Georgia Department of Public Health

Brenda Fitzgerald, MD, Commissioner | Nathan Deal, Governor

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MEMORANDUM

ACTION MEMO #14-25

TO: District Health Directors

FROM: Debra L. Keyes, MA, RD
Director
Georgia WIC Program

DATE: August 6, 2014

RE: FFY 2015 USDA FNS General Infrastructure and Operational Adjustment Grants

The purpose of this memorandum is to provide guidelines for Federal Fiscal Year (FFY) 2015 General Infrastructure and Operational Adjustment (OA) Grants. Infrastructure and OA Grants provide funding to State agencies to implement projects or activities that will improve the critical services provided by the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Program for WIC participants. The grant period for General Infrastructure Grants will be from October 1, 2014, through September 30, 2016, and October 1, 2014, through September 30, 2015, for OA Grants. Funds for both grants will be made available to State agencies once USDA/Southeast Regional Office (SERO) has an approved budget.

Please review the following guidelines and prepare any request that complies with these guidelines that you may wish Georgia WIC to submit. Your request should be submitted to Georgia WIC to the Deputy Director for Program Administration, Anthony McGaughey, by close of business August 29, 2014.

General Requirements

Districts should submit no more than two requests per district. Districts should also prioritize these requests. Proposals that can be funded with the District's current administrative allocations such as travel costs, replacement computers, waiting room furniture, filing cabinets and other routine purchases will not be considered.

General Infrastructure Grant applications must contain:

(1) a narrative description of the purpose of the project, including justification,
(2) a detailed budget for the two (2) year grant period
(3) a timeline for completing the project with an outline of major activities
(4) a detailed description of past performance on similar grants or projects
(5) a completed Georgia WIC Clinic Renovation Package (see attachment)

Operational Adjustment Grant applications must contain:

(1) a narrative description of the purpose of the project, including justification,
(2) a detailed budget for the one (1) year grant period (see attached budget example)
(3) a timeline for completing the project outlining major activities, and
(4) a detailed description of past performances on similar grants or projects
(5) properly bid quotations for the requested components of the project. Districts should acquire their bids through their established procurement requirements.

Applications will be evaluated by the Deputy Director for Program Administration and/or his delegates and approved by the WIC Director.

Reporting requirements for this grant will occur in the third quarter of the fiscal year. Districts whose requests are funded must provide a status of expended/obligated funds and projected final year-end expenditures by close of business May 15, 2015. Any funding projected to lapse in this report will be subject to redistribution by USDA. Districts must be able to provide a final report of utilization of this funding by close of business December 1, 2015.

Finally, Georgia WIC will not be able to submit every District request. Georgia WIC will prioritize these requests by importance, completion schedule and availability of funding. Requests not submitted will be maintained for possible future consideration upon availability of future funding.

Possible Projects

1. Facility renovation and purchases. Projects which support the acquisition of new or improved space that enables expansion and provides quality service, such as one-stop shops, which provide health care services in addition to the Women, Infants and Children (WIC) Program. This could also include mobile clinics, which will deliver service to target populations not effectively served through fixed site locations.

2. Automated Management Information Development/Implementation and Integrated Data Systems. In particular, projects which achieve basic automation needs such as paperless data entry of participant data or onsite, on-demand food instrument issuance, and program integrity features are eligible. Integrated data systems utilized by State agencies that wish to use technologies to implement data sharing with other welfare or health programs such as efforts to promote coordination between WIC and Medicaid managed care or immunizations can be proposed. Also included are improvements to upgrade systems to meet basic core functions and system changes to meet new program requirements, such as the vendor cost containment provisions outlined in the WIC Reauthorization Act of 2004 (P.L. 108-265), prevention and detection of participant and employee fraud, The Integrity Profile (TIP) data collection, nutrition risk, Body Mass Index calculations, growth chart assessments and improvements to infant formula rebate invoice systems to better account for the actual number of units of formula sold to participants. An approved Advance Planning Document (APD) must be on file for all requests that exceed $99,000.

3. Service integration, coordination and co-location. Projects that involve WIC State Agency efforts to improve access and referral to other health care and nutrition services and service integration, coordination and co-location with Community and Migrant Health Clinics and Indian Health Clinics, the Immunization Program, Housing and Urban Development Programs, health programs in Department of Health and Human Services, and other Federal programs promoting health and well-being of the maternal and child population are such projects.

4. Management technologies and improvement of access to services. Projects which use equipment and technology that reduce clinic staff time and improve access and service to WIC clients may be requested. An approved APD document must be on file for all requests that exceed $99,000. Such technologies may include, but are not limited to:

a. Automated Reminder Systems to encourage participants to keep appointments or use of such equipment to contact potential participants as an outreach strategy
b. Geographic Information Systems to locate target populations and assist in making service and benefit delivery decisions
c. Interactive equipment such as videos, touch screen devices, which inform and educate participants
d. Automated recording system enhancements such as voicemail to direct participants to services.

