

2024 Application & Contracts Workshop

Colorado Special Supplemental Nutrition Program for Women, Infants & Children (COWIC)

www.ColoradoWIC.com

Overview

- COWIC Framework for Service Delivery.
- Funding Formula & Service Standards.
- Contract Requirements.
- 2024 Local Agency Authorization Process.

State and Local Coordination

State Role

Set policy

Monitor compliance

Build & maintain infrastructure

Establish continuity

Set Program goals

Local Role

Implement policy

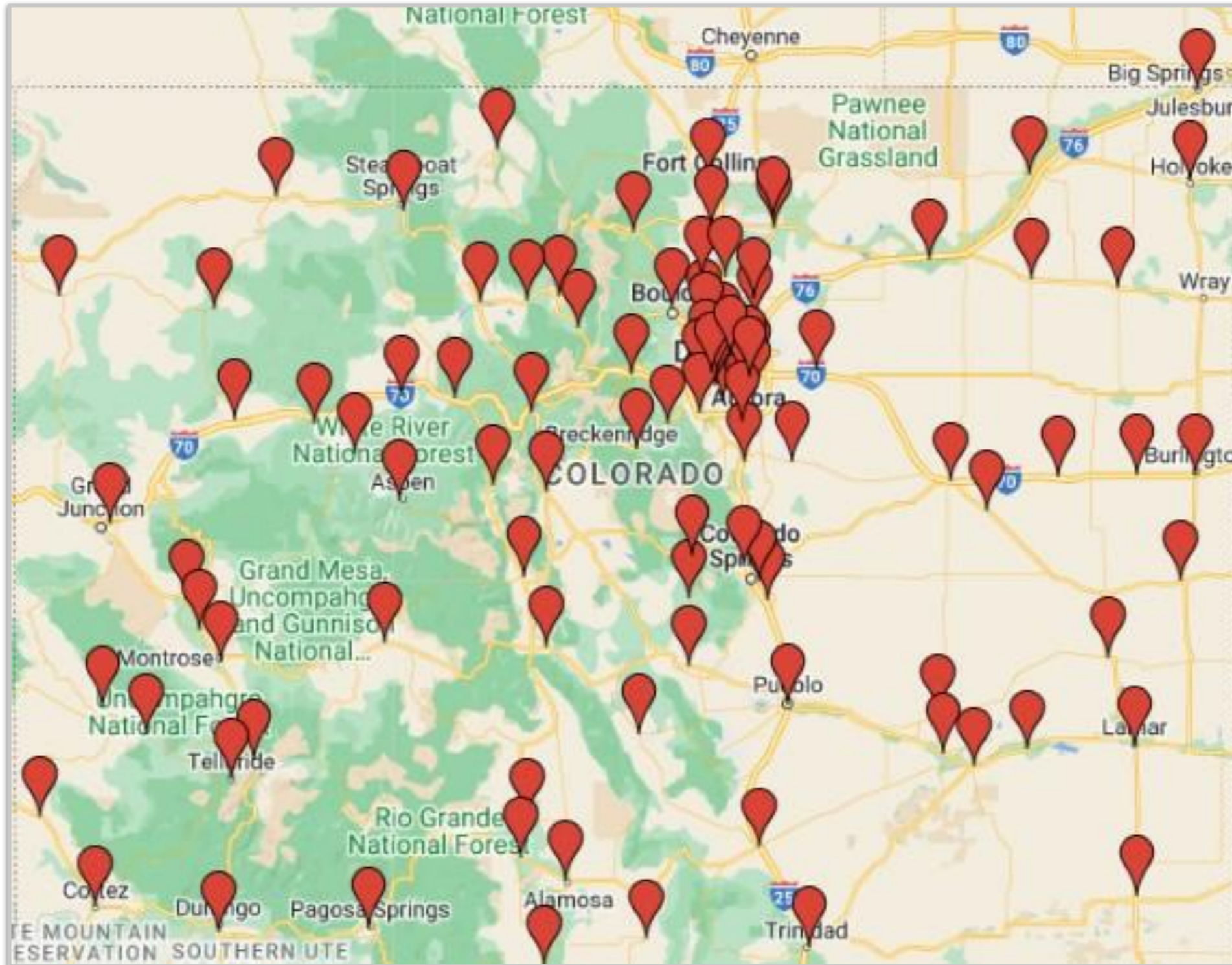
Train staff

Build local network

Ensure access

Maximize service delivery

Accessing WIC in CO



Revised Funding Formula

Base Grant (85% of total)	Cost Adjustment Factors (10% of total)			Partnership Support (5% of total)	Churn Adjustment
Per Participant	Population Density	% Non-English Speaking Clients	% High Risk Clients	5.00%	n/a
85%	2.50%	3.50%	4.00%		
Average Monthly Enrollment of Previous 12 Months	Categorized as Low (<50 Persons Per Square Mile); Medium (50 - 500 Persons Per Square Mile); High (500+ Persons Per Square Mile)	Non-English Clients Served in Excess of State Average over Previous 12 Months	High Risk Clients Served in Excess of State Average over Previous 12 Months	Contracts may be adjusted mid-FY to accommodate newly-formed partnerships	Assessment of client addresses compared to where they seek clinic services resulting in adjustment up or down by county.
This factor represents the day-to-day workload of providing direct WIC services to clients.	This factor accounts for the increased cost to serve program participants in rural areas, primarily due to travel time.	This factor accounts for the relative cost of providing services to clients with a preferred language other than English.	This factor accounts for the relative cost of providing services to clients who have one or more high-risk nutrition risks as defined by the WIC Program.	This factor accounts for the additional time and expertise needed to provide specialized staff support within a partnership.	<i>This factor represents the movement of clients between the county where they live and the county or counties where they seek COWIC services. It is a reflection of the change to a county-based formula rather than an agency-based formula and adjusts to reflect the actual caseload being served by an agency.</i>

Updated Service Standards

Statewide service standards are predefined criteria that ensure access, equity, and quality in COWIC core services for all clients.

Service standards and staff roles serve as frameworks for maintaining consistency, accountability, and excellence in service delivery and contract accountability; considered to be the minimum required as a COWIC agency.

