

NOV 13 2018

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SUBRECIPIENT AGREEMENT
AGREEMENT NUMBER 9903-5320-71209-17-18
AMENDMENT NUMBER 03

The 2017-2018 Subrecipient Agreement, its Amendment 01, and its Amendment 02, (collectively, the "Agreement") between the Essential Access Health ("Essential Access") and Nevada County Health Department ("Subrecipient") for the services provided under the Title X Program is hereby amended as follows:

1. The total amount payable by Essential Access is increased by **\$80,000** due to a new Notice of Award that Essential Access has received from the US Department of Health and Human Services Public Health Service on 8/30/ 2018 under grant number 1 FPHPA006324-01-00.
2. The term of the Agreement is extended for a seven (7) month period, from 9/1/2018 through 3/31/2019.
3. Article III: FINANCIAL PROVISIONS, Section A. Amount of Award, Subsection 1 is struck in its entirety and replaced with the following:

"1. In consideration of the services to be delivered by Subrecipient as described in Article II herein, Essential Access shall pay Subrecipient a total amount not to exceed **\$250,000** (the "Title X Award") during the term of this Agreement, provided that funds are available for this purpose under the Grant and Subrecipient is in compliance with all terms and conditions of this Agreement. Unspent funds from Amendment 02 cannot be carried over to this new funding. 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."

4. Article III: FINANCIAL PROVISIONS, Section C. Budget, Subsection 2 is revised to include budget modifications by April 12, 2019, not October 15, 2017.
5. Article III: FINANCIAL PROVISIONS, Section F, Payment, Subsection 3 is struck in its entirety and replaced with the following:

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

6. Article V: TERM is amended by replacing the old end date and substituting instead "March 31, 2019, or unless the Agreement is terminated or suspended at an earlier date in accordance with Article X of this Agreement."

7. Article IX, OWNERSHIP OF PROPERTY ACQUIRED UNDER THIS AGREEMENT, Section B, Copyrightable Material, Subsection (3) is struck in its entirety and replaced with:

“Prior approval is not required for publishing the results of an activity under a grant. Recipients also may assert copyright in scientific and technical articles based on data produced under the grant and transfer it to the publisher or others where necessary to effect journal publication or inclusion in proceedings associated with professional activities. Any such transfer is subject to the royalty-free, non-exclusive and irrevocable license to the Federal government and any agreement should note explicitly that the assignment is subject to the government license. Journal or other copyright practices are acceptable unless the copyright policy prevents the recipient from making copies for its own use (as provided in 45 CFR part 75). The recipient should account for royalties and other income earned from a copyrighted work as specified by HHS Operation Divisions. For each publication that results from HHS grant-supported activities, recipients must include an acknowledgment of grant support using one of the following statements:

A. “This publication was made possible by Grant Number 1 FPHPA006324-01-00 from the U.S. Department of Health and Human Services Public Health Service.” or

B. “The project described was supported by Grant Number 1 FPHPA006324-01-00 from the U.S. Department of Health and Human Services Public Health Service.”

Recipients also must include a disclaimer stating the following:

“Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Office of Population Affairs, U.S. Public Health Service or HHS.””

8. Article X, SUSPENSION AND TERMINATION, Section C, Termination by Essential Access, Subsection 1(d) is struck and replaced with, “Suspension, termination, or relinquishment of the Grant under which this Agreement is made, or a portion thereof;”
9. Article XVI: GOVERNING LAWS, Section A, Grant-Related Laws, Regulations, and Policies, Subsection 6 is amended to also include “The Consolidated Appropriations Act, 2018” in addition to the other appropriations provisions listed.
10. Article XVI: GOVERNING LAWS, Section A, Grant-Related Laws, Regulations, and Policies, Subsection 6 (b) Salary Limitation is amended to reflect that “effective January 7, 2018,” the Executive Level II of the Federal Executive Pay Scale is “\$189,600.” All other parts of this subsection remain the same.
11. Article XVII: CERTIFICATIONS AND ACKNOWLEDGEMENTS, Section A. Certifications is revised to include a new number 5.5 (in between numbers 5 and 6) that states:

"Subrecipient will comply with the 2018 Title X Program Priorities and Key Issues, as set forth in the Scope of Work, Attachment A-3, attached by reference to this Amendment and incorporated by reference herein and in the prime Subrecipient Agreement."

