

**Second Amendment to the Iowa Department of Human Services  
Iowa Child Abuse Prevention Program (ICAPP) Administrative Services**

This Amendment to Contract Number ACFS 19-002 is effective as of July 1, 2019, between the Iowa Department of Human Services (Agency) and Prevent Child Abuse Iowa (Contractor).

**Section 1: Amendment to Contract Language**

The Contract is amended as follows:

**Revision 1. Contract Duration.** The Contract is hereby extended from July 1, 2019 through June 30, 2020.

**Revision 2. Contract Declarations and Execution.** The Contract is hereby amended to update Agency and Contractor contact information via substitution by replacing the existing boxes on page 1 of the Contract with the following:

<b>Agency of the State (hereafter "Agency")</b>	
<b>Name/Principal Address of Agency:</b> Iowa Department of Human Services 1305 E. Walnut Des Moines, IA 50319-0114	<b>Agency Billing Contact Name / Address:</b> Lisa Bender Hoover State Office Bldg., 5th Floor NE 1305 E Walnut Street Des Moines, IA 50319-0114 <b>Phone:</b> 515-281-8787
<b>Agency Contract Manager (hereafter "Contract Manager") /Address ("Notice Address"):</b> Lisa Bender Hoover State Office Bldg., 5th Floor NE 1305 E Walnut Street Des Moines, IA 50319-0114	<b>Agency Contract Owner (hereafter "Contract Owner") / Address:</b> Jana Rhoads Hoover State Office Bldg., 5th Floor NE 1305 E Walnut Street Des Moines, IA 50319-0114
<b>E-Mail:</b> lbender@dhs.state.ia.us	<b>E-Mail:</b> jrhoads@dhs.state.ia.us
<b>Phone:</b> 515-281-8787	
<b>Contractor: (hereafter "Contractor")</b>	
<b>Legal Name:</b> Prevent Child Abuse Iowa	<b>Contractor's Principal Address:</b> 501 SW 7 <sup>th</sup> Street, Suite G Des Moines, IA 50309
<b>Tax ID #:</b> 42-1117292	<b>Organized under the laws of:</b> State of Iowa

**Revision 3. Section 1.3.1.2 Administrative Support Services for Community Based Child Abuse Prevention Projects, Subsection 2. Administrative Support Services Performance Measures, PM 2** is hereby amended to remove the language stricken in the second bullet and replace with the underlined language. All other language in this section remains unchanged.

**PM 2** – 100% of required administrative and financial reports and other documents shall be submitted to the Agency by the specified due date. Specific reports must be in a format approved by the Agency and must include all components outlined in the Scope of Work.

- **Identified Coalition/Council List** – The Contractor shall provide a list to the Agency of the single identified Community-Based Volunteer Coalition or Council for each of Iowa's 99 Counties annually, by July 1<sup>st</sup> of each year.
- **Project RFP** – The Contractor shall provide a draft RFP for Projects for SFY 2021 to the Agency Contract Manager no later than ~~August~~ September 1, 2019.
- **Quarterly Service Reports** – Reports shall be provided by the following dates:

- 1<sup>st</sup> Quarter—July 1 thru September 30 Due: October 31
- 2<sup>nd</sup> Quarter—October 1 thru December 31 Due: January 31
- 3<sup>rd</sup> Quarter—January 1 thru March 31 Due: April 30
- 4<sup>th</sup> Quarter—April 1 thru June 30 Due: July 31
- **CBCAP Report/Application** – The Contractor shall provide the Agency with draft report and application documents within 30 days from the date the information is requested by the Agency Contract Manager.
  - Due Dates are set by the Federal Children’s Bureau and are not always the same.
    - For planning purposes, typically the report on the previous FFY is due by January 30<sup>th</sup> of each year and the application for current FFY is due in early-mid June.
    - The Agency Contract Manager will be responsible for making the request for information to the Contractor.

**Revision 4. Section 1.3.1.2 Administrative Support Services for Community Based Child Abuse Prevention Projects, Subsection 3. Administrative Support Services Monitoring Activities** is hereby amended to remove the language stricken and replace with the underlined language. All other language in this section remains unchanged.

