



California Department of Public Health
 Center for Family Health
 Maternal Child and Adolescent Division



**California Personal Responsibility Education Program
 Request for Applications (RFA) #11-10407**

ADDENDUM #2

This addendum modifies the California Personal Responsibility Education Program Request for Applications (RFA) #11-10407 dated February 2, 2012. The California Department of Public Health, Maternal Child and Adolescent (MCAH) Division posted this RFA to solicit applications to fund the implementation of California’s Personal Responsibility and Education Program (CA PREP).

CDPH/MCAH will be requiring a standard seven (7) line budget, available at the following link:
<http://www.cdph.ca.gov/programs/mcah/Pages/CAPREPRFA.aspx>

In order to facilitate continued availability of federal funds, CDPH/MCAH is implementing an accountability process for the contract that is deliverables-based. This process requires that deliverables be completed in accordance with details and due dates outlined in the final Scope of Work. Submitted deliverables must be approved by the CDPH/MCAH before a contract payment will be authorized. Payments may be reduced or adjusted for incomplete and/or unapproved deliverables.

The corrections to the CA PREP RFA and Attachments are in **red** as indicated below:

SECTION III: ADMINISTRATIVE REQUIREMENTS – Page 25

J. Contract Budget and Budget Justification

Applicants must submit a seven (7) line item budget for each term within the Contract:

June 1, 2012 – September 30, 2012	Contract Term 1 (Attachment 9)	Contract 1
October 1, 2012 – September 30, 2013	Contract Term 2 (Attachment 10)	
October 1, 2013 – September 30, 2014	Contract Term 3 (Attachment 11)	

1. Budget Template

Each of the CA PREP Applicant Budget Templates (Attachments 9, 10 & 11) contain three (3) worksheets (3 tabs at the bottom left corner of the Budget Template).

- a. The “Budget Instructions” worksheet (first tab) contains instructions on how to complete the Budget Attachments.
- b. The “Budget Detail and Justification” (second tab) shall be used to enter specific cost breakdowns for each budget line item. Completion of the second tab will automatically populate the “Original Budget Summary Page” (third tab).
- c. The “Original Budget Summary” is protected/locked to ensure budget totals are populated from the budget detail entered into the second worksheet for each line item.
- d. Use whole dollars only when entering costs into the budget templates. Round fractional dollar amounts or cents to the nearest whole dollar amount.

2. Budget Line Items

The seven (7) budget line items are: 1) Personnel, 2) Fringe Benefits, 3) Operating Expenses, 4) Equipment, 5) Travel, 6) Other Costs, and 7) Indirect Costs.

a. Line Item 1 – Personnel Costs

Include the following information under “Description of Expense” to explain the reasonableness and/or necessity of the proposed budgeted costs appearing on the Budget Attachments.

Include wage and/or salary details and justifications, including, but not limited to:

- 1) The annual salary rate or range for each position/classification, and how salary rates or ranges were determined.

Note: Sub-awardee staff salaries (paid for with CA PREP funds) shall not exceed rates paid to State Civil Service personnel performing comparable work. CDPH reserves the right to limit salary reimbursement to levels that are comparable to those of Civil Service employees. For more information on Civil Service classifications and pay scales, refer to www.dpa.ca.gov.

- 2) Any/all anticipated merit and cost of living adjustments for CA PREP staff. Explain any cost of living, merit or other salary adjustments that are included in the personnel line item. Explain how the amount of each adjustment was determined and explain the frequency or interval at which the adjustment is to be granted. **This only applies if you included merit increases, cost of living, or other salary adjustments in the personnel expense line item.**

Note: The merit and cost of living adjustment paid to sub-awardee personnel shall not exceed rates paid to State Civil Service personnel performing comparable work. CDPH reserves the right to limit reimbursement of merit and cost of living adjustments to levels that are comparable to those of Civil Service employees.