12. ARTICLE XVII: CERTIFICATIONS AND ACKNOWLEDGEMENTS, Section B. Acknowledgements, number 1 shall have inserted "five.five (5.5)" between the words "five (5)" and "six (6)" to incorporate that violation of the new 2018 Title X Program Priorities and Key Issues will result in immediate termination of the Agreement.
13. The following attachments are incorporated by reference and are added to attachments A, A-1, A-2, B, B-1, B-2 and C, C-1, C-2 of the prime Subrecipient Agreement and prior Amendments 01 and 02 to the prime Subrecipient Agreement:
 - A. Attachment A-3: Revised 2018-2019 Scope of Work
 - B. Attachment B-3: Revised 2018-2019 Approved Budget and Cost Allocation Methodology Policy Statement.
 - C. Attachment C-3: Revised 2018-2019 Family Planning Services Reporting Requirements.
14. All other terms and provisions of the agreement shall remain in full force and effect. The effective date of this amendment is September 1, 2018.

IN WITNESS WHEREOF, the Parties have executed this Amendment:

Essential Access Health

Nevada County Health Department

By: _____

By: Jill Blake

Print: Brenda Flores

Print: Jill Blake

Title: Vice President of Finance + Benefits
Administration

Title: Director of Public Health

Date: _____

Date: 11/20/18

Attachment A-3

Subrecipient shall provide the services required under this Agreement, in accordance with the following Special Terms, Requirement and OPA Program Priorities and Key Issues for FY 2018:

Special Terms

1. In accepting this award, the grantee stipulates that the award and any activities thereunder are subject to all provisions of 42 CFR part 59 subpart A currently in effect or implemented during the period of the grant.
2. Notwithstanding any other provision of law, no provider under Title X of the Public Health Service Act shall be exempt from any State law requiring notification for the reporting of child abuse, child molestation, sexual abuse, rape, or incest.
3. In accepting this award, the grantee certifies that it will encourage family participation in the decision of minors to seek family planning services and that it provides counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities.
4. In order to maintain an accurate record of current Title X service sites, grantees are expected to provide timely notice to the Office of Population Affairs (OPA), as well as to the appropriate HHS regional office, of any deletions, additions, or changes to the name, location, street address and email, and contact information for Title X grantees and service sites. This database will also be used to verify eligibility for 340b program registration and recertification. You must enter your changes to the Title X database within 30 days of the change at <https://www.opa-fpclinicdb.com/>. All changes will be reviewed and approved by the relevant HHS regional office prior to being posted on the OPA website. This does not replace the prior approval requirement under HHS grants policy for changes in project scope, including clinic closures.
5. In accepting this award, the grantee stipulates that the award and any activities thereunder are subject to all provisions of 42 CFR part 59 subpart A currently in effect or implemented during the period of the grant.

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

In accepting this award, the grantee certifies that it will encourage family participation in the decision of minors to seek family planning services and that it provides counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities.

In order to maintain an accurate record of current Title X service sites, grantees are expected to provide timely notice to the Office of Population Affairs (OPA), as well as to the appropriate HHS regional office, of any deletions, additions, or changes to the name, location, street address and email, and contact information for Title X grantees and service sites. This database will also be used to verify eligibility for 340b program registration and recertification. You must enter your changes to the Title X database within 30 days of the change at <https://www.opa-fpclinicdb.com/>. All changes will be reviewed and approved by the relevant HHS regional office prior to being posted on the OPA website. This does not replace

the prior approval requirement under HHS grants policy for changes in project scope, including clinic closures.

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

Program Priorities

1. Assuring innovative high quality family planning and related health services that will improve the overall health of individuals, couples and families, with priority for services to those of low-income families, offering, at a minimum, core family planning services enumerated earlier in this Funding Announcement. Assuring that projects offer broad range of family planning and related health services that are tailored to the unique needs of the individual, that include natural family planning methods (also known as fertility awareness based methods) which ensure breadth and variety among family planning methods offered, infertility services, and services for adolescents; breast and cervical cancer screening and prevention of STDs as well as HIV prevention education, counseling, testing, and referrals;
2. Assuring activities that promote positive family relationships for the purpose of Increasing family participation in family planning and healthy decision-making; education and counseling that prioritize optimal health and life outcomes for every individual and couple; and other related health services, contextualizing Title X services within a model that promotes optimal health outcomes for the client;
3. Ensuring that all clients are provided services in a voluntary, client-centered and non-coercive manner in accordance with Title X regulations;
4. Promoting provision of comprehensive primary health care services to make it easier for individuals to receive both primary health care and family planning services preferably in the same location, or through nearby referral providers, and increase incentive for those individuals in need of care choosing a Title X provider;
5. Assuring compliance with State laws requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, and human trafficking;
6. Encouraging participation of families, parents, and/or legal guardians in the decision of minors to seek family planning services; and providing counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities;
7. Demonstrating that Title X activities are separate and clearly distinct from non-Title X activities, ensuring that abortion is not a method of family planning for this grant; and
8. Use of OPA performance metrics to regularly perform quality assurance and quality improvement activities.

