

State of Arkansas
 ARKANSAS DEPARTMENT OF HEALTH
 4815 West Markham
 Little Rock, Arkansas 72205

REQUEST FOR APPLICATION

SOLICITATION INFORMATION			
RFA Number:	DH-24-0031	RFA Issued:	May 08, 2024
Sub-Grant Description:	State Personal Responsibility Education Program (PREP)		
Agency:	Arkansas Department of Health, Division for Health Advancement		

APPLICATION DEADLINE	
Application Deadline Date/Time:	May 23, 2024, By 2:00 pm Central Time
<p>Applications shall not be accepted after the designated date and time. It is the responsibility of respondents to submit applications at the designated location on or before the deadline. Applications received after the deadline shall be considered late and shall be returned to the bidder without further review.</p>	

DELIVERY OF RESPONSE DOCUMENTS	
Sealed applications may be mailed, or hand delivered to the following locations:	
Mailing Address:	Arkansas Department of Health ATTN: Tim O'Brien 4815 W Markham Street, Slot #58 Little Rock, AR 72205 Delivery providers, USPS, UPS, and FedEx deliver mail to ADH's street address on a schedule determined by each individual provider. These providers will deliver to ADH based solely on the street address.
Physical Address	Arkansas Department of Health Procurement Support Branch 4815 W Markham Street, L163 Little Rock, AR 72205
Response's Outer Packaging:	Outer packaging must be sealed and should be properly marked with the following information. If outer packaging of response submission is not properly marked, the package may be opened for identification purposes. <ul style="list-style-type: none"> RFA number Application Date/Time Applicant's name and return address

ARKANSAS DEPARTMENT OF HEALTH CONTACT INFORMATION			
Issuing Officer:	Tim O'Brien	Phone Number:	501-280-4573
Email Address:	Timothy.obrien2@arkansas.gov	Alternate Number:	501-747-9132
ADH Website:	https://www.healthy.arkansas.gov/programs-services/topics/grant-and-bid-opportunities		

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SECTION 1 – PROGRAM OVERVIEW

- **Do not provide responses to items in this section unless specifically and expressly required.**

1.1 PURPOSE

The purpose of this RFA is to award State Personal Responsibility Education Program (PREP) funds to one applicant. The successful applicant will provide all program requirements in-house or they may choose to contract with other capable entities to provide the program requirements. The recipient will work in partnership with the Arkansas Department of Health's Division of Health Advancement (ADH/DHA). The funding will enhance state and local efforts for the implementation of comprehensive teen pregnancy prevention activities. Funds can only be used for a program designed to educate adolescents on both abstinence and contraception to prevent pregnancy, promote healthy relationships, and the prevention of sexually transmitted infections (STIs), including HIV/AIDS, and must incorporate at least three of six congressionally mandated adulthood preparation listed below.

Funds will be used to support the Personal Responsibility Education Programs that replicate effective, evidence-based program models (See Appendix IV) that have been proven, based on scientific research, to change behavior, therefore delaying sexual activity; increasing condom or contraceptive use for sexually active youth; or reducing pregnancy among youth. The successful applicant will use evidenced-based models listed on page 12 in Appendix A. In addition, the project must educate youth on three of the six congressionally mandated adulthood preparation subjects:

- 1) Healthy Relationships
- 2) Adolescent Development
- 3) Financial Literacy
- 4) Parent-Child Communication
- 5) Educational and Career Success, and
- 6) Health Life Skills.

The Arkansas Department of Health will provide administrative oversight regarding applicant compliance with PREP grant mandates, terms, and conditions. The applicant will ensure that all contracted entities remain in full compliance with all grant terms and conditions for the duration of the sub-grant agreement. The successful applicant will provide technical assistance, evaluation, coordination, management, as well as oversight of program implementation and approved PREP grant activities.

