



INSTRUCTIONS FOR RESPONSE TO REQUEST FOR BEST VALUE PROPOSALS (RFP) #852P021

Issue Date: August 13, 2019
Title: Healthy Communities Action Teams to Prevent Childhood Obesity
Issuing Agency: Virginia Foundation for Healthy Youth (VFHY)

- Period of Contract: From July 1, 2020 through June 30, 2023.
- Anticipated number of awards: Not to exceed \$30,000 in each year of the grant, \$90,000 total for three years.
- This is an online proposal process. No hard copy proposals will be accepted.
- All offerors currently not a VFHY Healthy Communities Action Teams (HCAT) grantee are required to attend one of seven mandatory Pre-Proposal Conferences. All interested parties, however, are encouraged to attend for updated information. Location, dates and registration information are on page 3 & 4 of this RFP.
- Online proposals are due and must be uploaded by **5:00 p.m., Eastern Standard Time, October 16, 2019**. To be considered, all proposals must be uploaded on or before the date and hour stipulated. Offerors are encouraged to submit online proposals prior to the deadline to avoid any delays due to busy servers or other internet failures. No late proposals will be accepted, under any circumstances, regardless of the reason(s). VFHY is not responsible if the proposal is not submitted by the appointed time. The official time used in the receipt of responses is the electronic time stamp recorded by the server's clock. Proposals uploaded after the date and hour designated are automatically disqualified and will not be considered.
- All inquiries for information should be directed to Donna Gassie, Director of Programs at (804) 225-3619/dgassie@vfhy.org, or contact Regional Grants Administrators (page 2).
- **Late proposals will not be accepted. Proposals will be accepted until 5:00 p.m., October 16, 2019.**
- All data, materials, and documentation originating and prepared for the VFHY pursuant to the RFP shall belong exclusively to the VFHY and such data, materials and documents shall be subject to public inspection and disclosure in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an

Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of Section -2.2-4342 (F) of the *Code of Virginia*, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures or paragraphs that constitute trade secrets or proprietary information. The classification of the entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.

REGIONAL GRANTS ADMINISTRATORS

Lisa Brown
Regional Grants Administrator
North Region
2465 Centreville Road
#J17-106
Herndon, VA 20171
703-501-3042
703-793-9513 Fax
lbrown@vfhy.org

Judith Sparrow
Regional Grants Administrator
Southeast Region
393 Denbigh Blvd., Suite E
Newport News, VA 23608
804-824-5617 Mobile
jsparrow@vfhy.org

Terri-ann Brown
Regional Grants Administrator
Central Region
701 E. Franklin Street, Suite 500
Richmond, VA 23219
804-225-3466
804-225-2272 Fax
tabrown@vfhy.org

Jenny Martin
Regional Grants Administrator
Southwest Region
1700 Kraft Drive, Suite 2416
Blacksburg, VA 24060
540-961-8485
540-961-8463 Fax
540-320-1861 Mobile
jmartin@vfhy.org

PRE-PROPOSAL CONFERENCES

VFHY is conducting seven Pre-Proposal Conferences throughout the Commonwealth. These conferences will provide detailed information about RFP #852P021, specific requirements and information about policy, systems and environmental changes related to preventing childhood obesity. Offerors currently funded under RFP #852P020 are not required to attend a Pre-Proposal Conference, however, it is highly recommended that they attend to hear updated information. ALL OTHER OFFERORS ARE REQUIRED TO ATTEND ONE OF THE CONFERENCES. It is recommended that at least 2 members of the proposed Healthy Communities Action Teams (HCATs) attend to maximize the quality of the submitted proposal.

Offerors must register online to attend one of the conferences:

<https://web.cvent.com/event/7e4e16b1-c4ca-4d3c-9a79-3569d43c20b2/summary>

September 3, 2019

11:00 a.m. - 1:00 p.m.

