

**SUBRECIPIENT AGREEMENT**  
**AGREEMENT NUMBER 9903-5320-71209-17-18**  
**AMENDMENT NUMBER 02**

The 2017-2018 Subrecipient Agreement for the services provided under the Title X Program between Essential Access Health ("Essential Access") and Nevada County Health Department ("Subrecipient") is hereby amended as follows:

1. The total amount payable by Essential Access is increased by **\$50,000** for a designated extension of the program and agreement to August 31, 2018.
2. The following shall replace Article III: FINANCIAL PROVISIONS, Subsection A. Amount of Award, in its entirety:

A. Amount of Award.

In consideration of the services to be delivered by as described in Article II herein, Essential Access shall pay Subrecipient a total amount not to exceed **\$170,000** for the period April 1, 2017 to August 31, 2018 (the "Title X Awards") during the term of this Agreement that includes the five (5) month extension, provided that funds are available for this purpose under the Grant. Subrecipient is only entitled to receive reimbursement for its actual, allowable costs and is not entitled to any payments over and above its actual, allowable cost of operating the Title X program provided for herein.

3. The following shall replace Article V. TERM, in its entirety:  
This Agreement shall be in effect from April 1, 2017 through August 31, 2018, or unless the Agreement is terminated or suspended at an earlier date in accordance with Article X of this Agreement.
4. The following exhibits are added to the Master Contract which by this reference are made a part of this agreement:
  - A. Attachment A-2: Scope of Work for the Extension Period
  - B. Attachment B-2: Approved Budget and Cost Allocation Methodology for the Extension Period
  - C. Attachment C-2: Reporting Requirements for the Extension Period
5. All other terms and provisions of the agreement shall remain in full force and effect. The effective date of this amendment is April 1, 2018.

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

**Essential Access Health**

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

Print: Brenda Flores

Title: Vice President of Finance &  
Administration

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

**Nevada County Health Department**

By: Jill Blake

Print: Jill Blake

Title: ~~Interim~~ Director of Public Health

Date: 04/01/18

## Scope of Work (SOW)

### Administrative Goal and Objectives

**Administrative Goal:** Implement or maintain a review process of all agency functions, in order to ensure high quality Family Planning services and compliance with all Title X Guidelines by August 31, 2018, as evidenced by completion of activities 1.A through 1.I.

**Objective 1** Implement or maintain a review process of all agency functions, in order to ensure high quality Family Planning services and compliance with all Title X Guidelines by August 31, 2018, as evidenced by completion of activities 1.A through 1.I.

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

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

### Clinical Goal and Objectives

**Clinical Goal:** Provide comprehensive clinical reproductive health services to Title X clients of reproductive age to plan and space their pregnancies.

**Objective 1:** Provide Family Planning education and medical services to eligible individuals per the Federal Poverty Guidelines, by August 31, 2018, as evidenced by completion of activities 1.A through 1.H.

Number	Activity	# of Clients	Job Title	Evaluation
1. A	Document and report the poverty status of family planning clients.	354	Administrative Assistant	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1. B	Provide family planning education, medical services and FDA approved contraceptive methods, either on site or by referral for female clients. <b>Essential Access Health Performance Measure.</b>	329	Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1. C	Provide family planning education, medical services and FDA approved contraceptive methods, either on site or by referral for male clients. <b>Essential Access Health Performance Measure.</b>	25	Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1. D	Provide a Chlamydia test to at least 80% of women less than or equal to 25 years of age within a 12 month period. <b>Essential Access Health Performance Measure.</b>	0	Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1. E	All female clients with an abnormal finding on their clinical breast exam should be followed for further evaluation.	0	Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1.F	The agency must attempt to notify all clients with positive STD/HIV tests within 72 hours of receiving lab results. Upon notification, counsel client regarding follow up and treatment.	0	Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits and lab logs reviewed during program evaluations.
1.G	All clients with an abnormal finding on their Pap smear should be followed for further evaluation. <b>Essential Access Health Performance Measure.</b>	0	Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits and lab logs reviewed during program evaluations.

1.H	Incorporate routine opt-out HIV screening for all clients and testing for high risk clients in accordance with 2010 CDC HIV guidelines. Essential Access Health Performance Measure.	0	Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
<b>Objective 2:</b> Provide family planning education and medical services to high-risk, hard-to-reach populations by August 31, 2018, as evidenced by completion of activity 2.A.				
Number	Activity	# of Clients	Job Title	Evaluation
2. A	Provide family planning education and medical services to the following number of individuals in high-risk, hard-to-reach populations. A <u>minimum of four</u> of the following categories must be indicated:	0	Health Education Coordinator/Nurse Practitioner	As documented in Semi-Annual Progress Report (SPR) and reviewed at program evaluations.
	Homeless Individuals	0		
	Substance-Using/Abusing Individuals	44		
	Individuals with Disabilities	0		
	Individuals with Limited English Proficiency (LEP)	90		
	Migrant Workers	0		
	Males	25		
	Adolescents (17 & under)	42		
	<b>TOTAL Clients Served</b>	<b>200</b>		

**Note for Objective 2A:**

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

**Adolescent Services Goal and Objectives**

**Adolescent Services Goal:** Provide adolescent-specific counseling to all adolescent clients seeking Family Planning services by August 31, 2018, as evidenced by completion of activities 1.A through 1.D.

