

RFGA24-01: Early Intervention and Specialized Services System of Care
Request for Grant Application Summary Correction Items
Issued on January 10, 2024
Updated on February 14, 2014

This document serves as an amendment to the original Request for Grant Application (RFGA) #24-01 Early Intervention and Specialized Services System of Care, issued on December 20, 2023. This amendment is issued to provide corrections, clarifications, and updates to the original RFGA. **All proposers are advised to carefully review and incorporate the following amendments into their Application Package.**

Item	Document	Original Posting	Corrected Posting	Correction Date
1	RFGA Summary	<p>Section IV. Proposal Evaluation Criteria Table J: MQs Service Component 4 Page 38 ----- MQ 2: The Agency is a nonprofit organization filed with a 501(c)(3) and/or equivalent.</p>	<p>Section IV. Proposal Evaluation Criteria Table J: MQs Service Component 4 Page 38 ----- MQ 2: Agency is one of the following allowable entity types: for-profit organization, social enterprise, joint powers, educational institution, community-based non-profit under Section 501(c)(3) of the Internal Revenue Code, or individual.</p>	12/21/23
2	RFGA Summary	<p>Attachments Appendix 5: Application Program Narrative Instruction (pg. 3 of 3) Page 83 ----- <ul style="list-style-type: none"> • Organization chart of staffing configuration. If applicable, include partners/ consultants. </p>	<p>Attachments Appendix 5: Application Program Narrative Instruction (pg. 3 of 3) Page 83 ----- <ul style="list-style-type: none"> I. Organization chart of staffing configuration. If applicable, include partners/ consultants. </p>	1/09/23

3	RFGA Summary	<p><u>Attachments</u> Appendix 5: Application Program Narrative Instruction (pg. 3 of 3) Page 83 ----- I. Letters of Reference from stakeholders, other CBOs, or relevant entities. (A maximum of 3 single page)</p>	<p><u>Attachments</u> Appendix 5: Application Program Narrative Instruction (pg. 3 of 3) Page 83 ----- J. Letters of Reference from stakeholders, other CBOs, or relevant entities. (A maximum of 3 single page)</p>	1/09/24
4	RFGA Summary	<p><u>Attachments</u> Appendix 5: Application Program Narrative Instruction (pg. 1 of 3) Page 81 ----- DEC-EISS.RFGA@sfgov.org</p>	<p><u>Attachments</u> Appendix 5: Application Program Narrative Instruction (pg. 1 of 3) Page 81 ----- DEC-EISS.RFGA@sfgov.org</p>	1/10/24
5	RFGA Summary	<p><u>Attachments</u> Appendix 5: Application Program Narrative Instruction (pg. 1 of 3) Page 81 ----- The PDF titles must include:</p> <ul style="list-style-type: none"> • The name of your agency • The text: RFGA# DEC24-1 • The document title – Financial or Application • The number of files submitted (i.e., 1 of X) <p>In a single email, the attached PDF titles must follow this format below as an example:</p> <ul style="list-style-type: none"> • ORGName.RFGA#DEC24-1.Financial.1of3.pdf • ORGName.RFGA#DEC24-1. Application.2of3.pdf • ORGName.RFGA#DEC24-1.Application.3of3.pdf 	<p><u>Attachments</u> Appendix 5: Application Program Narrative Instruction (pg. 1 of 3) Page 81 ----- The PDF titles must include:</p> <ul style="list-style-type: none"> • The name of your agency • The text: RFGA# DEC24-1 • The document title – Financial or Application SC# (i.e., SC1, SC2, SC3 and/or SC4) • The number of files submitted (i.e., 1 of X) <p>In a single email, the attached PDF titles must follow this format below as an example:</p> <ul style="list-style-type: none"> • ORGName.RFGA#DEC24-1.Financial.1of3.pdf 	1/10/24

			<ul style="list-style-type: none"> • ORGName.RFGA#DEC24-1. Application SC1.2of3.pdf • ORGName.RFGA#DEC24-1.Application SC2.3of3.pdf 	
6	RFGA Summary	<p>Section VI. Terms and Conditions for Receipt of Proposal Sub-section M: Local Business Enterprise Goals and Outreach Page 47 -----</p> <p>1. CMD REQUIRED FORMS</p> <ul style="list-style-type: none"> • Form 2A: CMD Contract Participation Form • Form 3: CMD Non-Discrimination Affidavit • Form 4: CMD Joint Venture (if applicable) 	<p>Section VI. Terms and Conditions for Receipt of Proposal Sub-section M: Local Business Enterprise Goals and Outreach Page 47 -----</p> <p>1. CMD REQUIRED FORMS</p> <ul style="list-style-type: none"> • Form 2A: CMD Contract Participation Form • Form 3: CMD Compliance Affidavit • Form 4: CMD Joint Venture (if applicable) • Form 5: CMD Employment Form 	1/10/24
7	RFGA Summary	<p>Section VI. Terms and Conditions for Receipt of Proposal Sub-section M: Local Business Enterprise Goals and Outreach Page 47 -----</p> <p>4. APPLICATION OF LBE RATING BONUSES A. Eligibility for the LBE Rating Bonus</p> <p>Certified Small or Micro-LBEs, including certified non-profit organizations, are eligible for an LBE rating bonus if the LBE is CMD certified in the type of work that is specified for the prime applicant by the Contract Awarding Authority.</p>	<p>Section VI. Terms and Conditions for Receipt of Proposal Sub-section M: Local Business Enterprise Goals and Outreach Page 47 -----</p> <p>5. APPLICATION OF LBE RATING BONUSES B. Eligibility for the LBE Rating Bonus</p> <p>Certified Small or Micro-LBEs, including certified non-profit organizations, may be eligible for an LBE rating bonus if the LBE is CMD certified in the type of work that is specified for the prime applicant by the Contract Awarding Authority.</p>	1/10/24
8	Form E	<p>Form E: Budget Form FY24 Sheet: Main Agency Budget</p>	<p>Form E: Budget Form FY24 Sheet: Main Agency Budget</p>	1/10/24

