

**EXHIBIT A**  
**2009-10 CDC Public Health Emergency Response (PHER) Phase III**  
**Scope of Work**

**1. Service Overview**

This Agreement is entered into between the California Department of Public Health, hereinafter referred to as "CDPH" and the County of Ventura, hereinafter referred to as the "LHD". LHD agrees to provide to CDPH the services described herein.

Activities must be in accordance with the Centers for Disease Control and Prevention (CDC) Public Health Emergency Response (PHER) Phase III Agreement Application 2009-10, Plan and Budget.

**2. Service Location**

The services shall be performed at applicable facilities in the County of Ventura.

**3. Service Hours**

The services shall be provided during normal LHD working hours and days, as well as other hours and days the LHD deems appropriate.

**4. Project Representatives**

A. The project representatives during the term of this agreement will be:

<b>Department of Public Health</b> EPO Project Officer William Porter Telephone: (916) 650-0423 Fax: (916) 650-6420 Email: William.Porter@cdph.ca.gov	<b>County of xxx</b> Name Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX Email: xxx@xxx
--	--

B. Direct all inquiries to:

<b>Department of Public Health</b> Emergency Preparedness Office Attention: Local Management Unit MS 7002 P.O. Box 997377 Sacramento, CA 95899-7377  Telephone: (916) 650-6416 Fax: (916) 650-6420	<b>County of xxx</b> Public Health Address City, State, Zip Code Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX
--	---

C. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement.

**5. Services to be Performed**

LHD shall perform services as outlined in accordance with the Public Health Emergency Response (PHER) Phase III Agreement Application, Work Plans, and Budgets.

**6. Allowable Informal Scope of Work Changes**

- A. The LHD or CDPH may propose informal changes or revisions to the activities, tasks, deliverables and/or performance time frames specified in the Scope of Work (SOW), provided such changes do not alter the overall goals and basic purpose of the agreement.
- B. Informal SOW changes may include the substitution of specified activities or tasks; the alteration or substitution of agreement deliverables and modifications to anticipated completion/target dates.
- C. Informal SOW changes processed hereunder shall not require a formal agreement amendment, provided the LHD's annual budget does not increase or decrease as a result of the informal SOW change.
- D. Unless otherwise stipulated in this agreement, all informal SOW changes and revisions are subject to prior written approval by the CDPH.
- E. In implementing this provision, CDPH will provide a format for the LHD's use to request informal SOW changes.

**7. Reporting Requirements**

- A. Semi-annual written progress reports and expenditure reports must be submitted according to the schedule shown below. The purpose of the progress reports and expenditure reports are to document activities and expenditure of funds.

Start of each grant through 02/28/10	April 1, 2010
Start of each grant through end of each grant	November 1, 2010

- B. Each progress report shall include, but not be limited to, data and information required by statute and information needed to satisfy federal reporting and CDPH monitoring requirements. The reports shall be submitted in accordance with procedures and a format required by CDPH.

**8. Expenditure and Program Requirements**

- A. In accordance with the LHD signed Certification Against Supplanting (Exhibit E), funds shall not be used to supplant funding for existing levels of services and will only be used for the purposes designated herein.
- B. In executing this Agreement, the LHD assures that it will comply with the LHD Entity Public Health Emergency Response (PHER) Phase III Agreement Application, Work Plans and Budget approved by CDPH.
- C. Funds made available are limited to activities approved in the Work Plans and Budgets. Any changes to the Work Plans or Budgets need prior approval from CDPH before implementing. Any contracts or subcontracts needing approval from Project Officer must be submitted prior to spending those funds.