- 3) Each funded position title or classification performing CA PREP activities. Do not combine multiple staff on the same line. Each position must be on a separate line.
- 4) The FTE or annual percentage of time for each position (i.e., full time [40 hours a week] = 1.0, 1/2 time = 0.50, 3/4 time = 0.75, 1/4 time = 0.25).

b. Line Item 2 – Fringe Benefits

Identify and/or explain the expenses that make up fringe benefit costs. Typical fringe benefit costs can include employer-paid social security, worker's compensation insurance; unemployment insurance, health, dental, vision and/or life insurance, disability insurance, pension plan/retirement benefits; etc. Accrued vacation and severance pay paid to employees upon termination is not an allowed fringe benefit.

Only personnel who are employed by the organization and receive fringe benefits are to be included. If applicable, identify any positions that receive different benefit levels.

Display fringe benefit costs **EITHER** as a percentage rate of total personnel costs **OR** combined with the salary as actual costs. **Combining the two fringe benefit options below IS NOT allowed.**

1) If you choose to use an average rate for total personnel costs, that rate can be added to the bottom of the personnel detail sheet of the Budget Detail and Justification Template. That will calculate fringe benefits on total Annual Salaries and be added to salaries that are exported to the Budget Summary Template.

OR

2) If you choose to add the fringe benefits to an Annual Salary, the fringe benefit rate for that staff shall be included in the Budget Justification Narrative under Description of Expense.

c. Line Item 3 – Operating Expenses

- 1) **General Expenses:** This category includes all general costs of the operation of the CA PREP Program. Examples of such expenses are office supplies, telephone, postage, duplication and other consumable operating supplies. Furniture and office equipment with an acquisition cost of \$50.00 or less per unit (including tax, installation and freight) are general expense items.
- 2) **Space Rent/Lease:** The cost of renting or leasing office space shall designate the total square feet and the cost per square foot. Under state standards, it is permissible to reimburse up to a maximum of 200 square feet of office space per FTE. Please use the following formula to calculate rent/lease costs. Total staff FTE's x 200 sq. ft. x up to \$2.00 per sq. ft. x 12 months.
 - a) The cost for renting classroom or meeting space (e.g., at a community or youth center) is allowable but should be prorated to the time of actual use (this expense is budgeted under the Other Costs section).
- 3) **Printing:** Identify the costs of printing, duplication, and reproduction of materials used under CDPH/MCAH.
- 4) **Audit Costs:** The cost of the mandatory financial audit by an independent auditor at the end of each fiscal year shall be included in the budget. Not more than \$3,000 can be allocated for this line item.
- 5) **Software:** The CDPH/MCAH requires the use of the internet, electronic mail (Outlook), scanning equipment, telephones, and computers with current versions of Adobe and the Microsoft Office suite (Word, Excel, Access and PowerPoint). Additional technology may be required during the contract period. See page 24, Section H, "Additional Requirements." Examples of software include: Software license fees, software upgrades, etc.

- a) Sub-awardee shall possess current technology to allow for easy flow of communication between the Sub-awardee and CDPH/MCAH such as sending e-mails with large attachments. Sub-awardee must have the ability to access, print and download website information such as files from the CDPH/MCAH website.
- b) All software purchased with CDPH/MCAH funds shall meet or exceed the state standards established by CDPH, available at the following link:
<http://cdphintranet/FormsPubs/Documents/FormsIntra/ADM-Contracts/SR1-CDPH-ISO.pdf> .

If applicable, enter \$0 if no operating expenses will be incurred. However, an explanation must be included that describes how the operating needs of the program will be met.

Computers shall be dedicated to the staff person(s) responsible for CA PREP requirements.

d. Line Item 4 – Equipment

Rented or leased equipment shall be budgeted separately in line item three, “Operating Costs.” Lease-purchase agreements or options are prohibited.

Equipment Purchases: CDPH classifies purchased equipment as Major Equipment and Minor Equipment.

