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)

Contract Period: October 1, 2013 through September 30, 2014

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Attachments are posted in a separate file on the IDPH Web page under *Funding Opportunities:* www.idph.state.ia.us.

SECTION 1 – GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this RFA is to provide guidance for current contractors to submit continuation applications for FY14 project period established by the RFP #58812006 and RFP #58812016.

This RFA serves to provide comprehensive sexuality education to adolescents through medically accurate, culturally and age appropriate evidence-based programming in order to assist them to reduce their risk of unintended pregnancy, HIV/AIDS, and other sexually transmitted infections. Community and school-based Personal Responsibility Education Program (PREP) programs will also address life skills to assist Iowa teens in making responsible, informed decisions and lead safe and healthy lives, including adolescent development, healthy life skills, and healthy relationships.

1.02 Project and contract period

Continued funding during the defined project period is dependent on approval of the continuation application, contractor performance during FY2013, contractor compliance with general and special conditions of the contract, and availability of project funds. The Department expects the contract period to be a one-year term from October 1, 2013 through September 30, 2014.

1.03 Eligible applicants

Applicants must meet each of the following eligibility requirements for consideration.

Eligible Applicants

Only current contractors for PREP are eligible to submit a continuation application for FFY2014. Contractors are:

- Allen Memorial Hospital dba Allen Women's Health
- Bethany for Children & Families
- Cerro Gordo County Health Department
- Planned Parenthood of the Heartland
- Women's Health Services of Eastern Iowa, Inc. dba Women's Health Services

Electronic Communication Requirements

Applicant is required to maintain and provide to the Department, upon application, a current and valid email account for electronic communications with the Department.

1.04 Client confidentiality compliance

Agencies and their subcontractors shall comply with the Department policies and procedures to protect client confidentiality, and assure security of client information, including electronic files. Contractors are required to comply with all applicable regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

1.05 Service delivery area

Refer to RFP #58812006 or RFP #58812016 for service delivery area parameters. Any changes in the current service delivery area must adhere to these instructions. Any service delivery area changes for this RFA must be agreed to by existing contractors and applicable boards of health, and approved by the

Department. Submit requests to Stacey Hewitt at stacey.hewitt@idph.iowa.gov. Written approval must be obtained prior to submitting a continuation application.

1.06 Funding

The source of funding is 100 percent federal dollars through the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Administration on Children Youth and Families (ACYF), and the Family and Youth Services Bureau (FYSB).

The Department anticipates a total of $245,000 available in FY14. For FY14, eligible applicants may apply for funding based on a formula. Each applicant will start with a base funding of $25,000 for the provision of a minimum of two PREP groups and 20 participants. Additional funds, above the base amount can be requested based on the number of PREP groups facilitated and the number of PREP participants. Refer to Section 2.02 for further instructions.

Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

1.07 Schedule of important dates

The table below lists critical dates in the application and contract award process. Contractors are encouraged to review the entire RFA for detailed information about events, dates, times and sites.

EVENT	DATE
RFA Issued	May 2, 2013
Written Questions and Responses	
Round 1 Questions Due Interim Responses Posted by	May 16, 2013 May 23, 2013
Final Questions Due Interim Responses Posted by	May 30, 2013 June 5, 2013
Applications Due	June 13, 2013
Post Notice of Intent to Award	July 31, 2013

1.08 Application and forms availability

The RFA will be available on the IDPH Web site under *Funding Opportunities* link: www.idph.state.ia.us. IDPH will send a copy of the RFA to any person or entity which requests the RFA. Blank forms (Attachments) will be available separately in a Zip format compatible with Microsoft (MS) Word 7.0. The provided forms must be used to submit the application.

1.09 Application packet

Contractors are strongly encouraged to review all materials in the application packet and must follow the instructions regarding application forms and format.

Contractors should refer to RFP #58812006 or RFP #58812016 and this RFA for information on specific administrative or program issues.

1.10 Administrative inquiries

Written questions related to the RFA must be submitted via email to Stacey Hewitt at stacey.hewitt@idph.iowa.gov no later than **the dates specified in the table above.**

Questions must be submitted by electronic mail. If the question or comment pertains to a specific section of the RFA, the section and page must be referenced. Oral questions will not be accepted.

The IDPH will prepare written responses to all pertinent and properly submitted questions and post the written questions and responses on the IDPH Web page. IDPH's written responses will be considered part of the RFA. Written responses will be prepared and posted according the schedule of events table above.

