



**Request for Application (RFA)
#AFLP2012**

Adolescent Family Life Program (AFLP)

November 1, 2011

California Department of Public Health
Adolescent Family Life Program
Maternal, Child and Adolescent Health (MCAH) Division
1615 Capitol Avenue
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Appendix 2	AFLP Policies and Procedures Manual http://www.cdph.ca.gov/services/funding/mcah/Pages/AdolescentFamilyLifeProgram(AFLP)Documents.aspx
Appendix 3	MCAH Fiscal Policy and Procedure Manual http://www.cdph.ca.gov/services/funding/mcah/Pages/FiscalDocuments.aspx
Appendix 4	California Health Status Indicators
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I. AFLP Request for Application

A. Introduction

The California Department of Public Health (CDPH), Center for Family Health, Maternal, Child and Adolescent Health Division announces the availability of funds and is soliciting applications from eligible organizations to administer the Adolescent Family Life Program (AFLP) in areas throughout the State. The AFLP was established to enable local programs to develop networks that provide necessary, comprehensive services to pregnant and parenting teens. Local programs work to improve teen pregnancy outcomes, reduce the rate of repeat teen pregnancies, and assist with re-entry into or continuation of school.

B. Background

Authorized by legislation in 1988, the AFLP provides comprehensive case management and mentoring services to promote the health and well-being of pregnant and parenting teens and to ensure the most timely and effective utilization of services in order to enable clients to achieve program goals. The program was implemented in 27 agencies throughout California. Additional funding enabled expansion of the program to 34 agencies in 1991 and then to 46 agencies in 1996. Due to budget funding reductions in 2009, AFLP is now implemented in 38 agencies within 36 California counties.

AFLP services are currently provided in the following counties:

Alameda, Butte, Contra Costa, Fresno, Glenn, Humboldt, Imperial, Kern, Kings, Lake, Los Angeles, Madera, Mendocino, Merced, Napa, Nevada, Orange, Placer, Sacramento, San Benito, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Solano, Sonoma, Stanislaus, Tehama, Tulare, Ventura, and Yolo

The AFLP partners with other State programs serving pregnant and parenting teens. Emphasis is placed on coordination between the California School Age Families Education Program (Cal-SAFE) in the California Department of Education (CDE), and Cal-Learn in the California Department of Social Services (DSS) to assure continuity of services without duplication.

The Cal-SAFE Program is a statewide school-based program that provides support services for enrolled pregnant and parenting students and provides academic support, childcare and education on parenting and child development. The Cal-Learn Program requires pregnant or parenting teens who are receiving welfare and under the age of 20 to attend high school or an equivalent program. Teens are eligible for financial bonuses up to four times a year for making satisfactory progress in school or for high school completion.

Cal-Learn includes required case management and supportive services, such as child care and transportation services, for teens in order to enable them to attend school. Due to state budget cuts for fiscal year 2011-2012, the Cal-Learn program has been suspended for one year. Those clients enrolled in Cal-Learn are now able to participate in AFLP in order to maintain continuity of services.

The AFLP, Cal-SAFE, and CAL-Learn Programs have demonstrated efficiencies in time and money through coordination at the local level, including shared space, staff and data systems. These programs currently face severe funding constraints. In 2009, AFLP lost over 60 percent of program funding due to the elimination of State general funds. Also in 2009, the categorization of Cal-SAFE as a mandated service was eliminated. Cal-SAFE services are no longer mandatory and local school districts have the discretion to redirect services if necessary based on local district needs. As a result, Cal-SAFE services

have been down-sized in some school districts, or eliminated altogether. When the Cal-Learn program was suspended in July 2011, case management services to over 15,000 clients per month were severely impacted.

The implication of the loss of program funds is unprecedented and puts a serious strain on the remaining resources and programs that serve pregnant and parenting teens in California. Nevertheless, MCAH intends to be responsive by considering new and innovative approaches in the allocation of resources and implementation of the most current evidence-based practices in support of the AFLP.

C. Authorizing Legislation and/or Governing Regulations

Authority Type	Applicable Citation
State statutes	Section 124175-124200 of California Health and Safety Code
Federal cost principles	State/Local Government - OMB Circular A-87 Nonprofit organizations - OMB Circular A-122 Educational institutions - OMB Circular A-21
Federal audit standards	State/Local Government - OMB Circular A-133 Nonprofit organizations - OMB Circular A-133 Educational institutions - OMB Circular A-133
Federal management standards	State/Local Government - Applicable Code of Federal Regulations and common Rules Nonprofit organizations - OMB Circular A-110 Educational institutions - OMB Circular A-110

D. Funding Opportunity Description

The AFLP addresses the social, health, educational, and economic consequences of adolescent pregnancy by establishing local networks to provide necessary services to pregnant and parenting teens and their children, and providing case management services focused on achieving the goals of AFLP (see goals below).

The AFLP emphasizes promotion of positive youth development, focusing on and building on the adolescent's strengths and resources rather than the disadvantages related to adolescent pregnancy and parenting. With the shift in focus towards recognizing youth strengths and potential, there is now increasing recognition that teen motherhood may bring a greater sense of purpose and meaning to a teen's life and may be a catalyst for reaching personal goals such as improved health, positive parenting, education, and career planning.

1. Goals of the Program:

The goals of the AFLP program are to:

- Improve the health of the pregnant and parenting teens, thus supporting the health of the baby
- Improve graduation rates for pregnant and parenting teens
- Reduce repeat pregnancies for pregnant and parenting teens, and
- Improve linkages and create networks for pregnant and parenting teens

MCAH is seeking proposals that effectively serve the greatest number of clients most likely to benefit from a client-centered, strength-based, positive youth development program that supports the four

goals of the AFLP. AFLP program funding is based on a funding level of \$1697 per client (teen and their child) for twelve months using a case management model of services that support the AFLP goals and objectives. Applicants must demonstrate that they have the administrative capacity to collect data and assure provision of quality services as set forth in the standard AFLP Scope of Work.

2. Client Eligibility

Eligible clients are the adolescent females who are pregnant or parenting up to age 19 and are most likely to benefit from the services provided. Males who are an expectant or parenting father up to age 19 and most likely to benefit from the program are also eligible. A client is eligible to continue in the program up to age 19 or for 24 months whichever is longer.

3. Target Population

The AFLP targets a high risk population that also has the greatest potential to benefit from AFLP. The AFLP Policy and Procedure Manual (Appendix 2) provides risk factors to be used to assess and prioritize client enrollment and eligibility for continued services. The very highest risk clients may be appropriate for other programs. Applicants are encouraged to focus on clients who are most likely to benefit from AFLP services.