1.2 BACKGROUND

The Personal Responsibility Education Program (PREP) funds are awarded to the State of Arkansas, Arkansas Department of Health (ADH) through the U.S. Department of Health and Human Services, Administration on Children, Youth, and Families' (ACYF) Family and Youth Services Bureau (FYSB). Section 2953 of the Patient Protection and Affordable Care Act of 2010 (Public Law (Pub. L.) No. 111-148) established PREP. PREP is authorized and funded by Section 513 of the Social Security Act (42 U.S.C. § 713), as amended by Section 50503 of the Bipartisan Budget Act of 2018 (Pub. L. No. 115-123) extended by Section 3822 of the CARES Act, 2020 (Pub. L. No. 116-136).

The main goal of PREP is to reduce pregnancy and birth rates for high-risk youth populations. Arkansas' Personal Responsibility Education Program (PREP) focuses on activities for reducing the pregnancy rates and birth rates for youth populations; especially youth populations that are vulnerable or at the highest risk for pregnancies, or otherwise have special circumstances, including youth in foster care, homeless youth, youth with HIV/AIDS, pregnant youth under the age of 21, mothers under 21 years of age, and youth residing in areas with high birth rates for youth. Per Act 841 of the 92 General Assembly, Primary Prevention Program Act, primary prevention, and risk avoidance education programs shall be utilized if provided to youth by or through a state agency or public school.

The program must include activities to educate youth on both abstinence and the use of contraception and must place "substantial emphasis" on both abstinence and contraception for the prevention of pregnancy and STIs among youth. (42 U.S.C. § 713 (b)(2)(B)(iv)). The information and activities carried out under the program must be age appropriate, and provided in the cultural context that is most appropriate for individuals in the targeted group. The administration of this program is authorized under Title V, Section 513, of the Social Security Act

1.3 GRANT PERIOD

- A. The anticipated initial term is anticipated to be from. October 1, 2024-September 30, 2025.
- B. Upon mutual agreement between the applicant and the agency, the sub-grant agreement may be renewed for up to six (6) additional one-year terms or portions thereof contingent upon appropriation of funding and approvals.
- C. Total agreement term, including any amendments and/or possible extensions, will not exceed seven (7) consecutive years.

1.4 AVAILABLE FUNDING

- A. The maximum amount of funding is anticipated to be \$368,000.00 to a single recipient.
- B. Funding is contingent upon review and acceptance of application.
- C. Funds **must** be used in accordance with the budget as approved.
- D. ADH reserves the right to determine allowable and non-allowable costs.
- E. Prior to award, ADH may increase the amount of funding in efforts to maximize program support. Applicant **must** submit a revised budget worksheet reflecting changes.

1.5 ELIGIBILITY & FUNDING REQUIREMENTS

Applicant **must** meet the following to be eligible to obtain funding:

- A. Applicant/coalition can be a public or private, non-profit, or other community organization with a single fiduciary.

Documentation Requirement for Non-Profit: Certification from the State of Arkansas, Office of Secretary of State, **or** a letter from the Department of the Treasury, Internal Revenue Service (IRS) classifying the applicant as a private, non-profit organization.

- B. Funds may be used to cover the costs of personnel, consultants, equipment, supplies (including curriculum materials), grant-related travel, and other grant-related costs. Additional allowable costs include usual and recognized overhead, including indirect rates for all consortium organizations that have a federally approved indirect cost rate (copy required).
- C. Funds **may not** be used for:
 - Lobbying purposes, fundraising activities, or political education. Lobbying includes any effort to influence legislative action, including local ordinances. Positions supported with PREP funds cannot be lobbyists.
 - Building alterations, renovations, or construction.
 - To supplant or replace current public or private funding.
 - To supplant on-going or usual activities of any organization involved in the project.
 - To purchase or improve land, or to purchase, construct, or make permanent improvements to any building.
 - To reimburse pre-award costs

1.6 BUDGET & JUSTIFICATION

- A. Applicant shall include a complete proposed budget in sufficient itemized detail to clearly demonstrate all proposed reimbursable expenses. Include any written justification necessary. (Appendix B page 13)
- B. Recipient(s) **shall** be reimbursed for allowable expenses only. Allowable expenses are those approved by ADH within the budget's itemized listing.

