

- 9. INCOME RESTRICTIONS:** Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.
- 10. INDEPENDENT CONTRACTOR:** Grantee, and its agents and employees of Grantee, in the performance of the Project, shall act in an independent capacity and not as officers, employees or agents of the Department.
- 11. MEDIA EVENTS:** Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days before any public or media event publicizing the accomplishments and/or results of the Project and provide the opportunity for attendance and participation by Department's representatives.
- 12. NO THIRD-PARTY RIGHTS:** The Department and Grantee do not intend to create any rights or remedies for any third-party as a beneficiary of this Grant or the project.
- 13. NOTICE:** Grantee shall promptly notify the Department's Grant Manager in writing of any events, developments or changes that could affect the completion of the project or the budget approved for this Grant.
- 14. PROFESSIONALS:** Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.
- 15. RECORDS:** Grantee certifies that it will maintain Project accounts in accordance with generally accepted accounting principles. Grantee further certifies that it will comply with the following conditions for a grant award as set forth in the Request for Applications (Exhibit D) and the Grant Application (Exhibit A).
- A. Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
 - B. Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Grant;
 - C. Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
 - D. Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
 - E. Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations.
- 16. RELATED LITIGATION:** Under no circumstances may Grantee use funds from any disbursement under this Grant to pay for costs associated with any litigation between the Grantee and the Department.

17. RIGHTS IN DATA: Grantee and the Department agree that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work submitted under Exhibit A in the performance of the Project funded by this Grant shall be in the public domain. Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Project, subject to appropriate acknowledgment of credit to the Department for financial support. Grantee shall not utilize the materials submitted to the Department (except data) for any profit making venture or sell or grant rights to a third-party who intends to do so. The Department has the right to use submitted data for all governmental purposes.

18. VENUE: (This provision does not apply to Local Governmental Entities)

The Department and Grantee agree that any action arising out of this Grant shall be filed and maintained in the Superior Court, California. Grantee waives any existing sovereign immunity for the purposes of this Grant, if applicable.

19. STATE-FUNDED RESEARCH GRANTS:

- A. Grantee shall provide for free public access to any publication of a department-funded invention or department-funded technology. Grantee further agrees to all terms and conditions required by the California Taxpayer Access to Publicly Funded Research Act (Chapter 2.5 (commencing with Section 13989) of Part 4.5 of Division 3 of Title 2 of the Government Code).
- B. As a condition of receiving the research grant, Grantee agrees to the following terms and conditions which are set forth in Government Code section 13989.6 ("Section 13989.6"):
- 1) Grantee is responsible for ensuring that any publishing or copyright agreements concerning submitted manuscripts fully comply with Section 13989.6.
 - 2) Grantees shall report to the Department the final disposition of the research grant, including, but not limited to, if it was published, when it was published, where it was published, when the 12-month time period expires, and where the manuscript will be available for open access.
 - 3) For a manuscript that is accepted for publication in a peer-reviewed journal, the Grantee shall ensure that an electronic version of the peer-reviewed manuscript is available to the department and on an appropriate publicly accessible database approved by the Department, including, but not limited to, the University of California's eScholarship Repository at the California Digital Library, PubMed Central, or the California Digital Open Source Library, to be made publicly available not later than 12 months after the official date of publication. Manuscripts submitted to the California Digital Open Source Library shall be exempt from the requirements in subdivision (b) of Section 66408 of the Education Code. Grantee shall make reasonable efforts to comply with this requirement by ensuring that their manuscript is accessible on an approved publicly accessible database, and notifying the Department that the manuscript is available on a department-approved database. If Grantee is unable to ensure that their manuscript is accessible on an approved publicly accessible database, Grantee may comply by providing the manuscript to the Department not later than 12 months after the official date of publication.

- 4) For publications other than those described in paragraph B.3 above, including meeting abstracts, Grantee shall comply by providing the manuscript to the Department not later than 12 months after the official date of publication.
- 5) Grantee is authorized to use grant money for publication costs, including fees charged by a publisher for color and page charges, or fees for digital distribution.

Exhibit D
Additional Provisions

1. Cancellation / Termination

- A. This Grant may be cancelled by CDPH without cause upon thirty (30) calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this Grant immediately for cause. The Grantee may submit a written request to terminate this Grant only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term "for cause" shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
 - 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
 - 2) If the Grantee fails to perform any material requirement of this Grant or defaults in performance of this agreement.
 - 3) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Grant termination or cancellation shall be effective as of the date indicated in CDPH's notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and expenses incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this Grant.
- F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related to the services or deliverables provided under this Grant, whether finished or in progress on the termination date.
- G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H. Upon receipt of notification of termination of this Grant, and except as otherwise specified by CDPH, the Grantee shall:
 - 1) Place no further order or subgrants for materials, services, or facilities.
 - 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.

Exhibit D
Additional Provisions

- 3) Upon the effective date of termination of the Grant and the payment by CDPH of all items properly changeable to CDPH hereunder, Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
 - 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.
- I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the Grant.

