

California Home Visiting Program (CHVP) Maternal, Infant, and Early Childhood Home Visiting (MIECHV) American Recovery Plan (ARP) Act Funding for Home Visiting (Round 2) Scope of Work (SOW)

This one-time funding is being made available under section 9101 of the American Rescue Plan (ARP) Act, P.L. 117-2, to entities that currently receive Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program funding to address the needs of expectant parents and families with young children during the COVID-19 public health emergency, through September 30, 2024.

Under Goal 1, please select the categories your Local Implementing Agency will be implementing. You must select at least one category. If a category is selected, LIA must perform all activities and submit all deliverables to CHVP.*

Goal 1: Under ARP section 9101, LIAs may use the funding for any of the following purposes:			
1.	Hazard pay or other staff costs	For hazard pay or other additional MIECHV staff costs associated with providing home visits or administration for programs	
2.	Home visitor training	To develop, conduct, and assess training of MIECHV home visitors who are employed by the recipient or subrecipient	✓
3.	Technology	To acquire the necessary technological means, for MIECHV enrolled families, to support virtual home visiting address digital access and equity concerns	✓
4.	Emergency supplies	To provide emergency supplies to MIECHV enrolled families. If you choose to budget funds for family emergency supplies, you are required to coordinate with local diaper banks to the extent possible.	✓
5.	Diaper bank coordination	To provide MIECHV enrolled families with emergency supplies from diaper banks, through reimbursement to, or purchase from, diaper banks when feasible	
6.	Prepaid grocery cards	To provide prepaid grocery cards to a MIECHV enrolled family for the purpose of meeting the emergency needs of the family	✓

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	Activities	Responsible Parties	Deliverables*
1.	<p>Hazard pay or other staff costs.</p> <p>a. Fund hazard pay or other additional staff costs associated with providing home visits or administration for programs, including the following staff:</p> <ul style="list-style-type: none"> • MIECHV-funded LIA staff conducting home visiting (e.g., MIECHV home visitors, MIECHV home visiting supervisors who carry home visiting caseloads) • Other MIECHV-funded LIA staff (staff not directly responsible for service delivery) <p>*Includes, but is not limited to, costs such as hazard pay, incentive bonuses, overtime pay, and technology for MIECHV staff performing grant duties in support of service delivery while teleworking.</p>	LIA MCAH/ CHVP Director or designee	Using CHVP-provided template, report quarterly on: <ul style="list-style-type: none"> - Number of people receiving hazard pay/other staff costs - Description of activities being performed for hazard pay/other staff costs - All other activities related to hazard or other staff costs - Number of home visitors receiving technology
2.	<p>Home visitor training.</p> <p>a. Develop a process for identifying and prioritizing target audiences, training needs, relevant topics for training of home visiting staff and/or CHVP MIECHV-funded/enrolled families.</p> <p>b. Develop, conduct, and assess training of home visitors that are employed by the recipient in: conducting a virtual home visit; emergency preparedness and response planning for families; safely conducting intimate partner violence screenings; or safety and planning for families served to improve family outcomes in the MIECHV benchmark areas.</p>	LIA MCAH/ CHVP Director or designee	Using CHVP-provided template, report quarterly on: <ul style="list-style-type: none"> - Name of training - Purpose/description of training - Date of training - Number of home visitors participating in training - All other activities related to home visitor training

