



STATE OF ARKANSAS

ARKANSAS DEPARTMENT OF HEALTH

Women's Health Program

REQUEST FOR APPLICATIONS

To Implement

**Family Planning Services for Hard to Reach/High Risk
Populations (Adjudicated & Troubled Youth)**

RFA-12-0013

Date Issued:

June 26, 2012

Application Timelines

Event	Date
RFA Issued	June 26, 2012
Due date for <u>Written Questions and Letters of Intent</u> to be received by the Issuing Officer	By 2:00 pm July 16, 2012
Anticipated date for posting ADH Responses to Written Questions	July 23, 2012
Due date for Applications to be received by the Issuing Officer	By 2:00 pm August 7, 2012
Start date of sub grant	January 1, 2013

Available Funding for One (1) Recipient Only:

The maximum award amount will be \$ 50,000.00 and will depend on the complexity of the application and justification of the funding.

Acronyms Used in this RFA:

Acronym	Descriptor
ADH	Arkansas Department of Health
ADH/WHP	Arkansas Department of Health/Women's Health Program
FPAR	Family Planning Annual Report
FPSHRP	Family Planning Services for Hard to Reach/High Risk Populations
FTE	Full Time Equivalent Employee
HIPAA	Health Insurance Portability and Accountability Act
IRS	Internal Revenue Service
RFA	Request for Application
SMART	Specific, Measurable, Achievable, Realistic and Time-Framed
VPR	Vendor Performance Report
WHP	Women's Health Program

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SECTION I: PROGRAM OVERVIEW

A. Purpose:

The Arkansas Department of Health (ADH), Women's Health Program (WHP) is soliciting competitive applications for one (1) Community Based Organization to work in partnership with the ADH/WHP to enhance state and local efforts for program implementation of comprehensive family planning activities supported through Title X Family Planning funding. Funds are required to be used for programs designed to improve access to family planning services for hard to reach/high risk populations that face unusual barriers to services, specifically adjudicated and troubled youth (FPSHRP – Adjudicated & Troubled Youth).

The purpose of dissemination of award funds is to support family planning programs that replicate program models that are of high quality and have proven to be evidence-based and effective as a result of scientific research. Title X funds may not be used in programs where abortion is a method of family planning.

The Arkansas Department of Health (ADH) will provide administrative oversight regarding applicant compliance with Title X grant mandates and the applicant will ensure compliance with and coordination and implementation of all approved Title X sub-recipient activities.

B. Background:

The mission of the Arkansas Department of Health is to protect and improve the health and well being of all Arkansans.

Title X Family Planning funds are awarded to the State of Arkansas, Arkansas Department of Health through the U.S. Department of Health and Human Services, Office of Population Affairs by the Office of Family Planning, Public Health Service, Office of Grants Management. The federal legislative authority is P.L. 91-572 PHS Act, Section 1001 as amended, 42 CFR 59. Cost sharing or matching of non-federal funds is not required. **Award of funds and any approved activities implemented during the period of the grant are subject to all provisions of 42 CFR Part 59 currently in effect.**

The main goal of Title X is to assist individuals in determining the number and spacing of their children, which promotes positive birth outcomes and healthy families. The target population for the implementation of activities is adjudicated and/or troubled youth less than eighteen (18) years of age that are part of a comprehensive transition program. The transition program components should include residential and non-residential services, including emergency shelter services, family needs assessments, case management, therapeutic interventions and pregnancy prevention education. The service area should include acceptance of residents from Garland and Clark counties.

C. Available Funding:

One (1) award will be made for the funding period of January 1, 2013 through June 30, 2013. The maximum award amount will be \$ 50,000.00 for one applicant and will depend on the complexity of the application and justification of the funding. Extensions will depend on the availability of funds and the program's success toward meeting established goals.

Organizations and agencies that intend to submit an application in response to this RFA must submit a Letter of Intent. The required Letter of Intent is attached to this RFA as Appendix I. **The Letter of Intent must be RECEIVED by the Issuing Officer no later than 2pm on July 16, 2012** The Letter of Intent may be mailed, hand-delivered or sent electronically.

Acceptance of any application is contingent upon receipt of a Letter of Intent from a responding agency or organization by the date and time specified above. Parties who submit an application without first submitting a Letter of Intent will be deemed non-responsive.