4. Performance

The AFLP Scope of Work (Appendix 1) is the template to be used to implement the program. It describes the program goals, outcome objectives, intervention activities and evaluation measures for the contract period. Agencies are also required to comply with the requirements stated in the AFLP Policies and Procedures Manual (Appendix 2), and the MCAH Fiscal Policies and Procedures Manual (Appendix 3) Agencies will conduct the following activities:

- Assess client needs, assist with goal setting and achievement, provide mentoring opportunities, promote positive youth development, and refer clients to services including comprehensive prenatal care, health care, psychological and nutritional counseling, maternity counseling, adoption counseling, academic and vocational programs, day care, and substance abuse prevention, intervention and counseling
- Attend statewide meetings
- Submit timely invoices
- Submit required evaluation and performance measure data
- Submit annual and quarterly reports (Appendix 5-7)

AFLP uses a comprehensive case management model to assess and address the risks and resources of adolescent clients and their children. Each adolescent is assigned a case manager who works with the teen client to identify the teen's goals for the future, assess the teen's needs as well as current strengths and resources, and develop a plan of action for achieving health, educational success, economic self-sufficiency, healthy relationships, and becoming a productive member of her/his community. The maximum client to case manager ratio at any time is 50 clients for each full time equivalent case manager.

5. Program Budget

The grant budget should be supportive of the AFLP Scope of Work and reflect the fiscal year indicated. The AFLP Scope of Work, the AFLP Policy & Procedure Manual, and the MCAH Fiscal Policy and Procedure Manual can be accessed on the AFLP website:

[http://www.cdph.ca.gov/services/funding/mcah/Pages/AdolescentFamilyLifeProgram\(AFLP\)Documents.aspx](http://www.cdph.ca.gov/services/funding/mcah/Pages/AdolescentFamilyLifeProgram(AFLP)Documents.aspx)

E. Funding Availability

The CDPH intends to make awards to eligible organizations that demonstrate the ability to meet the AFLP goals and outcome objectives based on the evaluation of the application requirements.

1. Funding Amount

The estimated total funding amount to be allocated among grantees through this RFA is \$21,799,410. This estimated total is contingent on future federal Title V Maternal and Child Block Grant funding levels. Funding is limited to the following amounts to be allocated annually for the duration of this program:

- a) \$7,266,470 for the budget period of 07/01/12 through 06/30/13
- b) \$7,266,470 for the budget period of 07/01/13 through 06/30/14
- c) \$7,266,470 for the budget period of 07/01/14 through 06/30/15

The AFLP funds administered by CDPH are the base allocation amounts and come from federal Title V Maternal and Child Health Services Block Grant funds. This base allocation can be enhanced with Title XIX Medi-Cal funds through Federal Financial Participation (FFP) when specific requirements are met and non-Federal funding is available for this purpose. Most AFLP agencies obtain additional funding through performance of Medi-Cal reimbursable activities and receipt of corresponding Medi-Cal funds. FFP allows partial reimbursement of qualified matching agency or other local funds expended for certain Medi-Cal related activities. See Appendix 3 for a full explanation of FFP and activities that may be matched with Federal Title XIX funds.

2. Number of Awards

The CDPH expects to award contracts to eligible and qualified Applicants that will serve the target population in California counties with the highest need based on the Health Status Indicators (see Appendix 4) and greatest capacity to achieve the program goals. Contracts will be for a three-year period. CDPH reserves the right to determine the level of funding to be awarded within the available funding and the need of the community.

3. Use of Funds

The funds provided through this RFA are awarded for a specifically defined purpose and may not be used for any other program activities that are not defined in the AFLP Scope of Work.

Funds may be used for essential services such as childcare or transportation on a limited basis and only under the following conditions:

- a) Services are unavailable in the service area or are insufficient to meet the basic needs of the population, AND
- b) Services and case management can BOTH be provided with the available funding; provided the quality of case management services is not compromised.

Funds may not be used to:

- a) Reimburse costs incurred prior to effective date of the agreement
- b) Reimburse costs currently covered by another CDPH grant or contract

- c) Reimburse costs that are not consistent or allowable according to local, state, and/or federal guidelines and regulations
- d) Supplant state or local health department funds
- e) Provide direct medical care
- f) Purchase health insurance for clients
- g) Reimburse membership dues
- h) Reimburse subscriptions
- i) Reimburse professional licensure
- j) Reimburse malpractice insurance

4. Matching Fund Requirements

The CDPH funding of programs is not intended to provide reimbursement for an Applicant's total cost. Funds **assist** local agencies in delivering MCAH related services to promote optimal health of all mothers and children in California. Agencies are expected to contribute funds toward the total cost of the contracted program. Although there is no specific percentage required for the Applicant's contribution, the Applicants must identify in-kind support on the budget. Agencies are legally required to meet the Goals and Outcome Objectives identified in the AFLP Scope of Work (Appendix 1) regardless of the proportion of actual cost provided by the state.

The budget (Attachment 4) forms the basis for grant management and fiscal accountability. All expenses shown on the budget must directly relate to accomplishment of the Goals and Outcome Objectives identified in the AFLP Scope of Work.

A budget justification description, which supports each line-item contained in the budget, must be submitted with the budget.

5. Program Funding Restrictions

- a) Grant funds may not be expended for abortions, abortion referrals, or abortion counseling.
- b) Funds shall NOT be used for religious, i.e., sectarian purposes. Non-profit corporations organized for non-sectarian purposes may be eligible Applicants, regardless of whether the organizing board members are part of religious organizations. However, interventions, strategies, and all educational materials in any medium (e.g., curricula, handouts, audiovisuals, etc.) proposed to be used as part of AFLP must comply with the mandates of the California Constitution (Article XVI, Section 5) which prohibit the use of public funds to or in aid of any religious sect, church, creed or sectarian purpose. Programs proposed or implemented shall not include sectarian beliefs and/or information related to the doctrines of any religious group or organization.
- c) Funds administered directly or indirectly, by the State shall comply with the Sexual Health Education Accountability Act of 2007(Health and Safety Code, Sections 151000-151003) which requires that sexual health education programs be comprehensive and not abstinence-only, and that information provided is medically accurate, current and objective, and is age appropriate for targeted audiences.

- d) Funds shall not be used for already existing programs funded by other public or private sources. However, grant funds may be used to expand or enhance existing program efforts.
- e) Funds shall not be used to fund staff positions unrelated to AFLP activities.

F. Eligibility Criteria

1. Eligible Applicants

The following entities and organizations may apply for funding:

- a) Units of local government agencies including, but not limited to cities, counties, and other government bodies or special districts.
- b) State/public colleges or universities also known as institutions of higher education.
- c) Public and/or private nonprofit health or social service agencies, non-profit community based organizations, hospitals, or community clinics classified as 501(c) (3) tax exempt under the Internal Revenue Code.

Entities and organizations must have a minimum of three years of experience in providing case management or other social support services to pregnant and parenting teens.