5. Nutrition services, breastfeeding promotion and support, nutrition education (NE), and value enhanced nutrition assessment (VENA). Projects that include helping participants make healthy food choices, revitalizing quality nutrition services, and increasing breastfeeding initiation and duration among WIC participants are such projects. Also included are efforts directed at improved staff training and competencies, incorporating the WIC Nutrition Services Standards into agency operations, incorporating the Dietary Guidelines for Americans in nutrition, education materials and messages, and other efforts that support VENA and breastfeeding education and support.

6. WIC Electronic Benefits Transfer (EBT). Projects to assist with EBT implementation may be requested. This would include development of feasibility studies, cost/benefit analyses, and other planning documents. Activities may include assessment of the SA's current paper costs for benefit delivery, assessments of retailer and State and local agency capabilities, and assessment of card technology. Funds may be used to secure contractor assistance to develop and recommend a 2 to 5-year plan for EBT implementation within the SA. Funds may also be used to develop a State Universal Product Code (UPC) database that will interface with the National UPC database. An approved APD must be on file for all requests that exceed $99,000.

7. Improve Participation Among Children (Ages 1-4). Projects that will help to increase and improve the retention of children in WIC after age one are included. WIC State agency may consider collaboration with other agencies, such as Public Health Service, Child Support Enforcement, etc. Because we recognize that these children are still very vulnerable to nutrition and diet related health problems in these early childhood years, this would be a beneficial project.

8. Improve breastfeeding rates. Projects include those to assist breastfeeding coordinators and other staff to shadow, observe, and share with other State agency staff regarding their breastfeeding programs. This will allow innovative and creative ideas on breastfeeding promotion and support to be shared.

9. Improve Access to WIC Services. Projects which streamline WIC processes, including equipment and technology to improve services and reduce clinic time can be proposed. Examples would include on-line applications, electronic signatures, geographic systems to target benefits, interactive equipment for nutrition education and staff/vendor training, automated reminder systems, and expedited food instrument only issuance systems.

10. Participant/Vendor Investigations. Projects include those that would develop vendor investigative techniques/systems to locate participants and vendors selling WIC foods on the internet through Craig's List, E-Bay or similar websites. Work with law enforcement and/or private investigators to develop systems that can detect this type of abuse and obtain clear evidence for prosecution may be requested.

11. Cost containment. Projects include those that assist in the implementation and oversight of cost containment initiatives which will assist in reducing food costs.

If you have any questions or concerns, please contact Hugh P. Warren, Jr. at 404-657-2916.

Attachments

c: Anthony McGaughey - Deputy Director, Program Administration
Hugh P. Warren, Jr., MPA, CPA - WIC Finance Manager
District Administrators
District Program Managers
District Nutrition Services Directors
WIC Deputy Directors
WIC Managers

Georgia WIC Clinic Renovation Package

This package contains information a Georgia Department of Public Health District or Georgia WIC Contractor needs to request funding for a new facility. Below is the pertinent regulatory law and contract terms required to make such a request. If you have any questions concerning this information, please contact either Anthony McGaughey, Deputy Director for Program Administration at Anthony.McGaughey@dph.ga.gov or Hugh P. Warren, Jr., WIC Finance Manager at Hugh.Warren@dph.ga.gov.

Regulations and Contract Terms Governing Facilities

7 CFR §3016.22 Allowable Costs states costs for state, local or Indian tribal governments are covered by the cost principles in Office of Management and Budget (OMB) Circular A-87, Cost Principles for State, Local and Indian Tribal Governments.

OMB A-87, Attachment B, Selected Items of Cost, 15. b. (1) states: Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except where approved in advance by the awarding agency *(in this case USDA)*. **Because of this language, USDA will only approve the outfitting and finishing of renovated facilities. USDA will not approve the capital construction costs associated with a renovation.**

7 CFR §3016.31 Real property governs the title, use and disposition of real property acquired with USDA funding.

DPH's Master Agreement, 10. Reimbursement for Rent governs the payment of rent for WIC clinics.

Requests for Facility Renovation Costs

Districts must submit the following for a facility renovation:

- Architectural renderings such as blue prints identifying the space a district wishes to renovate.
- Properly bid quotations for the requested components of the renovation. Districts should acquire their bids through their established procurement requirements.
- Project timelines showing anticipated completion schedule of the renovation.
- A completed FNS 813-1 Exhibit B, Worksheet for Request to Renovate or Repair Real Property (see page 2)
- A completed Request Form for a New Facility (see page 4)

Georgia WIC Clinic Renovation Package

WORKSHEET FOR REQUEST TO RENOVATE OR REPAIR REAL PROPERTY
FNS Instruction 813-1 Exhibit B

I. Determining the Absence of Other Options

1. Has the State documented that the landlord will not renovate or repair the building as part of the rental agreement?

2. Has the State provided evidence to establish that there is insufficient State and/or local monies available to fund the cost of the proposed renovation or repair?

3. Has the State obtained at least three estimates in the process of determining the projected cost of the proposed renovation or repair?

4. Has the State examined the availability and cost of alternative sites that do not require renovation in the preparation of its request to renovate or repair a particular site?

