



September 6, 2017

Dear Potential Applicant:

You are invited to submit an application to the Pennsylvania Department of Health in accordance with the enclosed Request for Applications (RFA) #67-58.

A pre-application conference will be held on September 20, 2017 at 1:30 p.m. in the Keystone Room, 7<sup>th</sup> Floor West, Health and Welfare Building, 625 Forster Street, Harrisburg, PA 17120. Since facilities are limited, it is requested that you limit your representation to two individuals. Applicant attendance is optional.

All questions regarding this RFA must be directed in writing to Naomi Zeiset, Public Health Program Manager, Bureau of Family Health, Division of Child and Adult Health Services, Pennsylvania Department of Health, Room 7<sup>th</sup> Floor East, Health and Welfare Building, 625 Forster Street, Harrisburg, Pennsylvania 17120-0701, or by e-mail at [nazeiset@pa.gov](mailto:nazeiset@pa.gov), no later than September 13, 2017. All questions must include the specific section of the RFA about which the potential applicant is questioning. Answers to all questions will be posted at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us). Click on 'Solicitations' and search for the above RFA number.

Please submit one original and ten complete copies of your application, (Part 2 of this RFA) in a sealed package to the address below. Your application must arrive in the designated room at the following address no later than 2:30 p.m. on Wednesday, October 11, 2017.

RFA #67-58  
Director, Division of Contracts  
Bureau of Administrative and Financial Services  
Pennsylvania Department of Health  
Room 824, Health and Welfare Building  
625 Forster Street  
Harrisburg, Pennsylvania 17120-0701

**LATE APPLICATIONS WILL NOT BE ACCEPTED REGARDLESS OF THE REASON.**

Please write "APPLICATION ENCLOSED RFA #67-58" in large block letters on the envelope or overnight/priority mail label.

We expect that the evaluation of applications and the selection of grantees will be completed within eight weeks of the submission due date.

Sincerely,

A handwritten signature in black ink that reads "Lori Stubbs".

for

Lori Stubbs  
Director

Bureau of Administrative and Financial Services

Enclosure

Request for Application  
Youth Mentoring Program

RFA Number  
67-58

Date of Issuance  
September 6, 2017

Issuing Office: Pennsylvania Department of Health  
Bureau of Administrative and Financial Services  
Division of Contracts  
Room 824, Health and Welfare Building  
625 Forster Street  
Harrisburg, Pennsylvania 17120-0701

RFA Project Officer: Naomi Zeiset  
Pennsylvania Department of Health  
Bureau of Family Health  
Division of Child and Adult Health Services  
625 Forster Street  
Health and Welfare Building, 7<sup>th</sup> Floor, East Wing  
Email address: [nazeiset@pa.gov](mailto:nazeiset@pa.gov)

# Youth Mentoring Program

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### Application Forms and Attachments

- I. Mailing Label
- II. Cover page
- III. Certifications
- IV. Work Statement
- V. Budget Template is downloadable and is attached for completion of the budget request.
- VI. Form W-9 and Instructions

Any Grant resulting from this RFA will include certain standard terms and conditions, which will either be attached as paper appendices or incorporated by reference and may be found at <http://www.health.pa.gov/vendors>. These terms and conditions are listed below:

- Payment Provisions (Rev. 5/12)
- Program Specific Provisions
- Standard General Terms and Conditions (Rev. 2/15)
- Audit Requirements (Rev. 7/13)
- Commonwealth Travel and Subsistence Rates (Rev. 4/12)
- Minimum Personal Computer Hardware, Software, and Peripherals Requirements (Rev. 4/12)
- Federal Lobbying Certification and Disclosure (Rev. 12/05)
- Pro-Children Act of 1994 (Rev. 12/05)
- Maternal and Child Health Block Grant Provisions (Rev. 12/05)

# PART ONE

## **Youth Mentoring Program**

### General Information

## **A. Information for Applicants**

### **1. Background Information**

The Pennsylvania Department of Health (Department) is responsible for administering the Title V Maternal and Child Health (MCH) Services Block Grant for Pennsylvania. The Title V Block Grant program was established as part of the 1935 Social Security Act, and is administered at the Federal level by the Health Resources and Services Administration (HRSA). The mission of the Title V Block Grant is to improve the health and well-being of the nation's mothers, infants, children and youth, including children and youth with special health care needs, and their families.

Every five years the Department conducts a comprehensive Needs and Capacity Assessment to gauge the strengths and needs of the state's MCH population and related services. As a result of the 2015 Needs and Capacity Assessment, the Department identified nine priorities on which to focus for the next five years.

In 2015, HRSA defined six population domains: Women/Maternal Health, Perinatal/Infant Health, Child Health, Children with Special Health Care Needs, Adolescent Health, and Cross-cutting/Life Course. In addition, HRSA has increased emphasis on measuring performance and incorporating evidence-based strategies and measures into program planning. HRSA has identified over 20 National Outcome Measures and 15 National Performance Measures (NPMs) that will be reported on by each state. The Department is required to focus programming on eight of the 15 NPMs, at least one for each population domain. For those priorities without a related NPM, the Department will track programming progress with a State Performance Measure. As a result of the Title V Block Grant transformation, the Department is responsible for creating a State Action Plan to demonstrate the logical relationships between the chosen priorities, performance measures, and programming strategies.

The work of this RFA will be a strategy within the Adolescent Health domain; it will address the following priority: Protective factors are established for adolescents and young adults prior to and during critical life stages; and address the following performance measure: Percent of youth ages 8-18 participating in a mentoring program who increase assets by 50%. The program will enhance positive behaviors, personal strengths, compensatory skill development and interpersonal relationships with these youths' families, peers, school personnel and other community members. Applicants will achieve these changes in targeted behavior through the development of strategic mentoring programs that address the specific needs of program participants, building upon the foundation of evidence-based mentoring practices.

Filling in the gap by mentoring the next generation of youth is critical to the future of our nation's health and prosperity. It is recognized that making progress toward addressing this need will require substantial commitments of time and resources at all levels from individuals to communities to government. Successful mentoring programs are often built around six core standards of practice: 1) Recruitment 2) Screening 3) Training 4) Matching and Initiation 5) Monitoring and Support and 6) Closure. These standards have been determined to support mentoring programs and ensure that those mentoring programs can best develop and sustain positive and effective mentoring relationships.