Work will be done within the constraints of a sub-grant award with a proposed effective period of January 1, 2013 through June 30, 2013. The contract may be extended for up to six (6) additional one (1) year periods, contingent upon written approval by the provider/sub-recipient and ADH, review by the legislature, appropriation of necessary funding and all necessary federal reviews and approvals. During the first year of implementation the amount of award will be prorated based on the number of months contracted.

All prices bid shall be firm for the first six (6) months of this sub-grant. Thereafter, a request for change must be submitted in writing to the ADH/WHP with supporting documentation indicating percentage of increase and effective date. The State further reserves the right to reject any proposed price change and cancel the sub-grant if determined not to be in the best interest of the State. After receipt of required documentation and in the event a price change is authorized thereafter, said prices will remain firm for a period of not less than the remainder of the contract, including any possible extensions.

NOTE – ADH reserves all rights regarding this RFA, including, without limitation, the right to:

- Amend or cancel this RFA without liability if it is in the best interest of the public to do so;
- Reject any and all applications received by reason of this RFA upon finding that it is in the best interest of the public to do so;
- Waive any minor informality;
- Seek clarification of applications;
- Reject any application that fails to substantially comply with all prescribed solicitation procedures and requirements;
- Negotiate the statement of work within the scope of work described in this RFA;

SECTION II: APPLICANT REQUIREMENTS

A. Applicant Eligibility and Funding Requirements:

1. Applicant can be a public or private, non-profit, faith-based or other community organization.

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.

2. Funds may be used to cover costs of personnel, consultants, equipment, supplies (including curriculum materials), grant-related travel and other grant-related costs. **Administrative/Indirect cost is not an allowable expense.**
3. Assure that funds **are not** used*:

- For any form of abortion, abortion counseling or expended for health care coverage that includes coverage of abortion.
- For lobbying purposes, fundraising activities or political education. Lobbying includes any effort to influence legislative action, including local ordinances. Positions supported with Title X funds cannot be lobbyists.
- For the creation of a human embryo or embryos for research purposes.
- For any activity that promotes the legalization of any drug or substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal and recognized executive-congressional communications.
- To disseminate information that is deliberately false or misleading.
- To carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.
- To pay the salary of an individual at a rate in excess of Executive Level II of the Federal Executive Pay Scale or \$179,700.00. The direct salary is exclusive of fringe benefits and indirect costs.
- To advocate or promote gun control.
- To reimburse pre-award costs.

*For details see Appendix IV.

B. Applicant Commitments:

By submitting an application in response to this RFA applicants agree to the following commitments:

- Attending or participating in mandatory meetings, training workshops, conferences and/or webinars as stipulated, including, but not limited to annual completion of Title X orientation, HIPAA Compliance, Child Maltreatment and Human Trafficking Awareness.
- Serving adjudicated and/or troubled youth less than eighteen (18) years of age that are part of a comprehensive transition program. The transition program components should include residential and non-residential services, including emergency shelter services, family needs assessments, case management, therapeutic interventions and pregnancy prevention education. The service area should include acceptance of residents from Garland **and** Clark counties.
- Assurance of compliance with Title X guidelines and statutes (See Appendix VI).
- Utilization of evidence-based curriculum program proven effective through scientific research. Sub-grantee is required to submit name of chosen curriculum with application submission.
- 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 and an annual financial report by established deadlines.
- Timely responses to all written, verbal or electronic program related requests 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 Title X activities and prevention efforts that utilize science-based, or best practices that address the required goal areas.
- Providing adequate program staffing.
- Providing required documents pertaining to programmatic and financial site visits, including prudent coordination of scheduled visits.
- Ensuring that fiscal responsibilities are clearly identified and there is a separation of responsibilities between programmatic and fiscal management.
- Compliance with all applicable requirements of federal laws, executive orders, regulations and policies governing the U.S. Office of Population Affairs, Title X Program.

SECTION III: SCOPE OF WORK

A. General Scope of Work:

The selected applicant will serve the targeted population of adjudicated and/or troubled youth less than eighteen (18) years of age that are part of a comprehensive transition program. The selected applicant will:

1. Describe how it will implement comprehensive family planning activities and document efforts including outreach.
2. Collaborate and/or partner with existing organizations and entities that work with male and female substance abuse adolescents and adults to improve access to Title X family planning services on their behalf.
3. Describe how it will engage community groups and organizations as full partners to accomplish the required work.
4. Monitor the implementation of all approved program activities to facilitate the delivery of evidence-based programs with fidelity.
5. Describe how it will monitor, track and report all outlined elements pertaining to Title X program requirements.
6. Ensure implementation of an evaluation plan that assesses knowledge, attitude and behavior change as well as service provision outcomes for approved Title X grant activities.