Frontier Culture Museum, Dairy Barn Lecture Hall

1290 Richmond Ave

Staunton, VA 24401

(540) 332-7850

Contact: Lisa Brown, VFHY Regional Grants Administrator, North Region, (703) 501-3042

September 4, 2019

10:00 a.m. - Noon

Hyatt Place

5040 Valley View Blvd. North, NW

Roanoke, VA 24012

(540) 366-4700

Contact: Jenny Martin, VFHY Regional Grants Administrator, Southwest Region, (540) 961-8485

September 5, 2019

10:00 a.m. - Noon

Southwest Virginia Higher Education Center

One Partnership Circle

Abingdon, VA 24210

(276) 619-4300

Contact: Jenny Martin, VFHY Regional Grants Administrator, Southwest Region, (540) 961-8485

September 9, 2019

10:00 a.m. - Noon

Alan Pearson Cancer Center

1701 Thomson Drive

Lynchburg, VA 24501

(434) 200-6091

Contact: Terri-ann Brown, VFHY Regional Grants Administrator, Central Region, (804) 225-3466

(Dates and locations continued on next page)

September 10, 2019

10:00 a.m. - Noon

VCU Cancer Research & Resource Center

221 N. Main Street

Lawrenceville, VA 23868

(434) 532-8190

Contact: Judy Sparrow, VFHY Regional Grants Administrator, Southeast Region, (804) 824-5617

September 12, 2019

10:00 a.m. - Noon

Hilton Garden Inn

1060 Hospitality Lane

Fredericksburg, VA 22401

(540) 548-8822

Contact: Lisa Brown, VFHY Regional Grants Administrator, North Region, (703) 501-3042

Terri-ann Brown, VFHY Regional Grants Administrator, Central Region, (804) 225-3466

September 13, 2019

10:00 a.m. – Noon

Marriott – Newport News Town Center

740 Town Center Drive

Newport News, VA 23606

(757) 873-9299

Contact: Judy Sparrow, VFHY Regional Grants Administrator, Southeast Region, (804) 824-5617

I. PURPOSE

The purpose of the Request for Best Value Proposals (RFP) is to solicit online proposals to establish a contract through competitive negotiations for the purchase of the implementation of childhood obesity prevention activities by the Virginia Foundation for Healthy Youth. These activities will be conducted through the work of Healthy Communities Action Teams. This solicitation is using *Best Value* procurement procedures.

II. BACKGROUND

The Virginia Foundation for Healthy Youth awards funding through grants to local partnerships to prevent and reduce childhood obesity and tobacco use in the Commonwealth of Virginia.

III. FUNDS AVAILABLE

A total of up to \$2,025,000 is available for grants across the state for the three-year grant period. Individual awards will not exceed \$30,000 per year, the total amount available per three-year grant is \$90,000. Grant awards will be made to more than one offeror. Competition for grant awards takes place on a statewide basis.

IV. ELIGIBLE OFFERORS

Local organizations, coalitions, and teams are ideally positioned to promote policy, system, and environmental changes that will increase access to healthy foods, improve opportunities for physical activity, and help children and adolescents reach and maintain healthy weights. Individuals are not eligible to receive funding. One organizational member of the HCAT should indicate their ability to serve as the fiscal lead for the proposed HCAT and will be the one submitting the proposal.

V. EVALUATION AND AWARD CRITERIA

All areas described in “*Specific Requirements*” of the VFHY Proposal Instructions will be reviewed for level of completeness and accuracy.

All proposals will be reviewed and evaluated by Regional and Statewide Review Panels comprised of members of the VFHY Regional Advisory Boards and other experts in the field of childhood obesity prevention. Best Value concepts will be used for the evaluation and award. Best Value means the overall combination of quality, price, and various elements of required services that in total are optimal relative to a public body’s needs. Various elements may include location, target population, demonstrated need, health disparities, sustainability and type of project. VFHY will consider awards to other than the highest technically acceptable proposal. The Review Panels will recommend to the VFHY Board of Trustees those proposals which most closely meet the requirements of VFHY and are considered to be Best Value.