1.7 ISSUING OFFICER Tim O'Brien**1.8 RFA OPENING LOCATION**

Applications submitted by the due time and date **shall** be opened at the following location:

Arkansas Department of Health
4815 W Markham Street, Room L163
Little Rock, AR 72205

1.9 DEFINITION OF REQUIREMENT

- A. The words "**must**" and "**shall**" signify a requirement of this RFA and that vendor's agreement to and compliance with that item is mandatory.
- B. Applicant may request exceptions to NON-mandatory items. Contractor **must** clearly explain the requested exception and should reference the specific solicitation item number to which the exception applies.

1.10 DEFINITION OF TERMS

The issuing officer has made every effort to use industry-accepted terminology in the competitive bid and will attempt to further clarify any point or item in question. The following acronyms will be used throughout the document.

ADH: Arkansas Department of Health
RFA: Request for Applications
(See Appendix)

1.11 APPLICATION INSTRUCTIONS**A. Original Application Packet****1. Application Submission Requirements**

- a. Applicants **shall** provide one (1) original hard copy of the Application Packet clearly marked as "Original" and **must** include:
- Original signed Application Signature Page
 - Response to the Information for Evaluation section included in the Application Packet
 - Budget Worksheet, proposed in U.S. dollars and cents.
 - Proposed Subcontractors Form
 - FIN-9350 Certification Regarding Lobbying
 - EO 98-04 Contract and Grant Disclosure and Certification form
 - Combined Form for Boycotts and Illegal Immigration Certifications
- b. The application **must** be entirely in the English language.
2. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

B. Additional Copies and Redacted Copy of the Application Packet

In addition to the original Application Packet, the following items **shall** be submitted:

1. Additional Copies of the Application Packet
 - a. Three (3) complete hard copies (marked "COPY") of the Application Packet.
 - b. One (1) electronic copy of the Application Packet, preferably on a flash drive. CDs will also be accepted.
 - c. All additional hard copies and electronic copies **must** be identical to the original hard copy. In case of a discrepancy, the original hard copy **shall** govern.
 - d. If ADH requests additional copies of the response, the copies **must** be delivered within the timeframe specified in the request.
2. One (1) redacted copy (marked "REDACTED") the original Application Packet, on a flash drive.

1.12 CLARIFICATION OF SOLICITATION

- A. Any questions requesting clarification of information contained in this RFA should be submitted in writing via email to the issuing buyer.

1.13 APPLICATION SIGNATURE PAGE

- A. An official authorized to bind the vendor(s) to a resultant Sub-Grant **must** sign the Application Signature Page included in the Application Packet.
- B. Applicant's signature on this page **shall** signify vendor's agreement that either of the following **shall** cause the response to be disqualified:
 - Additional terms or conditions submitted intentionally or inadvertently.
 - Any exception that conflicts with a requirement of this RFA

1.14 FUNDING ESCALATION

- A. ADH may increase funding throughout the duration of the contract.
- B. Recipient **must** provide a revised budget reflecting the increase. ADH **shall** have the right to require additional information pertaining to the increase.
- C. Budget revisions are not valid until approved by ADH.

1.15 PROPRIETARY INFORMATION

- A. Submission documents pertaining to this solicitation become the property of the State and are subject to the Arkansas Freedom of Information Act (FOIA).
- B. The vendor **shall** be responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- C. The redacted copy **shall** be open to public inspection under the Arkansas Freedom of Information Act (FOIA) without further notice to the vendor.
- D. If a redacted copy of the submission documents is not provided with vendor's response packet, a copy of the non-redacted documents, except for financial data, **shall** be released in response to any request made under the Arkansas Freedom of Information Act (FOIA).
- E. If the State deems redacted information to be subject to Arkansas Freedom of Information (FOIA), the vendor will be contacted prior to release of the documents.