B. Other Requirements:

The selected applicant will be required to:

- Electronically submit monthly Family Planning Annual Report (FPAR) data unless otherwise instructed by ADH/WHP staff.
- Ensure evidence based program models selected are implemented with fidelity.
- Ensure all printing supported through Title X funds adheres to Amendment 54 requirements of the state of Arkansas procurement law (See Appendix VII).
- Ensure that promotional items, food and meals are not purchased with Title X funds in support of approved program activities. Promotional items include but are not limited to: clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards and/or bags. Items identifies are not allowable expenses.

SECTION IV: APPLICATION INSTRUCTIONS

A. Application Content:

Applicants shall include **one (1) original and eight (8) copies** responsive to the terms of the RFA. If ADH requests additional copies of the proposal, they must be delivered by the vendor within twenty-four (24) hours. In addition, the respondent shall include an electronic copy on a CD in Microsoft readable format with the original and each copy of the proposal. Additionally, the applicant shall include a public information copy on CD that will be used by the ADH in response to Freedom of Information requests. Applicant has the responsibility to remove proprietary or competitive information that might lead to a competitive advantage for competing applicants. **PROPOSALS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.** The envelope or package must be clearly labeled with the name and RFA-12-0013 as indicated on the cover page of this RFA.

All applications must be received by the Issuing Officer no later than 2pm on August 7, 2012.

Application format:

- Applications should be unstapled and unbound. Individual copies may be separated by a binder clip.
 - The name of the organization and page numbers should appear on every page of the application.
 - All text should be produced in a 12-point font.
 - Application narrative must be double-spaced.
 - Applications should include the required information described below in the order specified.
1. Application cover sheet. Please see Appendix II. The cover sheet should appear at the top of each copy of the full application.
 2. Application checklist. Please see Appendix III for Application Checklist. A completed checklist should be included in all copies of the application.
 3. Application Narrative [Sixty (60) Points]. An application narrative of no more than twenty (20) pages double spaced pages (excluding Appendices) that addresses all of the following topics and questions.

Section One: Organizational Capacity [Thirty (30) Points].

Provide a history of the organization, including experience, and planning and management capabilities. Also include a history of the organization's fiscal management capabilities. List designated staff and how they will be involved in the program. Include resumes and job descriptions of staff who will be involved in the program and job descriptions for proposed positions. Also provide a list of the board of directors/executive staff and an organization chart complete with names, officer titles, executives and key staff (Required Appendix). Should include a description of the agency's vision and philosophical approach including how it fits with the vision and philosophy of the Title X program (See Appendix VIII).

Specifically, identify and describe the organizations capacity to, and any prior experience with, the following:

- a. Title X programs and related activities.
- b. Work and knowledge related to comprehensive family planning activities and improving access to Title X family planning services for the targeted hard to reach/high risk population identified in Section I. B. (and others, if applicable), including any prior or current program experience.
- c. Ability and prior experience with maintaining compliance with Federal and/or State mandates directly related to program implementation.

Section Two: Activity Coordination [Twenty (20) Points].

Provide a detailed plan that addresses how the organization will coordinate activities to fulfill program mandates.

- a. Describe how the organization will work with partners and/or program participants to accomplish established goals. Describe the approach to providing support to community partners in order to leverage their participation. Explain how the organization will ensure cross-cultural collaboration among participating entities.
- b. Describe the initial group of entities with which the applicant organization proposes to partner, including their strengths and qualifications to engage in comprehensive family planning activities in communities throughout the state. Applicant will be required to coordinate and/or partner with the nearest Arkansas Department of Health Local Health Unit(s) (describe efforts).
- c. Identify which evidence-based curriculum is proposed to be utilized and how the organization plans to implement it. Also explain how the organization will improve access to family planning services for the target population identified in Section I. B. and how it will document education and outreach efforts, including the improvement of access to family planning services.
- d. Describe any family planning training the organization has had or will have and how compliance will be ensured regarding adherence to Title X mandates and statutes.