A. Evaluation Criteria: Proposals will be evaluated using the following Best Value method:

Acceptable:

Offeror's proposal demonstrates a very good understanding of goals and objectives of the RFP. There may be strengths and weaknesses, however strengths far outweigh the weaknesses.

Marginal:

Offeror's proposal demonstrates a fair understanding of the goals and objectives of the RFP. Weaknesses are present and may outweigh strengths that exist. Weaknesses can be corrected with minimal effort.

Unacceptable:

Offeror's proposal fails to demonstrate an understanding of the goals and objectives of the RFP. The proposal has one or more significant weaknesses that outweigh the strengths and is generally deemed unresponsive to the RFP.

- B. Award Criteria: Selection will be made of Offerors deemed to be fully qualified and best suited among those submitting proposals on the following: the adjectival ratings from the reviewers' individual evaluation, the group consensus rating at the team reviews, the Best Value requirements and the amount of funding available. Negotiations will be conducted with the Offerors so selected. Price will be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the agency will select the Offeror(s) that, in its opinion, has made the best proposal(s), and will award the contract(s) to those Offeror(s). The VFHY may cancel this Request for Best Value Proposals or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (See Section, 2.2-4359 D of the *Code of Virginia*.) Awards are contingent on availability of funds through the Master Settlement Agreement and/or appropriations made by the General Assembly, and/or as budgeted and approved by the VFHY Board of Trustees.

ONLINE PROPOSAL INSTRUCTIONS

General Requirements:

- **Read the entire online RFP, VFHY Terms and Conditions, and Proposal Instructions before completing a proposal.**
- To complete the application online, go to: www.tinyurl.com/vfhygrantlogin or connect directly from the VFHY website.
- Offerors must complete each required section of the online proposal and upload all the required VFHY forms.

Summary Information to include:

- Project Name
- Project Description
- Amount Requested
- Geographic Region

Detailed information to include:

- I. Offeror's Background and Description – History, Group Membership, Previous Activities and Experience
- II. Project Information – Statement of Need, Community Asset Map, HCAT Response, Project Workplan(s), Sustainability Plan, Staff & Volunteers
- III. Evaluation – Evaluation Strategies, Outcome Measures, VFHY Statewide Evaluation, Responsible Staff
- IV. Budgets – Funding Requested, Matching Funds, Budget Form
- V. Terms and Conditions/Required Statements

All sections must be completed. All questions must be answered to ensure a complete proposal. Non-responsive proposals may not be forwarded for review.

All required documents must be submitted electronically (uploaded) as part of the online proposal. Directions for file uploading, including scanning and Fax-to-File, can be found on page 14-15.

Specific Requirements

Funding of Healthy Communities Action Teams

Healthy Communities Action Teams (HCATs) are ideally positioned to identify the multiple factors influencing obesity in their communities and to address them accordingly. HCATs must consist of a minimum of five representatives from the locality including but not limited to: community organizations, schools, policy makers, local growers, physicians, businesses, health departments, faith based organizations, cooperative extension agencies, afterschool programs, and others active in the call for healthier, sustainable lifestyles that prevent and reduce childhood obesity. Partner Profile Agreements for all participants detailing their role in the Healthy Communities Action Team must be included with the proposal.

Most importantly, HCATs must include at least one community member. It is vital to include community stakeholders in the process as they bring critical knowledge of community efforts, assets, strengths, and needs. True community engagement and change will happen only if community members are actively a part of the entire process. Community involvement is vital to childhood obesity prevention efforts. Engaging a variety of community members as partners in the process will help identify local assets, focus resources, and improve implementation plans.