It is the responsibility of the applicant to check the IDPH Web site periodically for written questions and responses to this RFA.

1.11 Technical assistance

Technical assistance is available for developing program-specific components of the application. Contractors are encouraged to contact Andrea Kappelman at (515) 281-7044 with questions about program issues.

In no case shall verbal communications override written communications. Only written communications are binding on the IDPH. IDPH assumes no responsibility for representations made by its officers or employees prior to the execution of a legal contract, unless representations are specifically incorporated into the RFA.

1.12 Application submission

Applications must be received **by 4:00 p.m. (local Iowa time) on June 13, 2013** by the IDPH SharePoint Service Contract Application Center in compliance with the following requirements:

- Email application documents as a single zipped file OR a single PDF, no larger than 20MB, to applications@idph.iowa.gov. The preferred submission is a single zipped file. (Zipping Instructions **Appendix I**)
- The subject line of the email must read "RFA FY14 PREP". Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named "RFA FY14 PREP (insert your agency name)".
- Do not include additional information or text in the body of the email as it will not be available to IDPH staff.

Applications submitted to IDPH in any manner other than through the IDPH SharePoint Service Contract Application Center (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, not reviewed by IDPH and a notice will be sent to the applicant. Any information submitted separately from the application will not be considered in the review process.

Applications will be rejected and not reviewed by IDPH for the following reasons:

- If the application is received by the IDPH SharePoint Service Contract Application Center after the stated due date and time.
- If the application is submitted in any manner other than by email to applications@idph.iowa.gov.
- If the application is not submitted as a single zipped file or a single PDF file.

The due date and time requirements for receipt of the proposal by the IDPH SharePoint Service Contract Application Center are mandatory requirements and will not be subject to waiver as a minor deficiency.

The proposal that is attached to the applicant's email is automatically removed from the email upon receipt by the server and is filed in the IDPH SharePoint Service Contract Application Center. The proposal is date and time stamped upon filing in the IDPH SharePoint Service Contract Application Center. The time that is automatically documented on the submitted and filed proposal within the IDPH SharePoint Service Contract Application Center is slightly delayed from the time the email is received by the server, and is not the time that the applicant sent the email. Although the delay is minimal, it may be increased when server traffic is high or other uncontrollable internet traffic circumstances, encryption issues, firewall issues, or server issues, etc.

The date and time stamp by the IDPH SharePoint Service Contract Application Center shall serve as the official time of receipt of the proposal.

It is the applicant's sole responsibility to submit emailed proposals in sufficient time so the proposal is received by the IDPH Service Contract Application Center prior to the stated due date and time. Applicants are strongly encouraged to submit emailed proposals as early as possible to allow sufficient time for any unforeseen issues to be resolved prior to the deadline, if they occur. Proposals received by the IDPH SharePoint Service Contract Application Center after the stated due date and time will be rejected, not reviewed by IDPH and a notice sent to the applicant.

An electronic notification of receipt of the applicant's proposal within the IDPH SharePoint Service Contract Application Center will be generated automatically and emailed to the sender of the emailed proposal. If the electronic notification is not received within ten (10) minutes of the applicant's email, please contact the SharePoint Helpdesk at 1-866-520-8987 to confirm delivery (available prior to 4 PM on Weekdays, excluding State Holidays).

If an applicant emails the proposal multiple times, only the last submission received by the IDPH SharePoint Service Contract Application Center prior to the stated due date and time will be accepted for review.

1.13 Right to reject applications/cancellation of RFA

IDPH reserves the right to reject, in whole or in part, any or all applications, to advertise for new Applications, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFA if it is in the best interests of IDPH.

Any application will be rejected outright and not evaluated for the following reason:

1. The applicant fails to submit the application in sufficient time for receipt by IDPH SharePoint Service Contract Center prior to the stated due date and time or in the manner stated in section 1.12.
2. The applicant is not an eligible applicant as defined in section 1.03.