1.16 CAUTION TO RECIPIENT(S)

- A. Prior to any contract award, all communication concerning this solicitation **must** be addressed through ADH.
- B. Applicant **must not** alter any language in any solicitation document provided by the State.
- C. All official documents and correspondence related to this solicitation **shall** be included as part of the resultant contract.
- D. Responses **must** be submitted only in the English language.
- E. The State **shall** have the right to award or not award a contract, if it is in the best interest of the State to do so.
- F. Applicant **must** provide clarification of any information in their response documents as requested by ADH.
- G. Qualifications **must** meet or exceed the required specifications as set forth in this solicitation.

1.17 QUALIFICATION AND AWARD PROCESS**A. Successful Recipient(s) Selection**

The ranking of recipients **shall** be determined by the total score each application receives during evaluation.

B. Anticipation to Award

1. Once the anticipated successful recipient(s) have been determined, the anticipated award notification will be emailed to all applicants and/or posted on the ADH website.
2. It is the applicant's responsibility to check email and/or the website for the notification of an anticipated award.
3. Any resultant sub-grant agreement of this RFA **shall** be subject to State approval processes which may include Legislative review.

1.18 CERTIFICATION REGARDING LOBBYING

- A. The applicant will comply with Public Law 101-121, Section 319 (Section 1352 of Title 31 U.S.C.) by certifying that appropriated federal funds have not been or will not be used to pay any person to influence or attempt to influence a federal official/employee in connection with awarding of any federal contract, sub-grant, loan or cooperative agreement for an award more than \$100,000.
- B. If the applicant has paid or will pay for lobbying using funds other than appropriated federal funds, Standard Form-LLL (Disclosure of Lobbying Activities) **shall** be completed and included with the Application Packet.

1.19 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

- A. The recipient, as a lower tier recipient of federal funds, will comply with Executive Order 12549 (Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions).
- B. By signing and submitting this application package, the applicant(s) understands and agrees, as defined in 45 CFR Part 76, and certifies to the best of its knowledge and belief that it and its principals:
 - Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.
 - Where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

1.20 PAST PERFORMANCE

An applicant's past performance with the State may be used to determine if the applicant is "responsible."

Responses submitted by applicant determined to be non-responsible **shall** be disqualified.

1.21 PRIVACY & SECURITY REQUIREMENTS

The Contractor **shall**:

1. Comply with the requirements of the Arkansas Personal Information Protection Act and any other State/Federal laws, regulations, rules, and policies regarding the privacy and security of information.

2. Provide for physical and electronic security of all Protected Health Information generated or acquired by the contractor in implementation of the contract, in compliance with Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) Act, and consistent with the Business Associate Agreement executed between the parties.
3. If required, prior to award, the contractor **must** sign a Business Associate Agreement.

1.22 RESERVATION

The State will not pay costs incurred in the preparation of an application.

SECTION 2 – APPLICANT REQUIREMENTS

2.1 SCOPE OF WORK

The selected applicant will serve the targeted youth populations at most high-risk or vulnerable for pregnancies. The Free and Reduced Lunch Program is used to identify geographic locations with a high percentage of children living in poverty, placing them at a higher risk for unintended pregnancy; Arkansas Department of Education's Free and Reduced Lunch Program data can be found at this link:

<https://adedata.arkansas.gov/statewide/ReportList/Counties/FreeReducedPaidLunch.aspx>

The selected applicant will:

1. Design and implement a program to educate adolescents on both abstinence and contraception to prevent adolescent pregnancy and STIs.
2. Describe how it will consider the specific cultural barriers, challenges, and strengths unique to the targeted youth population; and will be required to add a component that teaches tolerance to strive to be inclusive of and non-stigmatizing toward this population.
3. Collaborate and/or partner with existing organizations and entities that work with adolescents to strengthen community efforts on behalf of the target population.
4. Describe how it will engage community groups and organizations as full partners to accomplish the required work.
5. Describe the number of youths expected to be served by this program and the cost-per-child served; a "child served" is defined as a child who has completed the proper dosage of services.
6. Monitor the implementation of all approved program activities to facilitate the delivery of evidence-based programs with fidelity.
7. Describe how it will monitor, track and report all outlined elements pertaining to PREP program requirements.
8. Ensure compliance with, coordination of, technical assistance, and evaluation for all selected sub-grantee(s) it contracts with regarding program implementation of approved PREP grant activities.
9. Describe how it will monitor, track, report and provide technical assistance to all sub-grantee(s) its sub-grantee with regarding program implementation of approved PREP grant activities.