Section Three: Evaluation Plan [Ten (10) Points]. Describes how the organization will measure the effectiveness of the program. The evaluation plan should include the following components:

- a. Process Evaluation
 - i. Describe how the organization will measure and assess program materials and activities on an on-going/continual basis.
 - ii. Describe the experience you have in compiling and summarizing process evaluation information especially as related to an electronic format (database, spreadsheet, tables, and internet data entry).
- b. Outcome Evaluation

- i. Provide outcome measures for each objective in the work plan. An outcome measure should be realistic and achievable during the funding period and indicate that an objective was met.
 - ii. Describe how the organization will assess whether the desired results (outcomes) of the program are achieved.
 - iii. Describe how the outcome measures will be monitored. Include, as an attachment, any instrument the organization plans to use, or any instrument the organization is considering at this time, and describe what it will measure.
4. Application Work Plan [Twenty-Five (25) Points]. Applicant must utilize the format provided in Appendix V [(10) pages maximum]. Work Plan Instructions are provided in Appendix V-a.

The proposed work plan should demonstrate how the applicant will accomplish the Scope of Work outlined in Section III: A. and should also describe how the goals of the project will support the agency's goals and overall mission.

- a. The work plan should be based on the goal & purpose listed in Section I: A & B..
- b. The work plan should include objectives that link to each goal area. Work plans may contain objectives under more than one (1) goal area, and one (1) goal area may contain multiple objectives.
- c. Work plans should include activities that will be used to achieve the objectives.

The plan should identify goals and objectives to be accomplished through the program implementation efforts. List measurable objectives that will be undertaken related to accomplishing the goal(s). Objectives should be S.M.A.R.T.: Specific, Measurable, Achievable, Realistic and Time-Framed (See Appendix V-a. for definitions). For each objective, discuss the activities that will be completed in order to achieve the stated objective and include specific timelines for accomplishment of each specific activity.

5. Budget Proposal [Fifteen (15) Points]. 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 to include any monies received from the ADH.

- 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: For each staff position proposed, include the title of the position, percentage of time (FTE), annual salary, number of months salary requested, and a brief 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. 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 vehicles 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: http://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2005&contentType=GSA_BASIC&contentId=17943&queryState=Arkansas&no
TI

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. Any equipment purchased becomes the sole property of the Arkansas Department of Health upon termination of the sub-recipient agreement.

B. Application Submission:

Applications must be mailed, or delivered, to the Issuing Officer to be received on or before 2pm, August 7, 2012:

Arkansas Department of Health
Procurement Branch
4815 West Markham Street, Slot 58
Little Rock, Arkansas 72205-3867
Attention: Tim Smith, CPPB (RFA-12-0013)

C. Application Timelines:

Timeline information is located on page two (2) of this RFA.

D. Questions & Letter of Intent Submittals:

Respondents with questions about the RFA shall submit their questions in writing by 2pm on July 16, 2012 as specified in the Application Timelines (See Page 2). Respondents shall submit their Letter of Intent and any written questions to the Issuing Officer identified in Section IV. B. Respondents shall submit by e-mail to: Timothy.W.Smith@arkansas.gov but it remains the respondent's responsibility to guarantee receipt of the questions by the specified date and time. The State accepts no responsibility for accurate or timely receipt of e-mail submissions from respondents. Questions received after the due date and time will not be answered.

For all written questions received by the due date listed in the Application Timelines, the Issuing Officer will post written responses on the ADH website <http://www.healthy.arkansas.gov/aboutADH/Pages/GrantBidOpportunities.aspx> as an addendum to include both the question and the answer. Respondents will be responsible for obtaining and returning signed addendums with their bid proposals.

Respondents shall rely only on these written responses as the official answers to questions related to RFA-12-0013.

SECTION V: REVIEW OF APPLICATIONS & AWARD NOTIFICATION

A. Review for Compliance with RFA Requirements:

Applications will be date and time stamped upon receipt, and must be received by the Issuing Officer on or before the deadline. Omission of any required document or form, failure to use required formats for response, or failure to respond to any requirement may lead to rejection of the application prior to the review. Late applications will not be accepted and shall be deemed non-responsive, and therefore disqualified.

B. Evaluation and Scoring:

All eligible applications will receive a comprehensive and impartial evaluation by a review committee selected by the ADH. Applications will be evaluated on the basis of the narrative, work plan, budget and supporting materials as described in detail in Section II & IV. Review points will be awarded as delineated in Section IV. A.

Funding will be awarded to the one respondent receiving the highest score.

Point Assignment

All criteria to be considered in the evaluation of proposals are itemized below under “Criteria”. The maximum points possible for each criterion are indicated in the column entitled “POSSIBLE POINTS”.