**Objective 3** Provide adolescent-specific counseling to all adolescent clients seeking Family Planning services by August 31, 2018, as evidenced by completion of activities 1.A through 1.D.

Number	Activity	Job Title	Evaluation
3.1. A	Provide adolescents with information, support and counseling to delay the initiation of sexual activity as appropriate.	Health Education Coordinator	Documentation of counseling maintained in charts. Reviewed at program evaluations.
3.1. B	Provide counseling to minors on how to resist coercive attempts to engage in sexual activity.	Health Education Coordinator	Protocols maintained and staff updates reviewed. Chart audits performed at program evaluations.
3.1. C	Provide counseling/education regarding family involvement to all adolescents less than or equal to 17 years of age seeking reproductive health services whose family is not already aware that they are seeking reproductive services.	Health Education Coordinator	Protocols maintained and reviewed. Chart audits performed at program evaluations.

3.1. D	Report child and sexual abuse as required by state law.	Health Education Coordinator	Protocols maintained and staff updates reviewed annually. Chart audits performed at program evaluations.	
<b>Community Education Goal and Objectives</b>				
<b>Community Education Goal:</b>	Increase the community's knowledge and access to family planning services offered by the Agency.			
<b>Objective 1:</b>	Conduct marketing, community outreach and education to potential Title X eligible clients by August 31, 2018, as evidenced by completion of activities 1.A through 1.E.			
<b>Number</b>	<b>Activity</b>	<b># of Clients</b>	<b>Job Title</b>	<b>Evaluation</b>
1. 1. A	Maintain and implement a Community Education and Outreach Plan that increases community knowledge of reproductive health and family planning services to the community. Activities include: general outreach, partnership activities and mass marketing (Exhibit B).	2208	Health Education Coordinator	Community Education and Outreach Plan maintained, updated, and reviewed at program evaluations and desk audits.
1. 1. B	Provide general outreach to individuals as stated in the Community Education and Outreach Plan (Exhibit B, Section I).	900	Health Education Coordinator	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
1. 1. C	Provide education and outreach to individuals at partnership agencies as stated in the Community and Education and Outreach Plan (Data will be automatically populated from information entered in Exhibit B, Section II).	58	Health Education Coordinator	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
1. 1. D	Conduct mass marketing activities as stated in the Community Education and Outreach Plan (Exhibit B, Section III).	1250	Health Education Coordinator	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
1. 1. E	An Advisory Committee of 5-9 members representative of the populations to be served will review and approve new educational materials developed and made available by the agency on an annual basis.	0	Health Education Coordinator	Advisory Committee meeting minutes and materials review maintained and reviewed at program evaluation.

**Financial Management Goal and Objectives**

<b>Financial Management Goal:</b>	Agency will maintain a Family Planning Program that is in financial compliance with the contract requirements and Title X Guidelines, as evidenced by completion of activities 1.A through 1.E.		
<b>Objective 4</b>	Agency will maintain a Family Planning Program that is in financial compliance with the contract requirements and Title X Guidelines, as evidenced by completion of activities 1.A through 1.E.		
Number	Activity	Job Title	Evaluation
4.1. A	Develop a line item budget by site for the period of April 1, 2018 to August 31, 2018 and submit modifications as necessary during designated periods.	Administrative Services Officer	Line item budget by site and necessary modifications submitted.

4.1. B	Develop and maintain financial management systems that are in compliance with the Code of Federal Regulations (CFR) and include the following: budgetary control procedures, accounting systems and reports, purchasing, inventory control, property management, charges, billing and collection procedures.	Administrative Services Officer	Financial management systems maintained in compliance and reviewed at program evaluations.
4.1. C	Develop and properly implement a sliding fee scale on an annual basis to reflect the current federal poverty guidelines.	Administrative Services Officer	Sliding fee scale developed, implemented and reviewed at program evaluations.
4.1. D	Complete all financial reporting requirements as detailed by the contract.	Accountant	All financial reports submitted on time as required.
4.1. E	Develop a general ledger report (GLR).	Accountant	All financial reports submitted on time as required and reviewed quarterly.

