

Gwen J. Sims, MEd, RD, LD
Interim Executive Director



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March 22, 2021

The Honorable Judge Lina Hidalgo
and Commissioners Court
Harris County Administration Building
1001 Preston, Room 938
Houston, Texas 77002

Dear Court Members:

We respectfully request permission for Harris County Public Health (HCPH) to accept the amendment from Texas Health and Human Services Commission (HHSC) / Women, Infants, and Children (WIC) Local Agency Contract - #HHS000804400001-HHS000804400001. The purpose of this amendment is to increase the budget by \$1,431,749.00.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gwen J. Sims", is written over a light blue horizontal line.

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Interim Executive Director

HCPH is the local public health agency for the Harris County, Texas jurisdiction. It provides a wide variety of public health activities and services aimed at improving the health and well-being of the Harris County community.

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www.hcphtx.org



HARRIS COUNTY, TEXAS

Office of Budget Management 1001 Preston; Suite 500 Houston, TX 77002 713-274-1135
Grants Coordination Section - Conveyance Form Application Award

☐☒

Amendment

Department Name / Number

DUNs

Grant Title

Public Health Services - 275	072206378	WIC - '20/21
Funding Source: U.S. Department of Agriculture: CFDA# 10.557		Grant Agency: Texas Health and Human Services Commission
Program Year: 38 th	Program Ending:	
Grant Begin Date: 10/01/2020	Grant End Date:	09/30/2021
Grant Org. Key: 100001000000775	If applicable, Prior Year Org. Key:	1000000427

Grant Description:

Funded by the U.S. Department of Agriculture via the Texas Health and Human Services Commission, the objectives of the Women, Infants and Children (WIC) Program are to provide low-income pregnant, breastfeeding and postpartum women, infants, and children up to age five who are determined to be at nutritional risk, with supplemental nutritious foods, nutrition education, and referrals to health care providers, at no cost to the clients.

	Revised Total Budget	New Grant Funded	Orig. Grant Funded	New County Funded	Orig. County Funded
Salary & Benefits	\$8,031,959.75	\$1,073,811.75	\$6,958,148.00	\$0.00	\$0.00
Non-Labor	\$1,683,299.25	\$357,937.25	\$1,325,362.00	\$0.00	\$0.00
Sub Tot. Incremental Cost	\$9,715,259.00	\$1,431,749.00	\$8,283,510.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$9,715,259.00	\$1,431,749.00	\$8,283,510.00	\$0.00	\$0.00

* under development

Full Time Equivalent Positions

208.00

Date Guidelines are Available

% of Positions Paid by Grant

100.00 %

Grant Submittal Deadline Date

Grant Discussion:

This item relates to an award that was accepted by Commissioners Court on 7/28/20 for the FY21 Special Supplemental Nutrition Program for Women, Infants and Children (WIC). The purpose of the amendment is to increase the WIC program budget for this grant year by \$1,431,749 which reflects a statewide program reallocation, additional component funding, and an allocation of \$710,364 for COVID response. There is no match requirement.

County Funded Cost Projection

Year	Required	Discretionary
2022	-	-
2023	-	-
2024	-	-
2025	-	-
2026	-	-

Completed by :

Cadow, Eric

Date :

3/23/24

Reviewed by:

Date :

3/23/21

THE STATE OF TEXAS §

COUNTY OF HARRIS §

The Commissioners Court of Harris County, Texas, Met in a regular session at its regular term at the Harris County Administration Building in the City of Houston, Texas, on _____,

with the following members present:

Lina Hidalgo	County Judge
Rodney Ellis	Commissioner, Precinct No. 1
Adrian Garcia	Commissioner, Precinct No. 2
Tom S. Ramsey, P.E.	Commissioner, Precinct No. 3
R. Jack Cagle	Commissioner, Precinct No. 4

and the following members absent: _____

constituting a quorum, when among other business, the following was transacted:

ORDER AUTHORIZING HARRIS COUNTY PUBLIC HEALTH to accept the amendment from Texas Health and Human Services Commission (HHSC) for Women, Infants, and Children (WIC) Local Agency Contract.

Commissioner _____ introduced an order and moved that Commissioners Court adopt the order. Commissioner _____ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ramsey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Cagle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The meeting chair announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that the County Judge is authorized to approve Harris County Public Health (HCPH) to accept the amendment from Texas Health and Human Services Commission (HHSC) for Women, Infants, and Children (WIC) Local Agency Contract. The purpose of this amendment is to increase the budget by \$1,431,749.00.

