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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

May 12, 2014

TO: ALL PROSPECTIVE APPLICANTS FOR CALFRESH REQUEST FOR APPLICATION
(RFA) 15-01

RE: CalFresh RFA 15-01 Addendum No. 1

Information contained in Addendum No. 1 takes precedence over the original RFA. All other terms and requirements of the RFA not specified in this addendum remain unchanged. Applications are to be submitted in response to the RFA as herein amended.

The following changes have been made to the original RFA. Changes to the RFA are itemized as follows, and noted in red:

1. RFA Page 12, Section L, Subsection 3 Applicant Budget Evaluation:

Revised language should read as follows to reflect all of the line items included in the Applicant's combined budget:

The Applicant's Budget will be evaluated and scored in conjunction with three key SOW deliverables—**approved** applications, **submitted** SAR 7s, and **submitted** Recertifications. The maximum guidelines below apply to the Applicant's combined budget. A combined budget includes Federal Share and State Share program costs across all line-items (personnel, fringe benefits, operating expenses, travel and per diem, equipment, **subcontractors**, other costs and indirect costs). The Applicant's Budget must demonstrate that it corresponds to the following **maximum** guidelines for the **combined budget** when compared with submitted SOW program outcomes.

2. RFA Page 13, Section L, Subsection 5.a.5), Applicant Line Items Instructions:

Revised language should read as following regarding applicant line item instructions:

Full Time Equivalent (FTE): Enter the FTE that each employee will spend on allowable CFO activities (e.g., 20 hours of a 40-hour week equals .50 FTE). **Enter this as a decimal not a percentage.** (The FTE must be carried to four decimal places). You must use a standard 52-week year at 2080 hours to make this calculation. For example, if the position is budgeted for 48 hours, the FTE would be calculated as $48/2080 = .0230$. **Total the FTE for All Staff Listed will automatically be totaled** above the personnel table.

3. RFA Exhibit A Page 2, Section 6, Subsection B

Revised language should read as following for the due date of the progress reports:

Progress reports are to be submitted electronically according to the following schedule:

Year 1:		DUE:
Quarter 2 (Mid-Year)	January 1, 2015 – March 31, 2015	04/30/2015
Quarter 4 (Final)	July 1, 2015 – September 30, 2015	09/30/2015 10/30/2015
Year 2:		
Quarter 2 (Mid-Year)	January 1, 2016 – March 31, 2016	04/30/2016
Quarter 4 (Final)	July 1, 2016 – September 30, 2016	09/30/2016 10/30/2016

4. RFA Exhibit B Page 4, Section D, Subsection 2

Revised language should read as follows to correct the contractor state share reimbursement percentage:

The Contractor is responsible for maintaining verifiable records of all State Share contributions. The Contractor shall submit State Share reports documenting State Share contributions with each invoice. The State Share documentation report shall be submitted in a form and format prescribed by CDSS. The Contractor shall be reimbursed for services satisfactorily performed at a rate of not more than ~~75%~~ 70% of every allowable state share dollar Contractor contributes and for which contractor provides adequate documentation.

5. RFA Page 21, Section M, Subsection 2

Revised language should read as follows to correct the formatting requirement:

Format the narrative portions of the Application using one-inch margins at top, bottom and both sides, a font size of not less than 11 points, printed single-sided on white ~~20 lb. bond~~ paper (8.5 x 11 inches) with sequential pagination. The Application should include tabbed divider pages, separating the Application into the following sections:

Thank you for your interest in the CalFresh RFA 15-01. We look forward to receiving your application.

Sincerely,



Linda Patterson, Branch Chief
CalFresh