Any application may be rejected outright and not evaluated for any of the following reasons:

1. The applicant fails to include required information, or fails to include sufficient information to determine whether an RFA requirement has been satisfied.
2. The applicant fails to follow the application format instructions or presents information requested by this RFA in a format inconsistent with the instructions of the RFA.
3. The applicant provides misleading or inaccurate answers.
4. The applicant states that a mandatory requirement cannot be satisfied.
5. The applicant's response materially changes a mandatory requirement.
6. The applicant's response limits the rights of IDPH.
7. The applicant fails to respond to IDPH's request for information, documents, or references.
8. The applicant fails to include any signature, certification, authorization, or stipulation requested in this RFA
9. The applicant initiates unauthorized contact regarding the RFP with a state employee

1.14 Appeal of rejection decision

The applicant's receipt of a rejection letter constitutes receipt of notification of the adverse decision per 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, to Stacey Hewitt, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

1.15 Appeal of award decision

The posting of the Notice of Intent to Award on the IDPH Web page constitutes receipt of notification of the adverse decision per 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, return receipt requested, to Stacey Hewitt, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the applications were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

SECTION 2 – APPLICATION COMPONENTS

2.01 Description and scope of services

The scope and description of services are defined and outlined in the RFP. Applicants are responsible for referencing the RFP document under which they were funded.

Changes in state or federal law or policy that occur after the published date of the RFP may require applicants to assume modifications to the work and services described.

Iowa's PREP program provides comprehensive sexuality education that is medically accurate, culture and age-appropriate and evidence-based to adolescents ages 10-19. The programming will address life skills to assist Iowa youth in making responsible, informed decisions and in leading safe and healthy lives.

Iowa's vision for the PREP program is: Iowa youth are empowered to make healthy choices and positive decisions regarding sexual behavior as they prepare for successful adulthood. This vision will guide efforts to assist Iowa youth in reducing their risk of unintended pregnancy, HIV/AIDS, and other sexually transmitted infections (STIs). Iowa's PREP program will focus on both the value of abstinence and contraception while providing developmentally-appropriate information proven to be effective in 1) delaying sexual debut, 2) increasing the consistent and correct use of contraceptives, 3) decreasing the incidence of STIs, including HIV/AIDS and 4) decreasing teen pregnancy and birth rates.

Applicants can apply for the following curriculum models in the listed service counties:

Applicants	Service County(s)	Curriculum Model(s)
Allen Memorial Hospital dba Allen Women's Health	Black Hawk County	SiHLE
Bethany for Children & Families	Scott County	Wise Guys®
Cerro Gordo County Health Department	Cerro Gordo County	Teen Outreach Program™ (TOP)
Planned Parenthood of the Heartland	Woodbury County	Teen Outreach Program™ (TOP)
	Des Moines County	Teen Outreach Program™ (TOP)
	Pottawattamie County	Wise Guys®
Women's Health Services of Eastern Iowa, Inc. dba Women's Health Services	Clinton County	Wise Guys®

*Applicants delivering services in more than one Service County will submit independent budgets for each Service County.

Applicants will be expected to implement two total groups and reach 20 total participants during FY14 programming per Service County. Applicants who propose to implement more than two total groups and/or reach more than 20 total participants are eligible to receive additional funding (see Section 2.02 Funding Formula below). Applicants who do not implement the minimum requirements will see a deduction of 30% from their contracted base amount.

2.02 Funding Formula

The funding formula is based on three indicators:

- A base funding amount of $25,000 per Service County for implementation of two PREP groups and 20 participants within each Service County;
- Additional funding based on the number of PREP groups (including pilots) implemented exceeding the 2 minimum required in base funding during the FY2014 contract period; and
- Additional funding based on the number of PREP participants exceeding the 20 minimum individuals required in base funding who receive programming during the FY2014 contract period.

The base amount of up to $25,000 will be provided to the applicant based on a line item budget. This will include estimated salary/fringe, supplies, etc. Refer to Section 2.05 for more details about the line item budget. Applicants that serve multiple Service Counties must prepare a line item budget for each service county. Contractors will submit monthly expense reports for the line item budget reimbursement.

The funding for additional PREP groups will be reimbursed at a unit cost rate and called a "PREP Group Unit". The unit rate for PREP groups will be a one-time amount of $1,000 for each additional PREP Group Unit (above the 2 required in base funding/line item budget). The maximum number of additional PREP groups is 10; or a maximum reimbursement total of up to $10,000. Reimbursement of the PREP Group Unit rate will be made to the Contractor during the contract year upon the Department approval of a completed implementation plan for each PREP group, along with the submission of two Program Fidelity Logs for each additional PREP group. Refer to Section 2.05 for more details about the unit cost budget. Applicants that serve multiple Service Counties must prepare a unit cost budget for each Service County.