2.2 Requirements and Commitments

The selected applicant will be required to:

- Attending mandatory training workshops and conferences. Sub-grantee must budget the cost of sending one key staff person to attend 1) the three-day national PREP grantee meeting **and** the two-day regional PREP meeting in Region VI (location to be determined).
- Incorporation of at least three adulthood preparation (AP) subjects into the program. AP Subject choices are asfollow:
 - a. Healthy Relationships, such as positive self-esteem and relationship dynamics.
Adolescent Development, such as the development of healthy attitudes and values about adolescent
 - b. growth and development, body image, racial and ethnic diversity, and other related subjects.
 - c. Financial Literacy.
 - d. Parent-Child Communication.

- e. Educational and Career Success, such as developing skills and employment preparation, job seeking, independent living, financial self-sufficiency, and workplace productivity.
Healthy Life Skills, such as goal setting, decision making, negotiation, communication and interpersonal skills and stressmanagement.
- Utilization of effective and evidence-based curricula program models which emphasize abstinence and contraception for the prevention of pregnancy and sexually transmitted infections. The ARPREP Project will use an evidenced-based program that has been rigorously evaluated (see Appendix A.).
- Monitoring and reporting on program implementation and outcomes through performance measures (data collection). The U.S. Department of Health and Human Services (HHS) plans to develop performance measures that could be uniformly collected across grantees. HHS will distribute the final performance measures by the end of the first grant year. Grantees will be required to report on these measures. Categories of performance measures required to track are:
 1. Output Measures (i.e., numbers of youth served [including age groups 10-14 and 15-19 years, race & ethnicity, and number of hours-of-service delivery).
 2. Fidelity/Adaptation (full program models are to be replicated with fidelity; adaptations should be minimal, such as updating statistics, increasing interactive learning activities, or tailoring to learning/development level)
 3. Implementation and Capacity Building (i.e., community partnerships, competence in working with identified population)
 4. Outcome Measures (i.e., behavioral, knowledge and intentions)

Sub-grantee must also agree to participate, if selected, in Federal Impact Evaluations.

- Timely submission of required monthly and quarterly programmatic reports and an annual program evaluation report by established deadlines.
- Timely submission of monthly sub-grantee payment request forms for fiscal reimbursement after services are rendered; an annual financial report by established deadlines.
- Assuring that the activities in the work plan are implemented and the goals of the program are being achieved. Funds must only be used for approved PREP activities and prevention efforts that are evidence and science-based, which address the required goal areas.
- Providing adequate program staffing.
- Ensuring that fiscal responsibilities are clearly identified and there is a separation of responsibilities between programmatic and fiscal management.
- Administer PREP Performance Measures (PREP-PM) participant entry and exit surveys to youth at program start and program exit.

Participate in a monthly conference call with Division of Health Advancement (DHA) staff.

Ensure that evidence-based program models are implemented with fidelity.

SECTION 3 – CRITERIA FOR SELECTION

- **Do not provide responses to items in this section.**

3.1 APPLICATION SCORE

- A. ADH will review each Application Packet to verify submission requirements have been met. Application Packets that do not meet submission requirements **shall** be disqualified and **shall not** be evaluated.
- B. An agency-appointed evaluation committee will evaluate and score qualifying applications. Evaluation will be based on applicant's response to the Information for Evaluation section included in the Application Packet.
1. Members of the evaluation committee will individually review and evaluate proposals and complete an Individual Score Worksheet for each proposal. Individual scoring for each evaluation criteria will be based on the following Scoring Description.

