

IOWA DEPARTMENT OF PUBLIC HEALTH

**DIVISION OF HEALTH PROMOTION
AND CHRONIC DISEASE PREVENTION**

Abstinence Education Grant Program (AEGP)

**Fiscal Year 2014 REQUEST FOR APPLICATION
(RFA) 58813008-02**

Contract Period: November 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 Request for Application (RFA) is to provide guidance for current contractors to submit continuation applications for Fiscal Year (FY) 2014, the second year of the project period established by the RFP #58813008. The RFA serves to provide abstinence education and, where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activity for youth who are in foster care, aftercare or in an out of home care setting.

1.02 Project and contract period

FY2014 is the second year of a three (3) year project period. Continued funding during the defined project period is dependent on approval of the continuation application, contractor performance and compliance with the terms and conditions of the contract during FY2013, availability of funds, program modifications, or any other grounds determined by IDPH to be in the agency's best interests. IDPH expects the contract period to be an eleven month term from November 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 the Abstinence Education Grant Program are eligible to submit a continuation application for FY2014. Contractors are:

- Planned Parenthood of the Heartland
- Youth and Shelter Services, Inc.

Electronic Communication Requirements

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

1.04 Client confidentiality compliance

Agencies and their subcontractors shall comply with IDPH 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 the RFP #58813008, page 4, 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 IDPH. 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% 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)

Applicants may apply for up to the amounts listed below in the table. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

Applicants	Curriculum	Available Funding	County (ies)
Youth and Shelter Services, Inc.	POWER Through Choices	59,063	Boone, Story, Polk
Planned Parenthood of the Heartland	POWER Through Choices	26,931	Linn

MATCH: There is a required 100% match for all funds awarded. The match can be in-kind or cash dollars at a 1:1 ratio. The match may be from state dollars, local government dollars, private dollars, such as foundation dollars, or in-kind support.

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	August 15, 2013
Written Questions and Responses	
Round 1 Questions Due	August 30, 2013
Round 1 Responses Posted by	September 6, 2013
Final Questions Due	September 13, 2013
Final Cumulative Responses Posted by	September 20, 2013
Applications Due	September 26, 2013
Post Notice of Intent to Award	October 15, 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 the RFP #58813008 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.

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 Mary Greene at (515) 725-0047 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 **September 26, 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 are included as **Appendix I**).
- The subject line of the email must read RFA 58813008-02. Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named RFA 58813008-02 (insert applicant 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 application 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 application 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 application 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 application.

It is the applicant's sole responsibility to submit emailed applications in sufficient time so the application is received by the IDPH Service Contract Application Center prior to the stated due date and time. Applicants are strongly encouraged to submit emailed applications as early as possible to allow sufficient time for any unforeseen issues to be resolved prior to the deadline, if they occur. Applications 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 application within the IDPH SharePoint Service Contract Application Center will be generated automatically and emailed to the sender of the emailed application. 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 application 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 1.07.
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 RFA 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 Scope and description of services

The scope and description of services are defined and outlined in the RFP. Applicants are responsible for referencing the RFP 58813008 document under which they were funded.

The purpose of the Abstinence Education Grant Program (AEGP) is to provide abstinence education, and, where appropriate mentoring, counseling and adult supervision to promote abstinence from sexual activity. The AEGP will do this by implementing promising practice curriculum focusing on abstinence education within Iowa's high-risk youth populations. Promising practice curriculums for provision of abstinence based education services focus on risk avoidance strategies and provide youth with the tools and resources necessary to abstain from or delay the initiation of sexual activity.

In compliance with RFP 58813008, applicants must meet the minimum requirements. The program items listed within this section are minimum program expectations and requirements. Applicants must comply with all minimum requirements as outlined.

- Implement two (2) programs (curriculum courses) per county, per contract period, with 10 to 12 sessions per program/course.
- Implement the AEGP with priority populations as indicated among Iowa youth.
- Implement services in their respective service area.
- Maintain fidelity to the curriculum and submit any curriculum adaptations to IDPH for approval prior to implementation.
- Develop and implement a strategy for participant recruitment, which targets the priority populations.
- During curriculum implementation, the contractor will be required to implement one community service learning opportunity that is youth-driven.
- During curriculum implementation, the contractor will be required to have one class session to assist youth develop a reproductive health plan to include plans for parenting, plans for education and/or job training, and plans to develop other relevant life skills.
- Provide opportunities for each participant to become involved within the group according to their strengths and interests.
- Provide a means to honor or recognize participants for accomplishments or growth.
- Provide leadership opportunities for participants.
- Refer participating youth to existing health and related services within their service area, such as Title X family planning providers, Title V maternal and child health providers, and oral health providers. As appropriate, the contractor may refer youth to other health care services (e.g., substance abuse, alcohol abuse, tobacco cessation, family planning, mental health issues, and intimate partner violence).
- Participate in program evaluations by collecting data as outlined by IDPH. Conduct pre- and post-tests on program participants.
- Develop a plan to sustain the Abstinence Education program beyond the project period. This plan will continue to be built upon throughout the project period.
- The Contractor is encouraged to participate in a Community-based Coalition that includes a focus on Adolescent Pregnancy Prevention.