The additional PREP participants will be reimbursed at a unit cost rate called a "Participant Unit". A participant unit will equal 1-25 additional participants. The participant unit rate will be a one-time amount of $2,000.00 for each participant unit (above the 20 minimum # of participants/individuals required to be served with the base funding/line item budget). The maximum number of additional participant units is 9 (which is up to 225 additional individuals that receive services) for a maximum reimbursement total of up to $18,000. Reimbursement of a unit rate of the Participant Unit will be made to the Contractor during the contract year upon the Department approval of the Contractor's submitted quarterly PREP Attendance Log. Refer to Section 2.05 for more details about the unit cost budget. Applicants that serve multiple Service Counties must prepare a unit cost budget for each Service County.

The IDPH may compare FY13 contract performance to the applicant's proposed FY14 plan. Actual total awards and individual contract funding levels may vary from that listed or from that applied for. Funding may be withdrawn completely, depending on availability of funding. Additional funding proposed by each applicant will not be available until an implementation plan and PREP Log (for additional groups and participants above the minimum requirement) are approved by IDPH. Applicants will need to submit an expenditure workbook (EEW) for the additional funds.

2.03 Required Reports and Meetings

The contractor shall submit progress, performance and financial reports during the term of this contract. IDPH reserves the right to change required reports and report deadlines.

Required reports include the following:

Time Frame	Report	Due Date	Recipient	Method of Submission
	FFATA Sub-Awardee Data Form	October 30, 2013	The Department BFH Fiscal Manager	Email directly to the Department BFH Fiscal Manager
Monthly				
	Pre-/Post-test data	To be determined	The Department and U of I Public Policy Center	Evaluator will be responsible for data submission
	Implementation Plan	At least 2 weeks prior to the start of a PREP group	The Department Program Consultant	Email directly to the Department Program Consultant
	Adaptation Proposal Forms	At least 2 weeks prior to implementation of lesson	The Department Program Consultant	Email directly to the Department Program Consultant
	Program Fidelity Log	Within 7 days of implementation of lesson	The Department Program Consultant	Adobe Acrobat
Quarterly				
	Narrative Summary of Activities	January 30, 2014 April 30, 2014 July 30, 2014 October 30, 2014	The Department Program Consultant & Local Board of Health (LBOH)	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site and share with LBOH and community stakeholders
	PREP Attendance Log (Course Description Table)	January 30, 2014 April 30, 2014 July 30, 2014 October 30, 2014	The Department Program Consultant	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site
Bi-Annual				
	Tri-Ethnic Community Readiness Survey	To be determined	The Department Program Consultant	Email directly to the Department Program Consultant
Yearly				

	Annual Report	October 31, 2013	The Department Program Consultant	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site
	Annual Financial Audit	150 days after the end of the fiscal year of the contractor	The Department Program Consultant	Mailed to the Department

Expense Reports:
The successful applicants shall prepare a monthly expense report in an Electronic Expenditure Workbook (EEW).

Expense Report	Date Due
Monthly Electronic Expenditure Workbook (EEW)	Submit expenses within 45 days of month of expenditure

Federal Funding Accountability and Transparency Act (FFATA) Sub-Awardee Data Form:
The Federal Funding Accountability and Transparency Act (FFATA) requires the IDPH to report information regarding all sub-awardees which receive grant awards of $25,000 or greater including executive compensation if the federal criteria are met. The Sub-Awardee Data Form will be emailed by the department to the contractor immediately following award of the contract. Refer to Appendix VI for a copy of the FFATA form for your reference. The contractor will be expected to submit the completed form to the IDPH BFH Fiscal Manager within 30 days of the contract start date. Do **not** include this form with your application.

Monthly Reports:

1. **Expenditure Report:** The contractor shall prepare a monthly expenditure report in the Electronic Expenditure Workbook (EEW). This will be posted to the correct contract folder within the SharePoint contract site by the contractor by the 15th of each month.
2. **Pre-/Post-test reporting related to the chosen curriculum:** The contractor shall respond to all reporting and data collection requirements.
3. **Adaptation Proposal Forms**: The contractor will fill out this form when an adaptation to the evidence-based curriculum is sought. The contractor will be expected to submit the completed form to the IDPH Program Consultant for approval at least 2 (two) weeks prior to scheduled implementation.
4. **Program Fidelity Monitoring Log**: This log will be filled out by the contractor following the completion of each lesson. Completed logs will be due within 7 days of lesson implementation via Adobe Acrobat.