2. Ineligible Applicants

The following entities and organizations are not eligible for funding:

- a) Commercial businesses operating on a for-profit basis are not eligible to apply for funding made available through this RFA.
- b) Organizations that have been deemed ineligible for California contracts or grants by the Department of Fair Employment and Housing due to a failure to comply with California's nondiscrimination laws and reporting requirements.
- c) Organizations that have been debarred or decertified from contracting by the federal government.
- d) Organizations that support or promote sectarian beliefs related to the doctrine of any religious group per F. 2 above.
- e) Organizations unable to comply with Sexual Health Accountability Act of 2007, (H & S code 151000-151003).

G. RFA Timeline

This RFA Timeline is subject to change. MCAH reserves the right to adjust any date and/or time as necessary. Date and time adjustments will be posted on the MCAH website at <http://www.cdph.ca.gov/programs/MCAH/Pages/default.aspx>. It is the Applicant's responsibility to check the website frequently.

Event	Date	Time (if applicable)
RFA Release (posted on the MCAH website)	November 1, 2011	

Event	Date	Time (if applicable)
<p>Questions: Deadline to Submit Questions for Pre-Application Teleconference</p> <p>Submit via U.S. mail, e-mail or FAX: Mail: (Mailing Address) e-mail: Kathy.Sanchez@cdph.ca.gov (Subject Line: Questions AFLP RFA) FAX: (916) 650-0304</p>	Postmarked November 9, 2011	5:00 PM
<p>Q&A Responses Published</p> <p>Q&A Link: http://www.cdph.ca.gov/programs/MCAH/Pages/default.aspx</p>	November 23, 2011	
<p>Non Mandatory Teleconference Call</p> <p>Call In Number: 1-888-780-9649 Passcode: 26882</p> <p>Non Mandatory Conference Registration Form (Attachment 7) due November 14, 2011</p> <p>Submit via e-mail or FAX e-mail: Kathy.Sanchez@cdph.ca.gov (Subject Line: Questions AFLP RFA) FAX: (916) 650-0304</p>	November 16, 2011	10:00 AM-12 Noon
<p>Non-Mandatory Letter of Intent Due</p> <p>Non-Mandatory Letter of Intent Form (Attachment 5) Mail: (Mailing Address) Submit via email or FAX: Email: Kathy.sanchez@cdph.ca.gov Fax: (916) 650-0304</p>	Postmarked, faxed or emailed by November 30, 2011	5:00 PM
<p>Applications Due</p> <p>Hand Delivery (Physical Address) U.S. Mail (Mailing Address) Overnight Express (Mailing Address)</p> <p>No e-mail or Faxed documents will be accepted</p>	December 21, 2012	<p>Hand Delivered by 5:00 PM</p> <p>U.S. Mail and Overnight Postmarked by December 21, 2011</p>
Notice of Intent to Fund	February 16, 2012	

Event	Date	Time (if applicable)
Appeals Due Date See page 26 for Appeals Process Submit via U.S. Mail, e-mail or FAX Mail: (Mailing Address) Email- Kathy.sanchez@cdph.ca.gov FAX: (916) 650-0369	Postmarked by February 23, 2012	5:00 PM
Decisions on Appeals	March 8, 2012	
Award Announcements Made to Public	March 9, 2012	
Request for Copies Submit written requests via U.S. Include a check to cover the cost of copies. Send request to Attention: Kathy Sanchez Mail: (Mailing Address)		
Grant Period Commences	July 1, 2012	

H. Agreement Term

The term of the resulting agreement is expected to be **36** months and is anticipated to be effective from July 1, 2012 through June 30, 2015. The agreement term may change if CDPH cannot execute the agreement in a timely manner due to unforeseen delays.

The resulting agreement will be of no force or effect until it is signed by both parties. The Applicant is cautioned not to commence performance until all approvals are obtained. Should performance commence before all approvals are obtained, said services may be considered to have been volunteered.

I. Internet Access for RFA Documents

All documents related to this RFA can be downloaded from the MCAH Website.

<http://www.cdph.ca.gov/programs/MCAH/Pages/default.aspx>

It is the Applicant's responsibility to visit the MCAH website on a regular basis for current postings. This includes but is not limited to:

- RFA Document
- Attachments
- Appendices
- Exhibits, including sample contract forms
- Addenda, if necessary
- Grant Award Announcement
- Important notifications concerning the RFA and process

Please send an email to Kathy.sanchez@cdph.ca.gov to report any problems with the MCAH website or documents published there.

J. Questions

Upon release of the RFA, MCAH will accept questions related to the RFA. Notify MCAH if there is a need for clarification about the services sought or questions arise regarding the RFA instructions or requirements.

Questions shall be submitted to MCAH by either e-mail (Kathy.sanchez@cdph.ca.gov) or FAX (916-650-0304), by the date and time listed in the RFA Timeline. The subject line of the e-mail or FAX must state "AFLP RFA Question". All questions shall include the name of both the individual and the official Applicant name submitting the question, as well as the content topic and page number reference of the question.

Verbal inquiries will not be accepted. All inquiries must be transmitted in written form according to the above RFA instructions.

Applicants questions will be published on the MCAH Division website as outlined on the RFA Timeline. At its discretion, MCAH reserves the right to contact an inquirer to seek clarification of any inquiry received. The MCAH reserves the right to answer only questions considered relevant to this RFA. MCAH may at its discretion, consolidate and/or paraphrase similar or related inquiries.

A Frequently Asked Question with answers (FAQ) document will be posted on the website at <http://www.cdph.ca.gov/programs/AFLP/Pages/default.aspx> as outlined on the RFA timeline.

K. Bidder's Conference Call

A Bidder's Conference Call is scheduled for November 16, 2011 from 10:00 AM-12 Noon (see RFA timeline). **The call in number is: 1-888-780-9649; Passcode: 26882.** Prospective Applicants should thoroughly review and be familiar with this RFA prior to the conference call including the eligibility and competition requirements, AFLP Scope of Work, AFLP Policy and Procedure Manual and application content requirements. Prospective Applicants are asked to submit a Non-Mandatory Conference Call Registration Form (Attachment 7) so that sufficient call lines are secured.

On the Bidder's conference call MCAH staff will review the RFA process, eligibility, and funding. Responses will be given to questions submitted via the inquiry process (see process above). MCAH will respond to questions in the time allowed and as appropriate.

L. Voluntary Letter of Intent

1. General information

Prospective Applicants are asked to voluntarily indicate their intention to submit an application. Failure to submit a Letter of Intent will not affect the acceptance of any application. The Letter of Intent is not binding and prospective Applicants are not required to submit an application merely because a Letter of Intent was submitted. **Use the Letter of Intent (Attachment 5) for this purpose.**

2. Submission of a Letter of Intent

Regardless of delivery method, if the applicant chooses to submit the voluntary Letter of Intent, it must be postmarked, emailed or faxed by **5:00 P.M. November 30, 2011 (see RFA Timeline).**

Applicants transmitting a Letter of Intent by FAX or email are responsible for confirming the receipt of the materials transmitted to CDPH by the stated deadline.