Research on evidence-based mentoring has indicated that children and youth benefit greatly from a caring, sustained relationship with a mentor. Some evidence suggests that mentoring can assist youth with a variety of developmental tasks including social skills and leadership development, career awareness, and academic achievement. Mentoring can also assist with improving school attendance, reducing disciplinary issues, raising grade point averages, increasing self-esteem, and preventing and reducing delinquency.

MENTOR: The National Mentoring Partnership, Inc., recognizes that mentoring as a youth development strategy is not only a proven foundational asset for a young person's successful path to adulthood, but results in saving taxpayer dollars and fueling the economy<sup>1</sup>. In fact, recent research demonstrates that for every dollar invested in effective mentoring programs, there is a return of \$2.72<sup>2</sup>. This positive return on investment reflects projected increases in lifetime earnings gained by leading at-risk youth down the path to becoming productive adult citizens, as well as dollars saved through evidence-based mentoring-related outcomes, such as reduced juvenile delinquency and crime, improved school attendance, higher graduation rates, and lowered risk of youth involvement in costly behaviors such as drug, alcohol and tobacco use<sup>2</sup>.

Numerous studies have shown that quality youth mentoring is associated with positive outcomes in three key areas: social-emotional development, behavioral/risk-related behavior, and academic performance, while non-mentored youth often have declines in areas that predict conditions from involvement with juvenile and criminal justice to school and employment disconnection<sup>3,4</sup>. Studies indicate mentoring programs seem most likely to benefit youth from backgrounds of environmental risk and disadvantage<sup>5</sup>. The program Big Brothers Big Sisters has demonstrated that positive relationships between mentors and mentees have a direct and measurable impact on children's lives, reducing mentees risk of using drugs or alcohol as well as their risk of truancy and interpersonal violence when compared with a control group<sup>6</sup>. As an intervention strategy, mentoring has the capacity to serve prevention and promotion goals that align with a myriad of governmental objectives<sup>3</sup>. However, program effectiveness is improved when a greater number of theory-based and empirically based best-practices are utilized<sup>5</sup>.

## **2. Evidence-Based Programs and Practices**

To ensure that prevention programming, such as mentoring, is effective, it is critical to utilize the

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1 MENTOR: The National Mentoring Partnership. 2017. Available at: <http://www.mentoring.org/>. Accessed on January 11, 2017.

2 Anton, P. Wilder Research & Temple, Judy, Univ. of Minnesota, "Social Return on Investment in Youth Mentoring Programs", March 2007.

3 Dubois, D.L, Portillo, N., Rhodes, J.E., Silverthorn, N., & Valentine, J.C. [2011]. How effective are Mentoring Programs for Youth? A Systematic Assessment of the Evidence. *Association for Psychological Science*, 57-58.

4 Rhodes, J.E. and DuBois, D.L. [2006]. Understanding and Facilitating the Youth Mentoring Movement. *Social Policy Report, Giving Child and Youth Development Knowledge Away*, 20: 3-20.

5 DuBois, D.L., Holloway, B.E., Valentine, J.C. et al. [2002]. Effectiveness of Mentoring Programs for Youth: A Meta-Analytic Review. *American Journal of Community Psychology*, 30: 157-197.

6 Grossman, J.B., Resch, N., and Tierney, J.P. [2000, Reissue of 1995 Study]. Making a Difference: An Impact Study of Big Brothers/Big Sisters. A Publication of Public/Private Ventures, 1-58.

best available research results when designing programs and interventions. The Department considers programs and practices to be evidence-based when their effectiveness has been demonstrated by research results, evidence, usually obtained through outcomes evaluations. Causal evidence documents a relationship between an activity or intervention and its intended outcome. Documenting this relationship includes measuring the direction and size of a change and the extent to which a change may be attributed to an activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which the Department considers a program or practice to be evidence-based.

For further information about evidence-based practices for mentoring programs, please see the following links to relevant evidence-based program directories:

- Substance Abuse and Mental Health Services Administration’s National Registry of Evidence-based Programs and Practices:  
<http://nrepp.samhsa.gov/AdvancedSearch.aspx> (keyword search for Mentoring)
- youth.gov, Evidence-Based Program Directories: <http://youth.gov/evidence-innovation/evidence-based-program-directories> (keyword search for Mentoring)
- Office of Juvenile Justice and Delinquency Prevention – Model Program Guide: <https://www.ojjdp.gov/mpg/Topic/Details/88>
- Robert Wood Johnson Foundation – What Works for Health:  
<http://www.countyhealthrankings.org/policies> (keyword search for Mentoring)
- MENTOR - Elements of Effective Practice for Mentoring™:  
<http://www.mentoring.org/program-resources/elements-of-effective-practice-for-mentoring/>

Through this RFA process, the Department is soliciting applications for Youth Mentoring Programs from Pennsylvania institutions and organizations. The Department is interested in funding evidence-based Youth Mentoring applications addressing improving health outcomes for youth, and increasing their protective factors. The overall goal of this funding is to promote the establishment and management of mentoring programs targeting 8 – 18 year old youth. The anticipated grant agreement term is January 1, 2018 to June 30, 2020 subject to the availability of funding. Pending availability of funds, the Department may award up to three grant agreements.

At the Department’s discretion and by letter notice, the Department may renew the resulting Grant Agreement for the following term: two 1-year renewals.

1. In the event of a renewal, the Department may choose to renew the resulting Grant Agreement under one of the following sets of terms:
  - a) At the resulting Grant Agreement’s original terms or conditions; or
  - b) To increase or decrease the grant amount or salaries, hourly wages or fringe benefits to reflect cost increases so long as that increase does not exceed 5% of the original amount or

rates. Nothing in this subparagraph is intended to permit an alteration in the scope of work of the original agreement in the renewal; or

- c) To include the increase or decrease in work or change to amount, salaries, wages, or fringe benefits included in an amendment to the original Grant Agreement, including Subsequently Available Funds, Funding Reduction Change Orders, Budget Revisions, or formal Amendments. The increase or decrease of work shall be limited to deliverables established in the amendment. Nothing in this paragraph shall be read to permit the scope of work of the Grant Agreement to be changed:
2. The Department is not obligated to increase the amount of the Grant award.
  3. Any renewal terms are subject to the other provisions of the Grant Agreement, and the availability of funds.

Applications are welcomed from Pennsylvania not-for-profit organizations recognized as tax exempt under Internal Revenue Code Section 501 (c) (3). Applicants are encouraged to identify and collaborate with partner agencies to fulfill grant deliverables. Additional information about how to apply, relevant and specific restrictions, and stated preferences regarding applicants are noted and outlined in Section B. Applicants are encouraged to be innovative and creative in their approach.