**3) Administrative Support Services Monitoring Activities**

- A. The Agency Contract Manager will participate in the following activities related to the monitoring of these Deliverables and performance measures:
- a. Provide acceptance of the agreed upon “baseline” for Coalition or Council membership by January 15, 2018; whenever there are new Grantee contracts;
  - b. Participate in quarterly meetings with the Contractor to review performance measures, reports, and other administrative tasks;
  - c. Meet with the Contractor as needed during the drafting and review process of the Project RFP;
  - d. Review and provide feedback to the Contractor on the draft RFP by September 15, 2019;
  - e. Accompany Contractor on onsite monitoring/review visits, when available, with Grantees; and
  - f. Register Contractor staff for any Agency provided training on contract management and monitoring.

**Revision 5. Section 1.3.3.2 Payment Methodology, Subsection titled “Contractor Payments”** is hereby amended to remove the language stricken and replace with the underlined language. All other language in this section remains unchanged.

**Contractor Payments.**

Contractor shall invoice the Agency monthly for reimbursement of the costs associated with meeting the Deliverables of the Contract. This reimbursement shall be in accordance with the SFY budget provided by the Contractor (**Attachment 3.1: SFY 2018 2020 Approved Line Item Budget**). Monthly invoices shall be accompanied by an Agency provided Monthly Expense Report which breaks down each monthly invoice by line item. In the event the Agency moves to the use of Iowagrants.gov to make payments under this Contract, the submission through that system will replace any paper submission.

At any point during this Contract, if the Contractor wishes to make “substantial” amendments to the approved budget, a new amended budget must be submitted to, and

approved by, the Agency Contract Manager before the Contractor bills for the adjusted changes.

- For the purposes of this section, a “substantial” change to the budget means shifting funds from one line item to another in excess of 10% of the total maximum not to exceed term value.
- This amount includes any single change or combined changes in line item amounts that result in more than 10% of the awarded funds being used for a purpose other than what was approved in **Attachment 3.1: SFY 2018 2020 Approved Line Item Budget.**

In the event that budget changes do not meet the definition of a “substantial” change, the Contractor shall still submit any adjustments to the approved budget to the Agency Program Manager within 30 days of the adjustment, this may include changes to the amount billed to the Agency or the amount billed to other funders for shared expenses, as this could impact the proportional costs to the Agency for shared and indirect expenses.

The Contractor shall also complete and submit a full line item budget for each subsequent SFY to the Agency Program Manager for approval at least 60 days prior to the beginning of the SFY, to be considered with the Contractor’s annual renewal amendment. **The line item budget will have a restriction of 20% of the SFY Total for all Indirect Costs combined.**

**Revision 6. Federal Funds.** The following federal funds information is provided:

<b>Contract Payments include Federal Funds?</b> Yes	
<b>The contractor for federal reporting purposes under this contract is a:</b> Subrecipient	
<b>DUNS #:</b> 125890785	
<b>The Name of the Pass-Through Entity:</b> Iowa Department of Human Services	
<b>CFDA #:</b> 93.590	<b>Federal Awarding Agency Name:</b> Department of Health and Human Services/Administration for Children and Families
<b>Grant Name:</b> Community-Based Child Abuse Prevention Grants	

**Section 2: Ratification & Authorization**

Except as expressly amended and supplemented herein, the Contract shall remain in full force and effect, and the parties hereby ratify and confirm the terms and conditions thereof. Each party to this Amendment represents and warrants to the other that it has the right, power, and authority to enter into and perform its obligations under this Amendment, and it has taken all requisite actions (corporate, statutory, or otherwise) to approve execution, delivery and performance of this Amendment, and that this Amendment constitutes a legal, valid, and binding obligation.

**Section 3: Execution**

**IN WITNESS WHEREOF**, in consideration of the mutual covenants set forth above and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into the above Amendment and have caused their duly authorized representatives to execute this Amendment.

<b>Contractor, Prevent Child Abuse Iowa</b>		<b>Agency, Iowa Department of Human Services</b>	
Signature of Authorized Representative: <i>Kathryn Thason</i>	Date: <i>6/12/2019</i>	Signature of Authorized Representative: <i>Gerd W. Clabaugh</i>	Date: <i>6-19-19</i>
Printed Name: <del>Elizabeth Cox</del> <i>Kathryn Thason</i>	Printed Name: <del>Jerry R. Foxhoven</del> <i>Gerd W. Clabaugh</i>		
Title: Executive Director <i>president</i>	Title: Director		