- **Major Equipment** is defined as a tangible or intangible item with a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more that is purchased or reimbursed with agreement funds. Major equipment is budgeted under Operating Expenditures category as an individual line item.
- **Minor Equipment** is defined as a tangible item with a base unit cost of less than \$5,000, has a life expectancy of one (1) year or more and is purchased or reimbursed with state funds. Examples of equipment under \$5,000 include computers, printers, etc. Minor equipment is budgeted under Operating Expenditures category in a Minor equipment detail line item.

State rules and definitions for reimbursement of equipment cost.

- i. All equipment purchased in whole or in part with state contract funds is the property of the State.
- ii. Contract funds may not be used to reimburse the applicant for equipment purchased prior to the Contract Agreement.
- iii. Lease-purchase agreements or options are prohibited and not a valid contract related expense.
- iv. Equipment cannot be purchased without prior CDPH/MCAH approval.
- v. Applicants may use their own purchasing system to obtain major equipment up to an annual limit of \$50,000. Unlimited purchase delegations exist for California State colleges, public universities, and other governmental entities.
- vi. All computers purchased with CDPH/MCAH funds shall meet or exceed the following standards established by the CDPH. We strongly encourage Sub-awardees to upgrade existing systems to meet or exceed these standards.
- vii. The California Government Code Section 14613.7 requires Sub-awardees to report immediately to the California Highway Patrol (CHP) that a crime has

occurred on state-owned or state-leased property or involves the loss/theft of state property even if when reported local law enforcement agency and/or the CHP did not respond and take a report.

- viii. Sub-awardee shall notify CDPH/MCAH Contract Manager immediately regarding any crime that involves state property.
- ix. Sub-awardee is responsible for the replacement of all lost or stolen property purchased with state funds of no less than equal value.

e. Line Item 5 – Travel

- 1) The California Department of Personnel Administration (DPA) adopted the policy of utilizing the same mileage reimbursement rate as the Federal rate starting July 2006. For current rates, refer to the DPA website.¹
- 2) Travel costs consist of mileage, airfare, per diem, lodging, parking, toll bridge fees, taxicab fares and car rental. The amount of the mileage reimbursement includes all costs of operating the vehicle.
- 3) The agency shall utilize the lowest available cost method of travel. Exhibit G of the CA PREP Contract will include additional information on reimbursable costs.
- 4) Indicate the total cost for travel expenses for program staff. The money budgeted for travel shall be for expenses related to the administration of the program. The travel line item in the budget shall include only the costs specifically related to the staff activities, such as travel to attend conferences and trainings.
- 5) Applicants must include a sufficient travel expense allocation for at least two program staff to attend meetings and trainings in Sacramento. Designated staff is required to attend all of the meetings and trainings identified in subsection 7, “Training,” below.
- 6) The cost for client/participant related transportation must not be included here; instead, add all participant-related costs to the Line Item 7 – Other Costs.
- 7) **Training:** The training costs associated with CDPH/MCAH sponsored and non-CDPH/MCAH sponsored training. This line item includes registration fees and materials for conferences and tuition for training.

Applicants must allocate costs for all of the following mandatory Meetings and Trainings:

Contract Term 1	Contract Term 2	Contract Term 3
06/01/12 – 09/30/12	10/01/12 – 09/30/13	10/01/13 – 09/30/14
Orientation Meeting 4 x Trainings	Annual Meeting 2 x Trainings	Annual Meeting 2 x Trainings
<u>At least</u> 2 Sub-awardee PREP-funded staff must attend each meeting and training.		
All meetings and trainings will be held in Sacramento.		

¹ State of California Department of Personnel Administration. **Travel Reimbursements.** Excerpted from <http://www.dpa.ca.gov/personnel-policies/travel/hr-staff.htm>

f. **Line Item 6 – Other Costs**

Other costs: costs that are **associated with project participants**.

Itemize each additional expense line item making up the “Other Costs” and explain why each expense is necessary. Also, explain how the value of each expense was determined. If you offer any services or deliverables on a fixed price or lump sum or fixed-price basis, please explain how you determine the price or cost.