This RFA provides interested Pennsylvania not-for-profit institutions, organizations and persons with information to prepare and submit applications to the Department. Questions about this RFA can be directed to Naomi Zeiset, Public Health Program Manager, Bureau of Family Health, Division of Child and Adult Health Services, Pennsylvania Department of Health, 7<sup>th</sup> Floor East, Health and Welfare Building, 625 Forster Street, Harrisburg, Pennsylvania 17120-0701 or by e-mail address at [nazeiset@pa.gov](mailto:nazeiset@pa.gov), no later than September 13, 2017. Answers to all questions will be posted at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us). Each applicant shall be responsible to monitor the website for new or revised RFA information. The Department shall not be bound by any information that is not either contained within the RFA or formally issued as an addendum by the Department.

In order to do business with the Commonwealth of Pennsylvania providers are required to enroll in the SAP system. Applicants may enroll at [www.vendorregistration.state.pa.us/](http://www.vendorregistration.state.pa.us/) or by calling toll free at 1-877-435-7363 or locally at 717-346-2676.

## **B. Application Procedures**

### **1. General**

- a) Applications must be received by the Department by the time and date stated in the cover letter. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which applications are to be returned is closed on the application response date, the deadline for submission will be automatically extended



until the next Commonwealth business day on which the office is open, unless the Department otherwise notifies Applicants. The hour for submission of applications shall remain the same. The Department will reject, unopened, any late applications.

- b) If it becomes necessary to revise any part of the application guidelines, an amendment will be posted on the DGS website.
- c) The decision of the Department with regard to selection of applicants is final. The Department reserves the right to reject any and all applications received as a result of this request and to negotiate separately with competing applicants.
- d) Awarded applicants shall not be permitted to issue news releases pertaining to this project prior to official written notification of award by the Department review committee. Any subsequent publication or media release issued by the Grantee throughout the life of the grant using funding from this grant must acknowledge the Department as the granting agency, and be approved in writing by the Department.
- e) Applicants who plan to participate in collaborative activities must include, as attachments to the application, signed letters of commitment or MOUs/MOAs to demonstrate collaborative activities.

## **2. Evaluation of Applications**

All applications meeting the stated requirements in this RFA and received by the designated date and time will be reviewed by a committee of qualified personnel selected by the Department. The Review Committee will recommend applications that most closely meet the evaluation criteria developed by the Department. If the Review Committee needs additional clarification of an application, Division of Child and Adult Health Services staff and staff from the Division of Contracts will schedule an oral presentation or assign a due date for the submission of a written clarification.

Evaluation criteria used by the Review Committee, include:

- 1. Statement of the Problem
- 2. Goals and Objectives
- 3. Performance Measures
- 4. Program Design and Implementation
- 5. Logic Model
- 6. Timeline
- 7. Capabilities and Competencies
- 8. Budget Detail and Budget Narrative

## **3. Awards**

Grants will be administered through the Department.

All applicants will receive official written notification of the status of their application from the

Department. Unsuccessful applicants may request a debriefing. This request must be in writing and must be received by the Division of Child and Adult Health Services within 30 calendar days of the written official notification of the status of the application. The Division of Child and Adult Health Services will determine the time and place for the debriefing. The debriefing will be conducted individually by the Division of Child and Adult Health Services staff. Comparison of applications will not be provided. Applicants will not be given any information regarding the evaluation other than the position of their application in relation to all other applications and the strengths and weaknesses in their individual application.

#### **4. Deliverables**

- a) Selected applicant adheres to evidence-based practice proposed in original application.
- b) Selected applicant recruits mentors whose skills, motivations, and backgrounds best match the goals and structure of the program and encourages mentors to assist with recruitment efforts by providing them with resources to ask individuals they know, who meet the eligibility criteria of the program, to be a mentor.
- d) Selected applicant has a publicly available written statement outlining eligibility requirements for both mentors and mentees in its program.
- e) Selected applicant conducts a comprehensive criminal background check on prospective adult mentors, including searching a national criminal records database, along with sex offender and child abuse registries and, when relevant, driving records.
- f) Prospective mentors agree in writing to participate in face-to-face meetings with their mentees that average a minimum of once a week and a total of four or more hours per month over the course of the relationship, or at a minimum frequency and amount of hours that are required by the mentoring program.
- g) School-based programs assess mentors' interest in maintaining contact with their mentees during the summer months (following the close of the academic school year) and offer assistance to matches in maintaining contact.
- h) Selected applicant uses evidence-based screening tools and practices to identify individuals who have attitudes and beliefs that support safe and effective mentoring relationships and to assess the quality of the mentoring relationship.
- i) Selected applicant shall develop and utilize a procedure to manage anticipated closures when members of the match are willing and able to engage in the closure process, as well as a procedure to manage unanticipated closures.

## **5. Reporting Requirements**

- a) The awarded applicant shall be required to submit quarterly written reports within 30 calendar days of the quarter ending. Quarterly reports shall include a narrative detailing the activities that have been completed with the Grant funding along with data on the number of adolescents served and data for any outcome measures developed for the program.
- b) The awarded applicant shall submit a written mid-year report for the first year of the grant period of progress, issues and activities to the Department within 180 calendar days after the grant effective date. The mid-year report shall, at a minimum, identify if activities are proceeding according to the project plan and explain any deviations from the project plan. Any changes to the scope or methodology of the project during the term of the grant agreement must be approved in writing by the Department.
- c) The awarded applicant shall submit a written year-end report of progress to the Department within 45 calendar days following the end of each year of the grant cycle. The year-end report shall, at a minimum, identify if activities are proceeding according to the project plan and explain any deviations from the project plan. Any changes to the scope or methodology of the project during the term of the grant agreement must be approved in writing by the Department.
- d) The awarded applicant shall submit a final written report within 60 calendar days following the end of the grant period. The final report shall summarize progress in accomplishing proposed tasks, obstacles to achieving goals and actions taken to overcome obstacles. Specific guidance for the final report will be issued by the Department prior to the end of the project period.
- e) The awarded applicant shall respond to additional requests for reports or data, as determined by the Department.
- f) The awarded applicant shall request written approval from the Department prior to any changes in key personnel.

## **C. Application Instructions and Required Format**

### **1. Application Instructions**

The following is a list of requirements.

- a) The applicant must submit one original and **10** complete copies of the application (Part Two of this RFA).
- b) The application, including copies, must be in a sealed package.