Developing an HCAT requires both building and supporting the capacity of the HCAT as well as conducting activities to promote best practices in childhood obesity prevention. This grant will support both capacity building activities (Component I) as well as activities focused on policy, systems and environmental change in communities (Component II). Offerors should determine where they are in the life of the HCAT and select activities that will benefit the HCAT and contribute to the completion of their overall goals. Offerors must clearly describe ALL activities throughout the proposal. Offerors must select a minimum of one activity for each Component.

Policy, Systems & Environmental Change to Address Childhood Obesity Prevention

To have the greatest impact on childhood obesity prevention, it is essential to address policy, systems and environmental (PSE) change opportunities. These opportunities go beyond individual level behavior changes and impact population level health. According to the Institute of Medicine, a PSE focus provides the greatest sustained impact on the largest number of people. Policy change includes policies at the organizational, local and state levels. Systems change involves making changes to the rules and procedures within an organization. Environmental change refers to the physical and built environments. All three may overlap or can occur on their own. Only by identifying these factors can sustainable change take place at the community level. In adopting policies and practices tailored to improving health, localities have the ability to catalyze, support, and lead collaborations in the community and engage diverse groups to improve the places where children live, learn, and play.

Beyond addressing the nutritional aspects and physical activities related to obesity prevention, VFHY recognizes the need to increase awareness of how addressing youth obesity fits within the community context. Understanding community factors that affect health disparities and inequities, as well as identifying practice and policy changes needed to improve individual, family, and community health is the key for successful obesity prevention efforts.

VFHY has adapted the National Academy of Medicine's Equity-Oriented Framework for Obesity Prevention. (Kumanyika, S. 2017, National Academy of Medicine) as a reference point for describing activities funded through this RFP. The framework identifies four categories across communities that

are essential to addressing obesity prevention and equity. Keeping a focus on these categories (Increasing Healthy Options, Eliminate Barriers to Healthy Behaviors, Improving Social and Economic Resources, and Building Community Capacity) helps to ensure that communities, to maximize efforts for success and inclusion, are taking a cross-sectional approach to preventing and reducing obesity.

VFHY will fund HCATs that identify practices that relate to at least one of the four process categories of the framework. Developing programs through the use of this equity framework will assist offerors in creating inclusive community responses that are equitable and recognize local needs. Examples of incorporating promising practices to be funded through the grant, utilizing these categories are:

Increase Healthy Options

- Increase food and retail provision
- Implement school and worksite activities
- Improve the built environment
- Improve access to parks and recreation
- Increase accessible transportation

Improve Social and Economic Resources

- Establish anti-hunger programs
- Provide education
- Increase opportunities for Education and Job Training

Eliminate Barriers to Healthy Behaviors

- Reduce the promotion of unhealthy products
- Reduce the higher costs of healthy foods
- Increase access to affordable, healthy foods

Build Community Capacity

- Empower communities
- Form strategic partnerships
- Support entrepreneurship
- Create behavior change knowledge and skills
- Promote healthy behavior

Offerors should consider the framework when developing their proposals and select specific approaches and action steps that address at least one of the four categories. Offerors must provide clear justifications within their proposal for the process areas and activities they choose. The VFHY Promising Practices to Reduce and Prevent Childhood Obesity document provides examples of acceptable activities and their corresponding categories. The Promising Practices form is available for download at www.vfhy.org/funding-opportunities.

Component I: Infrastructure Building: VFHY Healthy Communities Action Team Development

Communities and coalitions are at various levels of readiness to address obesity prevention through policy, systems, and environmental changes. Applicants must select at least one objective related to the “Building Community Capacity” process category to fund the development, expansion or sustaining of the HCAT. Less experienced or newly formed groups may choose to conduct activities such as developing a Mission, Vision, or Strategic Plan. More established groups should conduct activities related to ensuring the sustainability of the HCAT’s resources, activities and outcomes such as institutionalizing strategies or engaging community leaders to build collective efficacy around obesity prevention initiatives.