2. Avoidance of Conflicts of Interest by Grantee

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- B. Conflicts of interest include, but are not limited to:
- 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
 - 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
- C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

3. Dispute Resolution Process

Exhibit D
Additional Provisions

- A. A Grantee grievance exists whenever there is a dispute arising from CDPH's action in the administration of an agreement. If there is a dispute or grievance between the Grantee and CDPH, the Grantee must seek resolution using the procedure outlined below.
- 1) The Grantee should first informally discuss the problem with the CDPH Program Grant Manager. If the problem cannot be resolved informally, the Grantee shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Grantee's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Grantee. The Branch Chief shall respond in writing to the Grantee indicating the decision and reasons therefore. If the Grantee disagrees with the Branch Chief's decision, the Grantee may appeal to the second level.
 - 2) When appealing to the second level, the Grantee must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Grantee shall include with the appeal a copy of the Grantee's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Grantee to review the issues raised. A written decision signed by the Deputy Director of the division in which the branch is organized or his/her designee shall be directed to the Grantee within twenty (20) working days of receipt of the Grantee's second level appeal.
- B. If the Grantee wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Grantee shall follow the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Division 2, Chapter 2, Article 3 (commencing with Section 1140) of the California Code of Regulations).
- C. Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or the Agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.
- D. Unless otherwise stipulated in writing by CDPH, all dispute, grievance and/or appeal correspondence shall be directed to the CDPH Grant Manager.
- E. There are organizational differences within CDPH's funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Grantee shall be notified in writing by the CDPH Grant Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.

Exhibit E
Federal Terms and Conditions

(For Federally Funded Grant Agreements)

This exhibit contains provisions that require strict adherence to various contracting laws and policies.

Index of Special Terms and Conditions

1. Federal Funds
2. Federal Equal Employment Opportunity Requirements
3. Debarment and Suspension Certification
4. Covenant Against Contingent Fees
5. Lobbying Restrictions and Disclosure Certification
6. Additional Restrictions
7. Human Subjects Use Requirements
8. Audit and Record Retention
9. Federal Requirements

1. Federal Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

- a. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.
- b. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this Agreement. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Agreement in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
- d. CDPH has the option to invalidate or cancel the Agreement with 30-days advance written notice or to amend the Agreement to reflect any reduction in funds.

2. Federal Equal Opportunity Requirements

(Applicable to all federally funded grants entered into by the California Department of Public Health (CDPH) formerly known as California Department of Health Services (CDHS).)

- a. The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Grantee will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or CDPH, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Grantee's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Grantee will, in all solicitations or advancements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment

without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran-of the Vietnam era.

- c. The Grantee will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Grantee's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Grantee will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e. The Grantee will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the Grantee's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Grantee may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The Grantee will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subgrantee or vendor. The Grantee will take such action with

respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or CDPH may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Grantee becomes involved in, or is threatened with litigation by a subgrantee or vendor as a result of such direction by CDPH, the Grantee may request in writing to CDPH, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

3. Debarment and Suspension Certification

- a. By signing this Grant, the Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.
- b. By signing this Grant, the Grantee certifies to the best of its knowledge and belief, that it and its principals:
 - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - (2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and
 - (4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.
 - (5) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.
 - (6) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- c. If the Grantee is unable to certify to any of the statements in this certification, the Grantee shall submit an explanation to the CDPH Program Contract Manager.
- d. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.

- e. If the Grantee knowingly violates this certification, in addition to other remedies available to the Federal Government, the CDPH may terminate this Agreement for cause or default.

4. Covenant Against Contingent Fees

The Grantee warrants that no person or selling agency has been employed or retained to solicit/secure this Grant upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Grantee for the purpose of securing business. For breach or violation of this warranty, CDPH shall have the right to annul this Grant without liability or in its discretion to deduct from the Grant price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

5. Lobbying Restrictions and Disclosure Certification

(Applicable to federally funded grants in excess of \$100,000 per Section 1352 of the 31, U.S.C.)

a. Certification and Disclosure Requirements

- (1) Each person (or recipient) who requests or receives a grant, subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds \$100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled "Certification Regarding Lobbying") that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.
- (2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled "Standard Form-LLL 'disclosure of Lobbying Activities'") if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action) in connection with a grant or any extension or amendment of that grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.
- (3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:
 - (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;
 - (b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or
 - (c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.
- (4) Each person (or recipient) who requests or receives from a person referred to in

Paragraph a(1) of this provision a grant or subgrant exceeding \$100,000 at any tier under a grant shall file a certification, and a disclosure form, if required, to the next tier above.

- (5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to CDPH Program Contract Manager.

b. Prohibition

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract or agreement, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract or agreement, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract or agreement, grant, loan, or cooperative agreement.

6. Additional Restrictions

Grantee shall comply with the restrictions under Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (H.R. 2055), which provides that:

“SEC. 503.(a) 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 legislation before the Congress or any State or local legislature or legislative body, except in presentation to 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.

(b) 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 an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) 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.”