		<p>Row 121</p> <p>-----</p> <p>Please ensure that your total budget is equal to the exact amount of your award from your FY2021-22 funding memo.</p>	<p>Row 121</p> <p>-----</p> <p>Please ensure that your total budget is equal to the exact amount of your award from your FY2024-25 funding memo.</p>	
9	Form E	<p>Form E: Budget Form FY24 Sheet: Sub.1, Sub.2, Sub. 3, and Sub. 4 Row 91</p> <p>-----</p> <p>FY2021-22</p>	<p>Form E: Budget Form FY24 Sheet: Main Agency Budget Row 91</p> <p>-----</p> <p>FY2024-25</p>	1/10/24
10	Form E	<p>Form E: Budget Form FY24 Sheet: Sub.1, Sub.2, Sub. 3, and Sub. 4 Row 7</p> <p>-----</p> <p>Date Approved by F5SF:</p>	<p>Form E: Budget Form FY24 Sheet: Main Agency Budget Row 7</p> <p>-----</p> <p>Date Approved by DEC:</p>	1/10/24

11	RFGA Summary	<p>Section I. Introduction and Solicitation Schedule Sub-Section D: Solicitation Schedule Table B Page 12</p> <p>-----</p> <p>Row 4: Deadline to Submit Proposals: February 16, 2024 at 5:00 pm PST</p>	<p>Section I. Introduction and Solicitation Schedule Sub-Section D: Solicitation Schedule Table B Page 12</p> <p>-----</p> <p>Row 4: Deadline to Submit Proposals: February 20, 2024 at 12:00pm PST</p>	2/14/24
12	RFGA Summary	<p>Section III. Submission Requirements Sub-Section A: Time and Place for Submission of Applications Page 34</p> <p>-----</p> <p>Proposer shall submit one (1) electronic pdf copy of the proposal to DEC-EISS-RFGA@sfgov.org. Electronic file title should include agency name;</p>	<p>Section III. Submission Requirements Sub-Section A: Time and Place for Submission of Applications Page 34</p> <p>-----</p> <p>Proposer shall submit one (1) electronic copy of the proposal to DEC-EISS-RFGA@sfgov.org. Electronic file title should include the agency</p>	2/14/24

RFGA number (RFGA DEC24-01); number of files submitted, i.e. 1 of 4; and any additional labeling specifications provided in the application instructions document (Appendix 5). Applications must be received by **5:00 p.m. PST, on Friday February 16, 2024**. Late submissions may not be considered. Supplemental documents or revisions after the deadline will not be accepted.

Department staff will confirm receipt of all proposal submissions within one (1) business day after receipt of the application packet.

13 RFGA Summary Attachments

Appendix 5: Application Program Narrative Instruction (pg. 1 of 3)

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Proposers must submit via email an electronic PDF copy of the Application Packet to DEC-EISS-RFGA@sfgov.org by no later than **Friday, February 16, 2024, at 5:00 PM PST**. An Application Packet includes:

- a. Single PDF for Financials
- b. Single PDF for Application per selected Service Component(s)

name; RFGA number (RFGA DEC24-01); number of files submitted, i.e. 1 of 4; and any additional labeling specifications provided in the application instructions document (Appendix 5). Applications must be received by **12:00 p.m. PST, on Tuesday, February 20, 2024**. Late submissions **may** not be considered. Supplemental documents or revisions after the deadline **may** not be accepted.

Department staff will confirm receipt of all proposal submissions within **three (3) business days after receipt of the application packet.**

Attachments

Appendix 5: Application Program Narrative Instruction (pg. 1 of **4**)

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Proposers must submit via email an electronic copy of the Application Packet to DEC-EISS-RFGA@sfgov.org by no later than **Tuesday, February 20, 2024, at 12:00 PM PST**. An Application Packet includes:

- a. Single PDF for Financials
- b. Single PDF for Application per selected Service Component(s)
- c. **Budget & Narrative Form (Form E) as an Excel attachment**

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14 RFGA Summary **Attachments**
Appendix 5: Application Program Narrative Instruction (pg. 1 of 3)
Page 81

Note: A proposer may submit as few as two attachments (1 financial, & 1 application) when applying for **one** service component and as many as five attachments (1 financial, 4 applications) when applying for all **four** service components.

