

New WIC Site Justification

Submit Completed Form to ClinicSiteRequests@hhs.texas.gov

Note: The local agency (LA) must obtain prior written approval 90 days before opening a site (GA: 21.0).

Local agency number & name: _____

If question does not apply, enter N/A.

Reason for opening new site:

Section 1: New Site Information

New site name: _____

Address (with zip code & county):

Site is: ☐Permanent ☐Satellite ☐Mobile Unit ☐RV ☐Conversion Van

Target date to start services: _____

1. Will new site be co-located with other programs? If so, please list.
2. Will new site provide services to a targeted population (e.g., teen moms, migrants, colonias, military)? If so, which target population?

3. If clinic is in a rural area, are there WIC Vendors in the area?
4. List the anticipated staffing, participation and clinic schedule for the new clinic site.
5. List the monthly cost per square foot using the base rent on the lease.
6. List the length of the lease including start and end dates.
7. List the total square footage of the new site.

Section 2: Justification for Opening New Site

1. List the name and location of WIC clinics (including other LAs) closest to the new site. <https://find.texaswic.org/?wicType=Clinic>
2. If there are other LAs within proximity of the new site, have the WIC Director(s) been contacted? Attach email from area director agreeing with the opening of the new clinic.
3. Explain method of outreach to potential participants.

4. Provide best estimate of timeframes, both for opening of the clinic and expectations for reaching full participation
5. List estimated costs associated with opening the new site (e.g., new equipment, remodeling, security, personnel costs, etc.) Also, complete *Section 4: Alterations to Proposed Site* if applicable.
6. List the required 3 bids received for comparable space (if less than 3 bids, provide justification).
7. List the bid chosen for new site (shall be low bid or provide adequate justification of best value supporting other than lowest bid).
8. List the name of the landlord or agency to whom rent is paid for new site.
9. Provide assurance that the LA procurement process is in compliance with the Texas Grant Management Standards (TxGMS) and WIC policies AC: 12.0, AC:15.0, AC: 18.0, AC: 23.0 and any other applicable policy.
10. Provide assurance that the proposed site complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 by completing a [504 Self Evaluation Checklist](#). If not compliant, submit a plan for serving individuals with disabilities.

11. List other pertinent information

Section 3: Other Items to Consider

1. Is parking adequate for anticipated participation?
2. Will the facility have adequate internet (speed/bandwidth)?
3. Is public transportation available?
4. Is there dedicated space for Nutrition Education?
5. Is there dedicated space for Breastfeeding?

Section 4: Alterations to New Site (if applicable)

1. Describe remodeling or alteration plans for the proposed site and provide justification for doing so.
2. List assurance that documentation of 3 bids is available for each contract.

3. List total amount of bid selected (must be low bid or provide justification of best value supporting other-than-lowest bid).
4. List contract period starting and end dates.
5. Describe allocation method and percentage to be charged if the costs are prorated to WIC.
6. List assurance that the procurement process is in compliance with the Texas Grant Management Standards (TxGMS) and WIC Policies.

Note: Remember to follow WIC policies when purchasing necessary items and/or any other alterations.

Completed by: _____ Date: _____