Criteria	Possible Points
Application Narrative	60
Application Work Plan	25
Budget Proposal	15
Total Possible Points	100

C. Award Notification:

Award notification for the selected applicant will be made upon completion of the evaluation process and after all approval requirements have been met, including ADH internal and any legislative reviews.

SECTION VI: GENERAL INFORMATION

A. Reimbursement Guidelines:

The recipient will be reimbursed monthly on an "Actual Cost" method of reimbursement. Actual cost reimbursement is based on a complete itemized listing of allowable program expenses. These expenses must be within the approved budget's itemized listing of allowable program cost. **No advance payments are allowed.**

B. Program Monitoring:

In accordance with provisions of The State Procurement Law, R2:19-11-230 Competitive Sealed Proposals – Bid Evaluation paragraph (B): a vendor's past performance (VPR) with the State may be used in the evaluation of any offer made in response to this solicitation. The past performance should not be greater than three (3) years old and must be supported by written documentation on file in the Office of State Procurement at the time of the bid opening. Documentation may be in the form of a written or electronic report, VPR, memo, file or any other appropriate authenticated notation of performance to the vendor file.

ADH program personnel will conduct a minimum of one (1) programmatic and one (1) financial site visit annually to insure that recipient commitments are being met and to evaluate the effectiveness of program expenditures. Technical assistance will be provided as needed.

APPENDICES

- I.** Letter of Intent
- II.** Application Cover Sheet
- III.** Application Check List
- IV.** Title X Special Terms and Conditions
- V.** Work Plan Format
- V-a.** Work Plan Instructions
- VI.** Title X Guidelines and Statutes
- VII.** Printing Guidelines
- VIII.** Title X Program Priorities
- IX.** Service Coverage Map

**RFA-12-0013 Letter of Intent-
FPSHRP – Adjudicated & Troubled Youth**

If you intend to apply for funding from the ADH-WHP in response to the RFA-12-0013 for the FPSHRP – Adjudicated & Troubled Youth, please complete and return this form.

Completion does not obligate the submission of an application for funding. Submission of a letter of intent indicates an interest in applying.

Please submit this form NO LATER THAN 2pm, July 16, 2012 to:

Tim Smith, CPPB- Procurement Branch (RFA-12-0013)

Arkansas Department of Health

4815 W. Markham Street, Slot 58

Little Rock, AR 72205-3867

Or email to Timothy.W.Smith@arkansas.gov

Intent to Apply

(Please Print or Type)

Applicant (Name of Organization)_____

Address_____

Street Address

City

Zip Code

Contact Person_____

Name

Title

Contact Person Signature_____

E-mail address_____

Phone Number_____

**RFA-12-0013_Application Cover Sheet-
FPSHRP – Adjudicated & Troubled Youth**

Name of Applicant Organization

Address – Street/P.O. Box

City

Zip

Phone

FAX

Website (if available)

Name of Executive Director

Phone

E-mail

Name of Contact Person

Title

Phone

E-mail

Signing Authority Signature

Address (If Different from the Executive Director)

Name of Fiscal Agent (If Different from the Applicant Organization)

Address – Street/P.O. Box

City

Zip

Fiscal Agent Contact

Title

Phone

E-mail

Total Funding Amount Requested: _____

Application Checklist

In order to be considered complete, all applications must include one (1) original plus eight (8) copies of each of the following:

- Application Cover Sheet
- Application Checklist
- Application Narrative, no more than twenty (20) double-spaced pages
- Application Work Plan, no more than ten (10) pages
- Budget Proposal
- Certification as a private non-profit organization (If Applicable)
- Required Appendices
 - Resumes
 - Job Descriptions
 - Board of Directors/Executive Staff List
 - Organizational Chart
 - Funding Source Documentation Sheet
 - Letters of Commitment (If Applicable)
 - Federally Approved Indirect Cost Rate (If Applicable)
- Any Addendums to the RFA (Must be signed)
- Electronic Copy of Application on a CD in Microsoft Readable Format

Be sure to mark the submittal package with **RFA-12-0013** on the outside of the package before submitting to the Issuing Officer.

TITLE X SPECIAL TERMS AND CONDITIONS

Awards issued with a start date after October 1, 2010 may be subject to the following award term. As required by the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109–282), as amended by section 6202 of Public Law 110–252, recipients must report information for each subaward of \$25,000 or more in Federal funds and executive total compensation as outlined in Appendix A to 2 CFR Part 170 http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl

The FY 2012 HHS Appropriations Act, the Consolidated Appropriations Act, 2012 (Public Law 112-74), was signed into law on December 23, 2011. The Act provides OASH funding for the Federal fiscal year ending September 30, 2012. The following statutory provisions limit the use of funds on this OASH grant or cooperative agreement during the current budget period.