3. Applicants warning

CDPH's internal processing of U.S. mail may add 48 hours or more to the delivery time. If the Letter of Intent is mailed, consider using certified or registered mail and request a receipt upon delivery.

If hand delivery is chosen, allow sufficient time to locate on-street metered parking and to sign in at the security desk. Be prepared to give security personnel this telephone number, 650-0369 and this CDPH personnel contact name, Kathy Sanchez, if detained at the security desk.

II. APPLICATION CONTENT

A. Application Content Requirements

This section specifies the order and content of the application responses:

1. Application Cover Page

A person authorized to legally bind the Applicants must sign the Application Cover Page. If the Applicants is a corporation, a person authorized by its Board of Directors to sign on behalf of the Board must sign the Application Cover Page.

2. Table of Contents

Properly identify each section and the contents therein. Paginate all items in each section with the exception of those items placed in the Attachment and Appendix Sections.

3. Program Summary (1 page limit)

In preparing the summary, briefly describe your program model, service area, and capacity to implement the AFLP. Indicate the model (the prescribed AFLP model or alternative case management model) to be used, the proposed number of clients to be served, and how the model will address client needs.

4. Statement of Need (2 page limit)

The response to the Statement of Need section is worth 30 percent of the total score. Answer each item separately and indicate the corresponding lower case letter for each response. Priority will be given to Applicants who serve areas with the highest needs based on the Health Status Indicators for their target area and the described needs of the target population. The statement of need should include, at a minimum:

Health Status Indicators: For a-d, applicants must use county level data provided (See Appendix 4) or data from Service Planning Areas (SPAs), Census Tracts, or Medical Service Study Areas (MSSA).

- a) The teen birth rates (age 15-19) per 1000 for the target population who is most likely to benefit from the program. (See Appendix 4 - California Health Status Indicators)
- b) The school dropout rate in the targeted areas among 9th-12th grade adolescents age 19 and under as available through local school districts or other reliable resources and recent trends. (See Appendix 4- California Health Status Indicators)

- c) The poverty rate in the targeted area. (See Appendix 4 – California Health Status Indicators)
- d) The number of live births in the target area to adolescents through age 19 for the most recent time period and recent trends. (See Appendix 4 – California Health Status Indicators)

Statement of Need Narrative: Applicants should cite data sources to support responses when possible. This may be local data, trend analysis or state data. If data sources are not well-known, provide sufficient information on how the data were collected so reviewers can assess the reliability and validity of the data.

- e) A description of the selected service area and target population that is most likely to benefit from the program. Provide the rationale, including, as applicable, a description of the need based on disparities, general health status (e.g., obesity and overweight rates, level of physical activity, chronic disease, relationship abuse and interpersonal violence, drug and alcohol use, etc.), average age of clients, average level of education, repeat teen birth rates, school connectedness, attendance, child care, transportation, grades, etc.
- f) A description of the process to identify the need, including any input from stakeholders.
- g) A description of indicators of positive youth development among the target population, such as, resiliency, school connectedness, etc.
- h) The existing services (school, social services, health, etc.) in the proposed target areas and the service gaps. Describe how gaps will be addressed in 6.c.1 below.

5. Applicant's Capability (3 page limit)

The response to the Applicant's Capability Section is worth 15 percent of the total score. Answer each item separately and indicate the corresponding lower case letter for each response. The organizational chart and Board of Directors or Local Health Jurisdiction (LHJ) governing documentation will be excluded from the page limitation. This section should discuss the ability of the Applicants to successfully implement the program as follows:

- a) Describe the organizational structure and how the organization's mission and goals align with the services outlined in the AFLP Scope of Work and AFLP Policies and Procedures. Provide a copy of the Applicant's organization chart. If a Community Based Organization (CBO), include a brief history of your organization, including establishment date. If applicable, explain any significant changes in your business history (i.e., name change, ownership, partnership arrangements, etc.) or organizational structure that will assist CDPH in determining your qualifications.
- b) Describe the Applicant's experience in delivering services and conducting assessments and interventions to improve the health of the pregnant or parenting teen, reduce repeat pregnancies, increase graduation rates, and improve linkages and create networks.
- c) Describe experience in providing comprehensive sexual health education that is not abstinence-only, that is age appropriate, medically accurate, current and objective per the Sexual Health Education Accountability Act of 2007.
- d) Describe experience in data collection, program evaluation, and monitoring standards and progress towards goals and objectives.

6. Applicant Implementation Plan (5 page limit)

The response to the Applicant Implementation Plan section is worth 20 percent of the total score. Answer each item separately and indicate the corresponding lower case letter for each response. Applicants should respond to the following:

- a) Provide an overview of how you will deliver the AFLP case management model. Include the number of clients to be served, the service setting (e.g., school, office, community service center, etc.), and the staff who will be delivering the services. Include a rationale for how youth in need are identified for enrollment and how the program will address those needs.
- b) Describe how your program will promote positive youth development principles.
- c) Describe how you will accomplish the following:
 - Collaborate with culturally appropriate, teen friendly supportive community partners that contribute to a comprehensive system of care for pregnant and parenting teens and their children. Describe how gaps identified in 4.h will be addressed through coordination and collaboration.
 - Improve community knowledge of pregnant and parenting teen (PPT) services and identify potential clients through outreach.
 - Assist clients in accessing needed services for self and child, including health insurance, timely prenatal care, and primary preventive services.
 - Assist the client in developing a supportive relationship with a stable and caring adult outside of AFLP.
 - Encourage clients to achieve healthy nutrition, healthy weight and daily physical activity.
 - Promote the initiation and maintenance of breastfeeding.
 - Decrease or eliminate the use of tobacco, alcohol or drugs.
 - Increase knowledge of normal child development and appropriate parenting skills.
 - Support clients in establishing and achieving a goal to complete high school or the equivalent. For those clients who have graduated from high school, support them in setting and achieving a goal to enroll in postsecondary education, enroll in job training or secure employment.
 - Ensure parenting clients will have a reliable source of quality child care and transportation to enable them to attend school.
 - Ensure clients are routinely assessed to determine level of sexual activity, risk, and contraceptive needs and receive information that:
 - Is medically accurate, current, and objective
 - Is based on current scientific data on human sexuality and development, pregnancy, and STDs
 - Is age appropriate
 - Is culturally and linguistically appropriate
 - Does not teach or promote religious doctrine

- Is free of bias on the basis of disability, gender, nationality, race or ethnicity, religion or sexual orientation
 - Informs about the effectiveness and safety of at least one or more drugs and/or devices for preventing pregnancy and reducing risk of contracting STDs, for example long acting contraceptives and condoms
 - Informs that abstinence as the only certain way to prevent pregnancy and sexually transmitted diseases.
- Ensure clients receive and understand information on the characteristics of healthy relationships and that staff recognize the signs of and respond to reproductive coercion and birth control sabotage (RC/BCS).