Quarterly Reports:

Activity Progress Reports:

1. **A narrative summary** of activities aimed at infrastructure building should be submitted quarterly. These activities can include, but are not limited to: programming activities and accomplishments, including recruitment, retention, and follow-up with program participants; inclusion of the Adulthood Preparation Subjects; established partnerships, collaborate efforts, or outreach activities, and any associated challenges. Included in the narrative summary, successful applicants should detail at least one to two stories depicting cultural competence, lessons learned, and future activities. The contractor must share this information with their LBOH and community stakeholders. Technical assistance will be provided.
2. **PREP Attendance Log (Course Description Table):** The contractor will use the PREP Attendance Log to report the number of program participants, demographics of participants, number of sessions attended, and other data as identified by IDPH and the external State Evaluator.

Bi-Annual Reports:

1. **The Tri-Ethnic Community Readiness Survey:** All six dimensions of the Tri-Ethnic Community Readiness Survey will be addressed throughout the project period. Materials and training required to complete the activities and required reporting for this activity will be supplied by IDPH.

Yearly Reports:

1. **Annual Report:** Content determined by IDPH to include, but not limited to: the number of PREP participants, the number of participants matriculating in school or completing high school, completion of goals identified within the work plan, referrals to health and related services, program promotion, community service learning, and linkages with their LBOH.
2. **Annual Financial Audits:** Local contractors to the IDPH are required to submit the results of annual financial audits to IDPH 150 days after the close of the agency's fiscal year.

Required meetings include the following:

Meeting	Frequency	Date
Site Visit from IDPH	Issue and time specific	At least 2 visits annually
Statewide Steering Committee Meetings	Semiannually	By January 15, 2014 July 15, 2014
Training for Staff Facilitators of Evidence-Based Curriculum Models	Prior to PREP Implementation	To Be Determined
Conference Call with each PREP Contractor	Monthly	To Be Determined
Additional Meetings and Trainings	Issue-specific	As needed

1. Contractor agency staff will be required to participate in two **site visits annually** with IDPH staff at the contractor's agency.
2. Successful applicants will be required to participate in **Statewide Steering Committee** meetings.

The Steering Committee will convene semiannually. Meetings will be face-to-face with mandatory attendance for contractor staff. At a minimum, the program coordinator will be required to attend, with attendance of the project director preferred.

3. Prior to project implementation, successful applicants will be required to attend **trainings** on the evidence-based model chosen for replication, if not previously trained. IDPH will fund staff training on the evidence-based curriculum model chosen along with a copy of the curriculum for each site.

4. Successful applications will also be required to participate in **monthly phone calls** with the IDPH Program Consultant to discuss agency-specific items.

5. **Additional training** to be expected includes training on the Adulthood Preparation Subjects and youth development. Any **additional meetings** will be utilized as issues needing immediate attention arise.

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2.04 Application requirements

Submitted applications must contain the following items and be prepared by the applicant in compliance with these instructions, meeting all minimum and eligibility requirements outlined in this RFA and the RFP.

A. Cover Page: Identifies the applicant's legal name, federal identification number, and key contact information for the project. Complete required form-**Attachment A** following these instructions

- Applicant - Provide the legal name of the applicant entity. This must be the entity associated with the Federal Identification (ID) number per the Internal Revenue Service (IRS). If the entity operates under another name as a "d/b/a" (doing business as), please include that in the legal name. Provide the applicants federal identification number. Provide the applicant's address, telephone and FAX number as requested in the first section of **Attachment A**.

- In the Funds Requested table- List the Service County the applicant will provide PREP services in (column 1), Curriculum to be used for that county (column 2), and the dollar amount requested for that county (column 3).

- Total Dollar Amount Requested – Indicate the total amount of funds requested (this amount must match your budgeted amounts). If you have more than one Service County, this amount must match the total budgeted for all Service Counties.

- Conditions/Signature – The person authorized to execute legal documents on behalf of the entity must date and insert an electronic signature to certify that the applicant is in agreement with the conditions listed. According to the definition outlined in Iowa Code 554D.103 and U.S. Code (http://www.gpo.gov/fdsys/pkg/PLAW-106publ229/pdf/PLAW-106publ229.pdf) defines an electronic signature as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.

- Key Personnel for this Application – Provide information for agency personnel associated with this application. Include the information in the table provided on page 2 of the Cover Page (Attachment A). Describe the executive, management, technical, and professional staff who would perform duties related to this project. Include the number of staff, their roles, and their expertise and experience in providing these types of services. Provide evidence for any necessary applicable professional licenses required by law by listing the license number associated with the professional personnel.

    - Executive Director: Name, email address, experience and license number as applicable – complete and provide the name of the person who has overall responsibility and authority for administering the program in which the entity is applying for the funds.