Key Issues

1. Efficiency and effectiveness in program management and operations;
2. Management and decision-making and accountability for outcomes;
3. Cooperation with community-based and faith-based organizations;
4. Meaningful collaboration with subrecipients and documented partners in

- order to demonstrate a seamless continuum of care for clients;
5. A meaningful emphasis on education and counseling that communicates the social science research and practical application of topics related to healthy relationships, to committed, safe, stable, healthy marriages, and the benefits of avoiding sexual risk or returning to a sexually risk-free status, especially (but not only) when communicating with adolescents;
 6. Activities for adolescents that do not normalize sexual risk behaviors, but instead clearly communicate the research informed benefits of delaying sex or returning to a sexually risk-free status;
 7. Emphasis on the voluntary nature of family planning services;
 8. Data collection (such as the Family Planning Annual Report (FPAR) for use in monitoring performance and improving family planning services.

You must comply, as applicable, with federal health care conscience protection statutes including 42 U.S.C. 300a-7, 42U.S.C. 238n, and appropriations act restrictions reflected in Consolidated Appropriations Act of 2017, Div. H, Title V, Sec. 507(d) (Departments of Labor, HHS, and Education, and Related Agencies Appropriations Act), Pub. L. No. 115-31 (May 5, 2017) (or similar language to the extent contained in applicable appropriations acts). The HHS Office for Civil Rights provides guidance for complying with federal health care conscience protection statutes.

<https://www.hhs.gov/civil-rights/for-individuals/conscience-protections/index.html>

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

Statement of Work (SOW)

Administrative Goal

Administrative Goal:

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

Objective 1:

Implement or maintain a review process of all agency functions, in order to ensure high quality Family Planning services and compliance with all Title X Guidelines by March 31, 2019, as evidenced by completion of activities 1.A through 1.K.

Number	Activity	# of Clients	Job Title	Evaluation
1. A	Ensure that administrative policies and procedures are in place to facilitate effective and efficient management and governance.		Director of Nursing	Policies and procedures maintained and reviewed at program evaluations. Desk audits determined by Essential Access Health staff.
1. B	Review Family Planning Program policies and procedures on an annual basis. Policies and procedures must include training for clinical, program, and other designated staff on mandatory reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, and human trafficking per OPA Program Requirements. Assure compliance with state laws requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence and human trafficking.		Director of Nursing	Meeting minutes maintained and reviewed at program evaluations and desk audits. Policies and procedures are maintained that reflect state law for mandatory reporting. Family planning staff participate in mandated reporting training on an annual basis; training is documented. Policies, procedures and training documentation are reviewed at program evaluations.
1. C	Demonstrate that Title X activities are separate and clearly distinct from non-Title X activities, ensuring that abortion is not a method of family planning for this grant. 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	Policies and procedures are maintained that reflect separation of activities such that no Title X funds are used in programs where abortion is a method of family planning. Policies and procedures are reviewed at program evaluations.
1. D	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. E	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.

Statement of Work (SOW)

1. F	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. G	Maintain and update current clinical and client education protocols which include but are not limited to: family planning services, reproductive life planning, primary care services, 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. H	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. I	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 comprehensive family planning services and appropriate education and counseling services are being provided at all Title X sites. Essential Access Health Performance Measure.		Director of Nursing	Minutes of the Continuous Quality Improvement (CQI) medical team maintained. CQI is reviewed at program evaluations and desk audits.
1. J	Provide family planning data through the Centralized Data System (CDS) for the purpose of contract reporting and performance measurement. Implement, monitor and improve OPA performance metrics and FPAR data collection to ensure continuous quality improvement.		Administrative Assistant	Centralized Data System (CDS) data submitted per the contract and/or agency action plan. Data collection and tracking system are implemented with regular review from quality assurance team. FPAR data is submitted as required and OPA benchmarks are monitored. Data exports and quality assurance meeting minutes are reviewed at program evaluations.
1. K	Ensure family planning program operates on a voluntary basis and services are provided in a non-coercive manner.		Director of Nursing	Policies and procedures are maintained that reflect the voluntary nature of the family planning program. Family planning staff participate in a voluntary participation/non-coercion training at least once per project period; training is documented. Policies, procedures and training documentation are reviewed at program evaluations.