7. Management Plan (3 page limit)

The response to the Management Plan section is worth 20 percent of the total score. Answer each item separately and indicate the corresponding lower case letter for each response. This section should describe the management plan to oversee and monitor the program as described in the AFLP Scope of Work and the AFLP Policies and Procedures Manual.

- a) Describe the plan for ensuring program management capacity and ability to support the AFLP activities required in the AFLP Policies and Procedures, AFLP Scope of Work and MCAH Fiscal Policies and Procedures. Include your proposed staff to supervisor ratio.
- b) Describe the quality assurance and quality improvement processes to coordinate, manage, and monitor the efforts of staff to ensure that work is high quality and adheres to the intervention.
- c) Describe how the director and supervisor will assure that staff conduct quality case management activities, including, intake, comprehensive baseline assessment, individual service plan, appropriate referrals, and the AFLP program activities as outlined in Section 6 above.
- d) Promote on-going provision of quality services by assuring staff competency and promoting ongoing staff development. Describe the methodology for maintaining and increasing staff competency. Include a description of staff assessment, development and training on the principles of the Core Competencies for Adolescent Sexual and Reproductive Health as outlined by the Adolescent Sexual Health Work Group (ASHWG). Include a description of how the ASHWG core competencies will be used to inform the development of duty statements, performance appraisals, hiring decisions, and staff training.

(See <http://www.cdph.ca.gov/programs/mcah/Pages/ASHWG-HomePage.aspx>)

- e) Describe the fiscal management, accounting processes, and budgetary controls that will ensure grant funds are managed responsibly and that appropriate measures to document and substantiate expenses invoiced to CDPH are in place.
- f) Describe the proposed matching funds and/or in-kind contributions and the extent these funds are appropriate and acceptable. Describe the extent to which fiscal resources may be available for program operations while awaiting State reimbursement.

8. Program Personnel (3 page limit)

The response to the Program Personnel section is worth 10 percent of the total score. Answer each item separately and indicate the corresponding lower case letter for each response. The duty statements and resumes are excluded from the page limitation. This section should describe the

proposed staffing and time allocated to the program. Please explain and/or describe the overall personnel plan to maintain and increase staff competency. Applicant must:

- a) Demonstrate that the Applicant's Program Director and supervisors of case managers will meet or exceed the minimum qualifications specified in the AFLP Policy & Procedure Manual (Appendix 2) (i.e., assure, to the extent possible, that Masters of Social Work (MSW) or comparable professionals will oversee the program and support paraprofessional and professional case managers in their duties).
- b) Demonstrate that staffing will be sufficient to provide the full range of services. State your proposed client to case manager ratio necessary to ensure quality program implementation.

9. Budget and Budget Justification (1 page limit)

The response for the budget justification is worth 5 percent of the total score. Answer each item separately and indicate the corresponding lower case letter for each response. Applicants should complete a budget based on the number of clients to be served at \$1697 per client and how the AFLP program will meet the clients' needs.

- a) Applicants should provide a justification for the budget including a description of all available funds (i.e., \$1697 per client, in kind support, and other agency funding) and how those funds will meet the program goals and objectives and the service delivery needs of the target population.
- b) In compliance with the budget template and instructions below, supply an accurate budget in sufficient detail to demonstrate fiscal capability to operate the program.

Budget Template: A budget for each fiscal year of the grant period is required in the Application.

A completed Sample Budget and Budget Justification (Attachment 6) are provided as examples or guidelines to aid in completion of the budget for this RFA.

The five Budget line-items are: Personnel, Operating Expenses, Capital Expenditures, Other Costs, (e.g., Sub-Contracts, and Minor Equipment) and Indirect Costs. The Budget Template file in Excel, (Attachment 4) is provided for you to construct each fiscal year's budget and subcontract. Each file contains three worksheets (three tabs in lower left corner of the Budget Template). The first worksheet contains instructions for completing the budget. The second worksheet allows the Applicant to enter budget detail and budget justification information. The third worksheet is the Budget Summary Page and is linked to data entered from the second worksheet. Therefore, this worksheet is protected and information cannot be entered directly onto it. After completing the first fiscal year budget, save the file under a new name in order to use the template for the next fiscal year or subcontract.

Each line-item is explained below.

1) Personnel costs (First Line-item)

- a. List each funded position title or classification necessary to fulfill the AFLP Scope of Work on a separate line.

Note: The salaries, cost of living, merit or other salary adjustments paid to Applicant's staff, should 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, refer to www.dpa.ca.gov and the link to Civil Service classifications and pay scales.

Identify the annual salary rate for each position/classification. Remember to include anticipated merit and cost of living adjustments.

Fringe benefits paid is limited to work consecutively performed including, but are not limited to, employer paid social security, worker's compensation insurance, unemployment insurance, health, dental, vision and/or life insurance, disability insurance, pension plan/retirement benefits (not severance pay). Display fringe benefit costs as a percentage rate of total personnel costs.

Indicate the full time equivalent (FTE) or annual percentage of time for each position (i.e. full time (40 hours per week) =1.0; ½ time =.50; ¾ time=.75; ¼ time-.25)

2) Operating Expenses (Second Line-item)

a. Travel: Indicate the total cost for travel and per diem for program staff. The money budgeted for travel must be for expenses related to the administration of the program. Applicants must include a sufficient travel and per diem allocation for program staff to attend required meetings and trainings. Travel reimbursement may not exceed the current rates paid to non-represented State employees. The amount of the mileage reimbursement includes all the costs of operating the vehicle. The current state reimbursement guide and form is located at:

http://www.cdph.ca.gov/programs/cpns/Documents/NetworkTravelExpenseClaimFaith_Rev2009_08_08.doc

b. Training: The training costs associated with AFLP sponsored and non-AFLP sponsored training. This line-item includes registration fees for conferences and tuition for training.

c. General Expenses: These categories include all general costs of the operation of the Program not identified as equipment, subcontractor, consultant, or other costs. Examples of such expenses are rent, office supplies, equipment maintenance, computer software, telephone, postage, duplication and other consumable operating expenses. Some of the main categories are listed below:

- Space Rent/Lease: The cost of renting or leasing office space must 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 annually.
- Transportation: Costs related directly to transporting program clients, making home visits, and conducting outreach activities, such as staff attending a collaborative meeting or traveling to a school site to make a presentation.
- Software: This software must be necessary and used toward fulfilling the terms of the agreement. Examples of software include: Software license fees, software upgrades, etc.
 - Applicant must possess current software to allow for easy flow of communication between the Applicant and MCAH. All software purchased with MCAH funds must meet or exceed the following standards established by CDPH. We strongly encourage Applicant to upgrade existing software to meet or exceed these standards.