(1) Acknowledgment of Federal Funding (Section 505)

"When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state: (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources."

(2) Restriction on Abortions (Section 506)

"(a) None of the funds appropriated under this Act, and none of the funds in any trust fund to which funds are appropriated in this Act, shall be expended for any abortion. (b) None of the funds appropriated in this Act, and none of the funds in any trust fund to which funds are appropriated in this Act, shall be expended for health benefits coverage that includes coverage of abortion. (c) The term "health benefits coverage" means the package of services covered by a managed care provider or organization pursuant to a contract or other arrangement. "

(3) Exceptions to Restriction on Abortions (Section 507)

(a) The limitations established in the preceding section shall not apply to an abortion—
 (1) if the pregnancy is the result of an act of rape or incest; or (2) in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

(b) Nothing in the preceding section shall be construed as prohibiting the expenditure by a State, locality, entity, or private person of State, local, or private funds (other than a State's or locality's contribution of Medicaid matching funds).

(c) Nothing in the preceding section shall be construed as restricting the ability of any managed care provider from offering abortion coverage or the ability of a State or locality to contract separately with such a provider for such coverage with State funds (other than a State's or locality's contribution of Medicaid matching funds).

(d)(1) None of the funds made available in this Act may be made available to a Federal agency or program, or to a State or local government, if such agency, program, or government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions. (2) In this subsection, the term "health care entity" includes an individual physician or other health care professional, a hospital, a provider-sponsored organization, a health maintenance organization, a health insurance plan, or any other kind of health care facility, organization, or plan."

(4) Ban on Funding of Human Embryo Research (Section 508)

"(a) None of the funds made available in this Act may be used for— (1) the creation of a human embryo or embryos for research purposes; or (2) research in which a human embryo or embryos are destroyed, discarded, or knowingly subjected to risk of injury or death greater than that allowed for research on fetuses in utero under 45 CFR 46.204(b) and section 498(b) of the Public Health Service Act (42 U.S.C. 289g(b)). (b) For purposes of this section, the term "human embryo or embryos" includes any organism, not protected as a human subject under 45 CFR 46 as of the date of the enactment of this Act, that is derived by fertilization, parthenogenesis, cloning, or any other means from one or more human gametes or human diploid cells."

(5) Limitation on Use of Funds for Promotion of Legalization of Controlled Substances

(Section 509) "(a) None of the funds made available in this Act may be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal and recognized executive-congressional communications. (b)The limitation in subsection (a) shall not apply when there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage."

(6) Dissemination of False or Deliberately Misleading Scientific Information (Section

516(b)). "None of the funds made available in this Act may be used to disseminate information that is deliberately false or misleading."

(7) Restriction on Distribution of Sterile Needles (Section 523)

" Notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug."

(8) Salary Limitation (Section 203)

"None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II."

Effective December 23, 2011, the Salary Limitation is based upon the Executive Level II

of the Federal Executive Pay Scale. That amount is \$179,700. For the purposes of the salary limitation, the direct salary is exclusive of fringe benefits and indirect costs. An individual's direct salary is not constrained by the legislative provision for a limitation of salary. The rate limitation simply limits the amount that may be awarded and charged to the grant. A recipient may pay an individual's salary amount in excess of the salary cap with non-federal funds.

(9) Anti-Lobbying (Section 503)

“ (a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used, other than for normal and recognized executive legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.”

(10) Gun Control (Section 218)

“None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control.”

Trafficking in Persons

This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104)

1. Provisions applicable to a recipient that is a private entity.

You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not-

- Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

- Procure a commercial sex act during the period of time that the award is in effect;
- or
- Use forced labor in the performance of the award or subawards under the award.

We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity -

- Is determined to have violated a prohibition in paragraph a.1 of this award term;
- or
- Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either-
 - a. Associated with performance under this award; or
 - b. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 376.

2. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity-

- Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
- Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either-
 - a. Associated with performance under this award; or
 - b. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 376

3. Provisions applicable to any recipient.

- You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term
- Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - a. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - b. Is in addition to all other remedies for noncompliance that are available to us under this award.
- You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

4. Definitions. For purposes of this award term:

- "Employee" means either:
 - a. An individual employed by you or a subrecipient who is engaged in the

- performance of the project or program under this award; or
- b. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
- "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - "Private entity":
 - a. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - b. Includes:
 1. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 2. A for-profit organization.
 - "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102)

This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).

