Iowa Department of Public Health
Division of Health Promotion and Chronic Disease Prevention
Personal Responsibility Education Program Implementation
Fiscal Year (FY) 14 Request for Application (RFA)

Amendment #1
May 23, 2013

Effective immediately, the Division of Health Promotion and Chronic Disease Prevention Personal Responsibility Education Program Implementation Fiscal Year (FY) 14 Request for Application (RFA) is amended to:

- Correct the instructions for submitting the Service Delivery Table.
- Correct the instructions for subcontracting.
- Correct the pagination section of the Technical Requirements.

2.04 Application requirements in the Service Delivery Table instructions on page 15 are amended as follows:

"D. Service Delivery Table. <u>If changes from FY13</u> to office locations and services occurred in the prior year, identify and specify the location (s) of the applicant's offices or other facilities involved in provision of services under this application. Complete the Service Delivery Form (**Attachment E**) outlining all of the agency's offices (including addresses) and the services provided. If there is no change in service delivery, ~~check off the box at the top of the Service Delivery Form indicating~~ **insert a statement at the top of the form that** there is "no change in service delivery"."

2.05 Budget in the Contractual/subcontracts line item instructions on page 16 are amended as follows:

"2. Contractual/subcontracts:

The applicant is permitted to subcontract for the performance of certain services. Refer to Section 1.17 of ~~this~~ **the** RFP and Section 5 of the IDPH General Conditions for subcontract provisions and requirements. If services performed for any activities outlined in this ~~RFP~~ **RFA** are to be subcontracted, the applicant must include subcontractor name and estimated dollar amount of each subcontract."

3.03 Technical requirements on page 20 are amended as follows:

"Pagination All pages are to be sequentially numbered (1, 2, 3…) inclusive of all documents at the bottom or top of each page, including the cover page, maps, charts, budget pages, tables, and appendices or attachments; and beginning with the cover page as number one. If applicant is submitting an audit report (if required from section 3.04 **of the RFP**), this audit appendix does not need to be included in the sequentially numbered appendices."

All other terms and conditions of the RFA remain in effect.