These activities will ensure the Offeror has the foundation to select, implement and sustain one or more activities related to preventing and reducing youth obesity in their community. Offerors must utilize this opportunity to address their HCAT’s capacity building needs and include at least one objective addressing infrastructure building.

Component II: Community-based Obesity Prevention Practices

Localities are experienced in promoting children’s health, with jurisdiction over many aspects of land use, food marketing, community planning, transportation, health and nutrition programs, and other community issues. With this in mind, HCATs will identify opportunities for policy, systems, and environmental changes that promote interventions that address the equity-oriented obesity prevention action framework.

Offerors must select activities that address the categories in the VFHY Promising Practices to Reduce and Prevent Childhood Obesity that best fits the group’s skills, capacity, available resources and experience. Multiple activities and practices may be selected if the offeror is able to show the necessary level of capacity. All chosen approaches must be clearly related to the provided needs statement.

Many of the obesity prevention project options are in-depth and will require multiple levels of strategies to be successful – in some cases, beyond the timeline of these grant awards. Offerors should identify the strategy steps required to implement and achieve their stated objectives through this grant opportunity as a means for laying the groundwork for sustaining success with the chosen activities.

PROPOSAL SECTIONS

All sections are required to be completed. This section describes the expectations for proposal content. To register and complete the online proposal, link to: <http://tinyurl.com/VFHYgrantlogin> and select the RFP #852P021 opportunity in the offeror’s specific region.

I. Offeror’s Background and Description:

Offeror’s History: Provide a brief overview of the proposed HCAT including an overview of partner or umbrella organizations and any previous accomplishments for existing HCATs.

Group Membership: Identify all partnering organizations, individuals and members of the HCAT and provide a description of their contributions and responsibilities within the scope of the proposed project. A minimum of five partners are required. At least one member of the HCAT must be from the community. Signed Partner Profile Agreements are required and should be uploaded as an attachment to the proposal.

Signed VFHY Partner Profile Agreements must be completed for each member of the HCAT and uploaded in this section. In the application, *only one file can be uploaded per field. For Partner Agreements, offerors should include all agreements in one file to upload. Two fields have been provided if offerors need to upload two sets due to file size.*

Previous Program Experience: Identify and discuss previous efforts of the HCAT or group (if not previously funded as an HCAT) with health initiatives that demonstrate the ability of the proposed HCAT to understand and adequately address childhood obesity prevention activities.

II. **Project Information:**

Statement of Need: VFHY's goal is to prevent childhood obesity throughout the Commonwealth. There are specific risk factors that increase the likelihood of childhood obesity. This section must identify and discuss any risk factors identified for youth in your community. Offerors must provide a clear description of the problem utilizing relevant data and local information.

Community Asset Map: Asset mapping helps to identify strengths, resources and talents within a community. VFHY requires offerors to complete an initial asset map to include in the proposal. VFHY will provide an asset map template to be completed. This format will allow the offeror to identify, describe and explain the strengths and assets that will help to support the activities of the grant. Download the form here: www.vfhy.org/funding-opportunities.

HCAT Response: Offerors must provide an explanation of the steps it will take to address the described need. When developing a response, offerors should be inclusive and ensure that representation from the community is included throughout the proposed project. Offerors should ensure that the HCAT response directly relates to the statement of need by adequately connecting the identified risk factors and community assets with the strategies and activities chosen. Offerors must consider targeted activities related to VFHY Promising Practices to Reduce and Prevent Childhood Obesity and explain their project approach. Offerors must clearly indicate which change(s) they are addressing: policy, systems and/or environmental change.