    - Project Director*: Name, email address, experience, license number as applicable – complete the table by providing the name of the individual that the department can contact concerning the application.

    - Program Coordinator*: Name, email address, experience, license number as applicable – complete the table by providing the name of the individual(s) with direct day-to-day responsibility for this program and the person that the department can contact concerning the applications.

- Fiscal Director: Name, email address, experience, license number as applicable – complete the table by providing the name of the individual with overall responsibility and authority for financial management for this program.

- *If there are any changes in personnel from the FY13 contract, the applicant must complete **Attachments C-1 and C-2**: a biosketch for the Project Director and Program Coordinator, and submit it with the RFA materials.

B. Minority Impact Statement: Identifies the applicant's potential impact of the project's proposed programs or policies on minority groups. Complete required form – **Attachment B** following these instructions:

- Applicants must independently complete the "Minority Impact Statement" form by checking the box that most accurately reflects the proposed project programs or policies impact on minority persons.
- Describe the rationale or evidence for your choice in a brief narrative, as well as identifying the specific minority groups in which there is a positive or negative impact (if applicable) on the checklist.
- A person authorized by the applicant agency must insert their electronic signature and submit the completed form with the application.

C. Action Plan for FY2014. Using the form provided **(Attachment D)**, applicants shall discuss their plans for implementation, including the sites for delivery of the curriculum model, the populations to be reached, and the number of youth to be served. Refer to section 2.02 to ensure the minimum number of groups and participants are met when developing an action plan.

Applicants will also develop objectives and action steps to accomplish the goals listed below.

GOAL 1: Refer PREP adolescent participants to health and social services and collaborate with existing services within the service county.

GOAL 2: Mobilize community partnerships that promote the implementation and sustainability of PREP.

GOAL 3: Develop a strong outreach and recruitment plan including a plan for program promotion that assures maximum buy-in and participation from community leaders and evidence-based model participants.

D. Service Delivery Table. If changes from FY13 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 "no change in service delivery".

E. Fidelity Assurances and Certifications (**Attachment F**)**:** Applicant must complete and submit this form with the application for FY14. The assurances form is a required element outlining conditions related to general elements of PREP and each evidence-based curriculum model. These conditions must be met and adhered to throughout the project and contract period.

2.05 Budget

The applicant must complete a budget and budget justification form, **Attachment G** for each Service County for the FY14 contract period in compliance with Section 2.02. The budget contains three individual Excel worksheets to be completed following the instructions for each as detailed below: the line item budget tab, the unit cost budget tab, and the summary tab. If an applicant delivers programming to more than one Service County, a separate budget form (**Attachment G**) must be submitted for each Service County. Be sure to include the Service County name in the title of the separate budgets (Attachment G) for submission.

For each Service County, the applicant will submit a line item budget of anticipated direct project costs for the maximum base funding amount, and a unit cost budget for anticipated additional PREP groups and participants above the minimum requirements for the period of October 1, 2013 to September 30, 2014. Refer to Section 2.02.

Line Item Budget Instructions:

The applicant must submit a line item budget of anticipated direct project costs for the base funding amount of $25,000 for the provision of services to 2 PREP groups and 20 participants per Service County served. The applicant shall complete required form **Attachment G (Line item budget tab)**. The line item budget shall include only the categories listed below identifying and justifying proposed expenditures for each line item:

- Salary/Fringe Benefits
- Contractual/subcontracts
- Other
- Administrative or Indirect Costs

1. Salary/Fringe Benefits:

List all staff directly funded, wholly or partially with these funds. Employee's name (if current staff), credentials, and position title must be listed. Justification must include the total annual salary and fringe benefits paid to the employee, as well as the total annual salary and fringe benefits charged to this project.

2. Contractual/subcontracts:

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

3. Other:

All other anticipated expenses using funds must be listed on the line item budget and justified. This category includes: office supplies, educational supplies, project supplies, incentives, communication, rent for space for provision of services, training, information technology-related expense, travel, etc...

Travel: IDPH will not reimburse travel amounts in excess of limits established by Iowa Department of Administrative Services, State Accounting Enterprise. Current in-state maximum allowable amounts are: *Food*- $8.00/breakfast, $12.00/lunch, $23.00/dinner; *Lodging*- Maximum $83.00 plus taxes per night; *Mileage*- Maximum of $0.39 per mile.

4. Administrative Costs or Federally Approved Indirect Rate

If the applicant plans to charge administrative or indirect costs, this must be identified in the application. If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement must be submitted with the application materials.