- c) The application must be received by mail or in person at Division of Contracts by the date and time specified in the cover letter. Applicants mailing applications should allow sufficient mail delivery time to ensure timely receipt. **Late applications will be rejected, regardless of the reason.**
- d) The application must be submitted using the format described in subsection 2, below – Application Format.
- e) The Certifications Form must be completed and signed by an official authorized to bind the organization to the application.
- f) A one-page Project Abstract shall be submitted with the application and must include a description of the applicant's relevant experience as well as demonstrate an understanding of the project and why the specified target population is at increased risk for involvement in unhealthy or delinquent behavior.
- g) The work statement narrative including one-page Project Abstract must not exceed **15** pages. Letters of commitment, MOUs/MOAs, resumes or curriculum vitae and other attachments to support the work statement narrative are not included in the 15-page limit.

Applicants are strongly encouraged to be brief and clear in the presentation of ideas.

## 2. **Application Format**

Applicants must follow the format as described below to complete Part Two of this RFA. Applications must be typewritten on 8 ½" by 11" paper, with a font size no smaller than 10 point and margins of at least ½ inch. Applications should include all of the elements described in this section. Applicants should anticipate that if they fail to submit an application containing all of the specified elements, it might negatively affect the review of their application as evaluation criteria will be based upon the following:

- a) **Cover Page** – Complete the form.
- b) **Certifications Form** – The Certifications Form must be completed and signed by an official authorized to bind the organization to the application.
- c) **Project Abstract** – The Project Abstract shall be no longer than one page and shall be used to briefly describe why the specified target population is at increased risk for involvement in unhealthy or delinquent behavior, the applicant's experience in providing evidence-based youth mentoring programs, the goals and project plan for the application, and how outcomes will be measured.
- d) **Work Statement** – Provide a narrative description of the proposed methodology

addressing the following topics:

**A) Statement of the Problem:** Applicants shall briefly describe the nature and scope of the problem that the program will address, and clearly specify the target population. Applicants should explain factors associated with increased risk for involvement in unhealthy or delinquent behavior. Applicants should define and explain how the factors associated with increased risk for involvement in unhealthy or delinquent behavior impact the specified target population. Applicants should demonstrate an understanding of health disparities amongst this population. Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicants understanding of its causes and potential solutions. While applicants are expected to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

**B) Goals and Objectives:** Applicants shall describe the program's intent to change, reduce or eliminate the problem noted in the previous section and outline the project's goals. In this section, applicants should explain how the program will accomplish its goals. Objectives must be specific, quantifiable statements of the project's desired results, be clearly linked to the problem in the proceeding section, and be measurable.

**C) Performance Measures:** The application shall explain how the applicant will report data for the Performance Measures outlined in the Youth Mentoring Program, Attachment 1. Applications must describe how the applicant will collect and report all required information. Additionally, applications should also describe what the program will accomplish and the outcomes that will result for participants, including mentors, mentees, and sponsoring organizations and how the program will evaluate success. This should include ongoing strategies for monitoring individual and program performance to identify and solve problems that could impact success. The applications should address how the program will reduce risk factors and increase protective factors for healthy youth development. This should include how existing risk and protective factors will be identified in program youth and how changes in risk and protective factors as well as other relevant youth development and health outcomes will be tracked and reported. Applicants should also address how they will measure client satisfaction and utilize the data to continuously improve services. Lastly, applicants should explain how they will determine whether their program is adhering to the selected evidence-based/evidence-informed model(s) by evaluating model fidelity throughout program implementation.

**D) Program Design and Implementation:** Applicants should detail how the project will operate throughout the grant cycle and describe the strategies they will use to achieve the goals and objectives identified in Section C, Subsection 2.d.B. Applicants should provide a detailed description of tasks and activities that they will undertake during the planning period before implementing program activities. Applicants must describe what evidence-based practice/strategy will be used and why this practice/strategy was selected.

Additionally, applicants must describe all of the following:

- 1) The youth population that the program will serve, the selection criteria for target youth, and how the program will recruit target youth. If the applicant will use partnering organizations to recruit youth, then the application should include memoranda of agreement from that organization. Applicants must provide an estimate of the number of youth to be served by the mentoring program each year.
- 2) The recruitment and retention strategies for mentors, including the types of individuals the program will recruit as mentors as well as a training plan, plan for criminal background checks, and ongoing support to facilitate the success of mentor-mentee matches. Applicants should describe how the program will recruit mentors who are representative of the youth population to be served, including appropriate cultural and linguistic diversity.
- 3) The type of evidence-based mentoring program/strategy the applicant will offer and the structure of the mentoring program, including a description of where and when the mentoring will take place, the nature of the mentoring sessions, how often mentors and mentees will meet, and how long the program design specifically provides the types of support youth need. Applicants should include a description of how they will refer youth to services when a need is identified during mentoring that the mentoring program is unable to address.
- 4) Details regarding any leveraged resources (cash or in-kind) from local sources used to support the project. Include a description of plans for sustainability beyond the grant period.

**E) Logic Model:** The application shall include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design.

**F) Timeline:** The application shall include a timeline for development and implementation of the proposed program. The timeline should describe major tasks associated with the goals and objectives of this project, assign responsibility for each, and plot completion of each task by month or quarter for the duration of the award.

**G) Capabilities and Competencies:** The applicant shall include a description of the characteristics and qualifications of the organization(s) that will be implementing the program and delivering services. Please describe the applicant's qualifications relating to the requirements described herein, and include a description of the applicant's organizational capacity to serve the target population. Address the applicant's history implementing youth development programs, including mentoring services and outcomes.

Additionally, include the following in the narrative:

- 1) Explain the program's organizational structure and operations.
- 2) History of implementing youth development programs, including mentoring services, and outcomes.
- 3) History of implementing evidence-based practices, including outcomes.
- 4) Demonstrated ability to work successfully in racially/ethnically diverse settings or to collaborate with agencies with such experience. Bilingual services are desired. Demonstrated ability to work successfully with individuals of diverse sexual orientations and gender identities or to collaborate with agencies with such experience.
- 5) Experience and ability to work collaboratively with public funding sources, such as county, state or Federal governments.
- 6) Description of the roles and responsibilities of project staff, including details about qualifications and language capacity as appropriate. Staffing patterns should be connected to the project design described in prior sections. Applicants will be evaluated on whether sufficient personnel are available to carry out the deliverables. Applicants should list any potential partners, subcontractors, grantees, consultants or any other individuals who will be working on tasks related to this RFA.

See the Work Statement Definitions below for more information.

Mentoring: Mentoring takes place between young persons (that is, mentees) and older or more experienced persons (that is, mentors) who are acting in a non-professional helping capacity to provide relationship-based support that benefits one or more areas of the mentee's development.