Software
Windows XP Pro
Microsoft Office Suite 2003 Pro SP2
Norton Anti-Virus 10.0.02 2001
Microsoft Outlook 2003
Microsoft Internet Explorer 8.0
Adobe Acrobat Full Version 9.0
WinZip 9.0

3) Capital Expenditures (Third Line-item)

- a. 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 year or longer that is purchased or reimbursed with agreement funds.
- b. For each major equipment item listed in an annual Budget Spreadsheet, explain why the equipment item is needed and how it will be used to carry out the work. If applicable, explain why a rental is not preferable to a purchase.
- c. If the equipment item will be used by programs other than AFLP, provide cost allocation methodology for charging a proportionate share of costs to AFLP.
- d. CDPH may reimburse major equipment purchases under the resulting agreement if the Applicant demonstrates the necessity of the equipment for administering the program, and necessary staffing to meet the intent of the program has been satisfied.

4) Other Costs (Fourth Line-item)

This requirement only applies if subcontractor/consultant costs are included in the budget. If a subcontractor/consultant is used, include all fees/rates and costs. The total cost only is entered on this line. Provide a justification for the fees/wages budgeted for known/pre-identified subcontractors (including independent consultants). Identify the primary responsibilities for the subcontractor. Discuss the necessity of using each subcontractor/consultant and explain why the Applicant is unable to provide the services being acquired. Explain what contributions their services and expertise will add to the program.

- a. Itemize each expense item making up the "Other Costs" line-item.
- b. Explain the necessity of the expense line-item and how the cost or price was determined.
- c. If services or deliverables are offered on a fixed price, lump sum or fixed-price basis, explain how the price or cost was determined.

Minor Equipment is defined as a tangible item with a base cost of less than \$5,000 and has a life expectancy of one year or longer. Purchased equipment must be necessary and used toward fulfilling the terms of the grant. Examples of equipment under \$5,000 include computers, printers, etc.

State rules and definitions for reimbursement of equipment cost:

1. All equipment purchased in whole or in part with state grant funds is the property of the State.
2. Grant funds may not be used to reimburse the Applicants for equipment purchased prior to the grant agreement.

3. Lease-purchase agreements or options are prohibited and not a valid grant related expense.
4. Equipment cannot be purchased without prior MCAH approval.
5. Applicant may use its 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.
6. Applicant must possess current technology to allow for easy flow of communication between the Applicant and MCAH such as sending e-mails with large attachments. Applicant must have the ability to access, print and download website information such as files from the MCAH website.
7. All computers purchased with MCAH funds must meet or exceed the following standards established by the CDPH. We strongly encourage Agencies to upgrade existing systems to meet or exceed these standards.

DESKTOPS MINIMUM CONFIGURATION	
Mini-Tower	
CPU	P4-3.0GHz
DDR RAM	1 GB
CD ROM or CDR	CDRW/DVD-ROM Drive
Hard Drive	80 GB
NIC	10/100/1000
O/S	Windows XP Pro
Warranty	4 Yr. On-Site P&L

8. Computers must be dedicated to the staff person(s) responsible for progress reports, data entry, and other program requirements.

5) Indirect Costs (Fifth Line-item)

Indirect costs include costs that accrue in the normal course of business that can only be partially attributable to performance of an Agreement (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.).

- a. These are costs that a business would accrue even if they were not performing services for the State under an Agreement.
- b. Specify indirect costs as a percentage of the total personnel salary and wage costs, **before** fringe benefits, not to exceed 10%.
- c. Applicant indirect costs that are above the 10% reimbursed by state funds may be funded with qualifying Applicant money to draw down Medi-Cal Title XIX matching funds under the Other Costs Detail Section.

Include, at your option, any other information that will assist CDPH to understand how you determined your costs and why you believe your costs are reasonable, justified and/or competitive. Unless discussed elsewhere within this section, explain any unusually high or disproportionate cost elements appearing in any budget line-item. For example if this Agreement is to fund a disproportionately high

portion of your Applicant's indirect (overhead) costs, please provide a justification for the proposed allocation method.

Prohibited Expenses:

1. Bonuses/Commissions. Bonuses and commissions paid from Agreement funds are prohibited.
2. Purchase of Real Property. Agreement funds cannot be used to purchase real property.
3. Interest. The cost of interest payments is not an allowable expenditure.
4. Lobbying. Reimbursement is not allowed for lobbying activities.
5. Lease-Purchase Options. It is prohibited to use Agreement funds to enter into a lease-purchase contract for the purchase of equipment or any other personal property, or for the purchase of real property.
6. Health Insurance Premiums for AFLP clients.

10. Appendices

Place the following documentation in the Appendix section of your application in the order shown below.

a) Proof of Corporate status

If the Applicant is a Corporation, a copy of the organization's most current Certificate of Status issued by State of California, Office of the Secretary of State or a downloaded copy of status information from the California Business Portal website. Do not submit copies of the organization's Bylaws or Articles of Incorporation.

b) Proof of Nonprofit status

Nonprofit organizations must submit a copy of an IRS determination letter indicating nonprofit or 501 (3) (c) tax-exempt status.

c) Financial statements for the past two years

Only audited financial statements that have been reviewed by a professional certified accounting firm are acceptable. All noted audit exceptions must be fully explained.

d) Letters of Support

Three (3) or more letters of support are required:

If applicant is not a local MCAH jurisdiction, they must have:

- One letter from the local Maternal Child and Adolescent Health Director

If Applicant is a CBO, they must have:

- One letter from the Board of Directors

All Applicants must have:

- At least one letter from collaborative organizations/agencies or other funding agencies.

The letters of support must be on agency letterhead and include the physical address, telephone, FAX number, a contact person and job title of letter's author. The letter is to address the following points:

1. The capacity in which the supporting organization will work with the Applicants.
2. The nature or scope of support promised and a statement of commitment to provide support.
3. The length and nature of previous collaborations with the Applicants.
4. For new collaborations, how an effective partner relationship will be developed and maintained.

B. Application Submission Instructions

1. General instructions

- a) Develop applications by following all RFA instructions and/or clarifications issued by CDPH in the form of question and answer notices, clarification notices, or RFA addenda.
- b) Before submitting your application, seek timely written clarification of any requirements or instructions that you believe to be vague, unclear or that you do not fully understand.
- c) Arrange for the timely delivery of your application package(s) to the address specified in this RFA. Do not wait until shortly before the deadline to submit your application.