Applicants may charge an Indirect Rate in accordance with their federally approved Indirect Cost Rate Agreement. IDPH reserves the right to negotiate the application of the Indirect Rate per individual contract.

Only in the absence of a federally approved Indirect Cost Rate Agreement, may the applicant propose to charge an Administrative Cost not to exceed a maximum rate of 15% of the total amount applied for.

Administrative costs are those that are incurred for common or joint objectives, and therefore cannot be identified readily and specifically with a sponsored program, but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation and administrative salaries are generally treated as indirect/administrative costs.

The applicant shall maintain documentation to support the administrative cost allocation. IDPH reserves the right to request the documentation at any time.

Unit Cost Budget Instructions:

For each Service County, the applicant may submit a unit cost budget for any additional PREP groups and participants anticipated to be served above the minimum requirements for the FY14 contract period. Additional units proposed must be reasonable and consistent with the work and activities detailed in the applicant's FY14 Action Plan and reasonable in comparison to FY13 performance. IDPH may compare FY13 performance (which includes number of groups offered and number of participants served) during the prior year to the applicant's proposed FY14 plan and budget. IDPH reserves the right to modify the applicant's proposed budget as written in a resulting contract.

The applicant shall complete required form **Attachment G (Additional unit cost budget tab)** identifying proposed additional expenditures. Refer to Section 2.02 and **Appendix II** for guidance when completing this tab:

- PREP Group Unit
  Applicants can budget for up to 10 additional PREP Group Units if reasonable and consistent with their proposed action plan. In the form, applicants shall enter the additional number of PREP Group Units they anticipate to serve during FY14 (above the 2 required). The additional PREP groups will be reimbursed at unit cost rate of a one-time $2000 for each additional group (above the 2 required).

- PREP Participant Unit
  Applicants can budget for provision of services to additional participants/individuals above the minimum required 20 participants. The additional PREP participants will be reimbursed at a unit cost rate. A PREP participant unit will equal 1-25 additional participants. The participant unit rate will be $2,000 for each participant unit (above the 20 minimum individuals required in base funding). Applicants can budget for up to 9 additional PREP Participant Units (which is servicing a maximum of 225 additional individuals/participants) if reasonable and consistent with their

proposed action plan. In the form, applicants shall enter the additional number of PREP Participant Units they anticipate to serve during FY14 (above the required minimum).

Summary:
The applicant shall ensure required form **Attachment G (Summary tab)** is completed. Attachment G contains a summary tab that contains formulas to automatically populate. Applicant shall not change the formulas, but shall ensure required form is correct and complete upon submission.

Budget Justification:
The applicant shall provide a detailed account for the line item budget justifying the base funding necessary to deliver services. The applicant shall also ensure the unit cost budget reflects the FY2014 action plan, specifically the number of PREP groups to be delivered and number of PREP participants to be served.

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SECTION 3 – EVALUATION PROCESS AND CRITERIA

3.01 Review process

Review Committee: All applications that meet the technical requirements outlined in Section 3.03 of this RFA will be assigned for review of content and completeness. Applications that fail to satisfy technical requirements or application content may be eliminated from the application review. These applications may be rejected and will not be returned to the applicant. IDPH will notify the applicant of a rejection that occurs during technical review phase. In this continuing year of the project period, applications will be reviewed without awarding point scores.

Final Review and Award: The appropriate Bureau Chief(s) and the Division Director will review the evaluation and recommendation.

On July 31, 2013, a Notice of Intent to Award the contract(s) will be posted on the IDPH Web page www.idph.state.ia.us under *Funding Opportunities link* by 4:30 pm. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

Following the posting of the Notice of Intent to Award, the successful applicant(s) will retrieve a contract document through the IDPH SharePoint Service Contract system. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with IDPH. If a contract is not executed within ten (10) working days, IDPH reserves the right to request competitive applications, or offer the contract to a contractor in a contiguous county/region, or other entity deemed appropriate by IDPH. IDPH may, at its sole discretion, extend the time period for negotiations of the contract.

3.02 Review tools

Each application will be reviewed using the review tools included as **Appendices III and IV** to this RFA.

3.03 Technical requirements

A. Application documents must be submitted in a single zipped file (preferred) or single PDF file format, no larger than 20 MB, and emailed per the instructions outlined in section 1.12. Shortcuts or links to application documents will not be accepted and shall result in document rejection, which may result in rejection of the application. Refer to **Appendix I** for instructions for zipping a file.