7. Human Subjects Use Requirements

(Applicable only to federally funded agreements in which performance, directly or through a subgrantee/subaward, includes any tests or examination of materials derived from the human body.)

By signing this Agreement, Grantee agrees that if any performance under this Agreement or any subcontract or subagreement includes any tests or examination of materials derived from the human body for the purpose of providing information, diagnosis, prevention, treatment or assessment of disease, impairment, or health of a human being, all locations at which such examinations are performed shall meet the requirements of 42 U.S.C. Section 263a (CLIA) and the regulations thereunder.

8. Audit and Record Retention

(Applicable to agreements in excess of \$10,000.)

- a. The Grantee shall maintain books, records, documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.
- b. The Grantee's facility or office or such part thereof as may be engaged in the performance of this Agreement and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction.
- c. Grantee agrees that CDPH, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any subgrantee related to performance of this Agreement. (GC 8546.7, CCR Title 2, Section 1896).
- d. The Grantee shall preserve and make available his/her records (1) for a period of three years from the date of final payment under this Agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (1) or (2) below.
 - (1) If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
 - (2) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.

- f. The Grantee may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to electronic data storage device. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Grantee and/or Subgrantee must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records.

9. Federal Requirements

Grantee agrees to comply with and shall require all subgrantee's, if any, to comply with all applicable Federal requirements including but not limited to the United States Code, the Code of Federal Regulations, the Funding Opportunity Announcement, the Notice of Award, the funding agreement, and any memoranda or letter regarding the applicable Federal requirements.

**STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**

CERTIFICATION REGARDING LOBBYING




The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subGrantees, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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	09/29/2022								
Date									
	Chair, Board of Supervisors								
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After execution by or on behalf of Grantee, please return to:

California Department of Public Health
Program
P.O. Box 997377, MS 8300
Sacramento, CA 95899

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CDPH reserves the right to notify the Grantee in writing of an alternate submission address.

Attachment 2

CERTIFICATION REGARDING LOBBYING

Approved by OMB Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 13520348-0046

(See reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract</p> <p><input type="checkbox"/> b. grant</p> <p><input type="checkbox"/> c. cooperative agreement</p> <p><input type="checkbox"/> d. loan</p> <p><input type="checkbox"/> e. loan guarantee</p> <p><input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application</p> <p><input type="checkbox"/> b. initial award</p> <p><input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing</p> <p><input type="checkbox"/> b. material change</p> <p>For Material Change Only:</p> <p>Year <input type="text"/> quarter <input type="text"/></p> <p>date of last report <input type="text"/>.</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p>Tier <input type="text"/>, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p>	
<p>6. Federal Department/Agency <input type="text"/></p>	<p>7. Federal Program Name/Description: <input type="text"/></p>	
<p>8. Federal Action Number, if known: <input type="text"/></p>	<p>9. Award Amount, if known: <input type="text"/></p>	
<p>10.a. Name and Address of Lobbying Registrant (If individual, last name, first name, MI): <input type="text"/></p>	<p>b. Individuals Performing Services (including address if different from 10a. (Last name, First name, MI): <input type="text"/></p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. required disclosure shall be subject to a not more than \$100,000 for each such failure.</p>	<p>Signature: <input type="text"/></p> <p>Print Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Telephone No.: <input type="text"/> Date: <input type="text"/></p>	

<p>Federal Use Only</p>	<p>Authorized for Local Reproduction Standard Form-LLL (Rev. 7-97)</p>
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INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

INSTRUCTIONS FOR CDPH 1203 (Please read carefully.)

The information on this form will be used by the California Department of Public Health (CDPH) Asset Management (AM) to tag contract equipment and/or property (see definitions A, and B) which is purchased with CDPH funds and is used to conduct state business under this contract. After the Standard Agreement has been approved and each time state/CDPH equipment and/or property has been received, the CDPH Program Contract Manager is responsible for obtaining the information from the Contractor and submitting this form to CDPH AM. The CDPH Program Contract Manager is responsible for ensuring the information is complete and accurate. (See *Public Health Administrative Manual (PHAM)*, Section 1-1030 and Section 1-1070.)

Upon receipt of this form from the CDPH Program Contract Manager, AM will fill in the first column with the assigned state/ CDPH property tag, if applicable, for each item (See definitions A and B). AM will return the original form to the CDPH Program Contract Manager, along with the appropriate property tags. The CDPH Program Contract Manager will then forward the property tags and the original form to the Contractor and retain one copy until the termination of this contract. The Contractor should place property tags in plain sight and, to the extent possible, on the item's front left-hand corner. The manufacturer's brand name and model number are not to be covered by the property tags.

1. If the item was shipped via the CDPH warehouse and was issued a state/CDPH property tag by warehouse staff, fill in the assigned property tag. If the item was shipped directly to the Contractor, leave the first column blank.
2. Provide the quantity, description, purchase date, base unit cost, and serial number (if applicable) for each item of:

A. Major Equipment:

- Tangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more.
- Intangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more (e.g., software, video).

These items are issued green numbered state/ CDPH property tags.

