

**MEMORANDUM**

**ACTION MEMO #16-05**

**TO:** District Nutrition Services Directors

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

**DATE:** November 16, 2015

**RE:** FFY 2016 USDA FNS General Infrastructure and Operational Adjustment Grants

The purpose of this memorandum is to provide preliminary guidelines for Federal Fiscal Year (FFY) 2016 General Infrastructure and Operational Adjustment (OA) Grants. We believe that this year's process will be similar to years past, but be advised that final instructions will be forthcoming and requests will have to comply accordingly. For now, please use this memorandum as your guide in planning your requests.

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 Infrastructure Grants will be from October 1, 2015, through September 30, 2017, and October 1, 2015, through September 30, 2016, 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 December 11, 2015.

**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. Office registration (queuing) systems and breast pump procurements also 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 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 procedures.

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 13, 2016. 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, 2016.

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, are eligible. 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 \$99,999.00.

**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 the 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 exceeds \$99,999.00. 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 exceeds \$99,000.00.

**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 is 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 regarding these grants, please contact Hugh P. Warren, Jr. at 404-657-2916.

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