Mentoring program: An organization or agency whose mission involves connecting mentors and mentees and monitoring and supporting the relationship over time.

Program model: The framework and organizing structure under which mentoring is delivered to youth. Common models include one adult-to-one child, group mentoring (many adults working with groups of youth), and peer mentoring (in which older or near age youth serve as mentors). These models can also be embedded within other youth services provided by the organization.

Program setting: This most often refers to the location or mode of service delivery. Examples include community-based, site- or school-based, and e-mentoring (in which mentors and youth interact primarily online).

Evidence-based practice: A framework for designing and delivering services in which research-derived information is blended with other forms of “evidence,” such as practitioner experience and client perspectives, to arrive at optimal solutions for clients and produce the most impactful outcomes.

Research: Scientific investigations of program outcomes, as well as the moderators and mediators of those outcomes. Mentoring research can be qualitative (such as analyzing participant reflections on the mentoring experience) or quantitative (such as analyzing mentees’ school data).

e) **Budget** – Use the downloadable format to present your budget request. Instructions regarding completion of the budget can be found in the last worksheet of the downloadable excel budget file. The budget must be reasonable for the work proposed and appropriate for the need within the areas to be served. The anticipated grant agreement term is January 1, 2018 through June 30, 2020. The overall 30-month budget for the application shall not exceed \$1,650,000. Annual budgets may not exceed \$550,000. Your budget needs to contain an Overall Summary in addition to a Summary with Budget Details for each year. In addition to the downloadable budget format, a budget narrative must be provided and include justification supporting the need to allocate funds for items in the spreadsheet of the itemized budget. The justification must provide a clear description of how the budget items directly relate to the completion of project activities and clearly describe every category of expense listed in the Budget Detail Summary. Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Summary. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative should include a calculation of the average cost of the program per mentee served per year. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Summary, the Budget Narrative should be broken down by year. The Budget and Budget Narrative are not included in the 15-page limit for the work statement.

Overall Summary January 1, 2018 through June 30, 2020: Maximum \$1,650,000

Year 1 Summary January 1, 2018 to June 30, 2018: Maximum \$550,000

Year 2 Summary July 1, 2018 to June 30, 2019: Maximum \$550,000

Year 3 Summary July 1, 2019 to June 30, 2020: Maximum \$550,000

f) **Attachments** – Include letters of support, letters of commitment, Memorandums of Understanding, resumes or curriculum vitae, and other attachments to support the work statement narrative.



### 3. Budget Definitions

See the Budget Definitions section below for more information.

Personnel: The personnel section shall identify each position by job title, hourly rate, and the number of hours per year allocated to the project. Fringe benefits are to be shown as a separate line item by percentage and shall include a detailed listing of the benefits being covered.

Consultant Services: This budget category shall identify each consultant by classification, hourly rate and number of hours to be utilized under this grant.

Subcontract Services: This budget shall identify each subcontract to be utilized under this grant. If the subcontractor is not known at this time, please indicate by saying "To Be Determined" along with a description of work to be performed.

Patient Services: This budget category shall reflect funding dedicated for patient services.

Equipment: This budget category shall reflect the actual or projected cost of any equipment \$5,000 or greater. Justification for the purchase of any equipment must be included. Purchase of equipment is not a priority of the Department.

Supplies: This budget category shall reflect expected costs for general office supplies including personal computers and facsimile machines valued at less than \$5,000, needed to support this project.

Travel: This budget category shall include anticipated expenditures for travel including mileage, hotels and meals.

Other: This budget category shall be used for anticipated expenditures that do not fit into any of the other budget categories such as telephone, printing, postage, and indirect costs (overhead, general, and administrative). Indirect rates cannot exceed the provider's Federally approved indirect cost rate schedule. In the description area under OTHER COSTS include the percent that the rate reflects, identify the budget categories to which the rate was applied, and list the specific items that the indirect is paying for.

**Youth Mentoring Program  
Attachment 1**

Performance Measures

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
<p>Establish or improve administration of mentoring programs for targeted youth as defined by the applicant, including youth in areas that are associated with increased risk for involvement in unhealthy or delinquent behavior.</p>	<p>Percentage increase in number of program mentors recruited.</p> <p>Percentage of program mentors successfully completing training.</p> <p>Number of program mentors</p>	<p>Number of mentors at beginning of program.</p> <p>Number of mentors at close of program.</p> <p>Number of trained program mentors.</p> <p>Number of mentors successfully completing training.</p> <p>Number of mentors at the beginning of the reporting period.</p> <p>Number of mentors who left the program.</p>
<p>Increase the number of youth participating in evidence-based or evidence informed youth mentoring programs.</p>	<p>Number of program youth served</p> <p>Percentage of program youth completing program requirements.</p>	<p>Number of youth carried over from the previous reporting period, plus new admissions during the current period.</p> <p>Number of youth in the program.</p> <p>Number of youth who complete the program requirements.</p> <p>Number of youth served using an evidence-based practice.</p>

	Percentage of youth with whom an evidence-based practice was used.	
Increase the number of youth with positive developmental and health outcomes	Percentage of program youth with improved developmental and health outcomes	<p>Number and type of risk and protective factors reported by youth at beginning and close of program.</p> <p>Number and type of developmental and health outcomes reported by youth at beginning and close of program.</p>

# PART TWO

Pennsylvania Department of Health  
Bureau of Family Health  
Division of Child and Adult Health Services

## **Youth Mentoring Program**

**Request for Applications (RFA) #67-58**



## Mailing Label:

**THIS LABEL MAY BE USED FOR MAILING THE APPLICATION. THIS LABEL MAY BE CUT OUT AND FIRMLY AFFIXED TO THE APPLICATION PACKAGE, OR COPY THIS EXACT FORMAT FOR THE MAILING LABEL.**

FROM:

APPLICATION ENCLOSED RFA #67-52

# **BID**

TO: PA DEPARTMENT OF HEALTH  
DIRECTOR  
DIVISION OF CONTRACTS  
ROOM 824, HEALTH AND WELFARE BUILDING  
625 FORSTER STREET  
HARRISBURG, PA 17120-0701

**COVER PAGE**  
**Insert Title of Application**  
RFA #    -   

**Applicant Name:** \_\_\_\_\_  
*(Organization or Institution)*

**Type of Legal Entity** \_\_\_\_\_  
*(Corporation, Partnership, Professional Corporation, Sole Proprietorship, etc.)*

**Federal I.D.#:** \_\_\_\_\_ **Grant Amount:** \$ \_\_\_\_\_

**SAP Vendor #:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**City** \_\_\_\_\_ **County** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