Quality Rating	Quality of Response	Description	Confidence in Proposed Approach
5	Excellent	When considered in relation to the RFA evaluation factor, the application squarely meets the requirement and exhibits outstanding knowledge, creativity, ability, or other exceptional characteristics. Extremely good.	Very High
4	Good	When considered in the relation to the RFA evaluation factor, the application squarely meets the requirement and is better than merely acceptable.	High
3	Acceptable	When considered in relation to the RFA evaluation factor, the application is of acceptable quality.	Moderate
2	Marginal	When considered in relation to the RFA evaluation factor, the application's acceptability is doubtful.	Low
1	Poor	When considered in relation to the RFA evaluation factor, the application is inferior.	Very Low
0	Unacceptable	When considered in relation to the RFA evaluation factor, the application clearly does not meet the requirement, either because it was left blank or because the application is unresponsive.	No Confidence

2. After initial individual evaluations are complete, the evaluation committee members will meet to discuss their individual ratings during the consensus meeting. At this consensus scoring meeting, each member will be afforded an opportunity to discuss his or her rating for each evaluation criteria.
3. After committee members have had an opportunity to discuss their individual scores with the group, the individual committee members will be given the opportunity to change their initial individual scores, if they feel that is appropriate.

4. The final individual scores of the evaluators will be recorded on the Consensus Score Sheets and averaged to determine the group or consensus score for each application.
 5. Other agencies, consultants, and experts may also examine documents at the discretion of the Agency.
- C. The Information for Evaluation section has been divided into sub-sections.
1. In each sub-section, items/questions have each been assigned a maximum point value of five (5) points. The total point value for each sub-section is reflected in the table below as the Maximum Raw Score Possible.
 2. The agency has assigned Weighted Percentages to each sub-section according to its significance.

Information for Evaluation Sub-Sections	Maximum Raw Points Possible	Sub-Section's Weighted Percentage	* Maximum Weighted Score Possible
E.1	25	25	250
E.2	20	20	200
E.3	30	30	300
E.4	25	25	250
Response Score	100	100%	1000

*Sub-Section's Percentage Weight x Total Weighted Score = Maximum Weighted Score Possible for the sub-section.

- D. The applicant's weighted score for each sub-section will be determined using the following formula:

$$(A/B) * C = D$$

A = Actual Raw Points received for sub-section in evaluation
 B = Maximum Raw Points possible for sub-section
 C = Maximum Weighted Score possible for sub-section
 D = Weighted Score received for sub-section

- E. Applicant's weighted scores for sub-sections will be added to determine the Total Score for the Application.

3.2 ACCEPTANCE OF EVALUATION TECHNIQUE

- A. Applicant **must** agree to all evaluation processes and procedures as defined in this solicitation.
- B. The submission of an Application Packet signifies the applicant understands and agrees that subjective judgments will be made during the evaluation and scoring of the responses.

Appendix A

APPROVED CURRICULA LIST (Evidence-Based Program Models) Arkansas Department of Health –Center for Health Advancement Personal Responsibility Education Program (PREP)

The list of the evidence-based Teen Pregnancy Prevention Programs curriculum sites may be found at <http://www.etr.org> and www.DibbleInstitute.org

**Making Proud Choices and Be Proud! Be Responsible! curricula may not be chosen as they require significant adaptation to be suitable for use with our student populations.*

Appendix B

Budget Proposal

The Budget Proposal is comprised of a budget and budget justification. In addition to the Budget Proposal, a "Funding Source Documentation" sheet is required to be submitted as an Appendix. The Funding Source Documentation sheet should identify current funding sources with the total dollar amount received by the organization; any monies received from the ADH should be included.

- a. Budget - should identify the funding amount requested for each line item.
- b. Budget Justification - should briefly describe the rationale, need for, and use of funding requested for each line item in each budget category below.

Salaries and Wages: There **must** be a (FTE) Program Manager position. Each staff position proposed, include the title of the position, percentage of time (FTE), annual salary, number of months' salary requested, and a summary of the job description or responsibilities; also include a copy of their resume or a summary of qualifications.

Fringe Benefits: Include the rate and how the rate was computed for each position.

Supplies: List both expendable (pens, paper, toner, etc.) and non-expendable (small office equipment with a procurement cost less than \$500) supplies directly attributed to the project.

