

ADDENDUM NO. 2, RFA NLP-2013

Page 1

TO: ALL PROSPECTIVE APPLICANTS FOR REQUEST FOR APPLICATION
(RFA) NLP-2013

SUBJECT: ADDENDUM NO. 2, RFA NLP - 2013

The following reflects changes made to page 22 of the RFA:

Page 22

Note:

- If the budget includes subcontractors, a Subcontractor Budget Justification Form, Section VII, Attachment H is needed for each subcontractor. The Budget Justification Instructions and Sample, Section VII, Attachment E will assist the applicant with the criteria for the Budget Justification requirements.
- Budget items must be clear, reasonable, necessary, and directly related to achieving the SOW deliverables of the proposed project.

Travel funds must be included in the budget for the following annual meetings and conferences: a minimum of five *Network*-sponsored meetings, trainings, and conferences may include the following:

- Regional meetings and trainings,
- Geographic Information Systems (GIS) trainings;
- Other non-*Network* sponsored trainings that have been pre-approved by State Program Managers.

Network-sponsored trainings are provided for funded projects each year on a variety of helpful topics (e.g., facilitation, nutrition in the community, and the art of training).

The following key elements will be evaluated in the applicant's Budget Justification:

5.1 Provide sufficient detail in the budget to support the proposed activities in the SOW. (4 points)

5.2 Provide a list of staff in budget that meets minimum staffing requirement to ensure completion of SOW. (4 points)

CDPH/*Network* requires the minimum staffing for:

- ~~One full-time (1.0 FTE) Project Director~~
- ~~One half-time (.5 FTE) nutrition expert (R.D.)~~
- ~~One half-time (.5 FTE) fiscal and administrative support person to include a Budget Analyst~~

- ~~One half-time (.5 FTE) evaluation expert~~
- **One full time (1.0 FTE) Project Director**
- **One quarter time (.25 FTE) nutrition expert RD**
- **One quarter time (.25 FTE) fiscal and administrative support person**
- **One quarter time (.25 FTE) evaluation expert**

5.3 Ensure the proposed salary/wage rates for in-house and subcontracted personnel are reasonable and necessary based on the assigned level of responsibility and salary/wage rates cannot exceed USDA salary guidelines: (4 points)

- For non- administrators and for direct/non-executive personnel a \$78.30 (based on 1288 hours per year) hourly salary rate or a \$100,848 yearly salary.

Information contained in Addendum No. 2 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.