---

**Application Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

---

**Title of Project:** \_\_\_\_\_

**CERTIFICATIONS**

**1. Certification Regarding Debarment and Suspension**

- a. The Contractor certifies, in writing, for itself and all its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made.
- b. The Contractor also certifies, in writing, that as of the date of its execution of this Bid/Contract it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.
- c. The Contractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best knowledge of the Contractor, any of its subcontractors are suspended or debarred by the Commonwealth, the Federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.
- d. The failure of the Contractor to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the Federal government shall constitute an event of default of the Contract with the Commonwealth.
- e. The Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this or any other Agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.
- f. The Contractor may obtain a current list of suspended and debarred Commonwealth Contractors by either searching the Internet at <http://www.dgs.state.pa.us/> or contacting the:

Department of General Services  
 Office of Chief Counsel  
 603 North Office Building  
 Harrisburg, PA 17125  
 Telephone No: (717) 783-6472  
 FAX No: (717) 787-9138

**IF THE CONTRACTOR INTENDS TO USE ANY SUBCONTRACTORS, LIST THEIR NAMES(S), ADDRESS(ES), AND FEDERAL IDENTIFICATION OR SOCIAL SECURITY NUMBER(S) IN THE SPACE BELOW.**

**2. Certification Regarding Application/Proposal/Bid Validity**

This application/proposal/bid shall be valid for a period of 60 days following the time and date designated for bid opening of applications/proposals/bids received in response to this Request for Application/Request for Proposal/Invitation for Bid #67-58.

**BY SIGNING BELOW, THE APPLICANT, BY ITS AUTHORIZED SIGNATORY, IS BINDING ITSELF TO THE ABOVE TWO CERTIFICATIONS.**

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	ADDRESS OF ORGANIZATION
DATE SUBMITTED	CONTRACTOR'S FEDERAL I.D. OR S.S. NUMBER

## **Work Statement**

See Part One, General Information; Section C, Application Instructions and Required Format; Subsection 2d Work Statement for completion instructions.



## **Budget Template**

See Part One, General Information; Section C, Application Instructions and Required Format; Subsection 2e Budget for completion instructions.

Appendix C

**OVERALL BUDGET SUMMARY**

(Insert Vendor Name)

(Insert SAP #)

January 1, 2018 through June 30, 2020

CATEGORIES	Original Budget	Amendment (If Applicable)	Total Budget
I. PERSONNEL SERVICES	-	-	-
II. CONSULTANT SERVICES	-	-	-
III. SUBCONTRACT SERVICES	-	-	-
IV. PATIENT SERVICES	-	-	-
V. EQUIPMENT	-	-	-
VI. SUPPLIES	-	-	-
VII. TRAVEL	-	-	-
VIII. OTHER COSTS	-	-	-
TOTAL	-	-	-

**Appendix C  
BUDGET SUMMARY**

(Insert Vendor Name)  
(Insert SAP #)  
January 1, 2018 through June 30, 2018

<b>CATEGORIES</b>	<b>Original Budget</b>	<b>Amendment Type &amp; Number</b>	<b>Total Budget</b>
<b>I. PERSONNEL SERVICES</b>	-	-	-
<b>II. CONSULTANT SERVICES</b>	-	-	-
<b>III. SUBCONTRACT SERVICES</b>	-	-	-
<b>IV. PATIENT SERVICES</b>	-	-	-
<b>V. EQUIPMENT</b>	-	-	-
<b>VI. SUPPLIES</b>	-	-	-
<b>VII. TRAVEL</b>	-	-	-
<b>VIII. OTHER COSTS</b>	-	-	-
<b>TOTAL</b>	-	-	-



**Appendix C**  
 (Insert Vendor Name)  
 (Insert SAP #)  
 January 1, 2018 through June 30, 2018

Categories		Original Budget	Amendment Type & Number	Total Budget
B. Fringe Benefits				
	Salary			
	Rate			
	-			-
	-			-
	-			-
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	-			-
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Specify the benefits included in this rate:				
	Sub-Total	-	-	-
	Total	-	-	-

**Appendix C**

(Insert Vendor Name)

(Insert SAP #)

January 1, 2018 through June 30, 2018

Categories	Original Budget	Amendment Type & Number	Total Budget
<b>II. CONSULTANT SERVICES</b>			
Consultants	Hourly Rate	Number of Hours	
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<b>III. SUBCONTRACT SERVICES</b>			
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<b>Total</b>	-	-	-

Appendix C  
 (Insert Vendor Name)  
 (Insert SAP #)  
 January 1, 2018 through June 30, 2018

Categories	Original Budget	Amendment Type & Number	Total Budget
<b>IV. PATIENT SERVICES</b>			
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<b>V. EQUIPMENT</b>			
	<u>Quantity</u>	<u>Unit Cost</u>	
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<b>VI. SUPPLIES</b>			
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<b>Total</b>			-

Appendix C  
 (Insert Vendor Name)  
 (Insert SAP #)  
 January 1, 2018 through June 30, 2018

Categories	Original Budget	Amendment Type & Number	Total Budget
<b>VII. TRAVEL</b>			
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<b>VIII. OTHER COSTS</b>			
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<b>TOTAL</b>	-	-	-
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**Appendix C  
BUDGET SUMMARY**

**(Insert Vendor Name)  
(Insert SAP #)  
July 1, 2018 through June 30, 2019**

<b>CATEGORIES</b>	<b>Original Budget</b>	<b>Amendment Type &amp; Number</b>	<b>Total Budget</b>
<b>I. PERSONNEL SERVICES</b>	-	-	-
<b>II. CONSULTANT SERVICES</b>	-	-	-
<b>III. SUBCONTRACT SERVICES</b>	-	-	-
<b>IV. PATIENT SERVICES</b>	-	-	-
<b>V. EQUIPMENT</b>	-	-	-
<b>VI. SUPPLIES</b>	-	-	-
<b>VII. TRAVEL</b>	-	-	-
<b>VIII. OTHER COSTS</b>	-	-	-
<b>TOTAL</b>	-	-	-





**Appendix C**

(Insert Vendor Name)

(Insert SAP #)

July 1, 2018 through June 30, 2019

Categories	Original Budget	Amendment Type & Number	Total Budget
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**II. CONSULTANT SERVICES**

Consultants	Hourly Rate	Number of Hours			
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**III. SUBCONTRACT SERVICES**