Attachments 2/14/24
Appendix 5: Application Program Narrative Instruction (pg. 1 of 4)
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Note: A proposer may submit as few as **three** attachments (1 financial, 1 application, **1 budget**) when applying for **one** service component and as many as **nine** attachments (1 financial, 4 applications, and **4 budget forms**) when applying for all **four** service components.

15 RFGA Summary **Attachments**
Appendix 5: Application Program Narrative Instruction (pg. 1 of 3)
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The PDF titles must include:

- The name of your agency
- The text: RFGA# DEC24-1
- The document title – Financial or Application _SC # (i.e., SC1, SC2, SC3 and/or SC4)
- The number of files submitted (i.e., 1 of X)

In a single email, the attached PDF titles must follow this format below as an example:

- ORGName.RFGA#DEC24-1.Financial.1of3.pdf

Attachments 2/14/24
Appendix 5: Application Program Narrative Instruction (pg. 1 of 4)
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The PDF titles must include:

- The name of your agency
- The text: RFGA# DEC24-1
- The document title – Financial, Application **or Budget**_SC # (i.e., SC1, SC2, SC3 and/or SC4)
- The number of files submitted (i.e., 1 of X)

In a single email, the attached PDF titles must follow this format below as an example:

- ORGName.RFGA#DEC24-1.Financial.1of5.pdf

- ORGName.RFGA#DEC24-1.Application_SC1.2of3.pdf
- ORGName.RFGA#DEC24-1.Application_SC2.3of3.pdf

- ORGName.RFGA#DEC24-1.Application_SC1.2of5.pdf
- ORGName.RFGA#DEC24-1.Budget_SC1.3of5.xlsx
- ORGName.RFGA#DEC24-1.Application_SC2.4of5.pdf
- ORGName.RFGA#DEC24-1.Budget_SC2.5of5.xlsx

16 RFGA Summary Attachments
Appendix 5: Application Program Narrative Instruction (pg. 1 of 3)
Page 81-82

 The proposal must be received by 5:00 p.m. on **Friday, February 16, 2024**

Late submissions will not be considered. Supplemental documents or revisions after the deadline may not be accepted.

Department staff will confirm receipt of all proposal submissions within one (1) business day after receipt of the application packet.

Attachments 2/14/24
Appendix 5: Application Program Narrative Instruction (pg. 1 of 4)
Page 81-82

 The proposal must be received by **12:00 p.m. on Tuesday, February 20, 2024**

Late submissions **may** not be considered. Supplemental documents or revisions after the deadline may not be accepted.

Department staff will confirm receipt of all proposal submissions within **three (3) business days after receipt of the application packet.**

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Appendix 5: Application Program Narrative Instruction (pg. 3 of 3)
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Attachments 2/14/24
Appendix 5: Application Program Narrative Instruction (pg. 3 of 3)
Page 83

II. In a Second single PDF titled in the format [Agency name.RFGA #DEC24-1.Application.1ofX] combine the following:

E. Form E: Budget & Narrative Form

18 RFGA Summary Attachments

Appendix 5: Application Program Narrative Instruction

N/A

Modified instruction item added

III. In a Second single PDF titled in the format [Agency name.RFGA #DEC24-1.Application.1ofX] combine the following:

Item Removed (see next correction item 18 below)

Attachments

Appendix 5: Application Program Narrative Instruction (pg. 4 of 4)

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III. **Attachment: Budget & narrative Form (FORM E) [Agency name.RFGA #DEC24-1.Budget.1ofX]:**

NOTE: If applying for multiple Service Components, you are required to have a separate Budget and Narrative Form (Form E) for each Service Component in the packet.

FORM E: FY24 Budget & Narrative

- Please attach a Budget and Narrative Form (Form E) in Excel format for each service component you are applying for. Your Excel Budget & Narrative Form (entire workbook) will count as one page to your overall page limit.
- See Form E for detailed instructions.

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19	Form B	Form B: Proposal Checklist ----- Checklist item: Form E: FY24 Budget & Narrative	Form B: Proposal Checklist ----- Checklist item: Form E: FY24 Budget & Narrative (Excel Worksheet attachment)	2/14/24
20	Form F	Form F: Application Program Narrative Questions Pages 15, 19, 23, & 26 ----- <u>G. Budget and Narrative Form:</u> 1 question; maximum 1 page; 10 points	Form F: Application Program Narrative Questions Pages 15, 19, 23, & 26 ----- <u>G. Budget and Narrative Form</u> 1 Question; Maximum 1 Excel (XLS) Worksheet, 10 points	2/14/24
21	Form E	Form E: Budget & Narrative Form FY24 Sheet: Sub.1, Sub.2, Sub. 3, and Sub. 4 Cell B24 ----- Formula: Sum B27 to B30	Form E: Budget & Narrative Form FY24 Sheet: Sub.1, Sub.2, Sub. 3, and Sub. 4 Cell B24 ----- Formula: Sum B27 to B31	2/14/24