Statement of Work (SOW)

Clinical Goal

Clinical Goal:

Provide comprehensive family planning 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 individuals by March 31, 2019, as evidenced by completion of activities 1.A through 1.J.

Number	Activity	# of Clients	Job Title	Evaluation
1. A	Document and report the poverty status of family planning clients.	495	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 family planning methods, either on site or by referral for female clients. Essential Access Health Performance Measure.	460	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 family planning methods, either on site or by referral for male clients. Essential Access Health Performance Measure.	35	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. Essential Access Health Performance Measure.		Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1. E	All female clients with an abnormal finding on their clinical breast exam should be followed for further evaluation.		Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1.F	The agency must attempt to notify all clients with positive STD/HIV tests within 72 hours of receiving lab results. Upon notification, counsel client regarding follow up and treatment.		Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits and lab logs reviewed during program evaluations.
1.G	All clients with an abnormal finding on their Pap smear should be followed for further evaluation. Essential Access Health Performance Measure.		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 2015 CDC HIV guidelines. Essential Access Health Performance Measure.		Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.

Statement of Work (SOW)

1. I	Assure the family planning program offers, at a minimum, Core Family Planning services to include: sexual health assessment, reproductive life planning, infertility services, services for adolescents, a broad range of family planning methods (to include natural family planning and pregnancy testing/counseling), health screenings (to include STD, cancer, and preventive health screenings), health information/education/counseling, and testing/referral services as indicated.		Nurse Practitioner	As documented in the Semi-Annual Progress Report (SPR) or with sample data verified via chart audits at agency visits.
1. J	Promote provision of comprehensive primary care services to enable clients to receive both primary care and family planning services at the same location or through nearby referral providers.		Nurse Practitioner	Protocols and referral policies maintained. Reviewed during agency visits.
Objective 2:		Provide family planning education and medical services to high-risk, hard-to-reach populations by March 31, 2019, 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. In addition to Males, Adolescents, and Individuals with Limited English Proficiency (LEP), please select one or more <i>additional</i> high risk populations that will be served:		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	61		
	Individuals with Disabilities	0		
	Migrant Workers	0		
	Individuals with Limited English Proficiency (LEP)	125		
	Males	35		
	Adolescents (17 & under)	58		
	TOTAL Clients Served	279		

Statement of Work (SOW)

Reproductive Life Plan

Reproductive Life Plan:

To assist family planning clients to take steps toward becoming fully healthy individuals by initiating reproductive life planning discussions and providing preconception / inter-conception care, when indicated, through March 31, 2019.

Objective 1:

Provide preconception/inter-conception care and reproductive life planning/family planning services to Title X comprehensive exam patients through March 31, 2019 as evidenced by completion of activity 1.A through 1.C.

Number	Activity	# of Clients	Job Title	Evaluation
1. A	Obtain reproductive life plans on patients presenting for family planning services and provide pre-conception counseling to women planning pregnancy, open to pregnancy or using less effective family planning 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 3/31/2019.
1. B	Assure activities that promote positive family relationships for the purpose of increasing family participation in family planning and healthy decision making.		Nurse Practitioner	Verified through chart review conducted during agency visits.
1. C	Provide education and counseling that prioritize optimal health and life outcomes for every individual and couple; contextualize Title X services within a model that promotes optimal health outcomes for clients.		Nurse Practitioner	Verified through chart review conducted during agency visits.

Adolescent Services Goal

Adolescent Services Goal:

Provide comprehensive clinical and counseling services to adolescents.

Objective 1:

Provide adolescent-specific counseling to all adolescent clients seeking Family Planning services by March 31, 2019, as evidenced by completion of activities 1.A through 1.D.

Number	Activity	# of Clients	Job Title	Evaluation
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.
1. B	Encourage participation of families, parents, and/or legal guardians in the decision of minors to seek family planning services; and provide counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities.		Health Education Coordinator	Protocols maintained and staff updates reviewed. Chart audits performed at program evaluations.

