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**ADDENDUM #1 TO RFQ #14 -
 Home Visiting and Outreach Services
 For Latino Families Transitioning into Kindergarten**

NOTICE OF ERROR CORRECTION AND CLARIFICATIONS

Item #1 - Page 1 of RFQ #14 is corrected as follows:

Contract Amount:	Home Visiting and Outreach Services For Latino Families Transitioning into Kindergarten - \$200,036 over 39 months
Contract Period:	September 2003 – November 2006

Item #2 - Page 10 of RFQ #14 is corrected as follows:

Grant Term

For this RFQ, SFCFC funding will not exceed \$200,036 over **39 months**. The Commission expects to negotiate an initial 12 month budget and scope of work followed by a succeeding 12 month and 15 month budget and scope of work. At the completion of each budget and scope of work, continuing funding will only be available to applicants who demonstrate success in achieving program goals and objectives as evidenced by required reports, evaluation and/or site visits. Although the Commission acknowledges that some activities may take longer than one year for completion, initiatives should be designed to have some measurable impact during the first year.

Item #3 - Page 11 of RFQ #14 is corrected as follows:

Proposal Content

Budget/Budget Narrative Requirements: Create a line item budget for **Year 1 – 3** and total project budget showing the amount and purpose of requested funds. **For the Year 3 Budget, show amount of requested funds based on a grant year totaling 1.25 years (One year plus three months).** Show other resources, including in-kind and matching funds, contributed or obtained by the applicant and subcontractors to support this project. If existing personnel or positions will be funded, describe why Commission funds are not supplanting current or past funding. Provide a narrative for any item in the budget whose purpose may not be obvious or immediately clear how it is tied to the objectives of the project. A budget format is attached (Attachment 3).



Item #4 – Attachment 3 of RFQ #14 is corrected as follows:

Budget Request Forms – Attachment 3 – Page 4 is **deleted** in its entirety.

Budget Request Forms – Attachment 3 – Page 5 is corrected as follows:

**Attachment 3 - page 5
Budget Request Form**

Total Project Budget

Program Expenses						
Personnel	Salary Range	FTE	Amount Requested	Funding from other Sources- Cash	Funding from other Sources In-Kind	Total
A.						
B.						
C.						
D.						
E.						
F.						
Benefits @ _____%						
Subtotal Personnel						

Operating Expenses	Amount Requested	Funding from Other Sources- Cash	Funding from Other Sources In-Kind	Total
A. Rent				
B. Office Support (telephone, copying)				
C. Equipment Lease				
D. Travel				
E. Evaluation Expenses				
F. Training/ Conferences				
G. Insurance				
H. Consultants (if any)				
I. Other (please specify)				
Subtotal Operating Expenses				
Indirect Costs @ ____% of Personnel (May not exceed 15%)				

Budget Total				
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Please identify any in-kind support such as volunteers (identify roles of these volunteers), donated space, equipment etc. that are available to support this project. *The value of these items should be listed in the "Funding from Other Sources" column of the budget request form. If any of these funds are not secured yet, but are anticipated, please put an "NS" next to the amount.*