The documents are attached hereto and incorporated herein and incorporated as if set out in full word for word. Harris County is authorized to do any and all things necessary or convenient to accomplish the purpose of this Order.



February 24, 2021

Jolene Norbert-Harrell, WIC Director
Harris County Public Health & Environmental Services, LA 48
2223 W. Loop South
Houston, TX 77027

RE: Revised Funding Notification

Health and Human Services Commission (HHSC) Women, Infants and Children (WIC)
Local Agency Contract **#HHS000804400001**.

Grantee Data Universal Numbering System (DUNS) #	072206378
Assistance Listing Number (CFDA)	10-557
Awarding Agency/Contact	United States Department of Agriculture FNS Southwest Regional Office Food and Nutrition Service 1100 Commerce Street Room 522 Dallas, TX 75242-9980 (214) 290-9810

This is a notification of your organization's FY 2021 (October 1, 2020 to September 30, 2021) **revised** WIC Local Agency funding.

Your organization will be receiving the funding listed below:

Funding Formula Rate (FFR): **\$12.69**

Project	Project Contact	Initial Amount (\$)	2Q Reallocation Amount (\$)	Revised Project Total (\$)
General Admin Funding	Elsa Rodriguez elsa.rodriguez2@hhs.texas.gov	7,369,711	249,435	7,619,146
Peer Counselor	Asia Sartor asia.sartor@hhs.texas.gov	653,029	0	653,029
Registered Dietitian	Stephanie Holland stephanie.holland1@hhs.texas.gov	95,000	70,000	165,000
Lactation Services	Noemi Hernandez noemi.hernandez2@hhs.texas.gov	107,970	28,200	136,170

SNAP-Ed Program – Breastfeeding	Michelle Poole michelle.poole@hhs.texas.gov	20,000	0	20,000
Extra Funding – Improving Participant Experience/ Clinic Improvement	Kara Nemethy kara.nemethy@hhs.texas.gov	0	242,650	242,650
Extra Funding – TXIN Internet	Tammye Farmer-Holloman tammye.farmerholloman@hhs.texas.gov	37,800	0	37,800
Extra Funding – COVID	Tammye Farmer-Holloman tammye.farmerholloman@hhs.texas.gov	0	710,364	710,364
Extra Funding – Other	Tammye Farmer-Holloman tammye.farmerholloman@hhs.texas.gov	0	131,100	131,100
Funding Total		8,283,510	1,431,749	9,715,259

This notice does not relieve the agency from seeking additional approvals as required by WIC Policy.

All purchases must be in compliance with WIC policies and the Uniform Grant Management Standards.

For HHSC to track local agency expenditures, please submit a separate State of Texas Purchase Voucher (Invoice) for reimbursement of actual allowable costs associated with each project.

When submitting the **Extra Funding voucher**, include all Extra Funding Projects expenses onto one State of Texas Purchase Voucher. Identify the Project by listing the Project name on the *Unit Price* Column and its corresponding expense on the *Amount* Column on the face of the voucher.

Example: TXIN Internet | \$500.00.

When submitting the **SNAP-ED funding** voucher, include all SNAP-Ed Projects expense onto one State of Texas Purchase Voucher. Identify the Project name on the *Unit Price* Column and the corresponding expense on the *Amount* Column on the face of the voucher.
Example: SNAP-Ed NE | \$350.00.

If the allocation amounts on special projects are exceeded, any subsequent amount billed will be charged to your administrative WIC Funding.

For questions regarding purchase requests, please contact Belinda Saunders at (512) 341-4444 or WICLRequests@hhsc.state.tx.us.

Jolene Norbert-Harrell
February 24, 2021
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For questions regarding funding concerns, please contact Tammye Farmer-Holloman at tammye.farmerholloman@hhs.texas.gov.

If you have any questions or require additional information regarding your special projects, please use the project contact information listed above.

Sincerely,

A handwritten signature in black ink that reads "Edgar Curtis". The script is cursive and fluid.

Edgar Curtis
Texas WIC Director
Health and Human Services Commission

Cc: Judge Linda Hidalgo
Harris County Judge

Special Projects Funding and Allowable Costs

Fiscal Year 2021

Note: Not all agencies are approved for all special projects.