5. How does the projected cost of renovation or repair compare to the cost of alternative rental space in the proposed area (over a 5-year period)? The U.S. Department of Housing and Urban Development (HUD) maintains statistics regarding the availability and cost of rental properties nationwide.

II. Determining the Acceptability of a Site

For large requests for renovations or repairs, regions may need to examine the site to determine its acceptability prior to final approval.

1. Is the site centrally located in the area that is intended to serve?

2. Is the site located in proximity to a hospital and/or local health agency? To public transportation?

3. Is the site large enough to house adequate staff and equipment to accommodate the numbers of participants it is anticipated to serve?

4. Does the site provide easy access for pregnant women, children, and handicapped persons?

5. Can the site handle the program's automation needs (e.g.) telephone lines, electrical outlets, and security)? Are the costs of any such upgrades included in the renovation costs?

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WORKSHEET FOR REQUEST TO RENOVATE OR REPAIR REAL PROPERTY
FNS Instruction 813-1 Exhibit B

6. Has a recent Management Evaluation identified the inadequacy of the site being proposed for renovation or repair?

7. Is the proposed renovation or repair to address unsafe clinic conditions?

III. Determining WIC's Fair Share of Costs

1. What programs or offices will be located in the area of the building to be renovated or repaired?

2. What methodology is being used to calculate each party's fair share of the projected renovation or repair cost? Does the methodology assign to WIC a portion of the cost reasonably commensurate with the benefit WIC receives from use of the space?

IV. Conditions for Final Approval

Requests for current fiscal year funds should be submitted to the FNS Regional offices by July 1 to ensure consideration. Requests submitted after July 1 will be considered as possible.

1. If the property is publicly owned, has the State agreed that in the event that the WIC Program vacates the facility that it will pay, from State monies, the Federal Government the non-depreciated value of the renovation/repair paid for with WIC Program funds?

2. If the property is privately owned, has the landlord agreed to extend the lease until the WIC Program has received full benefit from the renovation, or amended the lease agreement to provide for a refund to the local agency of the dollar amount representing the portion of the renovation cost from which the local agency has yet receive no benefit?

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Georgia WIC Clinic Renovation Package

REQUEST FORM FOR A NEW FACILITY

NOTE: When a District requests space in a new facility, the following form will be used to determine approval of the space by the State WIC Office.

	Comments	Satisfactory	Unsatisfactory
1. Building a. Hours of building operations b. Level of security c. Number of Entrances d. Building Management			
2. Parking a. Staff b. Clients c. Availability of free client parking			
3. Proximity a. Public Transportation			
4. Space a. Training room b. Staff c. Interview and Evaluation d. Waiting Area(s) e. Breastfeeding room f. Conference rooms g. Meeting rooms h. Location within building i. Possibility to expand square footage initially under lease j. Any non-removable glass doors, walls and partitions k. Noise level of building and WIC space			
5. Storage a. Closets b. Cupboards			
6. Safety features: a. "Exit" Signs b. Water Sprinklers c. Fire Alarms d. Smoke Alarms e. Fire Extinguishers f. Power Surge Protectors			
7. Air Conditioner and Heating			
8. Lighting a. Electrical outlets b. Cable TV outlets c. Computer Cable outlets d. WIFI			
9. Condition of Building			

Georgia WIC Clinic Renovation Package

REQUEST FORM FOR A NEW FACILITY

NOTE: When a District requests space in a new facility, the following form will be used to determine approval of the space by the State WIC Office.

	Comments	Satisfactory	Unsatisfactory
10. Flooring a. Carpet b. Tile			
11. Elevators a. Escalators b. Stairs			
12. ADA Complaint a. Building entrance b. WIC space c. Bathroom d. Counters			
13. Plumbing a. Sinks b. Waste disposal			
14. Drinking fountains			
15. Janitorial Services			
16. Amenities a. Nearby shops b. Pharmacies c. Food stores d. Food establishments			
17. Mail a. Chute b. Mail c. FedEx d. UPS drops			
18. Lease a. Duration b. Renewability c. Cost per square footage d. Reconfiguration cost per square foot			
19. Landlord and Tenants a. Tenants with who WIC would have conflict of interest b. Landlords acceptance of WIC clients and nature of WIC services c. Acceptance of WIC clients and services by other tenants			
20. Presence and/or proximity of other government agencies and services			
21. Comfort level to WIC clients a. Similarity of other building tenants and guests			

Budget Example

Description	Salary	% Time Allocated	Total
Project Completion Task			
Personnel Costs			
Example: Budget Analyst	$ 50,000.00	50.00%	$ 25,000.00
			$ -
			$ -
			$ -
			$ -
			$ -
Total Salaries			$ -
Fringe Rate (enter under Total Salaries as %)			
Total Fringes			$ -
Total Personnel Costs (Total Salaries & Total Fringes)			$ -
Regular Operating Costs			
Travel (itemize)			
Supplies (itemize)			
Other (Itemize)			
Total			$ -