### Reproductive Life Plan Goal and Objectives

<b>Reproductive Life Plan:</b>	Provide preconception/inter-conception care and reproductive life planning/family planning services to Title X comprehensive exam patients through August 31, 2018 as evidenced by completion of activity 1.A.
<b>Objective 5</b>	Provide preconception/inter-conception care and reproductive life planning/family planning services to Title X comprehensive exam patients through August 31, 2018 as evidenced by completion of activity 1.A.

Number	Activity	Job Title	Evaluation
5.1. A	Obtain reproductive life plans on patients presenting for family planning services and provide pre-conception counseling to women planning pregnancy, open to pregnancy or using less effective contraceptive methods; in particular for women with chronic medical conditions that may affect pregnancy outcomes such as obesity, diabetes, hypertension and seizure disorders, and encourage use of folic acid.	Nurse Practitioner	Document reproductive life plan counseling in client charts through 8/31/2018.

Agency Number: 9903

Agency Name: Nevada County Health Department

**Community Education and Outreach Partnering Plan for Family Planning**

Total number of general outreach activities(Section I): 900

Total Number of partnering activities(Section II): 58

Total number of mass marketing activities (Section III): 1,250

Total Number of individuals reached in Community and Education Outreach Partnering Plan: 2,208

**Section 1: General Outreach**

# of individuals reached 900

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

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

# of individuals reached 8

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

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

# of individuals reached 50

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

Mass Marketing		# of Individual Reached	Method of Evaluating Success
Health Fairs	Print Media		Distribution of Educational Materials
Street Outreach	Internet Websites		X Sign in Sheets
X Concerts	TwitterCommunity Events	1250	Estimated Audiences
X Radio	X Twitter		
X TV	X Facebook		

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

Site Number: 9022

Site Name & Address: Nevada County Health Department 500 Crown Point Circle Suite 110, Grass Valley CA 95945 Nevada

Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Hours Days Office Hours	Projected Users Q1 2018	NPI Number
95602,95712,95949,95960,95975,95986,95924,95945,95959,95946,95977	<input checked="" type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban	<input type="checkbox"/> Medical <input type="checkbox"/> Community Education <input type="checkbox"/> Health Education (in House) <input checked="" type="checkbox"/> Admin office Only <input type="checkbox"/> Warehouse Only	Mon: 8:00am - 5:00pm Tue: 8:00am - 5:00pm Wed: 8:00am - 5:00pm Thu: 8:00am - 5:00pm Fri: 8:00am - 5:00pm Sat: Close Sun: Close	0	1700959863

Site Number: 9023

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

Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Hours Days Office Hours	Projected Users Q1 2018	NPI Number
95728,96161,96160,96111,96162	<input checked="" type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/> Community Education <input checked="" type="checkbox"/> Health Education (in House) <input type="checkbox"/> Admin office Only <input type="checkbox"/> Warehouse Only	Mon: 9:00am - 2:00pm Tue: Close Wed: 8:00am - 5:00pm Thu: 8:00am - 5:00pm Fri: Close Sat: Close Sun: Close	354	1700959863

# BUDGET

# Attachment B-2

Project Title:

Family Planning Services 2017-2018 Extension

Contract Period:

April 1, 2018 - August 31, 2018

Delegate Agency Name:

Nevada County Public Health

## EXPENSE

BUDGET CATEGORY	Total Budget (a+b)	Applicant and Other (a)	TITLE X (b)
<b><u>Personnel Services</u></b>			
Physicians	-	-	-
Mid-Level Practitioners	23,220	3,870	19,350
Other Health Personnel	23,396	11,030	12,366
Ancillary Personnel	-	-	-
Administrative Personnel	10,298	10,298	-
<b>Total Salaries &amp; Wages</b>	<b>56,914</b>	<b>25,198</b>	<b>31,716</b>
<b>Fringe Benefits</b>	<b>32,811</b>	<b>14,527</b>	<b>18,284</b>
<b>TOTAL PERSONNEL COST</b>	<b>89,725</b>	<b>39,725</b>	<b>50,000</b>

## Patient Care

Clinical Services

Laboratory

**TOTAL PATIENT CARE**

-	-	-
550	550	-
<b>550</b>	<b>550</b>	<b>-</b>

## Other Costs

Consultants

Medical Supplies

Office/Computer Supplies

Duplication & Printing

Health Education and Outreach Supplies

Utilities & Communication (Telephone/Postage)

Travel, Conference/Training

Lease/Rental

Approved Indirect Cost (if applicable)

Other Expenses (Specify below):

Agency direct clinic support

Rural Health Subsidy billed by HR

-	-	-
1,500	1,500	-
750	750	-
650	650	-
250	250	-
110	110	-
1,600	1,600	-
-	-	-
52,004	52,004	-
9,000	9,000	-
3,000	3,000	-
-	-	-
-	-	-
<b>68,864</b>	<b>68,864</b>	<b>-</b>

