

**RFGP 3036**  
**Mini-Grants for Local and Regional Health Outreach and Capacity Building**  
**Activities and Projects**  
**Addendum #1**

1. Amend the “Table of Contents” to add **“ATTACHMENT 4 – Budget Form...Page 43”**.
2. Amend Section 5.2.5 “Program Budget” to read as follows language to be replaced is ~~strike through~~ new language is **bold and underline**:

5.2.5 Program Budget

Provide a detailed program budget, substantially in the form of the reporting requirements in ~~Appendix 2~~ **Attachment 4**, Proposed Budget and a budget narrative for each line item. All activities must be tied to the proposed budget and the administrative structure must be cost effective and efficient. Program budgets must include identifiable fixed costs for all the work contained in the proposal and a summary of the budget items. Line items should be included for personnel, travel (there will be no out-of-state travel), material expenses, training expenses and other costs. For personnel, include the title of all positions for staff that will perform the work, list the percentage of time to be spent on the work, the annual salary for each listed position, the number of months the percentage of salary is budgeted, and a brief description of each position’s job responsibilities.

DHS will not reimburse: (a) indirect costs in excess of 15 percent; (b) purchase of vehicles; and (c) construction projects.

3. Amend Section 6.2.4 “Program Budget” to read as follows language to be replaced is ~~strike through~~ new language is **bold and underline**:

6.2.4 Program Budget

Did Proposer provide a detailed program budget, substantially in the form of the reporting requirements in ~~Appendix 2~~ **Attachment 4**, Proposed Budget and a budget narrative for each line item? All activities must be tied to the proposed budget and the administrative structure must be cost effective and efficient. Program budgets must include identifiable fixed costs for all the work contained in the proposal and a summary of the budget items. Line items should be included for personnel, travel (there will be no out-of-state travel), material expenses, training expenses and other costs. For personnel, include the title of all positions for staff that will perform the work, list the percentage of time to be spent on the work, the annual salary for each listed position, the number of months the percentage of salary is budgeted, and a brief description of each position’s job responsibilities.

DHS will not reimburse: (a) indirect costs in excess of 15 percent; (b) purchase of vehicles; and (c) construction projects. (See Section 5.2.5)

Total Program Budget Points: 15 maximum

4. Amend Section 7.8 “Agreement Period” to read as follows language to be replaced is ~~strike through~~ new language is **bold and underline**:

#### 7.8 Agreement Period

Initial term of the Agreement shall be for the period stated in Section 1.1. If DHS determines that the work performed has been satisfactory, DHS may at its option, amend or extend the Agreement for additional time and for additional dollars without further solicitation up to total Agreement period of ten (10) years.

Modifications or extensions shall be by written amendment duly executed by the parties to the original Agreement see Form Agreement, ~~Appendix 3~~ **Attachment 2**, Exhibit A, Part 3.

5. Amend Section 7.10 “Agreement Documents” to read as follows language to be replaced is ~~strike through~~ new language is **bold and underline**:

#### 7.10 Agreement Documents

The final Agreement will be based on the Form Agreement, which is attached as ~~Appendix 3~~ **Attachment 2** to this RFGP, and will include all exhibits and attachments identified in the Agreement, including this RFGP and the successful Proposer’s Proposal. The terms and conditions included in ~~Appendix 3~~ **Attachment 2**, other than Exhibit A, Parts 1 and 2, are not subject to negotiation.

6. Amend RFGP #3036 to add the Bi-Monthly Report Form and Annual Report for the purpose of allowing potential Proposers to review the report information that might be required under an awarded Grant.