Peer Counselor – A Peer Counselor's qualifications must include; (1) previously received WIC services, (2) have breastfed at least one of her children, and (3) take appropriate training prior to serving as PC to participants. This funding includes but not limited to

- Salaries of Peer Counselors who assist pregnant and breastfeeding WIC participants.
- Training for Peer Counselors.
- Communication equipment.
- Travel expenses Peer Counselors may incur in the course of performing their job duties or attending training and/or conferences.
- Equipment and supplies used to train Peer Counselors or used by Peer Counselors to educate clients.
- Please see WIC Policy AC:17.0 for an extensive list.

Allocations are made based upon the following criteria: number of pregnant and breastfeeding women served, retaining counselors established with previous discretionary funding, prevalence of serving rural and remote locations, and breastfeeding rates.

Please note that all agencies are required to have a Peer Counselor on staff. (*WIC Policy GA 14.0*).

Lactation Services – Funds are being provided to help your agency provide breastfeeding assistance to WIC participants and WIC staff. This funding can be used for contract or regular WIC employees. You will be reimbursed for the following expenses:

- Lactation consultations by:
 - a. Qualified professional; International Board-Certified Lactation Consultant (IBCLC),
 - b. Qualified professionals that can be put on contract according to WIC Policy AC16.0,
 - c. Qualified employee; Peer Counselor, or Designated Breastfeeding Expert, after normal working hours depending on local agency (LA) personnel policies and procedures.
 - Local agency staff fees paid to prepare for (i.e., prerequisite courses, prep courses, study materials) or take the International Board of Lactation Consultant Examiners (IBLCE) exam. See www.iblce.org for more information.
 - Supplies that would complement lactation consults such as nipple shields and shells, nursing bras, and supplemental nursing systems.
 - Reference books and teaching aids such as breastfeeding dolls, stuffed breasts, belly balls, flip charts and other teaching tools or supplies to create teaching tools.
 - Furniture and supplies to establish a nursing room to be used for lactation consultations and a private place for WIC moms to nurse and pump. Examples include chairs, pillows, stools, side table, lamps, peer counselor desk and chair, and dividers for privacy.
 - To pay for equipment (i.e., webcams) to facilitate tele-conferencing with the Houston or Dallas Lactation Support Centers as per WIC Policy CS: 33.0, available at <https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/wic/policy/cs-33-0t.pdf> To pay for other innovative expenditures, which are approved on a case-by-case basis by the State Agency.
- Other breastfeeding expense as listed on WIC Policy AC34:0.

Registered Dietitian (RD) – Use this special funding for reimbursement of staff and contract RD duties and associated costs. Reimbursement vouchers must identify the category of expense (Admin, NE, or BF) to appropriately allocate funds. The following are examples of approved expenses:

NE Cost Category:

- Providing high-risk individual counseling
- Developing and conducting facilitated discussion nutrition education classes
- Consultation regarding the appropriate issuance of special formulas
- Nutrition publications and visual aids for on the job use
- Developing and implementing the NE plan for special projects such as projects related to Innovation Centers.
- Assisting with the implementation of Value Enhanced Nutrition Assessment (VENA)
- Providing staff training on nutrition-related topics and nutrition assessment procedures.
- Serving as preceptor for the WIC Certification Specialist Program
- Assisting with completion of the annual *Nutrition Education and Breastfeeding Plans*

ADMIN Cost Category:

- Developing, implementing, or assisting with the Quality Assurance Program (i.e. ongoing evaluation of individual counseling, nutrition education classes, clinical procedures, etc.)
- Developing and implementing the ADMIN plan for the Obesity Prevention projects.
- Registration fees to the Commission on Dietetic Registration for staff RD. (Not an allowable expense for Contract RD unless RD is also the NE Coordinator)
- Attending continuing education opportunities for staff RD only (i.e., professional conference fees) (Not an allowable expense for Contract RD)
- Other non-NE direct service activity, i.e. staff meetings, timesheet preparation, High Risk client scheduling

BF Cost Category:

- Providing assistance to the participants with breastfeeding issues and concerns
- Providing assistance to the participant with breast pump issues and concerns

Please note the following:

- All local agencies are required to have an RD on staff or on contract (*WIC Policy GA: 14.0*).
- You must follow *Policy AC: 16.0 – Allowable Costs – Professional Contract Services*, when securing the services of an RD consultant via contract.
- Use a separate *State of Texas Purchase Voucher (form 4116)* to bill the state for RD services funded by this special allocation. Specify on the face of the voucher that this is reimbursement for an RD consultant or to defray the cost of a staff RD.
- Prior to contracting with the RD, the RD must submit a current copy of his/her registration card from the Commission on Dietetic Registration.