Statement of Work (SOW)

1. C	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.
1. D	Communicate to adolescents the social science research and practical application of topics relating to: healthy relationships, delaying sexual debut, the benefits of avoiding sexual risk/returning to a sexually risk-free status. Activities for adolescents do not normalize sexual risk behaviors.	Health Education Coordinator	Protocols maintained and reviewed. Chart audits performed at program evaluations.

Community Education Goal

Community Education Goal:

Increase the community's knowledge and access to family planning services offered by the Agency.

Objective 1:

Conduct marketing, community outreach and education to potential Title X clients by March 31, 2019, as evidenced by completion of activities 1.A through 1.G.

Number	Activity	# of Clients	Job Title	Evaluation
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).	3091	Health Education Coordinator	Community Education and Outreach Plan maintained, updated, and reviewed at program evaluations and desk audits.
1. B	Provide general outreach to individuals as stated in the Community Education and Outreach Plan (Exhibit B, Section I).	1260	Health Education Coordinator	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
1. C	Provide education and outreach to individuals at partnership agencies as stated in the Community and Education and Outreach Plan (Data will be automatically populated from information entered in Exhibit B, Section II).	81	Health Education Coordinator	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
1. D	Conduct mass marketing activities as stated in the Community Education and Outreach Plan (Exhibit B, Section III).	1750	Health Education Coordinator	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
1. E	An Advisory Committee of 5-9 members representative of the populations to be served will review and approve new educational materials developed and made available by the agency on an annual basis.		Health Education Coordinator	Advisory Committee meeting minutes and materials review maintained and reviewed at program evaluation.

Statement of Work (SOW)

1. F	Cooperation with community-based and faith-based organizations to serve to meet the unique needs of the local community.		Health Education Coordinator	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
1. G	Meaningful collaboration with documented partners to demonstrate a seamless continuum of care for clients.		Health Education Coordinator	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.

Financial Management Goal

Financial Management Goal:		Improve and maintain the Agency's financial systems to ensure contract compliance.		
Objective 1:		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	# of Clients	Job Title	Evaluation
1. A	Develop a line item budget by site for the period of September 1, 2018 to March 31, 2019 and submit modifications as necessary during designated periods.		Administrative Services Officer	Line item budget by site and necessary modifications submitted.
1. B	Develop and maintain financial management systems that are in compliance with the Code of Federal Regulations (CFR) and include the following: budgetary control procedures, accounting systems and reports, purchasing, inventory control, property management, charges, billing and collection procedures.		Administrative Services Officer	Financial management systems maintained in compliance and reviewed at program evaluations.
1. C	Develop and properly implement a sliding fee scale on an annual basis to reflect the current federal poverty guidelines.		Administrative Services Officer	Sliding fee scale developed, implemented and reviewed at program evaluations.
1. D	Complete all financial reporting requirements as detailed by the contract.		Accountant	All financial reports submitted on time as required.
1. E	Develop a general ledger report (GLR).		Accountant	All financial reports submitted on time as required and reviewed quarterly.

Community Education and Outreach Partnering Plan for Family Planning

Total number of general outreach activities(Section I): 1,260

Total Number of partnering activities(Section II): 81

Total number of mass marketing activities (Section III): 1,750

Total Number of individuals reached in Community and Education Outreach Partnering Plan: 3,091

Section 1: General Outreach

of individuals reached: 1260

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

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

of individuals reached: 11

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

Section 2: Partnering Plan Name: Sierra High School

of individuals reached: 70

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

Mass Marketing	# of Individual Reached	Method of Evaluating Success
<input checked="" type="checkbox"/> Health Fairs	<input checked="" type="checkbox"/> Print Media	<input checked="" type="checkbox"/> Distribution of Educational Materials
<input checked="" type="checkbox"/> Street Outreach	<input checked="" type="checkbox"/> Internet Websites	Sign in Sheets
Concerts	<input checked="" type="checkbox"/> Community Events	1750 <input checked="" type="checkbox"/> Estimated Audiences
Radio	Twitter	
TV	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 Office Hours	Projected Users in 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 202, Truckee CA 96161 Nevada

Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Hours Office Hours	Projected Users in 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	495	1700959863