B. Minor Equipment/Property: Specific tangible items with a life expectancy of one (1) year or more that have a base unit cost less than \$5,000. **These items are issued green unnumbered "BLANK" state/ CDPH property tags** with the exception of the following, which are issued numbered tags: Personal Digital Assistant (PDA), PDA/cell phone combination (Blackberries), laptops, desktop personal computers, LAN servers, routers, and switches. NOTE: It is CDPH policy not to tag modular furniture. (See your Federal rules, if applicable.)

3. Provide the CDPH Purchase Order (STD 65) number if the items were purchased by CDPH.
4. If a vehicle is being reported, provide the Vehicle Identification Number (VIN) and the vehicle license number to CDPH Vehicle Services.
5. If all items being reported do not fit on one form, make copies and write the number of pages being sent in the upper right-hand corner (e.g., "Page 1 of 3.") The CDPH Program Contract Manager should retain one copy and send the original to: California Department of Public Health, Asset Management, MS 1801, P.O. Box 997377, 1501 Capitol Avenue, Sacramento, CA 95899-7377.
6. Property tags that have been lost or destroyed must be replaced. Replacement property tags can be obtained by contacting AM at (916) 341-6168.
7. Use the version on the CDPH Intranet forms site. The CDPH 1203 consists of one page for completion and one page with information and instructions.

INSTRUCTIONS FOR CDPH 1204

(Please read carefully.)

The CDPH Program Contract Manager is responsible for obtaining information from the Contractor for this form, checking for accuracy and completeness and then submitting to the California Department of Public Health (CDPH) Asset Management (AM), who uses this form to: (a) conduct an inventory of CDPH equipment and/or property (see definitions A, and B) in the possession of the Contractor and/or Subcontractors, and (b) dispose of these same items. Report all items, regardless of the items' ages, per number 1 below, purchased with CDPH funds and used to conduct state business under this contract. (See Public Health Administrative Manual (PHAM), Section 1-1000 and Section 3-1320.)

Inventory: List all CDPH tagged equipment and/or property on this form and submit it within 30 days prior to the three-year anniversary of the contract's effective date, if applicable. **The inventory should be based on previously submitted CDPH 1203s**, "Contractor Equipment Purchased with CDPH Funds." AM will contact the CDPH Program Contract Manager if there are any discrepancies. (See PHAM, Section 1-1020.)

Disposal: *Definition: Trade in, sell, junk, salvage, donate, or transfer; also, items lost, stolen, or destroyed (as by fire).* Complete this form, along with a "Property Survey Report" (STD. 152) or a "Property Transfer Report" (STD. 158), whenever items need to be disposed of; (a) during the term of this contract and (b) 30 calendar days before the termination of this contract. After receiving this form, the AM will contact the CDPH Program Contract Manager to appropriate arrange disposal/transfer of the items. (See PHAM, Section 1-1050.)

1. List the state/ CDPH property tag, quantity, description, purchase date, base unit cost, and serial number (if applicable) for each item of:
 - A. Major Equipment: **(These items were issued green numbered state/ CDPH property tags.)**
 - Tangible item with a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more.
 - Intangible item with a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more (e.g., software, video.)
 - B. Minor Equipment/Property: (These items were issued green state/ CDPH property tags.)

Specific tangible items with a life expectancy of one (1) year or more that have a base unit cost less than \$5,000. The minor equipment and/or property items were issued green unnumbered "BLANK" state/ CDPH property tags with the exception of the following, which are issued numbered tags: smartphones, laptops, desktop personal computers, LAN servers, routers and switches.
2. If a vehicle is being reported, provide the Vehicle Identification Number (VIN) and the vehicle license number to CDPH Vehicle Services. (See PHAM, Section 17-4000.)
3. The CDPH Program Contract Manager should retain one copy and send the original to: California Department of Public Health, Asset Management, MS1801, P.O. Box 997377, Sacramento, CA 95899-7377.

For more information on completing this form, call AM at (916) 341-6168.

Contractor's Release

Instructions to Contractor:

With final invoice(s) submit one (1) original and one (1) copy. The original must bear the original signature of a person authorized to bind the Contractor. The additional copy may bear photocopied signatures.

Submission of Final Invoice

Pursuant to **contract number** 21-10744 entered into between the California Department of Public Health (CDPH) and the Contractor (identified below), the Contractor does acknowledge that final payment has been requested via **invoice number(s)** _____, in the **amount(s) of \$** _____ and **dated** _____.
If necessary, enter "See Attached" in the appropriate blocks and attach a list of invoice numbers, dollar amounts and invoice dates.

Release of all Obligations

By signing this form, and upon receipt of the amount specified in the invoice number(s) referenced above, the Contractor does hereby release and discharge the State, its officers, agents and employees of and from any and all liabilities, obligations, claims, and demands whatsoever arising from the above referenced contract.

Repayments Due to Audit Exceptions / Record Retention

By signing this form, Contractor acknowledges that expenses authorized for reimbursement does not guarantee final allowability of said expenses. Contractor agrees that the amount of any sustained audit exceptions resulting from any subsequent audit made after final payment will be refunded to the State.