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**Appendix C**  
**(Insert Vendor Name)**  
**(Insert SAP #)**  
**July 1, 2018 through June 30, 2019**

Categories	Original Budget	Amendment Type & Number	Total Budget
<b>IV. PATIENT SERVICES</b>			
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<b>V. EQUIPMENT</b>			
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<b>VI. SUPPLIES</b>			
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**Appendix C**

(Insert Vendor Name)

(Insert SAP #)

July 1, 2018 through June 30, 2019

Categories	Original Budget	Amendment Type & Number	Total Budget
<b>VII. TRAVEL</b>			
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<b>VIII. OTHER COSTS</b>			
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<b>Total</b>	-	-	-
<b>TOTAL</b>	-	-	-

**Appendix C  
BUDGET SUMMARY**

**(Insert Vendor Name)  
(Insert SAP #)  
July 1, 2019 through June 30, 2020**

<b>CATEGORIES</b>	<b>Original Budget</b>	<b>Amendment Type &amp; Number</b>	<b>Total Budget</b>
<b>I. PERSONNEL SERVICES</b>	-	-	-
<b>II. CONSULTANT SERVICES</b>	-	-	-
<b>III. SUBCONTRACT SERVICES</b>	-	-	-
<b>IV. PATIENT SERVICES</b>	-	-	-
<b>V. EQUIPMENT</b>	-	-	-
<b>VI. SUPPLIES</b>	-	-	-
<b>VII. TRAVEL</b>	-	-	-
<b>VIII. OTHER COSTS</b>	-	-	-
<b>TOTAL</b>	-	-	-







**Appendix C**

(Insert Vendor Name)

(Insert SAP #)

July 1, 2019 through June 30, 2020

Categories	Original Budget	Amendment Type & Number	Total Budget
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**II. CONSULTANT SERVICES**

Consultants	Hourly Rate	Number of Hours			
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**III. SUBCONTRACT SERVICES**

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**Appendix C**

(Insert Vendor Name)

(Insert SAP #)

July 1, 2019 through June 30, 2020

Categories	Original Budget	Amendment Type & Number	Total Budget
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**IV. PATIENT SERVICES**

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**V. EQUIPMENT**

	<u>Quantity</u>	<u>Unit Cost</u>	
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**VI. SUPPLIES**

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**Appendix C**

(Insert Vendor Name)

(Insert SAP #)

July 1, 2019 through June 30, 2020

Categories	Original Budget	Amendment Type & Number	Total Budget
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**VII. TRAVEL**

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**VIII. OTHER COSTS**

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## W-9 Form

Provide a copy of the completed Internal Revenue Service form W-9. The W-9 form and instructions for completing the form are available at the website <http://www.irs.gov>.

**RFA# 67-58**

**PAYMENT PROVISIONS**

The Department agrees to pay the Contractor for services rendered pursuant to this Contract as follows:

- A. Subject to the availability of state and Federal funds and the other terms and conditions of this Contract, the Department will reimburse Contractor in accordance with Appendix C, and any subsequent amendments thereto, for the costs incurred in providing the services described in this Contract.
- B. This Contract may span several state fiscal periods; therefore, the Department is obligated to pay no more than the dollar amounts for each state fiscal year (SFY), for the periods of time indicated on the Budget, Appendix C. This shall not prohibit the Department from exercising its discretion to move funds unspent at the end of the SFY from one SFY to another to pay for services provided with separate written Department approval and in accordance with this Contract.
- C. Payment to the Contractor shall be made in accordance with the Budget set forth in Appendix C, and any subsequent amendments thereto, as follows:
  - 1. The Department shall have the right to disapprove any expenditure made by the Contractor that is not in accordance with the terms of this Contract and adjust any payment to the Contractor accordingly.
  - 2. Payments will be made monthly upon submission of an itemized invoice for services rendered pursuant to this Contract using the invoice format in Attachment 1 to this Appendix.
  - 3. An original invoice shall be sent by the Contractor directly to the address as listed in Attachment 1 to this Appendix. Documentation supporting that expenditures were made in accordance with the Contract Budget shall be sent by the Contractor to the Department's Project Officer.
  - 4. The Contractor has the option to reallocate funds between and within budget categories (Budget Revision), subject to the following criteria:
    - a. General Conditions for Budget Revisions
      - i. *Budget Revisions At or Exceeding 20%.*
        - A. The Contractor shall not reallocate funds between budget categories in an amount at or exceeding 20% of the total amount of the Contract per budget year as set forth in Appendix C Budget, and any subsequent amendments thereto, without prior written approval of the Department's Project Officer.
        - B. The Contractor shall request prior written approval from the Department's Project Officer when the cumulative total of all prior Budget revisions in the budget year is 20% or greater of the total amount of the Contract per budget year.
        - C. Reallocations at or exceeding 20% of the total amount of the Contract per budget year may not occur more than once per budget year unless the Department's Project Officer finds that there is good cause for approving one additional request. The Project Officer's determination of good cause shall be final.
      - ii. *Budget Revisions Under 20%.* The Contractor shall notify the Department's Project Officer of any Budget Revision under 20% of the total amount of the Contract per budget year in writing, but need not request Department approval, except as provided for in Paragraph 4(a)(i)(B) above.
      - iii. The Contractor shall obtain written approval from the Department's Project Officer prior to

reallocating funding into a previously unfunded budget category or prior to eliminating all funding from an existing budget category, regardless of the percentage amount.

- iv. The Contractor shall provide the Department's Project Officer with notice or make a request for approval prior to the submission of the next invoice based on these changes.
- v. At no time can Administrative/Indirect cost rates be increased via a Budget Revision.