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3.	<p>Technology.</p> <ul style="list-style-type: none"> a. Develop and implement a process to assess how technology needs are identified, prioritized, and addressed for CHVP MIECHV-funded/enrolled families. b. Acquire the necessary technological means, for CHVP MIECHV-funded home visiting enrolled families, to support virtual home visiting. 	LIA MCAH/ CHVP Director or designee	Using CHVP-provided template, report quarterly on: <ul style="list-style-type: none"> - Hardware or software acquired - Process utilized to identify and prioritize families - Number of families receiving technology
4.	<p>Emergency supplies.</p> <ul style="list-style-type: none"> a. Develop and implement a process for identifying need for supplies and distributing emergency supplies to CHVP MIECHV-funded/enrolled families. b. Provide emergency supplies (such as diapers and diapering supplies including diaper wipes and diaper cream, necessary to ensure that a child using a diaper is properly cleaned and protected from diaper rash, formula, food, water, hand soap and hand sanitizer) to CHVP MIECHV-funded/enrolled families. If you choose to budget funds for emergency supplies, you are required to coordinate with local diaper banks to the extent practicable. 	LIA MCAH/ CHVP Director or designee	Using CHVP-provided template, report quarterly on: <ul style="list-style-type: none"> - Total number of emergency supply items purchased - Type and number of emergency supply items purchased and distributed - Number of families receiving emergency supplies
5.	<p>Diaper bank coordination.</p> <ul style="list-style-type: none"> a. Identify diaper bank partners. b. Develop/identify a process for supply referrals and distribution to CHVP MIECHV-funded/enrolled families. c. Provide CHVP MIECHV-funded/enrolled families with emergency supplies from diaper banks, through reimbursement to, or purchase from, diaper banks. 	LIA MCAH/ CHVP Director or designee	Using CHVP-provided template, report quarterly on: <ul style="list-style-type: none"> - Diaper Bank Agreements - Number of families served through agreement

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8.	<p>Prepaid grocery cards.</p> <ul style="list-style-type: none"> a. Develop and implement a process to assess how grocery card needs are identified, prioritized, and addressed for CHVP MIECHV-funded/enrolled families. b. Provide prepaid grocery cards to an eligible family participating in the MIECHV program for the purpose of meeting the emergency needs of the family. 	LIA MCAH/ CHVP Director or designee	<p>Using CHVP-provided template, report quarterly on:</p> <ul style="list-style-type: none"> - Number of prepaid grocery cards purchased - Frequency of distribution of grocery cards to families - Process utilized to identify and prioritize families - Number of families receiving prepaid grocery cards
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Goal 2: LIAs must ensure appropriate, allowable, and allocable use of ARP funds:			
	Activities	Responsible Parties	Deliverables*
1.	LIAs must complete the attached CHVP ARP Category Budget Breakdown Template and submit it, via e-mail, to CA-MCAH-HomeVisiting@cdph.ca.gov within 10 days of agreement execution	LIA MCAH/ CHVP Director or designee	Submission of CHVP ARP Category Budget Breakdown within 10 days of agreement execution.
2.	Ensure that ARP funds are only used to support CHVP MIECHV-funded staff and CHVP MIECHV-funded/enrolled families/participants.	LIA MCAH/ CHVP Director or designee	Quarterly submission of process used to ensure funds are used only on CHVP MIECHV-funded staff and home visiting participants using CHVP-provide templates and guidance.
3.	Collect pertinent data and information regarding use of ARP funds using CHVP-approved forms, guidance and mechanisms and report to CHVP regularly and upon request.	LIA MCAH/ CHVP Director or designee	Quarterly submission of data in SharePoint and upon request using CHVP-provided templates and guidance.
4.	Maintain appropriate records and documentation to support the charges against the Federal awards.	LIA MCAH/ CHVP Director or designee	Quarterly submission of records and documentation to support the charges upon request using CHVP-provided templates and guidance.

Contract/LIA Name Scope of Work
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5.	Continue to give priority in providing services to Priority Populations impacted by COVID-19.	LIA MCAH/ CHVP Director or designee	Quarterly submission of process developed to ensure funds are used on priority populations impacted by COVID-19 using CHVP-provided templates and guidance
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NOTE: If compliance standards are not met in a timely manner, CHVP may place an LIA on an Extra Support Plan (ESP). In addition, CHVP may temporarily withhold cash payment pending correction of the deficiency; disallow all or part of the cost of the activity or action out of compliance; wholly or partly suspend or terminate the award; or withhold further awards.

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*All MIECHV ARP data must be reported in SharePoint as required using CHVP templates and guidance. LIAs must submit based on the reporting timeline below.

Fiscal Year	Reporting Quarter	Data Collection Period	Report Submission Period
2023	Q2	January 1-March 31, 2023	April 10, 2023
2023	Q3	April 1-June 30, 2023	July 10, 2023
2023	Q4	July 1–September 30, 2023	October 10, 2023
2023	Q1	October 1-December 31, 2023	January 10, 2024
2024	Q2	January 1-March 31, 2024	April 10, 2024
2024	Q3	April 1-June 30, 2024	July 10, 2024
2024	Q4	July 1-September 30, 2024	October 10, 2024

Joshua Nossiter
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