All expense and accounting records related to the above referenced contract must be maintained for audit purposes for no less than three years beyond the date of final payment, unless a longer term is stated in said contract.

Recycled Product Use Certification

By signing this form, Contractor certifies under penalty of perjury that a minimum of 0% unless otherwise specified in writing of post consumer material, as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether it meets the requirements of Public Contract Code Section 12209. Contractor specifies that printer or duplication cartridges offered or sold to the State comply with the requirements of Section 12156(e).

Reminder to Return State Equipment/Property (If Applicable)

(Applies only if equipment was provided by CDPH or purchased with or reimbursed by contract funds)

Unless CDPH has approved the continued use and possession of State equipment (as defined in the above referenced contract) for use in connection with another CDPH agreement, Contractor agrees to promptly initiate arrangements to account for and return said equipment to CDPH, at CDPH's expense, if said equipment has not passed its useful life expectancy as defined in the above referenced contract.

Patents / Other Issues

By signing this form, Contractor further agrees, in connection with patent matters and with any claims that are not specifically released as set forth above, that it will comply with all of the provisions contained in the above referenced contract, including, but not limited to, those provisions relating to notification to the State and related to the defense or prosecution of litigation.

ONLY SIGN AND DATE THIS DOCUMENT WHEN ATTACHING IT TO THE FINAL INVOICE

Contractor's Legal Name (as on contract): _____

Signature of Contractor or Official Designee: _____ Date: _____

Printed Name/Title of Person Signing: _____

Distribution: Accounting (Original) Program

American Rescue Plan Reference Guide

Overview:

American Rescue Plan (ARP) Act HRSA MIECHV funds must be used to support parents, children and families enrolled in CHVP MIECHV-funded home visiting programs and/or MIECHV-funded staff. The funds must be used to address the immediate and ongoing needs related to the COVID-19 public health emergency and response. ARP funds should be used to promote health equity by allocating ARP funds to serving high need communities disproportionately impacted by COVID-19, including communities of color.

Funds must only be used to support CHVP MIECHV-funded staff and/or enrolled participants. MIECHV ARP funds can be used in the following funding categories:

- Hazard pay or other staff costs
- Home visitor training
- Technology
- Emergency supplies
- Diaper bank coordination (if practicable)
- Prepaid grocery cards

Below are descriptions of each funding category with examples of approved expenditures for each.

Allowable CHVP MIECHV ARP Funding Categories:

Hazard Pay or other Additional Staff Costs

This funding category includes costs associated with hazard pay and other staff costs related to providing home visits or the administration of MIECHV-funded programs.

Examples of “hazard pay or other additional staff costs”:

- Additional compensation for performing hazardous duty or work involving physical hardship.
- Additional staff costs, such as incentive or overtime pay.
- Costs associated with staff performing grant duties in support of service delivery while teleworking, such as for remote access (monitors, hot spots, data plans, keyboards, webcams, etc.).
- Technology purchases for MIECHV-funded home visitors.
- Outreach for participant retention and recruitment, such as to increase awareness of MIECHV services and referrals.
- Work to support MIECHV centralized/coordinated intake systems.
- Activities to support community engagement.
- Purchase of personal protective equipment (PPE).

Considerations for hazard pay or additional staff costs

- ARP funds cannot be used to support salary costs for staff that are furloughed or reassigned to non-CHVP MIECHV duties.
- Staff technology costs charged to CHVP MIECHV ARP must match time staff spent assigned to the CHVP MIECHV program.

American Rescue Plan Reference Guide

- Reflective supervision or reflected practice may be allowable if within the scope of the ARP award or when aligned with infant early mental health consultations, consistent with model fidelity, for home visiting staff funded through the MIECHV grant.

Home Visitor Training

This funding category includes costs associated with developing, conducting, and evaluating training for MIECHV-funded home visitors

Training topics might include:

- Best practices for conducting a virtual home visit.
- Emergency preparedness and response planning for families.
- Safely conducting intimate partner violence screenings.
- Safety and planning for families served to improve family outcomes in the CHVP MIECHV benchmark areas.
- Trainings on reflective supervision or reflective practice are allowable as a training cost.

Considerations for home visitor training

- Training costs charged to ARP must be for home visitors supported by CHVP MIECHV funds.
- If the cost is per training and provided to a broader audience (regardless of staff funding source, home visitor status, or number of participant) the training cost should be allocated based on MIECHV-funded home visitors participating.
- Home visitor training does not include training for enrolled families.

Technology

This funding category includes costs associated with acquiring the necessary technological means for supporting enrolled family's participation in the MIECHV program.

Examples of "technology":

- Tablets, laptops, and cell phones to enable MIECHV-funded enrolled families to participate in virtual home visits and address digital access and equity concerns.
- Necessary auxiliary supplies, such as prepaid phone cards and/or data plans, chargers, mobile hot spots to support internet access, and program-specific software.

