

**ADDENDUM NO. 1, RFA 13-CCOI (CalFresh Community Outreach Initiative)**  
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April 18, 2012

**TO:** ALL PROSPECTIVE APPLICANTS FOR REQUEST FOR APPLICATION  
(RFA) # 13-CCOI

**SUBJECT:** ADDENDUM NO. 1, RFA # 13-CCOI

Information contained in Addendum No. 1 takes precedence over the original RFA. All other terms and requirements of the RFA not specified in this addendum remain unchanged. Applications are to be submitted in response to the RFA as herein amended.

The following reflect changes that have been made to the original RFA. Changes to the RFA are itemized as follows:

**1. RFA Page 8 (bottom of page)**

- Revise language should read as follows to reflect correct budget requirements of this RFA:

“Note: All applicants must provide a minimum total CalFresh Outreach budget of ~~\$480,000~~ **\$525,000** annually ( $\geq$ \$300,000 of non-federal State Share and  $\geq$ ~~\$180,000~~  **$\geq$ \$225,000** of proposed Federal Share), as identified in Section A.2 of this RFA”.

**2. RFA Page 15, Sub-item vi. Subcontract Expenses, item D.)**

- Revise language should read as follows to reflect consistent subcontractor language included in this RFA:

“D. Subcontractor’s Scope of Work must be ~~subvention/local assistance sources.~~ **primarily subvention services by definition included on page 3 of the RFA.**”

**3. RFA Attachment 6—“Required Attachment / Certification Checklist” (Row 7)**

- Revise language should read as follows to reflect correct budget requirements of this RFA:  
“My firm has a minimum total CalFresh Outreach budget of ~~\$480,000~~ **\$525,000** annually ( $\geq$ \$300,000 of non-federal State Share and  $\geq$ ~~\$180,000~~  **$\geq$ \$225,000** of proposed Federal Share)”.

**4. RFA Attachment 7b—“Federal Share Budget Justification” (both budget years) and Attachment 8b—“Subcontractor Federal Share Budget Justification”—both budget years)**

- Remove following language from Row 70—“Subcontracts” to strike-out language not appropriate to this RFA: “~~(Subcontracts cannot exceed 25% of the total federal share budget)~~”

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**5. RFA Attachment 12—Scope of Work and RFA Exhibit A—Scope of Work**

- Goal 1, Objective 1, Activity 3 (page 4 of 21): The “Evaluation” column should be revised to remove “MOU and schedule” and replace with “List of partners and events” as a required form of documentation acceptable for this activity for FFY 2012 – 2013. Revise language should read as follows:

**Evaluation**: “~~MOU and schedule~~ List of partners and event announcements”

- Goal 1, Objective 7, Activity 3 (page 13 of 21): The “Evaluation” column should be revised to remove “MOU and schedule” and replace with “List of partners and events” as a required form of documentation acceptable for this activity for FFY 2013 – 2014. Revise language should read as follows:

**Evaluation**: “~~MOU and schedule~~ List of partners and event announcements”

**6. RFA Attachment 12—Scope of Work and RFA Exhibit A—Scope of Work**

- Goal 1, Objective 1, Activity 4 (page 4 of 21): The “Evaluation” column should be revised to remove “MOU’s” and replace with “List of partners and events” as a required form of documentation acceptable for this activity for FFY 2012 – 2013. Revise language should read as follows:

**Evaluation**: “~~MOU’s~~ List of partners and events”

- Goal 1, Objective 7, Activity 4 (page 13 of 21): The “Evaluation” column should be revised to remove “MOU’s” and replace with “List of partners and events” as a required form of documentation acceptable for this activity for FFY 2013 – 2014. Revise language should read as follows:

**Evaluation**: “~~MOU’s~~ List of partners and events”

**7. RFA Attachment 12—Scope of Work and RFA Exhibit A—Scope of Work**

- Goal 1, Objective 1, Activity 7 (page 4 of 21): The “Evaluation” column should be revised to remove “MOU’s” and replace with “List of partners and events” as a required form of documentation acceptable for this activity for FFY 2012 – 2013. Revise language should read as follows:

**Evaluation**: “~~MOU’s~~ List of partners and events”

- Goal 1, Objective 7, Activity 7 (page 13 of 21): The “Evaluation” column should be revised to remove “MOU’s” and replace with “List of partners and events” as a required form of documentation acceptable for this activity for FFY 2013 – 2014. Revise language should read as follows:

**Evaluation**: “~~MOU’s~~ List of partners and events”

**8. RFA Attachment 12—Scope of Work and RFA Exhibit A—Scope of Work**

- Goal 1, Objective 1, Activity 10 (page 5 of 21): The “Evaluation” column should be revised to add “Meeting Agendas” to reflect additional forms of documentation acceptable for this activity for FFY 2012 – 2013. Revise language should read as follows:

**Evaluation**: “Membership roster, Meeting Agendas”

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- Goal 1, Objective 7, Activity 10 (page 14 of 21): The “Evaluation” column should be revised to add “Meeting Agendas” to reflect additional forms of documentation acceptable for this activity for FFY 2013 – 2014. Revise language should read as follows:

**Evaluation**: “Membership roster, Meeting Agendas”

**9. RFA Attachment 12—Scope of Work and RFA Exhibit A—Scope of Work**

- Goal 1, Objective 1, New Activity 15 - 18 (page 5 of 21): Revise Goal 1, Objective 1 to add new Activities 15 through 18 to reflect requirement for prime contractors to conduct programmatic and fiscal site visits and desk reviews with subcontractors for FFY 2012 – 2013. New activities should read as follows:

<b>Activities</b>	<b>Responsible Party</b>	<b>Evaluation</b>	<b>Timeframe</b>
15) Meet with at least 10 percent of all subcontracting organizations and conduct programmatic reviews. Review all new subcontractors even if the 10 percent benchmark is exceeded. As programmatic reviews and reports are completed, submit reports to <i>Network</i> program manager.	[Contractor Name]	Dates of visits, reports submitted to <i>Network</i>	10/2012 – 09/2013
16) Collect and review all new subcontractors’ source documents for the first two quarters (if invoicing quarterly) or two months (if invoicing monthly) of invoice submission. As source documentation reviews are completed, submit desk review reports to <i>Network</i> contract manager.	[Contractor Name]	Copies of source documents, reports submitted to <i>Network</i>	10/2012 – 09/2013
17) Conduct fiscal visits or desk reviews for at least 10 percent of all subcontracting organizations. As site visits/desk reviews and reports are completed, submit reports to <i>Network</i> contract manager.	[Contractor Name]	Desk review reports, reports submitted to <i>Network</i>	10/2012 – 09/2013
18) Provide schedules of planned programmatic reviews and fiscal visits/desk reviews to the <i>Network</i> .	[Contractor Name]	Schedule of reviews	10/2012 – 09/2013

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- Goal 1, Objective 7, New Activity 15 - 18 (page 14 of 21): Revise Goal 1, Objective 7 to add new Activities 15 through 18 to reflect requirement for prime contractors to conduct programmatic and fiscal site visits and desk reviews with subcontractors for FFY 2013 – 2014. New activities should read as follows:

Activities	Responsible Party	Evaluation	Timeframe
15) Meet with at least 10 percent of all subcontracting organizations and conduct programmatic reviews. Review all new subcontractors even if the 10 percent benchmark is exceeded. As programmatic reviews and reports are completed, submit reports to <i>Network</i> program manager.	[Contractor Name]	Dates of visits, reports submitted to <i>Network</i>	10/2013 – 09/2014
16) Collect and review all new subcontractors' source documents for the first two quarters (if invoicing quarterly) or two months (if invoicing monthly) of invoice submission. As source documentation reviews are completed, submit desk review reports to <i>Network</i> contract manager.	[Contractor Name]	Copies of source documents, reports	10/2013 – 09/2014
17) Conduct fiscal visits or desk reviews for at least 10 percent of all subcontracting organizations. As site visits/desk reviews and reports are completed, submit reports to <i>Network</i> contract manager.	[Contractor Name]	Desk review reports, reports submitted to <i>Network</i>	10/2013 – 09/2014
18) Provide schedules of planned programmatic reviews and fiscal visits/desk reviews to the <i>Network</i> .	[Contractor Name]	Schedule of reviews	10/2013 – 09/2014