2. Submission Content

- a) Submit one (1) original application and three (3) copies. Write "Original" on the original application.
- b) Each application set should include a copy of the following attachments, application responses and documentation

- Funding Application Checklist (Attachment 1)
- Funding Application (Attachment 2)
- Business Information Sheet (Attachment 3)
- Application Cover Page
- Table of Contents
- Abstract
- Statement of Need
- Applicants Capability
- Applicant Implementation Plan
- Management Plan
- Program Personnel
- Budget Justification
- Budget Template
- Appendices
 - Proof of Corporate Status
 - Proof of Non-Profit Status
 - Financial Statements for past 2 years
 - Three (3) or More Letters of Support
 - Local MCAH Director (required for non-local MCAH jurisdictions)
 - Board of Directors (required for CBOs only)
 - At least one letter from a collaborative agency or other funding agency

3. Format Requirements

- Use one-inch (1”) margins at the top, bottom, and both sides.
- Use Arial 12 point font.
- Print pages double-sided on white paper.
- Sequentially paginate the pages in each application section, excluding the Appendix and Attachment Sections.
- Bind or staple each application set in the upper left-hand corner in a way that enables easy page removal.

4. Submission Process

- a) The person legally authorized to bind the Applicants must sign each RFA attachment that requires a signature. RFA attachments that require a signature must be signed in blue ink. Signature stamps are not acceptable.
- b) After completing and signing the applicable attachments, assemble them in the order shown below. Remember to place all originals in the application package marked “Original” and photocopies in other required application sets.
- c) Place the originally signed attachments in the application set marked “Original”.
- d) The RFA attachments and other documentation placed in the extra application sets may reflect photocopied signatures.
- e) Mail or arrange for hand delivery of your application to the California Department of Public Health, Maternal, Child and Adolescent Health Division. (See attachment 8 for physical address information). **Applications may not be transmitted electronically by FAX or email.**
- f) Applications must be postmarked or hand delivered by **5:00 p.m. on December 21, 2012.** Late applications will not be reviewed or scored.

5. Applicants costs

Applicants are responsible for all costs of developing and submitting an application. Such costs cannot be charged to CDPH or included in any cost element of an Applicant’s proposed budget.

III. APPLICATION REVIEW INFORMATION

A. Evaluation and Selection

First Stage

Applicants must meet the following two eligibility criteria in order to enter the evaluation process.

1. *Type of Entity or Organization*

- a) Units of local government agencies including, but not limited to cities, counties, and other government bodies or special districts.
- b) State/public colleges or universities also known as institutions of higher education.

- c) Public and/or private nonprofit health or social service agencies, non-profit community based organizations, hospitals, or community clinics classified as 501(c) (3) tax exempt under the Internal Revenue Code.

2. Experience

Entities and organizations must have a minimum of three years of experience in providing case management or other social support services to pregnant and parenting teens.

Second Stage

Evaluation of the application will be based on the extent to which the elements in the narrative are developed.

Scores will be based on the Application's adequacy, thoroughness, and the degree to which it complies with the RFA requirements and meets CDPH program needs as described in the RFA. Points will be based on the following point scoring system:

Points	Interpretation	General basis for point assignment
0	Inadequate	Application response (i.e., content and/or explanation offered) is inadequate or does not meet CDPH's needs/requirements or expectations. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
1	Barely Adequate	Application response (i.e., content and/or explanation offered) is barely adequate or barely meets CDPH's needs/requirements or expectations. The omission(s), flaw(s), or defect(s), are inconsequential and acceptable.
2	Fully Adequate	Application response (i.e., content and/or explanation offered) is fully adequate or fully meets CDPH's needs/requirements or expectations. The omission(s), flaw(s), or defect(s), if any, are inconsequential and acceptable.
3	Excellent or Outstanding	Application response (i.e., content and/or explanation offered) is above average or exceeds CDPH's needs/requirements or expectations. Minimal weaknesses are acceptable. Applicant offers one or more enhancing feature, method or approach that will enable performance to exceed our basic expectations.

Weighting of application scores are as follows:

- Statement of Need 30%
- Applicant Capability 15%
- Applicant Implementation Plan 20%
- Management Plan 20%
- Program Personnel 10%
- Budget 5%

B. Procurement Requirements and Information

Non-responsive applications:

In addition to any condition previously indicated in this RFA, the following occurrences **may** cause CDPH to deem an application non-responsive.

Failure of the Applicants to:

1. Meet application format/content or submission requirements including, but not limited to the labeling, packaging and/or timely and proper delivery of applications.
2. Pass the Application Checklist review (i.e., by not marking “Yes” to applicable items or by not appropriately justifying, to CDPH’s satisfaction, all “N/A” designations).
3. If an Applicants submits an application that is materially incomplete or contains material defects, alterations or irregularities of any kind.
4. If an Applicants supplies false, inaccurate or misleading information or falsely certifies compliance on any RFA attachment.
5. If CDPH discovers, at any stage of the selection process or upon Agreement award, that the Applicants is unwilling or unable to comply with the contractual terms, conditions and exhibits cited in this RFA or the resulting agreement.
6. If other irregularities occur in an Application response that is not specifically addressed herein.

C. Awards and appeals

1. Awards:

- a) The Awards, if made, will be to the responsive Applicant deemed most qualified and eligible for funding by CDPH.
- b) CDPH expects to announce Notice of Intent to Award Funds before the close of business on February 16, 2012.
- c) All Applicants may view the Notice of Intent to Award Funds on the MCAH website <http://www.cdph.ca.gov/programs/MCAH/Pages/default.aspx> on the date specified above.
- d) CDPH will confirm the award to the Applicants selected for funding after the appeal deadline or if no appeals are received. CDPH personnel may confirm an award verbally or via email.
- e) Applicants not selected for funding will be notified of funding denial and may request to view or obtain copies of application materials (see below, E. Inspecting or obtaining copies of applications).

2. Appeals

a) Who can appeal:

Only non-funded Applicants that submit a timely application that complies with the RFA instructions may file an appeal.

b) Grounds for appeal:

Appeals are limited to the grounds that CDPH failed to correctly apply the standards for reviewing applications in accordance with this RFA. The funded Applicants may not appeal solely on the basis

of funding level. There is no appeal process for late or substantially incomplete applications. The receipt of an appeal by one Applicant shall not hinder or delay an award to another Applicants.

c) Appeal content:

The written appeal must fully identify the issue(s) in dispute, the practice that the appellant believes CDPH has improperly applied in making its award decision(s), the legal authority or other basis for the appellant's position, and the remedy sought.

d) Submitting an appeal

Written appeals appealing CDPH's final award selections must be postmarked, FAXed or E-mailed no later than 5:00 p.m. on February 23, 2012. (See RFA Timeline pages 12-13 for details)

e) Appeal process

Only timely and complete appeals that comply with the instructions herein may be considered. At its sole discretion, CDPH reserves the right to collect additional facts or information to aid in the resolution of any appeal.

f) Chief of the Program Standards Branch, Maternal, Child and Adolescent Health Division shall review each timely and complete appeal and may resolve the appeal by considering the contents of the written appeal letter only. Hearings will not be held.

g) The decision of the hearing official shall be final and there will be no further administrative appeal.

h) Appellants will be notified of the decisions regarding their appeal in writing within ten (10) working days of receipt of the written appeal letter.