Travel: Include estimates of in-state and out-of-state travel required under Applicant's work plan. Explain all travel in budget justification. State travel policies apply, and mileage reimbursement may not exceed the state rate of \$0.52 per mile. Allowable travel expenses shall include travel by project staff that is essential for performing project work. All out-of-state must be approved in advance, and in writing, by the ADH. In addition to meals and lodging, out-of-state travel expenses will be reimbursed for airfare and rental vehicle, only if traveler is acting within the course and scope of duties under this Project, and in furtherance of the work. Reimbursement rates are located at the following website:

GSA Per Diem Reimbursement Rates: <https://www.gsa.gov/portal/content/104877>

State of Arkansas Travel Portal: <http://www.dfa.arkansas.gov/travel/Pages/default.aspx>

Sub-contractual Services: List any sub-contractors or consultants that are included in the budget proposal. Include the name of the contractor; method of selection; period of performance; scope of work; method of accountability; and itemized budget and justification. Sub-contractors must be described in the proposed work plan, and any specifically identified sub-contractor must provide a letter of commitment (Required Appendix).

Other Expenses: List any other cost directly attributed to the project (copying, printing, telephone, internet, postage, etc.)

Equipment: List any equipment to be used specifically and exclusively in relation to the work plan provided. Only very limited purchases are allowable and may include such items as a computer. All equipment approved for purchase may be required to be returned to the agency at the end of the funding period.

Administrative (Indirect) Cost: Applicants may charge up to 10 percent of the direct costs as administrative cost. Administrative costs are costs that are intended to cover project related costs that are not easily identifiable but are necessary to conduct the work. Administrative costs are the types of expenses the organization would incur whether it was awarded this funding. These include such expenses as utilities, rent, insurance, and other overhead expenses. Applicants must identify those items included in the administrative cost.

Appendix C

Work Plan Instructions (Complete the work plan using the template provided).

Goal Areas: List the goal(s) area that will be addressed with the activities planned.

Objectives: The work plan must contain objectives that address the priorities in the Scope of Work in Section 2. A. of this RFA. The long-term objective(s) must describe what the program intends to accomplish by the end of a five-year period. Short term objectives must describe what the program intends to accomplish by the end of the first fiscal year. Both long- and short-term objectives must contain all the elements of a S.M.A.R.T. objective.

“SMART” objectives are:

Specific – Specify one major result directly related to the program goal, state who is going to be doing what, to whom, by how much, and I what timeframe. It must specify what will be accomplished and how the accomplishment will be measured.

Measurable – Describe in realistic terms the expected results and specify how such results will be measured.

Achievable – The accomplishment specified in the objective must be achievable within the proposed timeline and as a direct result of program activities.

Realistic – Objective must be reasonable in nature. The specified outcomes i.e., expected results, must be described in realistic terms.

Time-framed – Specify a target date or time frame for the proposed accomplishment.

Activities: List the major activities that will be conducted. Activities are the actual events that take place as part of the program. Activities should work together to accomplish the objective. For each major activity, describe what the activity is, the completion date of each activity, and who will be responsible for completing the activity. DO NOT list supporting activities, such as networking, planning meetings, creating a task force, attending coalition meetings, attending trainings, ordering, or purchasing, handing out promotional items, or working on monthly briefings or other reports.

Completion Date: Identify the date each major activity will be completed.

Responsible Persons: Record the lead person(s) and the entity they represent who is responsible for completing each major activity. If collaborators are involved, record them also. Collaborative partnerships are defined as diverse groups working together to create a shared vision and to engage in joint strategies to address problems.

Performance Outcomes and Key Outcome Indicators:

Performance Outcomes are the intended results of program activities and often focus on the knowledge, attitudes, and skills gained by a target audience.

Key Outcome Indicators are the measures to determine if change has occurred because of the program activity/intervention. What is measured must be tied directly to the objective that was established for the program. Growth of knowledge, attitudes, and skills (support) should lead to change. *adaptation to be suitable for use with our student populations.*