Considerations for technology costs

- Consider anticipated allowable costs after initial technology purchases, such as additional phone cards and data plans, and replacement items for lost or broken supplies.
- CHVP ARP funds cannot be used for IT-related expenditures, such as infrastructure improvements to systems.
- LIAs should have a comprehensive mechanism for tracking and documenting technology provided to enrolled families.
- Technology purchases for staff will be categorized under "Hazard pay and other staff costs".

American Rescue Plan Reference Guide

Emergency Supplies

This funding category includes costs associated with emergency supplies for MIECHV enrolled families. Should an LIA choose to budget funds for emergency supplies, local diaper bank coordination is required to the extent possible. Examples of emergency supplies are shown below.

Examples of “emergency supplies”:

- Diapers and diapering supplies, including diaper wipes and diaper cream, necessary to ensure that a child using a diaper is properly cleaned and protected from diaper rash, if diaper bank coordination was not possible.
- Infant formula.
- Food and water.
- Hand soap and hand sanitizer.
- COVID-19 at-home testing kits.
- Personal protective equipment necessary to participate in home visits for both CHVP MIECHV enrolled families and home visitors, including face masks.
- Gas cards, taxi vouchers, or other travel vouchers are allowable to eligible families with the scope of the MIECHV program. Examples include grocery store trips and transportation to attend well-child or pre-or-post natal visits.
- Gift cards for CHVP MIECHV enrolled families to purchase emergency supplies.
- Items not included in the examples above may be proposed by including rationale for why the item qualifies as an emergency supply and how it fits within the ARP Scope of Work.

Diaper Bank Coordination

A diaper bank is an organization that provides free diapers to address diaper needs. Many diaper banks also provide diapering supplies, training pants, menstrual supplies, and adult incontinence supplies. LIAs are required to coordinate with local diaper banks, to the extent possible. Contacts for local diaper banks can be found at the [National Diaper Bank Network](#).

This funding category includes costs associated with providing enrolled families with emergency supplies from diaper banks through reimbursement to, or purchase from, diaper banks, when feasible.

Considerations for coordinating with local diaper banks

LIAs should contact local diaper banks to begin discussion on coordination and anticipated needs. This confirms supplies are available and helps the diaper bank ensure they can obtain the type and quantity of supplies needed to support eligible families. LIAs providing diapers to their families that are unable to work with diaper banks must submit a justification to CHVP. ARP funds may not be used to create a local diaper bank.

Prepaid Grocery Cards

Costs associated with using funding for prepaid grocery cards for enrolled families under the MIECHV program to meet the emergency needs of the family is included in this funding category. LIAs should consider accessibility and other factors affecting enrolled families when determining the most appropriate type of prepaid grocery card for enrolled families and communities.

American Rescue Plan Reference Guide

Considerations for prepaid grocery card costs:

- The use of prepaid grocery or grocery gift cards necessitate policies and procedures to safeguard against the risk of theft. LIAs must develop policies and procedures to ensure these safeguards.
- Prepaid grocery cards may not be used for unallowable purposes, such as for the purchase of Alcohol, tobacco, cannabis products or firearms.
- Prepaid grocery cards must only be provided to CHVP MIECHV-enrolled families.
- The collection of usage information (such as receipts) from enrolled families is not encouraged or required.

For additional HRSA guidance, please visit the [HRSA](#) website.

Please direct any questions for CHVP Program Consultants regarding ARP fund use to:
chvp-arp@cdph.ca.gov

American Rescue Plan Reference Guide

CHVP ARP Frequently Asked Questions

Can ARP funds be used between multiple categories?

Yes, the Local Implementing Agencies (LIAs) will identify funding categories in their scope of work (SOW). LIAs should not use funds for categories that were not identified in their SOW once the SOW is approved by CHVP. LIAs cannot transfer funds between funding category line items after the grant budget approval.

Once budgets are approved, may we transfer funds between the six categories?

No. Funds should not be transferred between other funding categories after submission of the SOW and CHVP ARP Category Budget Breakdown Template to CDPH/CHVP.

HRSA allows service delivery as an ARP funding category. Can CHVP ARP funds be used for home visiting service delivery or service expansion?

CHVP ARP funds may not be used for service delivery or service expansion.

Can CHVP ARP funds be used to subsidize rent for enrolled families?

No. Funds must be utilized in accordance with the six funding categories specified above for HRSA MIECHV ARP.

How should CHVP MIECHV-funded LHJs identify home visiting staff and/or enrolled families who should receive ARP-funded items?

For each CHVP funding category chosen, LIAs must develop a needs-based methodology. The methodology must describe the process CHVP MIECHV funded staff and/or CHVP MIECHV enrolled families were identified, prioritized, and the item delivery method.

Does each ARP award need to be budgeted and tracked separately?

HRSA has identified two separate rounds of ARP funds. CHVP ARP Round 1 and Round 2 awards will result in two separate grant amounts with two separate grant numbers. Round 1 and Round 2 awards must be budgeted and tracked separately from each other and separately from MIECHV formula awards, using approved CHVP templates for quarterly reporting and ongoing tracking.