Goals of the AEGP Program

The overall goals of the AEGP are:

GOAL 1: Promote the state AEGP vision and goals through the systematic implementation of promising practices curriculum models.

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

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 participants.

Program Contract Performance Measures

The following will be included in the contract performance measures for FY14.

Upon completion of each program, it is expected that:

75% of the youth who participated in each 10-12 week session:

- will report an increase in their knowledge of contraceptives and usage.
- will report an increase in their knowledge of local resources and how to access them.
- will participate in a community project.
- 50% will develop a reproductive life plan to include plans for parenting, education and/or job training, and developing other relevant life skills.

If at least 50% of the youth that begin the program do not develop a reproductive life plan to include plans for parenting, education and/or job training, and developing other relevant life skills, \$200 will be deducted from the final claim payment and contract total.

Required Reporting

Reports are listed to provide applicants an understanding of reporting expectations throughout the contract period. Reports listed below, as well as the due date and method of submission, are subject to change at the sole discretion of IDPH. Required reports will be outlined in the final contract issued to successful applicants.

Anticipated 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	Upload to SharePoint folder
Weekly				
	Adaptation Proposal Forms	At least 2 weeks prior to implementation of lesson.	IDPH AEGP Consultant	Upload to Completed Reports Folder in Contractor’s SharePoint Service Contract Site
	Program Fidelity Log	Within 3 days of the completed session	IDPH AEGP Consultant	Upload to Completed Reports Folder in Contractor’s SharePoint Service Contract Site

Quarterly				
	Curriculum Report/Pre-/Post-test data	Pretest must be completed by second session. Posttest must be completed within one week of the program ending.	IDPH Program Consultant	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site
	Activity Progress Reports	January 15, 2014 April 15, 2014 July 15, 2014 October 15, 2014	IDPH AEGP Consultant	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site
	Course Description Table	January 15, 2014 April 15, 2014 July 15, 2014 October 15, 2014	IDPH AEGP Consultant	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site
Yearly				
	Annual Report	October 31, 2014	The Department Program Consultant	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site

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 II** 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 contractor's SharePoint contract site by the contractor by the 15th of each month.
2. **Adaptation Proposal Forms (Appendix III):** The contractor will fill out this form when an adaptation to the curriculum is sought. The contractor will be expected to submit the completed form approval at least two (2) weeks prior to scheduled implementation. Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site
3. **Program Fidelity Monitoring Log (Appendix IV):** All logs completed during a session shall be due within 3 days of that completed session. Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site.

Quarterly Reports:

1. **Activity Progress Reports:** A **narrative summary** of activities aimed at infrastructure building will be submitted quarterly. These activities can include, but are not limited to: parent education programming; education for local businesses, health practitioners, local Department of Human Resources, child welfare agencies and policymakers; and demonstration of required community linkages. In the narrative summary, successful applicants should include at least 1-2 detailed success stories, lessons learned, activities and accomplishments. The narrative should also describe any staffing or personnel changes, and any obstacles you have encountered. Technical assistance will be provided. Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site.
2. **Course Description Table (Appendix V):** The contractor will use the Course Description Table to report the number of program participants, demographics of participants, location and number of sessions attended. Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site.

Yearly Report:

The contractor will use the yearly report to include, but are not limited to: overall goals of the AEGP, linking with Local Boards of Health and successes and challenges of the AEGP. Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site

Required Meetings:

Meeting requirements are listed to provide applicants an understanding of these expectations throughout the contract period; as well as to allow for budgeting purposes. Meetings listed below, as well as the frequency and dates to be held are subject to change at the sole discretion of IDPH.

Required meetings include the following:

Meeting	Frequency	Date
On-site Visit from IDPH	Issue and time specific	At least two (2) visits annually
Statewide Steering Committee Meetings	Semi-Annually	To Be Determined
Conference Call with each Abstinence Education Contractor	Monthly	To Be Determined
Additional Meetings and Trainings	Issue-specific	As needed

Successful applicants and any subcontracted staff will be required to:

- A. Participate in **on-site visits** with IDPH staff at the contractor’s agency, to include at least two (2) annually.
- B. Participate in **Statewide Steering Committee** meetings. The Steering Committee will convene semi-annually. Meetings will be face-to-face or via a conference call with mandatory attendance for contractor staff. At a minimum, the program facilitator will be required to attend, with attendance of the project director preferred.
- C. Participate in **monthly phone calls** with the IDPH Program Consultant to discuss agency-specific items.
- D. Participate in any **additional trainings or meetings** as issues needing immediate attention arise.

2.02 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**.
- Total Funds Requested – Indicate the total amount of funds requested, not to exceed the amounts outlined in section 1.06.
- Conditions/Signature – A person authorized to execute legal documents on behalf of the applicant 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.
 - Program Administrator Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual 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.