For the full text of the award term, go to http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr175_main_02.tpl. If you are unable to access this link, please contact the Grants Management Specialist identified in this Notice of Grant Award to obtain a copy of the Term.

Agreement #:
Attachment #:
Action:
Page: of

Work Plan Format			
Goal:			
Long Term Objective and Estimated Completion Date:			
Current Year Objective:			
Planned Activities	Completion Date	Responsible Persons	Performance Outcome & Key Outcome Indicators (Indicator that will be used to evaluate the activity)

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 III (A) of the RFA. The long term objective(s) must describe what the program intends to accomplish by the end of a five (5) 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 (1) major result directly related to the program goal, state who is going to be doing what, to whom, by how much, and in what time-frame. 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 time line 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 as a result 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 changes.

TITLE X GUIDELINES AND STATUTES

The organization as a condition to receipt of Title X Funds, do hereby agree as follows:

1. That any funds received shall not be used to promote or teach any religion or religious activity.
2. That any funds received shall not be used to provide any form of abortion or abortion counseling, that is, either encouraging or discouraging abortion (None of the funds appropriated under Title X shall be used in programs where abortion is a method of family planning).
3. That all educational and other materials (including curricula) purchased with Title X funds will be submitted to the Arkansas Department of Health for medical accuracy review and only used in a manner consistent with such review.
4. That services will be provided without regard to religion, race, color, national origin, creed, disability, sex, marital status, age, contraceptive preference or income/ability to pay.
5. To comply with all Federal Statutes and Laws relating to nondiscrimination, including but not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P. O. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex;
 - (c) Any other provisions in the specific statute(s) under which application for Federal assistance is being made; and
 - (d) The requirements of any other State or Federal nondiscrimination statute(s) which may apply to the application.
6. To adhere to all applicable Title X Guidelines & Statutes, including but not limited to:
 - (a) Voluntary Participation
 - Services are provided solely on a voluntary basis and in a manner that preserves clients' privacy, confidentiality and personal dignity.
 - Clients are not subject to coercion in use of any particular method of family planning.
 - Acceptance of family planning services is not a pre-requisite to eligibility or receipt of any other service.
 - Personnel are informed that they may be subject to prosecution if they coerce or try to coerce any person to accept a particular method, undergo abortion or sterilization procedures.
 - (b) Conflict of Interest
 - Policies are established to prevent employees, consultants, or members of governing/advisory bodies from using their positions for private gain for themselves or for others.

(c) Reporting

- Written policies exist for reporting or notification of child abuse, child molestation, sexual abuse, rape, incest or human trafficking.
- Project training plan provides for routine training of staff on Federal/State requirements for reporting or notification of child abuse, child molestation, sexual abuse, rape, incest or human trafficking.

(d) Confidentiality

- No information obtained by staff about individuals receiving services is disclosed without the individual's written consent, except as required by law or as necessary to provide services to the individual, with appropriate safeguards for confidentiality.
- Eligibility for discounts for minors who receive confidential services is based on the income of the minor.
- Facility is adequate to provide the necessary services and is designed to ensure comfort and privacy for clients and to expedite the work of the staff.
- Personnel records are kept confidential.
- Written policies/procedures exist that are sensitive to clients' concerns for confidentiality and privacy, for follow up on referrals that are made as a result of abnormal physical examination or laboratory test findings.
- Client confidentiality procedure is established to allow for client notification and adequate follow-up of abnormal laboratory results.
- Adolescents are assured that counseling sessions are confidential and, if follow-up is necessary, every attempt will be made to assure the privacy of the individual.
- A confidentiality assurance statement appears in the client's record. The written consent of the client is required for the release of personally identifiable information, except as may be necessary to provide services to the client or as required by law, with appropriate safeguards for confidentiality.
- Maintain and disclose any Protected Health Information (PHI), as defined in the federal regulations, in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Standards (U.S.C. 1320d et seq.) and its implementing regulations including, but not limited to, 45 Code of Federal Regulations (CFR) parts 142, 160, 162, and 164 and hereinafter referred to as the Privacy Rule. This also includes compliance with any other applicable federal law and regulation.

PRINTING GUIDELINES

All printing must be competitively bid – **NO Exceptions**.