B. Applications must be typewritten and follow the format delineated herein.

Aspect	Requirement
Format	Documents must be created in MS Office Word or Excel. MS Office 97-2003 format is the minimum product accepted.
Length	There is no page limit.
Font size	Applications must be in a minimum of 12 point font. A smaller font may be used for tables, figures or maps.
Margins	Must be a minimum of one inch on all sides. Exceptions are forms/Attachments provided in the RFA with preset margins less than 1 inch.
Spacing	No more than double-spaced.
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), this audit appendix does not need to be included in the sequentially numbered appendices.
Signature on Cover Page	The cover page (page 1 of **Attachment A**) must be complete and contain electronic signatures by an individual authorized to obligate the applicant agency.
Minority Impact Statement	The minority impact statement must be complete and contain an electronic signature by an individual authorized by the applicant agency.
Application content	Failure to adhere to prescribed instructions, technical requirements, format, or application content may result in disqualification (rejection) of the application.

C. Do not submit promotional materials. Promotional materials or items other than required by this RFA will not be considered during the review process.

D. Any information or materials submitted separately from the application will not be considered in the review process.

3.04 Misleading or inaccurate information

All materials submitted are subject to verification. Providing misleading or inaccurate information shall be grounds for rejection of the application.

SECTION 4 – CONTRACT

4.01 Conditions

Any contract awarded by the IDPH shall include specific contract provisions and the IDPH General Conditions effective January 1, 2013, revised January 10, 2013, as posted on the IDPH Web page under *Funding Opportunities:* www.idph.state.ia.us. Refer to **Appendix V** for the Draft Contract Template. The Draft Contract Template included is for reference only and is subject to change at the sole discretion of IDPH.

The contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFA and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFA. All costs associated with complying with these requirements should be included in the application. If the contract exceeds $ 500,000, or if the contract together with other contracts awarded to the Contractor by IDPH exceeds $ 500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code Chapter 8F.

IDPH requires contractors to link with the local board of health when providing services supported by IDPH funding. In particular, contractors are expected to assist the local board of health in carrying out the three core functions of public health as defined in 641 IAC 77.3 (137): assessment, policy development and assurance. Examples of linking with the board of health include, but are not limited to:

- Provide environmental and/or health data to the local board of health for the purposes of, and provide assistance in, assessing and analyzing the health status of the community.
- Submit reports to the local board of health on the effectiveness, accessibility, and quality of services provided.
- Include the local board of health in establishing policies and plans associated with the services provided. This can be accomplished by establishing a liaison between the contractor and the board of health or by attending regular meetings of the board of health.
- Educate the local board of health about the services provided and work with the board to identify target populations in need of the services provided.
- Be active in the Community Health Needs Assessment and Health Improvement Plan process.
- Provide the board of health expert input on the services provided and how those services relate to; the health priorities of the community, and health improvement plans to address those priorities.

The contractor is expected to provide documentation of linkage efforts if requested by IDPH.

Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

4.02 Incorporation of documents

The RFP, any amendments, and written responses to applicant questions, and the application submitted in response to the RFA form a part of the contract. The parties are obligated to perform all services described in the RFP, RFA, and applications unless the contract specifically directs otherwise.

4.03 Contractual payments

The IDPH provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514. In the event the contractor lacks sufficient working capital to provide the services of the contract, an advance not to exceed one-twelfth (1/12) of the contractual amount may be provided by the IDPH. One -third (1/3) of this advance will be deducted from eligible reimbursement of expenses for the 7th, 8th and 9th months of service.

SECTION 5 – APPENDICES

Appendices are posted in a separate file on the IDPH Web page under *Funding Opportunities:* www.idph.state.ia.us.

- Appendix I Zipping Instructions
- Appendix II Unit Cost Budget Guidance and Example
- Appendix III Draft Technical Review Tool
- Appendix IV Draft Review Tool
- Appendix V Draft Contract Template
- Appendix VI FFATA Form

SECTION 6 – ATTACHMENTS

Attachments are posted in a separate file on the IDPH Web page under *Funding Opportunities:* www.idph.state.ia.us. Applicants must download these forms and include them in the applications as outlined in Section 2 of this RFA.

- Attachment A Cover Page and Key Personnel
- Attachment B Minority Impact Statement
- Attachment C-1 Biosketch Template for Program Coordinator
- Attachment C-2 Biosketch Template for Project Director
- Attachment D Action Plan
- Attachment E Service Delivery Table
- Attachment F Fidelity Assurances and Certifications
- Attachment G Budget- Excel Worksheet