What is the period of performance for ARP awards?

- Round 1 performance period is until September 30, 2023.
- Round 2 performance period is until September 30, 2024.

What are the reporting requirements for ARP funds?

- LIAs will be required to submit quarterly reports, as directed by CDPH/CHVP staff.
- LIAs will submit quarterly reports even if no funds were spent during that quarter.

Should we give technology to families permanently, or loan it?

The LIA may determine if technology will be given to the families or loaned, however costs associated with either option should be considered prior to deciding. In either case, technology acquired may only be distributed to families enrolled in CHVP MIECHV funded programs.

American Rescue Plan Reference Guide

Does CHVP or HRSA have a list of approved technology?

No.

If LIAs intended to use funds in this category, they must justify their purchases and explain the LIA need in their CHVP ARP Category Breakdown Template and their ARP Monthly Expenditure Tracking logs.

Is there a required limit on amount of emergency supplies provided to enrolled families using ARP funds?

No. Budgeting for emergency supplies should include assessing the types and amounts of supplies based on the needs of your CHVP MIECHV-enrolled families. LIAs will be required to document the methodology used to identify need for CHVP MIECHV-enrolled families.

Is there a dollar limit on the amount when purchasing gift cards, taxi or other travel vouchers?

No. There are no amount restrictions, however they must be purchased for the express uses listed above.

Is there a dollar limit on the amount or restrictions on specific stores when purchasing prepaid grocery cards?

No. There are no restrictions on specific stores or amount of funds on cards.

If the grocery store sells items that are unallowable, such as alcohol, are we able to purchase prepaid grocery cards from that store?

Yes. LIAs must obtain a signed statement by the enrolled families acknowledging and agreeing to the purposes and restrictions on prepaid grocery card use. CHVP will provide a prepared grocery card signed statement template for LIA use.

CDPH/CHVP MIECHV ARP Round 1 LIA Checklist

Once the ARP Scope of Work (SOW) and budget completed, review this checklist for additional requirements. For questions contact: CHVP-ARP@cdph.ca.gov

ARP Round 1 funding must be spent by September 30, 2023.

Task	Completed	Comments
<p>1. Review the CHVP ARP Category Budget Breakdown PDF. DO NOT SUBMIT the PDF.</p> <ul style="list-style-type: none"> a. Have your completed SOW and budget at hand. It is recommended that the PDF version is used to draft responses. b. Amounts, justifications, and spending categories provided in the ARP Category Budget Breakdown cannot be changed and will be used to track LIA spending quarterly. c. A link will be emailed to the LIA ARP contact for completion. d. LIAs must submit the CHVP ARP Category Budget Breakdown 10 days after their grant execution. 	<input type="checkbox"/>	
<p>2. If your LIA is spending funds in emergency supplies, review the Diaper Bank Coordination Procedure for contact information and suggested procedures to follow.</p> <ul style="list-style-type: none"> a. All LIAs using funds in emergency supplies must attempt to coordinate with diaper banks prior to purchasing supplies. b. Effort to coordinate with diaper banks must be documented. Any barriers and challenges to coordinating with diaper bank must be reported to CDPH/CHVP quarterly. 	<input type="checkbox"/>	
<p>3. If your LIA is spending funds in Gift Cards, Prepaid Grocery Cards, or Gas Cards review the ARP Gift Card Attestation and updated it with your LIAs information.</p> <ul style="list-style-type: none"> a. Attestations must be attained from all MIEHCHV-enrolled families receiving a gift card, prepaid grocery card, or gas card. b. Attestations must be kept by the LIA for tracking purposes in accordance to their internal Policies and Procedures. c. DO NOT SUBMIT completed attestations to CDPH/CHVP. 	<input type="checkbox"/>	
<p>4. Visit your SharePoint ARP folder for additional guidance and resources. If you do not have access, please contact CHVP-ARP@cdph.ca.gov.</p>	<input type="checkbox"/>	

ARP Diaper Bank Coordination Procedure

Purpose:

Diaper bank coordination is necessary for any LIA that chooses Emergency Supplies as an ARP spending category. Below are procedures, considerations, contact information, and examples that can be used when contacting diaper banks.

Procedure:

When LIAs chose allocate funds for emergency supplies, organizations must work with local diaper banks to the extent possible. Please note, ARP funds cannot be used to create a local diaper bank. A list of diaper banks within LIA ARP-approved regions is listed below. For a complete list of diaper banks, CHVP LIAs should visit the National Diaper Bank [website](#).

Before purchasing emergency supplies, LIAs should contact a diaper bank near their region to discuss available resources and anticipated supply needs. Prior coordination will ensure supplies are available and aid the diaper bank in ensuring their supply levels are sufficient or the types and quantities of items needed to support participating MIECHV families are available.

Diaper Bank Coordination Reporting:

- Personnel costs associated with the time used to coordinate with diaper banks can be added as hazard pay and other staff costs.
- If coordination with local diaper banks is not feasible, LIAs must describe the barriers to coordination in the quarterly report (e.g. if there are no local diaper banks that serve at-risk communities).
- LIAs must report their process for determining diaper bank feasibility and any barriers to coordinating with diaper banks on the ARP Quarterly Report.