ACFS 18-004 Attachment 3.1: Approved SFY 2020 Line Item Budget					
ICAPP Admin Request SFY 20:					\$278,731.00
Total Budget SFY 20 (including all sources**):					
Total Possible Incentive Payments SFY 20:					\$20,000.00
<p>**Shall include only funds, donations, or volunteers used to meet the purposes of the Scope of Work in this RFP. This budget does not need to include funding received by the Contractor for work unrelated to the Scope of Work in this Contract, with the exception of any shared expenses. Indicate the full salary and benefits of ALL employees to be funded under this Contract (in full or part), indicate the percentage of time anticipated on this Scope of Work and amount and source of other funding (other funding sources shall be identified in narrative section provided. In addition, for any other shared expenses, indicate the full amount and % charged to this Contract.</p>					
SFY 2020 Cost Proposal					
SFY 2020 INDIRECT EXPENSES (Restricted to 20% of Base Contract Amount)					
DESCRIPTION OF BUDGET LINE ITEM EXPENDITURES	ICAPP Admin Contract	Other Funding Sources	Estimated Value of Donations	Volunteer Hours (#hrs x \$20.93)	Total
<b>Administration (Director, accounting, etc.)</b>					
Tax filing (30% of \$21,000)	6,500.00				6,500.00
Bookkeeping (30% of \$700)	210.00				210.00
BM (20%) Salary and Benefits	12,200.00				12,200.00
Subscriptions (30% of \$2,400)	600.00				600.00
<b>Facilities (Rent, utilities, general use equipment)</b>					
Rent and Parking and office updates (30% of \$7,000 + in kind at 30% of \$35,000)	\$ 2,100.00		10,500.00		12,600.00
Insurance (30% of \$7,500 )	\$ 2,250				2,250.00
Internet, Website & Phone (30% of \$11,500)	\$ 3,500				3,500.00
<b>Total Indirect:</b>	<b>27,360.00</b>				

SFY 2020 DIRECT EXPENSES

DESCRIPTION OF BUDGET LINE ITEM EXPENDITURES	FUNDING SOURCES TO BE USED					Total
	ICAPP Admin Contract	Other Funding Sources	Estimated Value of Donations	Volunteer Hours (#hrs x \$20.93)		
<b>Salaries/Benefits (include position and percentage of time)</b>						
Director: 2; ICAPPPM: 1.0 PM .5 Comm: .3						
Salaries (\$100, \$54, \$56, \$52, \$48)	\$ 132,294		3,750.00			
Payroll taxes (\$8, \$4, \$4, \$4, \$4)	\$ 9,922					
Benefits (\$17, \$4, \$4, \$4, \$6)	\$ 18,436					
IRA (\$3, \$1.6, \$1.6, \$1.6, \$1.4)	\$ 3,883					
Unemployment	\$ 2,250					
<b>In-state Travel/Mileage (Per state of Iowa rates)</b>						
Travel - In State	\$ 5,250					
<b>Training/Professional Dev (include registration and travel)</b>						
Prof Devel	\$ 11,136					
<b>Equipment/Supplies</b>						
IT Hardware (Computer, 30% Printer Lease, Phone) and Communication	\$ 6,700					
Office supplies, Publication, Printing, Program Materials	\$ 7,000					
Postage (30% 1600)	\$ 500					
Program Materials	\$ 12,000.00					
<b>Contracted/Outside Services (NOT indirect)</b>						
Evaluation Report	\$ 20,000					
Media	\$ 10,000					
Update Data	\$ 12,000.00					
<b>Total Direct:</b>	<b>251,371.00</b>					
<b>Total Budget (Shall match max for SFY 2020 above):</b>	<b>278,731.00</b>					

DESCRIPTION OF INCENTIVE LINE ITEM EXPENDITURES	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
	Jul-Sept 2019	Oct-Dec 2019	Jan-Mar 2020	Apr-Jun 2020	
<b>Salaries/Benefits (Percentage increase or bonus)</b>					
Salaries/Benefits (incentive bonus for performance standards)		2,500.00		2,500.00	5,000.00
<b>Training/Professional Development (Include travel)</b>					
PD			1,500.00	2,500.00	4,000.00
<b>Travel/Mileage (to implement new training)</b>					
Travel		500.00	500.00	4,500.00	5,500.00
<b>Equipment/Supplies (Curricula, resource materials, etc.)</b>					
Program Materials	1,000.00	2,000.00	2,000.00	500.00	5,500.00
<b>Total Incentives:</b>	<b>1,000.00</b>	<b>5,000.00</b>	<b>4,000.00</b>	<b>10,000.00</b>	<b>20,000.00</b>
Additional Budget Narrative (as needed):					