AR Amendment 54, ACA §19-11-222 states in-part,
“PURCHASE OF PRINTING, STATIONERY AND SUPPLIES:

1. Contracts given to the lowest bidder.

The printing, stationery and supplies purchased by the General Assembly and other departments of government shall be under contracts given to the lowest responsible bidder, below such maximum price and under such regulations as shall be prescribed by law.

“Printing” means the process of transferring images, by the use of standard industrial type printer ink, upon documents such as letterhead, envelopes, pamphlets, booklets and forms;

“Stationery” means imprinted letterhead and envelopes used by the General Assembly and other departments of state government to identify an individual department, agency, board, commission, etc.; and

“Supplies” means paper and inks used to produce stationery.”

TITLE X PROGRAM PRIORITIESProgram Priorities:

1. Assuring the delivery of quality family planning and related preventive health services, where evidence exists that those services should lead to improvement in the overall health of individuals, with priority for services to individuals from low-income families.
2. Expanding access to a broad range of acceptable and effective family planning methods and related preventive health services that include natural family planning methods, infertility services, and services for adolescents, emphasizing the important role Title X Plays in teen pregnancy prevention. The broad range of services does not include abortion as a method of family planning.
3. Providing preventive health care services in accordance with nationally recognized standards of care. This includes, but is not limited to, breast and cervical cancer screening and prevention services; sexually transmitted disease (STD) and HIV prevention education, testing, and referral; and, other related preventive health services.
4. Emphasizing the importance of counseling family planning clients on establishing a reproductive life plan, and providing preconception counseling as a part of family planning services, as appropriate.
5. Addressing the comprehensive family planning and other health needs of individuals, families, and communities through outreach to hard-to-reach and/or vulnerable populations, and partnering with other community-based health and social service providers that provide needed services.
6. Identifying specific strategies for addressing the provisions of health care reform (“The Patient Protection and Affordable Care Act”), and for adapting delivery of family planning and reproductive health services to a changing health care environment and assisting clients with navigating the changing health care system. This includes, but is not limited to, enhancing the ability of Title X clinics to bill third party payers, private insurance and Medicaid.

Key Issues

1. Efficiency and effectiveness in program management and operations.
2. Cost of contraceptives, including long acting reversible contraceptives (LARC), other pharmaceuticals, and laboratory tests.
3. Management and decision-making through performance measures and accountability for outcomes.
4. Linkages and partnerships with HIV care and treatment providers, and mental health, drug and alcohol treatment providers.
5. HIV prevention integration in family planning settings, incorporating CDC’s “Revised Recommendations for HIV Testing of Adults, Adolescents and Pregnant Women in Health Care Settings.
6. Incorporation of electronic technologies, such as electronic health records and practice management systems.
7. Data collection (such as the Family Planning Annual Report [FPAR]) for use in monitoring performance and improving family planning services.

8. Service delivery improvement through translation into practice of research outcomes that focus on family planning and related population issues.
9. Utilizing practice guidelines and recommendations, developed by recognized national professional organizations and Federal agencies, in the provision of evidence-based Title X clinical services.
10. Encouraging vaccination of patients and providers as the best protection against influenza.

Service Coverage Map				
Statewide Coverage				
	Arkansas		Garland	Newton
	Ashley		Grant	Ouachita
	Baxter		Greene	Perry
	Benton		Hempstead	Phillips
	Boone		Hot Spring	Pike
	Bradley		Howard	Poinsett
	Calhoun		Independence	Polk
	Carroll		Izard	Pope
	Chicot		Jackson	Prairie
	Clark		Jefferson	Pulaski
	Clay		Johnson	Randolph
	Cleburne		Lafayette	Saline
	Cleveland		Lawrence	Scott
	Columbia		Lee	Searcy
	Conway		Lincoln	Sebastian
	Craighead		Little River	Sevier
	Crawford		Logan	Sharp
	Crittenden		Lonoke	St. Francis
	Cross		Madison	Stone
	Dallas		Marion	Union
	Desha		Miller	Van Buren
	Drew		Mississippi	Washington
	Faulkner		Monroe	White
	Franklin		Montgomery	Woodruff
	Fulton		Nevada	Yell
Other State: List Below				
Counties: List Below				

Instructions to Vendor:

Vendor is required to indicate with use of a checkmark (√) those counties that will be serviced by the vendor as part of the response to this RFA. If Statewide coverage, then only mark the Statewide Coverage box. This information will be used by the program and the documents reviewed by Legislative Review Committee will reflect the indicated coverage area being provided by the vendor.