Specific details available [here](#).

Contracting/Fiscal Overview

Contract term: Federal Fiscal Year October 1, 2024 - September 30, 2025

Statement of Work:

Completely revised as RFA Attachment 3
Reflects back to Colorado WIC policy and procedures

Fiscal and Program monitoring: Conducted biennially and reports shared with LA leadership

Invoicing: Monthly invoices using the CDPHE standardized invoice form submitted within 45 days of closed month

Required to attend a post-award meeting upon contract execution

Application Budget

- 1) **Personnel costs:** List all full-time equivalent employees to provide direct work on the grant. Please include the titles.
- 2) **Supplies and Operating Expenses.** Include items like:
 - a) Office Supplies
 - b) Medical Supplies
 - c) Rent
 - d) Maintenance
 - e) Outreach
 - f) Postage

Application Budget (cont.)

- 4) **Travel:** Estimate any expected travel for the WIC program work

- 5) **Training/Contractual Costs**
 - a) Training courses for employees

 - b) Legal Costs

 - c) Contractual costs could include items like custodial work, maintenance contracts (if not included above)

Application Budget (cont.)

6) Indirect costs:

- a) Approved Colorado Department of Public Health and Environment (CDPHE) negotiated rate
- b) 15% deMinimis rate on Modified Total Direct Costs.

2024 Agency Authorization

- **May 10 - June 14:** *Request for Applications (RFA) process open.*
 - *June 5: Last day for written inquiries.*
 - *June 12: Last day for responses due from COWIC.*
 - *June 14: Last day to submit applications and partnership letters of intent.*
- **June 17 - July 12:** *Application review.*
 - **Week of July 15:** *Award notifications sent.*
- **August 1:** *Contracts available in DocuSign for local agency review and board/leadership approval processes.*
- **October 1, 2024:** *FFY25 contracts begin.*
 - *Partnership MOU/IGAs due within 30 days after contract start date.*

Application Documents

Publicly accessible in [Basecamp folder](#) and linked from ColoradoWIC.gov website:

- Request for Applications (RFA) with all attachments.
- Partnership Templates & Guides:
 - Discussion Guide.
 - Letter of Intent.
 - MOU & Addendum (Roles & Responsibilities).
- Service Standards Checklist.
- Timeline.
- Frequently Asked Questions (updated as received).

Questions or Comments?

Thank you for your time & interest today.

Please send questions and application materials to:
cdphe_cowic_application@state.co.us

ColoradoWIC.gov