Family Planning Services			
Budget Summary			
Agency Name: Nevada County Health Department		Agency Number: 9903	
Budget Period: Start Date: 9/1/2018 Ending Date: 3/31/2019			
Budget Category	Total Amount Required	Source of Funds	
		Applicant and Other	Title X Allocation
Personnel Service			
Physician	0	0	0
Mid-Level Practitioners	55,213	17,254	37,959
Other Health Personnel	40,012	23,855	16,157
Ancillary Personnel	0	0	0
Administration Staff	17,344	17,344	0
Fringe Benefits	53,808	27,941	25,867
Fringe Benefits Adjustments	0	0	0
Total Personnel Service	166,377	86,394	79,983
Patient Care			
Clinical Services	0	0	0
Laboratory Services	741	741	0
Total Patient Care	741	741	0
Equipment			
Equipment	0	0	0
Total Equipment	0	0	0
Other Costs			
Consultant	0	0	0
Medical Supplies	36,750	36,750	0
Office Supplies	583	566	17
Duplication & Printing	669	669	0
Health Education Supplies	280	280	0
Utilities & Communication	1,605	1,605	0
Travel Expense	875	875	0
Lease/Rental Expense	0	0	0
Other Expense	43,610	43,610	0
Approved Indirect Cost	23,450	23,450	0
Total Other Costs	107,822	107,805	17
Total Budget	274,940	194,940	80,000
Approved Title X Allocation			80,000

Family Planning Services	
Summary of Applicant and Other	
Agency Number: 9903	
Agency Name: Nevada County Health Department	
Revenue Category	Total Amount
Applicant Funds	
General Funds (Agency Fund)	21,107
Donations (Cash or In-kind)	0
Total for Applicant Funds	21,107
Family PACT Fee	
Family PACT Fee For Service	140,000
Total for Family PACT Fee	140,000
Medi-CAL	
Medi-CAL	4,083
Total for Medi-CAL	4,083
Other Federal Grants	
Medicaid	0
Medicare (Title XVIII)	0
MCH Block Grant (Title V)	0
Bureau of Primary Health Care (330 Grant)	0
Total for Other Federal Grants	0
State Government Grants	
None	0
Total for State Government Grants	0
Local Government Grants	
None	0
Total for Local Government Grants	0
Private Grants	
None	0
Total for Private Grants	0
Third Party Payers	
Patient Fees	583
Private Health Insurance	29,167
Total for Third Party Payers	29,750
Total Applicant and Other Sources of Revenue	194,940

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

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

1i. Personnel costs are as budgeted in the FY 2018-2019 county budget for the Title X program. Only time tracked to Title X on county time sheets will be charged to the title X program. The PHN is budgeted at 57% of an .50 FTE, or 16,157 in salary. The CP is budgeted at a .60 FTE, or 37,959 in salary.

Operating costs are budgeted based upon the prior 12 months actual usage and projected need for the 7 month budget period. Non reimbursed medical supplies are those not reimbursed by Medi-Cal or Family Pact. These include, but are not limited to, drapes, sheets, gloves, table paper, gowns, swabs, syringes, alcohol, band-aids, specimen cups, blood pressure cuffs, and stethoscopes. Applicant sources will be used to pay for all medical supplies.

The office supplies budget will be paid with Title X funds last, and the remaining will be paid by Applicant prior to using Title X funds.

1ii. The Nevada County Public Health Department approved Indirect Cost Rate for FY 18/19 will be used. The approval letter from CDPH is attached with our submission.

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

N/A

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

TAB No

MAB No

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 (by County) Submitted electronically at https://extranetportal.essentialaccess.org	Semi-Annually	25th of the month following the period reported for the data that is not submitted monthly. For September, October November and December of 2018 combine with July and August and <u>DUE: January 25, 2019</u> For January, February and March of 2019 to be combined with future funding period of April, May and June of 2019 and <u>DUE: July 25, 2019</u> Instructions will be issued if this changes
Statement of Revenue and Expenditure Report (includes submission of General Ledger backup of Title X expenditures only) Submitted electronically at https://extranetportal.essentialaccess.org		25th of the month following the period reported For September, October, November and December 2018 <u>DUE: January 25, 2019</u> For January, February and March 2019 <u>DUE: April 25, 2019</u>
Annual External Audit and A-133 Audit if applicable Submitted to the Finance Division	Annually	30 days after completion of audit but no later than nine months after the end of the accounting period under audit
Centralized Data System (CDS) submission Submitted electronically at www.cfhc.org	Monthly	25th of the month following the period reported
Special Reports, surveys and questionnaires as may be requested by CFHC or its funding source	Specified Date	Specified Date
Performance Measures Assessment and as needed, Corrective Action Plan Creation	Annually	To Be Determined
Corrective Action Plan Completion as required	Annually	To Be Determined