**10. RFA Attachment 12—Scope of Work and RFA Exhibit A—Scope of Work**

- Goal 1, Objective 2, Activity 1 (page 6 of 21): Revise language should read as follows to clarify expectations of this activity for FFY 2012 – 2013:
  - 1) **If designated as the person representing the outreach contractors with the CWD, contact the** ~~Contact~~ appropriate CWD staff person to identify preferred methods for prescreening and application assistance prior to beginning activities. Communicate **to staff** the CWD's preferred method of handling CFO assisted applications. Report barriers experienced by applicants to the **Prime Contractor**. ~~CWD. Communicate with CWD CF Coordinator on behalf of CFO contractors no less than quarterly.~~

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- Goal 1, Objective 8, Activity 1 (page 15 of 21): Revise language should read as follows to clarify expectations of this activity for FFY 2013 – 2014:
  - 1) **If designated as the person representing the outreach contractors with the CWD, contact the** ~~Contact~~ appropriate CWD staff person to identify preferred methods for prescreening and application assistance prior to beginning activities. Communicate **to staff** the CWD's preferred method of handling CFO assisted applications. Report barriers experienced by applicants to the **Prime Contractor**. ~~CWD. Communicate with CWD CF Coordinator on behalf of CFO contractors no less than quarterly.~~

#### 11. RFA Attachment 12—Scope of Work and RFA Exhibit A—Scope of Work

- Goal 1, Objective 2, Activity 1 (page 6 of 21): The “Evaluation” column should be revised to remove “MOU’s &” and replace with “Progress report summaries” as a required form of documentation acceptable for this activity for FFY 2012 – 2013. Revise language should read as follows:

**Evaluation**: “MOU & **Progress** report summaries”

- Goal 1, Objective 8, Activity 1 (page 15 of 21): The “Evaluation” column should be revised to remove “MOU’s &” and replace with “Progress report summaries” as a required form of documentation acceptable for this activity for FFY 2013 – 2014. Revise language should read as follows:

**Evaluation**: “MOU & **Progress** report summaries”

#### 12. RFA Exhibit A—Scope of Work, Item 6. Progress Reports, Sub-item B (page 2 of 21)

- Revise language should read as follows to reflect correct progress report periods and due dates:

~~B. Progress report periods and due dates are:~~

<del>Year</del>	<del>Budget Period</del>	<del>Report Period</del>	<del>Due Date</del>
<del>Year 1:</del>	<del>First Semiannual</del>	<del>October 1, 2012 – March 31, 2013</del>	<del>04/30/2013</del>
	<del>Second Semiannual</del>	<del>April 1, 2013 – September 30, 2013</del>	<del>09/30/2013</del>
<del>Year 2:</del>	<del>First Semiannual</del>	<del>October 1, 2013 – March 31, 2014</del>	<del>04/30/2014</del>
	<del>Second Semiannual</del>	<del>April 1, 2014 – September 30, 2014</del>	<del>09/30/2014</del>

**B. Progress report periods and due dates are:**

	<b><u>Budget Period</u></b>	<b><u>Report Period</u></b>	<b><u>Due Date</u></b>
<b><u>Year 1:</u></b>	Quarter 1	October 1, 2012 – December 31, 2012	01/31/2013
	Quarter 2 (Mid Year)	January 1, 2013 – March 31, 2013	04/30/2013
	Quarter 3	April 1, 2013 – June 30, 2013	07/31/2013
	Quarter 4 (Final)	July 1, 2013 – September 30, 2013	09/30/2013
<b><u>Year 2:</u></b>	Quarter 1	October 1, 2013 – December 31, 2013	01/31/2014
	Quarter 2 (Mid Year)	January 1, 2014 – March 31, 2014	04/30/2014
	Quarter 3	April 1, 2014 – June 30, 2014	07/31/2014
	Quarter 4 (Final)	July 1, 2014 – September 30, 2014	09/30/2014

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Thank you for your interest in RFA # 13-CCOI. We look forward to receiving your application.

A handwritten signature in blue ink, appearing to read "Rosanne Stephenson", with a long horizontal flourish extending to the right.

Rosanne Stephenson, MPA  
Chief, Program Development Section  
*Network for a Healthy California*