The State Agency plans to reallocate any unused RD funds later this fiscal year. At that time, funds will be shifted from local agencies that have not used their funds to local agencies that need additional funding.

Snap-Ed Projects– Snap-Ed projects will focus on obesity prevention, nutrition education or breastfeeding friendly community initiatives, or peer counselor services for SNAP and WIC eligible populations within the community. Snap-Ed funding may be used to pay for staff time for staff who plan, develop or implement the nutrition education or breastfeeding activities. Snap-Ed funds may also be used for nutrition education reinforcements (\$5 or less per item) and expenses related to the project as detailed in your accepted project budget. A detailed list of Snap-Ed allowable costs can be found in Section 3: Financial and Cost Policy of the FY21 Snap-Ed Plan Guidance document. This document can be found here: <https://snaped.fns.usda.gov/program-administration/guidance-and-templates>.

If selected by System Agency, the amount awarded in your funding letter is a not to exceed amount. In order for the State Agency to track these expenditures, please bill on the Snap-Ed project voucher. Select the Snap-Ed project (i.e. Snap-Ed- OP, Snap-Ed- Breastfeeding) you are billing for and record the expenses for any of the categories provided. A copy of the voucher is available for download here: <https://txwic.egnyte.com/fl/wdkOll6TAG>.

Innovation Centers - Innovation center (IC) funds are used to implement Local Agency and State Agency driven projects that have been discussed and approved by the State Agency. Partial funds are **required** to fund a full time designated Innovation Lead for the IC. Clinic enhancements/repairs or renovations in Year 1 may be completed using allocated funds up to \$50,000 (note: all renovations must be approved and must follow the Texas WIC Design Guidelines). Selected innovation centers should follow their approved project expenditures to carry out IC specific projects. Any changes to project expenditures should be discussed with the State Agency. Reimbursement vouchers must identify the category of expense (Admin, NE, or BF) to appropriately allocate funds.

EXTRA Funding

WIC SFSP - Summer Food Service Program - In order for the State Agency to track these expenditures, please bill for the Summer Food Service Program (SFSP) expenses on your LA Extra Funding vouchers and label the expense as SFSP on the face of the voucher. These expenses are to be allocated only to Administrative (Admin) costs.

Improving Participant Experience (IPE) – IPE funding is intended to be used to enhance and redesign clinic spaces with the goal of creating a positive client experience and a unified visual brand for Texas WIC. The Texas WIC Design Guidelines and Catalog **must** be used to implement design themes in clinics.

Allowable costs include:

- Clinic enhancements/ repairs or renovations (note: all renovations must be approved)
- Paint and flooring
- Furniture
- Artwork
- Lighting, ceiling tiles, internal finishes
- Signage
- Toys
- Exterior repairs

IPE Funding Requirements-LAs will be requested to provide:

- Photos of the clinic spaces designated for enhancements
- Clinic floor plan
- Details of work plan for each space
- Budget with estimated itemized cost
- Quarterly updates and photos demonstrating progress of clinic improvements
- Reports to the State Agency including budget status and results

Other requirements:

- Participate in activities requested by State Agency-sharing sessions, Texas WIC Express news articles, workgroups and NBF Conference activities.
- All funds must be expended September 30 of the Contract year.

TXIN Internet – All costs associated with keeping the TXIN system online with an internet service provider. These expenses are to be allocated only to Administrative (Admin) costs.

Funds are awarded with the understanding that any procurements using these funds will be in compliance with the state Uniform Grants Management Standards (UGMS), WIC policies, and the federal Uniform Grant Guidance 2 Part 200. This letter is approval for funding only. It does not relieve the agency from seeking additional approvals as required by WIC Policy.

If your local agency is unable to utilize allocated funds in the above special projects within the budgeted year, please contact the program lead.

Please be advised that acceptance of your project does not relieve you of the responsibility to seek State Agency approval for a specific dollar threshold related to particular items. Refer to the WIC Policies located on <https://hhs.texas.gov/doing-business-hhs/provider-portals/wic-providers/wic-policy-procedures-manual>.