Questions to consider when coordinating with diaper banks:

- What emergency supplies are available (e.g. feminine hygiene products, food bank resources, diapering supplies)?
- Is it possible for the LIA-identified supplies to be distributed from this diaper bank?
- How quickly can supplies be made available?
- What is the frequency of diaper bank supply distribution?

ARP Diaper Bank Coordination Procedure

The table below has contact information for operating diaper banks in California.

LIA	Diaper Bank	Locations	Website	Contacts
Fresno	Central California Food Bank	4010 E Amendola Dr., Fresno	https://ccfoodbank.org/	info@ccfoodbank.org (559) 237-3663
LACB	Baby2Baby	5830 W. Jefferson Blvd, Los Angeles	https://baby2baby.org/	(323) 933-2229 info@baby2baby.org
LACB	Good+ Foundation LA		https://goodplusfoundation.org/	info@goodplusfoundation.org
LACB	Los Angeles Regional Food Bank		https://www.lafoodbank.org/	(323)234-3030
Contra Costa	Sweet Beginnings	1252 Pine Street, Martinez	https://www.sbfrc.org/about_us	(925) 408-7699
Alameda	SupplyBank.org	7730 Pardee Ln., Oakland	https://supplybank.org/diapers/	(510) 569-5863 info@supplybank.org
Riverside	Junior League of Riverside Diaper Bank		https://www.juniorleaguerriverside.org/diaperbank	
Sacramento	Sacramento Food Bank & Family Services	3333 Third Ave., Sacramento 1951 Bell Ave., Sacramento	https://www.sacramentofoodbank.org/parent-education	wjawshan@Sacramentofoodbank.org
Sacramento	Starting with a Penny		https://www.facebook.com/swapfoodbank/	(916) 428-4728

ARP Diaper Bank Coordination Procedure

San Diego	San Diego Food Bank	San Diego Food Bank: 9850 Distribution Ave., San Diego North County Food Bank: 3030 Enterprise Court, Suite A, San Diego	https://sandiegofoodbank.org/	<u>Diaper Bank</u> <u>Period Supply</u>
Sonoma	Redwood Empire Food Bank	3990 Brickway Blvd., Santa Rosa	https://refb.org/partners/daily-essentials.html	Amy Tobener-Tally atalley@refb.org 707-239-1025
Yolo	Yolo Diaper Bank	Empower Yolo: 175 Walnut Street, Woodland 441 D Street, Davis 1025 Triangle Ct #600, West Sacramento 9586 Mill Street, Knights Landing Woodland Personal Care Pantry - Woodland United Methodist Church: 212 Second Street, Woodland	http://www.yolodiaperbank.org/ Empower Yolo: https://empoweryolo.org/ Woodland Personal Care Pantry: https://www.facebook.com/wumcpantry/about/?ref=page_internal	

**California Department of Public Health
Maternal, Child & Adolescent Health Division
California Home Visiting Program
Gift Card Signed Statement**

The California Home Visiting Program (CHVP) is a statewide program of the California Department of Public Health (CDPH) that provides funding and support for home visiting services. These services strive to improve the health and well-being of participants and their family. As part of the American Rescue Plan (ARP) Act, due to the COVID-19 Public Health Emergency, federal funds were authorized to provide gift cards to participating families enrolled in CHVP MIECHV-funded home visiting programs. Upon receipt of this card, participants agree to the following:

- Gift cards, gas cards and prepaid grocery cards must be used for the intended purpose (i.e., prepaid grocery card will be used to purchase groceries, gas cards will be used to purchase gas, gift cards will be used to purchase emergency supplies, such as PPE, food, and sanitizer, etc.).
- Gift cards, gas cards and prepaid grocery cards may *not* be used for the purchase of alcohol, tobacco or marijuana products or firearms.
- Gift cards, gas cards and prepaid grocery cards are to be treated as cash and will not be replaced if lost or stolen.
- Gift cards, gas cards and prepaid grocery cards may not be exchangeable for cash.
- Gas cards must be used for providing transportation support for the utilization of prepaid grocery cards, well-child or pre or postnatal visits.
- Gift cards must be used for purchasing emergency supplies.

The participant is receiving the following:

- Gift Card
 Gas Card
 Prepaid Grocery Card

Signed card statements must remain on file with (insert County Name) for three years after the grant period has ended. The California Department of Public Health can request this signed statement for review.

Card Details:

[card type]	Unique Serial Number:	
[card type]	Unique Serial Number:	
[card type]	Unique Serial Number:	

Home Visitor Signature

Home Visitor Printed Name

Date

Participant Signature

Participant Printed Name

Date

California Home Visiting Program is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant X11MC41912 for the Maternal, Infant and Early Childhood Home Visiting (MIECHV) program. This information or content and conclusions are those of the authors and should not be construed as the official position or policy of, nor should any endorsements be inferred by, HRSA, HHS or the U.S. Government.