- 1) Indicate any direct program expenses that do not clearly fit into the other budget line items. Such costs may include, but are not limited to, costs for items unique to outreach and program development.
- 2) If any service, product, or deliverable will be provided on a fixed price or lump sum basis, name the items and/or deliverable and indicate “fixed price” or “lump sum” next to the item along with the price or fee.
- 3) If applicable, enter \$0.

Participant Training: Registration/tuition and material costs directly related to participants.

Participant Transportation: Costs directly related to transporting program clients (i.e., bus passes/tokens, bus rental).

g. **Line Item 7 – Indirect Costs**

Indirect costs include costs that accrue in the normal course of business that can only be partially attributable to performance of a contract (e.g., administrative expenses such as payroll handling, accounting/personnel expenses, liability insurance coverage, janitorial expenses, security expenses, legal representation, equipment maintenance, Executive Director’s time, etc.).

- 1) These are costs that a business would accrue even if they were not performing services for the State under a contract.
- 2) Specify indirect costs as a percentage of the total personnel salary and wage costs, including fringe benefits, not to exceed 10%.
- 3) Include your indirect costs as a percentage of the total of personnel and fringe benefits.

If applicable, enter \$0.

Applicants may include any other information that will assist CDPH/MCAH to understand how costs were determined and why they are reasonable, justified, and/or competitive. Include explanations for any/all unusually high or disproportionate costs. For example, if this contract is to fund a disproportionately high portion of the organization’s indirect (overhead) costs, please provide a justification for the proposed allocation method.

SECTION IV: APPLICATION REQUIREMENTS – Page 31

Scoring Criteria
<p><u>Applicant Experience and References:</u></p> <p>Scoring will be based on the applicant’s experience providing teen pregnancy prevention services and implementing EBPMs. In addition, scoring will be based on information obtained from rReferences related to the applicant’s past contracts/grants will be used to determine clarify the applicant’s capacity to fulfill similar CA PREP requirements experience, if necessary.</p>

SECTION IV: APPLICATION REQUIREMENTS – Page 26

2. Application Content

Applicants must complete and provide each of the documents in the order listed in the Application Checklist (Attachment 1) for an application to be considered for review. These documents include:

- Application Checklist (Attachment 1)
- Application Cover Page (Attachment 2)
- Experience and Funding History (Attachment 3)
- Single Organization-wide Financial and Compliance Audit (provided by applicant)
- State Audit Report(s), if applicable (provided by applicant)
- CA PREP Local Stakeholder Coalition Roster (Attachment 4)
- Local Stakeholder Coalition Members – Letters of Commitment (Attachment 5)
- CA PREP Logic Model(s) (Attachment 6)
- CA PREP Evidence-Based Program Model Worksheet(s) (Attachment 7)
- Memoranda of Agreement, if applicable (provided by applicant)
- Proposed Organizational Chart (provided by applicant)
- Family PACT Partners Roster (Attachment 8)
- CA PREP Budget, Contract Term 1 (Attachment 9)
- CA PREP Budget, Contract Term 2 (Attachment 10)
- CA PREP Budget, Contract Term 3 (Attachment 11)

LIST OF ATTACHMENTS

ATTACHMENT #	ATTACHMENT NAME
Attachment 1	Application Checklist
Attachment 2	Application Cover Page
Attachment 3	Experience and Funding History
Attachment 4	CA PREP Local Stakeholder Coalition Roster
Attachment 5	Local Stakeholder Coalition Member – Letter of Commitment
Attachment 6	CA PREP Logic Model
Attachment 7	CA PREP Evidence-Based Program Model Worksheet
Attachment 8	Family PACT Partners Roster
Attachment 9	CA PREP Budget, Contract Term 1
Attachment 10	CA PREP Budget, Contract Term 2
Attachment 11	CA PREP Budget, Contract Term 3