**TOTAL OTHER COSTS**

**TOTAL EXPENSES**

<b>159,139</b>	<b>109,139</b>	<b>50,000</b>
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## REVENUE

Title X Revenue

**Applicant and Other Revenue: (Specify Below)**

Applicant Funds

Family PACT

Medi-CAL

Other Federal: (specify or attach a separate list)

State & Local Government

Private Grants

Patient Fees

Private Insurance

Other 3rd Party Payers: (specify or attach a separate list)

Total Budget	Applicant and Other	TITLE X
50,000	-	50,000
36,375	36,375	-
62,920	62,920	-
210	210	-
-	-	-
-	-	-
-	-	-
204	204	-
-	-	-
9,430	9,430	-
<b>159,139</b>	<b>109,139</b>	<b>50,000</b>

**TOTAL REVENUE**

**Title X Family Planning Services  
Cost Allocation Methodology Policy Statement  
Nevada County Health Department  
Funding period: April 1, 2018 - August 31, 2018**

**1) In the text box below please enter the following for your Cost Allocation:**

**Current Calculation figures on how each line item budget was determined (Methodology provided will be tested against your application budget) and;**

**Current Indirect Cost calculation and rate (copy of approved indirect cost rate agreement must be submitted if available)**

The common methods used include:

- a) The % of clients served based on client encounters (visits). This is not to be used for FTE allocation.
- b) Full Time Equivalent (FTE) is based on a 40 hour work week.
- c) Space allocation is based on square footage.

1. Please enter the following for your Cost Allocation (enter text for 1i & 1ii in box below):

1. Current calculation figures on how each line item budget was determined (methodology provided will be tested against your application budget).

2. Current indirect cost calculation and rate; copy of approved indirect cost rate agreement must be submitted if available.

1i Personnel costs are budgeted based upon County FY 17/18 and 18/19 budgets. Staff working in the program will use program personnel codes to identify their actual time to be applied to the Title X program. Only time on approved time sheets with the correct program personnel codes will be charged to Title X.

Operating costs are budgeted for the program based upon projected costs for the contract extension. Only charges actually incurred will be charged to the program. Budgeted medical supplies are only those not reimbursed by Family Pact or Medi-Cal. These include, but are not limited to, drapes, sheets, gloves, table paper, swabs, syringes, alcohol, band-aids, specimen cups, blood pressure cuffs, and stethoscopes. All appropriate operating purchases will be charged to Title X and Applicant funding sources will be used.

1ii The California Department of Public Health approves the Nevada County Public Health indirect rate annually at a maximum of 25% of Personnel costs. The most recent approval letter for FY 18/19 is attached. Applicant funding sources will be used for indirect costs.

**2) Will there be any out-of-state travel charged to this budget? Yes ☐ No ☒**

If yes, describe and justify the cost.

**3) Does your agency provide abortion services at any sites?**

**TAB Yes ☐ No ☒ MAB Yes ☐ No ☒**

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

Nevada County Public Health

MAY 17 2018

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**Exhibit C-2**

Reporting requirements for Title X Family Planning Services 2017-2018 Extension

**FAMILY PLANNING SERVICES REPORTING REQUIREMENTS:**

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

<u>REPORT TITLE</u>	<u>FREQUENCY OF SUBMISSION</u>	<u>DUE DATE</u>
Family Planning Services Semi-Annual Progress Report  Submitted electronically at <a href="https://extranetportal.essentialaccess.org/">https://extranetportal.essentialaccess.org/</a>	Based on Federal Requirements due Semi-Annually on a Calendar Year basis	25 <sup>th</sup> of the month following the period reported for the data that is not submitted monthly. For January –June, 2018 <b><u>DUE: July 25, 2018</u></b>  For July-August 2018 Data for this period will be combined with future contractual reporting requirements. Notification will be sent as applicable.
Statement of Revenue and Expenditure Report (includes submission of General Ledger backup of Title X expenditures only)  Submitted electronically at <a href="https://extranetportal.essentialaccess.org/">https://extranetportal.essentialaccess.org/</a>	One Report Quarterly and One Report Bi-monthly	25 <sup>th</sup> of the month following the period reported For April, May and June 2018 <b><u>DUE: July 25, 2018</u></b>  For July and August 2018 <b><u>DUE: September 25, 2018</u></b>
Centralized Data System (CDS) submission Submitted electronically at <a href="https://extranetportal.essentialaccess.org/">https://extranetportal.essentialaccess.org/</a>	Monthly	25 <sup>th</sup> of the month following the period reported
Special Reports, surveys and questionnaires as may be requested by Essential Access Health or its funding source	Specified Date	Specified Date