

**New York State Department of Health
Center for Community Health
Division of Nutrition
Commodity Supplemental Food Program**

**RFA # 1402110210
Grants Gateway # DOH01-CSFPLA-2014**

**ADDENDUM #1
June 27, 2014**

RFA Modifications:

The following has been updated/modified in the RFA. Strike-through indicates deleted text; underlined/bolded text is new.

Page 3, Section I. paragraph 1 originally contained the following statement: “~~The Division is seeking applications from agencies wishing to sponsor a Commodity Supplemental Food Program (CSFP) through established five-year contracts.~~”

This shall now read as: “**The Division is seeking applications from agencies wishing to sponsor a Commodity Supplemental Food Program (CSFP) through established four and a half year contracts.**”

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Page 3, Section I. paragraph 2 originally contained the following statement: “~~The anticipated contract start date is October 1, 2014.~~”

This shall now read as: “**The anticipated contract start date is April 1, 2015.**”

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Page 8, Section C. paragraph 1 contained the following statements: “~~Pending available funds, the total funding anticipated for this initiative is \$21,247,360 over the course of five years. The Department of Health will award up to three (3) Commodity Supplemental Food Program contracts with a multi-year term of 5 years.~~”

This shall now read as: “**Pending available funds, the total funding anticipated for this initiative is \$19,122,624 over the course of four and a half years. The Department of Health will award up to three (3) Commodity Supplemental Food Program contracts with a multi-year term of 4 ½ years.**”

Page 12, Section IV. Administrative Requirements, subsection G. Term of Contract paragraphs 2 and 3 originally contained the following statements:

~~“It is expected that contracts resulting from this RFA will have the following multi-year time period: October 1, 2014 to September 30, 2019. The budgets for these contracts must be renewed annually subject to satisfactory performance of the contractor and availability of funds.~~

~~Continued funding throughout this five-year period is contingent upon availability of funding and state budget appropriations. DOH reserves the right to revise the award amount as necessary due to changes in the availability of funding.”~~

This shall now read as:

“It is expected that contracts resulting from this RFA will have the following multi-year time period: April 1, 2015 to September 30, 2019. The budgets for these contracts must be renewed annually subject to satisfactory performance of the contractor and availability of funds.

Continued funding throughout this four and a half year period is contingent upon availability of funding and state budget appropriations. DOH reserves the right to revise the award amount as necessary due to changes in the availability of funding.”

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Page 19, Section V. Completing the Application, subsection A. Application Content Section IV. Budget Requirements paragraph 2 originally contained the following statement: ~~“Applicants must propose a budget with consideration given to all costs necessary for the operation of a CSFP for a period of 12 months, assuming an October 1, 2014 start date.”~~

This shall now read as: **“Applicants must propose a budget with consideration given to all costs necessary for the operation of a CSFP for a period of 6 months, assuming an April 1, 2015 start date.”**

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Attachment 4: Commodity Supplemental Foods Program (CSFP) Local Agency Application, Page 11, Section K. question number 7 originally included the following information:

7. ~~Describe what the approximate costs to operate this storage space will be for each year of the five-year contract. Include rent, utilities, equipment, personnel costs, etc. Include one-time expenses to establish the storage space in the first year of the contract and annual costs to operate the storage space in the following four years. NOTE: Do not include these expenses in your budget proposal in Attachment 6, as this is a separate, optional proposal.~~

	Year One	Year Two	Year Three	Year Four	Year Five
Personnel/Fringe	\$	\$	\$	\$	\$
Space	\$	\$	\$	\$	\$
Equipment	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$
	Total \$	Total \$	Total \$	Total \$	Total \$

This shall now read as:

7. **Describe what the approximate costs to operate this storage space will be for the first six month period and for each consecutive 12-month period of the four and a half year contract. Include rent, utilities, equipment, personnel costs, etc. Include one-time expenses to establish the storage space in the first six months of the contract and annual costs to operate the storage space in the following four years. NOTE: Do not include these expenses in your budget proposal in Attachment 6, as this is a separate, optional proposal.**

	<u>6-Month Period</u>	<u>1st 12-month Period</u>	<u>2nd 12-month Period</u>	<u>3rd 12-month Period</u>	<u>4th 12-month Period</u>
Personnel/Fringe	\$	\$	\$	\$	\$
Space	\$	\$	\$	\$	\$
Equipment	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$
	Total \$	Total \$	Total \$	Total \$	Total \$

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Attachment 5: Instructions for completion of budget forms for solicitations, paragraph 1 originally included the following statements: “~~Complete five sets of budget forms as directed, each for a 12-month period. For each set of forms, complete all required Budget Pages. The five consecutive years' budgets should be labeled as instructed in the RFA.~~”

This shall now read as: “**Complete five sets of budget forms as directed, the first for a period of 6-months and the remaining four for each remaining 12-month period. For each set of forms, complete all required Budget Pages. The four and a half consecutive years' budgets should be labeled as instructed in the RFA.**”