b. Budget Revisions Relating to Personnel

- i. Any change to funds in the Personnel Category requires the approval of the Department's Project Officer, and any such change at 20% or over as set forth in Paragraph 4(a) shall be counted as one Budget Revision under that paragraph.
  - ii. The Contractor may not reallocate funds to, or move funds within, the Personnel Services Category of the Budget (Appendix C), and any subsequent amendments thereto, to increase staff personnel or fringe benefit line items unless one of the following circumstances apply:
    - A. The Contractor is subject to a collective bargaining agreement or other union agreement and, during the term of this Contract, salaries, hourly wages, or fringe benefits under this Contract are increased because of a renegotiation of that collective bargaining agreement or other union agreement. The Contractor shall submit to the Department's Project Officer written documentation of the new collective bargaining or other union agreement, which necessitates such reallocation.
    - B. The Contractor is unable to fill a position that is vacant or becomes vacant at or after the effective date of this Contract. The Contractor shall submit to the Department's Project Officer written justification for the request to increase rates and reallocation of funds in connection with filling such a position in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the Contract, as well as the Contractor's inability to fill the position at the existing rates. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area. No increase relating to a position may exceed 10% of the original rate.
    - C. The Contractor is unable to perform the work of the Contract with the existing positions, titles or classifications of staff. The Contractor may add or change a position, title or classification in order to perform work that is already required. The Contractor shall submit to the Department's Project Officer for his or her approval written justification for the request to increase rates and reallocation of funds in connection with changing or adding a position, title or classification, in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the contract, as well as the Contractor's inability to fill current position. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area. No increase relating to an addition or change may exceed 10% of the rate for the original position.
  - iii. The Department's determination regarding the validity of any justification is final.
  - iv. All increases are subject to the availability of funds awarded under this Contract. The Commonwealth is not obligated to increase the amount of award.
  - v. This paragraph is not intended to restrict any employee from receiving an increase in salary based on the employer's fee schedule for the job classification.
5. Unless otherwise specified elsewhere in this Contract, the following shall apply. Contractor shall submit monthly invoices within 30 days from the last day of the month within which the work is performed. The final invoice shall be submitted within 45 days of the Contract's termination date. The Department will neither honor nor be liable for invoices not submitted in compliance with the time

requirements in this paragraph unless the Department agrees to an extension of these requirements in writing. The Contractor shall be reimbursed only for services acceptable to the Department.

6. The Department, at its option, may withhold the last 20 percent of reimbursement due under this Contract, until the Project Officer has determined that all work and services required under this Contract have been performed or delivered in a manner acceptable to the Department.
7. The Commonwealth will make payments through the Automated Clearing House (ACH) Network. The Pennsylvania Electronic Payment Program (PEPP) establishes the Automated Clearing House Network as the preferred method of payment in lieu of issuing checks. The PEPP enrollment form may be obtained at: [www.vendorregistration.state.pa.us/cvmu/paper/Forms/ACH-EFTenrollmentform.pdf](http://www.vendorregistration.state.pa.us/cvmu/paper/Forms/ACH-EFTenrollmentform.pdf) and can be completed online, as applicable.
  - a. Within 10 days of award of the Contract or Purchase Order, the Contractor must submit or must have submitted its ACH information within its user profile in the Commonwealth's procurement system (SRM). At the time of submitting ACH information, the Contractor will also be able to enroll to receive remittances via electronic addenda. Within 10 days of award of the Grant Agreement, the Contractor must submit or must have already submitted its ACH information and electronic addenda information, if desired, to the Commonwealth's Payable Service Center, Vendor Data Management Unit at 717-214-0140 (FAX) or by mail to the Office of Comptroller Operations, Bureau of Payable Services, Payable Service Center, Vendor Data Management Unit, 555 Walnut Street – 9<sup>th</sup> Floor, Harrisburg, PA 17101.
  - b. The Contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth of Pennsylvania's ACH remittance advice to enable the Contractor to properly apply the state agency's payment to the invoice submitted.
  - c. It is the responsibility of the Contractor to ensure that the ACH information contained in SRM (for Contracts or Purchase Orders) or in the Commonwealth's Central Vendor Master File (for Grant Agreements) is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.
  - d. In the event this language conflicts with language contained elsewhere in this agreement, the language contained herein shall control.



**PROGRAM SPECIFIC PROVISIONS****I. NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE.**

The following language replaces Paragraph 35 of the Standard General Terms and Conditions (Rev. 2/15) in its entirety:

The Grantee agrees:

- A. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the Grant Agreement or any subgrant Agreement, Contract, or subcontract, the Grantee, a subgrantee, a Contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable Federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
- B. The Grantee, any subgrantee, Contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable Federal laws against or intimidate any of its employees.
- C. The Grantee, any subgrantee, Contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the Grant services are performed shall satisfy this requirement for employees with an established work site.
- D. The Grantee, any subgrantee, Contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable Federal laws against any subgrantee, Contractor, subcontractor or supplier who is qualified to perform the work to which the Grant relates.
- E. The Grantee and each subgrantee, Contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable Federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, Contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have Federal government Contracts of first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any Contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities, for purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.
- F. The Grantee, any subgrantee, Contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant Agreement, Contract or subcontract so that those provisions applicable to subgrantees, Contractors or subcontractors will be binding upon each subgrantee, Contractor or subcontractor.
- G. The Grantor's and each subgrantee's, Contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the

Grant Agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, Contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Grant Agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

- H. The Commonwealth may cancel or terminate the Grant Agreement and all money due or to become due under the Grant Agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, Contractor, or subcontractor in the Contractor Responsibility File.

## **II. ADDITIONAL PROVISIONS RELATING TO NONDISCRIMINATION/SEXUAL HARASSMENT.**

The following language replaces Paragraph 36 of the Standard General Terms and Conditions (Rev. 2/15) in its entirety:

- A. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the Contract or any subcontract, the Contractor each subcontractor, or any person acting on behalf of the Contractor or subcontractor shall not, by reason of religion, age, gender, sexual orientation, gender identity or expression, handicap or national origin discriminate against any citizen of this commonwealth who is qualified and available to perform the work to which the employment relates.
- B. Neither the Contractor nor any subcontractor or any person on their behalf shall in any manner discriminate against or intimidate any of its employees on account of religion, age, gender, sexual orientation, gender identity or expression, handicap or national origin.
- C. The Grantee, any subgrantee, Contractor or any subcontractor shall not discriminate by reason of religion, age, gender, sexual orientation, gender identity or expression, handicap or national origin against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the contracts relates.
- D. The Contractor and any subcontractors shall ensure that any services or benefits available to the public or other third parties by way of this Contract shall not be denied or restricted for such persons due to race, creed, color, religion, gender, sexual orientation, gender identity or expression, age, handicap, or national origin (national origin protections include persons who are limited English proficient) consistent with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act and The Age Discrimination Act of 1975 as well as applicable provisions of the Omnibus Reconciliation Act of 1981.
- E. The Contractor and each subcontractor shall furnish all necessary employment documents and records to and permit access to its books, records, and accounts by the contracting officer and the Department of General Services' Bureau of Contract Administration and Business Development for purposes of investigation to ascertain compliance with the provisions of this Additional Provisions relating to Nondiscrimination/Sexual Harassment Clause. If the Contractor or any subcontractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting officer or the Bureau of Contract Administration and Business Development.