Project Workplan: The Project Workplan form outlines the objective and major implementation components of the selected promising practice activities and provides a format to describe proposed strategies for each chosen activity. The VFHY form must be completed and uploaded to the application. Offerors must provide information about the specific components of the project including goal(s), measurable objective(s), strategies, projected timelines, expected outcomes, evaluation, sustainability and responsible parties. Offerors must use a separate Project Workplan form for each objective. Additional copies of workplan pages may be duplicated as needed. *Only Year One's Project Workplan is required for this proposal. It should include plans in the 4th quarter to develop the Year Two workplan as it relates to the accomplishments of Year One.*

Directions for Completing the Project Workplan Form

- Offerors are required to utilize the VFHY Project Workplan form provided. The form can be downloaded from the VFHY website, www.vfhy.org/funding-opportunities and is also directly linked in the online application. Save the form to your computer before entering information to reduce errors.
- Offerors must define objectives and strategies that relate to the VFHY Promising Practices to Reduce and Prevent Childhood Obesity. Download this document from the VFHY website to determine the types of activities best suited for the HCAT. More than one activity may be selected.

Offerors are not required to use the provided activities and can identify other interventions as long as they demonstrate their relationship to the obesity prevention practices in their community. Offerors must use a separate VFHY Project Workplan form for each proposed activity/objective. Each form must provide detailed strategy steps for addressing and meeting each objective.

- Separate Workplans must be used for Component I and Component II objectives.
- The goal for the projects is already defined by VFHY. Offerors must define their own *measurable* objective as determined by the promising practice(s) and expected outcomes. Offerors will report final outcomes to VFHY related to the defined activities.
- For technical assistance with the workplan, contact the Regional Grants Administrator for your region listed on Page 2.

Sustainability Plan: Sustainability refers to an organization's ability and commitment to continue and maintain a program after the grant has ended. For HCATs, sustainability also refers to lasting, permanent change as a result of their efforts addressing policy, systems or environmental change. It goes beyond securing financial resources and includes the broader view of institutionalizing policies and practices within communities and organizations to ensure long term outcomes that will maintain large scale change.

Describe how the HCAT's plans will address sustainability from both perspectives. Many factors must be addressed to ensure sustainability – board and staff commitment; programmatic, strategic and resource support. Describe how the project's objectives will be sustained after the grant period. Include information related to identifying sustainability factors within the organization and community.

Staff & Volunteers: List the position titles, names (if staff are already hired) and roles of all staff or volunteers providing oversight (fiscal and/or implementation) of the selected programs. Job descriptions (utilizing the VFHY Job Description Template) must be uploaded in this section for all positions listed.

All job descriptions for proposed staff to be funded by the VFHY must be uploaded in this section. Offerors must use the VFHY Job Description Template form. Volunteer positions with significant time on the grant should also have job descriptions completed. *These documents should be saved as one file for upload.*

III. Evaluation Plan:

A plan for the evaluation of the proposed activities must be included and must provide measurements of objective outcomes as defined in the workplan. Indicate the strategies to be used to evaluate the success of the proposed policy, systems and/or environmental changes.

Both qualitative and quantitative measures should be included to provide an overall evaluation of how the HCAT functioned and a summary of the outcomes as they relate to the workplan objectives.

Offerors must also indicate their agreement to participate in the statewide evaluation conducted by VFHY.

IV. Budget and Budget Narrative:

The VFHY Budget Form must be completed and uploaded to the online application. This form includes templates for all three years of the grant utilizing the tab features for separate worksheets in the Excel document. However, offerors should only complete Year One budget. Subsequent budgets will be completed at the end of each fiscal year. For planning purposes, provide the HCAT's best estimate of funding needs for years 2 and 3, not to exceed \$30,000 for each year.

Use this form to list the amount of funding being requested for each line item. List anticipated in-kind or matching donations your organization or partners will provide. Where indicated, provide detailed explanations providing a narrative justification for each line item. Provide calculations for all funds, including matched funds, as part of the justification. All costs associated with the offeror's proposed project must be reasonable and necessary and required to ensure successful project outcomes. Excessive, unnecessary and unjustified line items will not be funded. Offerors must thoroughly explain all costs of the project as they relate to the planned strategies.