- Program Facilitator Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual(s) with the overall responsibility and authority for financial management for this program.

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.
- Document must be electronically signed and dated by a person authorized by the applicant agency and return it with the application.

C. Program Staffing Requirements.

Adequate staffing is required to support project implementation throughout the project period. If applicants have not had any staffing or personnel changes for the AEGP, applicants can check the box at the top of the form indicating that there are “no changes” on **Attachments C1 and C2**. If there have been staffing or personnel changes, a new bio sketch must be completed.

- **Project Director:** This position requires highly specialized knowledge of youth development, community organizing, and public health principles. The position also requires strong leadership skills and coordination with partners at the state and local level. The agency must have experience in providing training and technical assistance with a variety of partners. The Project Director will also have experience in directing and guiding project and budget management and evaluation at either the federal, state or local level and will be prepared to assure the achievement of the duties as identified in Section 2.01. (**Attachment C1**)
- **Project Facilitator:** Applicant must identify a person dedicated to acting as the program facilitator for implementation of the AEGP. This position requires highly specialized knowledge of adolescent health and social issues, and public health principles. The Facilitator should possess strong leadership skills and should have experience in the implementation of curriculum, data collection, and program evaluation, as well as the ability to execute the duties listed in Section 2.01 of the proposal and Program Fidelity Assurances and Certifications form (**Attachment C2**).

If either the Project Director and/or the Program Facilitator position (s) are vacant, the applicant must provide a plan for recruitment and the job qualifications required.

D. Progress Report on previous years’ activities. In narrative format, using the space provided in **Attachment D**, applicant shall describe each of the items listed below:

1. Action plan
 - a. Describe progress made on the action plan, highlighting key accomplishments.
 - b. Identify any challenges/barriers in progress made on the action plan and describe opportunities to overcome the identified barriers for the future.

2. Community Partnerships:

- a. Identify any established partnership relationships with the community in support of this project.

E. Action Plan for FY14. Using the form provided (**Attachment E**) applicants shall discuss their plans to identify specific Activities/ Individual tasks that must be completed to achieve the goals and objectives, list the dedicated personnel responsible for completing each identified task ,insert the planned completion dates for each identified task and input the documentation or evaluation method to be used for tracking progress. Applicants may continue activities developed for FFY 2013 when appropriate. New and innovative activities are also encouraged.

F. 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 AEGP and the promising practices curriculum model. These conditions must be met and adhered to throughout the project and contract period.

G. Service Delivery Table. If changes 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 G**) to outlines all of the agency’s offices (including addresses) and the services provided at that location. If the applicant has had no changes in service delivery, check the box at the top of the form indicating that there are “no changes”.

2.03 Budget and Match

The applicant will submit a line item budget of anticipated direct project costs for the period of November 1, 2013 through September 30, 2014. The budget shall include only the line item categories listed below and comply with the guidelines as outlined in Section 2.03 of the RFP #58813008. The applicant shall complete required form (**Attachment H**) identifying proposed expenditures:

- Salary/Fringe Benefits
- Contractual/subcontracts
- Equipment
- 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 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 are to be subcontracted, the applicant must include subcontractor name and estimated dollar amount of each subcontract.

3. Equipment:

List any equipment anticipated to be purchased with these funds. Equipment is defined as any item with a cost or value of \$5,000 or more and with an anticipated useful life of one year or more. If the item does not meet this definition, it should be included in “other” costs.

4. 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 and utilities, training, information technology-related expense, travel, etc. This will include any equipment costs not meeting the above definition for equipment.

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.

5. 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.

In the absence of a federally approved Indirect Cost Rate Agreement, the applicant may 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.

MATCH:

Applicants must clearly identify the amounts and how match will be obtained and provided. Applicants are required to match 100% of the amount of funds applied for. Input the match amounts in the column identified as match in **Attachment H**.

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 **October 15, 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 tool included as **Appendix VI** and **VII** to this RFA.

3.03 Technical requirements

Submitted applications must meet the following formatting and 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 1.06 E. (Refer to **Appendix I** for zipping instructions).
- B. Shortcuts or links to application documents will not be accepted and shall result in document rejection, which may result in rejection of the application.
- C. 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 for the narrative sections.
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.

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.

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

- E. 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 VIII** 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.

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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 Instructions for Zipping Files
- Appendix II FFATA Form
- Appendix III Adaptation Proposal Forms
- Appendix IV Program Fidelity Monitoring Log
- Appendix V Course Description Table
- Appendix VI Technical Review Tool
- Appendix VII Review Tool
- Appendix VIII Draft Contract Template

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 C1 Project Director Bio sketch
- Attachment C2 ProgramFacilitator Bio sketch
- Attachment D Progress Report
- Attachment E Action Plan
- Attachment F Fidelity Assurances and Certification Form
- Attachment G Service Delivery Table
- Attachment H Budget Excel Worksheets