D. Disposition of Applications

1. All materials submitted in response to this RFA will become the property of the California Department of Public Health and, as such, are subject to the Public Records Act, Section 6250, et seq. of Government Code. CDPH will disregard any language purporting to render all or portions of any application confidential.
2. Upon posting of Award Notices, all documents submitted in response to this RFA and all documents used in the selection process (e.g., review checklists, scoring sheets, letters of intent, etc.) will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public. However, application contents, Applicants correspondence, selection working papers, or any other medium shall be held in the strictest confidence until the Award Notice is issued and/or posted.

E. Inspecting or obtaining copies of applications

1. Who can inspect or copy application materials:

Any person or member of the public can inspect or obtain copies of any application materials.

2. What can be inspected or copied and when:

After CDPH releases the RFA, any existing List of Applicants (i.e., list of firms to whom the RFA is sent) is considered a public record and will be available for inspection or copying.

On or after the date CDPH posts/issues the Award Notice, all applications, letters of intent, checklists and/or scoring/evaluation sheets become public records. These records shall be available for review,

inspection, and copying during normal business hours for up to 10 days from the date awards are posted.

3. Inspecting or obtaining copies of application materials:

Persons wishing to view or inspect any application or award related materials must identify the items they wish to inspect and must make an inspection appointment by contacting Kathy Sanchez at (916) 650-0369.

Persons wishing to obtain copies of application materials may submit a written request to Kathy Sanchez either by E-mail or U.S. mail (see page 11 of 30 for address). The requestor must identify the specific items they wish to have copied. Materials will not be released from State premises for the purposes of making copies.

Unless waived by CDPH, a check covering copying and/or mailing costs must accompany the request. Copying costs, when applicable, are charged at a rate of **ten cents** per page. CDPH will fulfill all copy requests as promptly as possible. See RFA timeline for request contact information.

F. CDPH Rights

In addition to the rights discussed elsewhere in this RFA, CDPH reserves the following rights:

1. RFA clarification/correction/alteration

CDPH reserves the right to do any of the following up to the application submission deadline:

- a) Modify any date or deadline appearing in this RFA or the RFA Time Schedule.
- b) Issue clarification notices, addenda, alternate RFA instructions, forms, etc.
- c) Waive any RFA requirement or instruction for all Applicants if CDPH determines that a requirement or instruction was unnecessary, erroneous or unreasonable. Allow Applicants to submit questions about any RFA change, correction, or addenda.
- d) Allow Applicants to submit questions about any RFA change, correction, or addenda. When CDPH allows such questions, specific instructions will appear in the cover letter accompanying the document.

2. If this RFA is corrected, clarified, or modified, CDPH intends to post all clarification notices and/or RFA addenda at the following Internet Web address:

<http://www.cdph.ca.gov/programs/MCAH/Pages/default.aspx>

3. Insufficient responsive applications/additional awards/altered awards

If in CDPH opinion, the State's interests will be better served, CDPH reserves the right at its sole discretion to take any of the actions described below. These actions may be initiated at the onset of various events including but not limited to a determination that an insufficient number of applications are responsive, additional funding is identified, anticipated funding decreases, geographic service coverage is insufficient, Applicants funding needs exceed available funding, etc. :

- a) Offer agreement modifications or amendments to funded organizations for increased or decreased services and/or increased/decreased funding following successful negotiations.

b) Extend the term of any resulting agreement and alter the funding amount.

4. Right to remedy errors

CDPH reserves the right to remedy errors caused by:

a) CDPH office equipment malfunctions or negligence by Applicant staff.

b) Natural disasters (i.e., floods, fires, earthquakes, etc.).

5. No Agreement award or RFA cancellation

The issuance of this RFA does not constitute a commitment by CDPH to make an award. CDPH reserves the right to reject all applications and to cancel this RFA if CDPH determines it is in the best interests of CDPH to do so.

6. Agreement amendments after award

CDPH reserves the right to amend any agreement resulting from this RFA. Amendments may include term extensions, AFLP Scope of Work modifications, budget or funding alterations, etc.

7. Proposed use of subcontractors and/or independent consultants

Specific subcontract relationships proposed in response to this RFA (i.e., identification of pre-identified subcontractors and independent consultants) shall not be changed during the procurement process or prior to agreement execution. The pre-identification of a subcontractor or independent consultant does not affect CDPH' right to approve personnel or staffing selections or changes made after the agreement is awarded.

8. Staffing changes after award

CDPH reserves the right to approve or disapprove changes in key personnel that occur after awards are made.

G. Federal Certification Clauses

1. Department and Suspension Certification

The Applicant certifies to the best of its knowledge and belief, that it and its principals:

a) Are not presently debarred, suspended, proposed for debarment, declared in-eligible, or voluntarily excluded by any federal department or agency.

b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Agreement under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph a.2) of this certification.
- d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- e) It shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.
- f) It will include a clause entitled "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- g) If the Applicant is unable to certify to any of the statements in this certification, the Agreement shall submit an explanation to the program funding this grant.

H. Lobbying Restrictions and Disclosure

(This certification only applies if the resulting grant total will equal or exceed \$100,000 and the grant will be federally funded in part or whole.)

The Applicant certifies, to the best of its knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Applicant shall complete and submit federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Applicant shall require that the contents of this certification be collected from the recipients of all sub-awards, exceeding \$100,000, at all tiers (including subcontracts, sub-grants, etc.) and shall be maintained for three years following final payment/settlement of those agreements.
4. This certification is a material representation of fact upon which reliance was placed when this grant was made and/or entered into. The making of the above certification is a prerequisite for making or entering into this grant pursuant to 31 U.S.C. 1352 (45 CFR 93). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
5. The Standard Form-LLL may be obtained from various federal agencies, federally sponsored World Wide Web Internet sites, CDHS upon request, or may be copied from Exhibit 4 entitled, Special Terms and Conditions.

I. Contractual Terms and Conditions

Each funded Applicants must enter into a written agreement that may contain portions of the Applicant's application (i.e., Budget, AFLP Scope of Work). If an inconsistency or conflict arises between the terms and conditions appearing in the final agreement and the proposed terms and conditions appearing in this RFA, any inconsistency or conflict will be resolved by giving precedence to the final agreement.