Supplanting of current funding is not allowed. Supplanting is defined by VFHY as replacing funds already available in your organization to implement a program. This includes staff, equipment, materials and any other items required for the implementation of the funded program. All purchases requested must be thoroughly justified.

Directions for Completing the Budget and Budget Narrative Forms

- The VFHY Budget Form is provided as an electronic download from www.vfhy.org/funding-opportunities. It is also directly linked in the online application. It must be completed and uploaded to each online proposal. Save the form to your computer before entering information to reduce errors. The Budget Form is in Microsoft Excel.
- Complete only the Year One budget worksheet.
- Ensure that all line items are reasonable and are adequately justified. Explain how each item was calculated and include formulas used to determine line item costs in the narrative justification. Provide an explanation regarding why the items are necessary for successful implementation of the project.

- Fringe benefits must be listed separately from personnel salaries. The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY. Offerors must state their organizational rate for fringe benefits, including the portion (if any) not covered by VFHY. Grant funds cannot be used to provide benefits not normally and customarily offered.
- Indirect costs are defined as general operating expenses required for the program. They are allowable but cannot exceed *10% of the personnel costs requested from VFHY*. Indirect costs are those costs that cannot be assigned to a particular category but are necessary to the operation of the organization for the implementation of the grant program. Examples could include insurance, general office supplies, equipment maintenance, general purpose software and computer supplies, peripheral administrative costs. Indirect costs cannot be included anywhere else in the budget.
- Include travel expenses for a mandatory, one day, VFHY Orientation for two (2) staff. Assume the orientation training will be located in your region. Offeror's should also include expenses for up to two HCAT members to attend the 2021 Weight of the State Conference in Richmond, Virginia as attendance is mandatory. If coming from out of town, the hotel rate is \$147.00 per night per room. When determining mileage for the proposed project, Offerors should use the rate allowable through their organization. However, VFHY will only consider up to 58.0 cents per mile. Anything above that can be included as match by the Offeror.
- There is no match required for the grant. However, if an offeror does expect to provide other funds or in-kind services for the grant, these should be reflected in the overall budget information provided. Contractor cannot use grant funds from other sources as matching funds for VFHY grants if the source of the additional funds is from an organization whose primary mission conflicts with VFHY's mission. As well, VFHY funds cannot be used as matching funds for other grant opportunities from organizations, whose primary mission conflicts with VFHY's mission.

V. Terms and Conditions

Offerors must enter the name of the organization's Authorized Representative to acknowledge agreement to the Terms and Conditions, including the VFHY Required Statements. Signing certifies that, if attendance was required, at least one member of the HCAT attended a VFHY Pre-Proposal Conference for this RFP.

Directions for Document Uploading and Fax-to-File

Several documents must be uploaded with each online proposal. These include the Asset Map Worksheet, Project Workplan, Budget Form, Partner Profile Agreements, and Job Descriptions.

- Normal document files that are formatted in Microsoft Word, Microsoft Excel or PDF format can be uploaded as electronic documents by selecting the document from its location and uploading it where requested in the online proposal form.

- Only one file can be uploaded per field. All multi-page documents should be in one file to upload. Applicants can upload over an existing file but should understand that this will overwrite the first upload.
- Documents with original signatures or those only available in hard copy format must be scanned and then uploaded to the online proposal. These files can also be converted into PDF documents. This simple conversion process will reduce the size of the file and protect the content. Free PDF document converter downloads are available online. Some example sites are: www.cutepdf.com and www.primopdf.com.
- The VFHY online proposals site also offers the “Fax to File” option for those unable to scan or convert their documents to a digital format. This process will enable offerors to fax documents to an external site which will then convert them into electronic PDF files. Offerors will then be able to download to a computer and upload to the online proposals where required. To use this tool, click on the Fax to File tab on the VFHY online proposals page and follow the directions.