



ADDENDUM 3 RFA Language Change/Schedule of Events Update

Date: 8/1/2023

To: All Applicants

From: Office of Procurement and Grants
Nebraska Department of Health and Human Services

RE: Addendum for Request for Application (RFA) number 6640 NCDD Council Formal Subaward Targeted Disparity, due July 16, 2024

RFA Language Update

Following are updates to the above-mentioned Request for Applications. It is the Applicant's responsibility to check the DHHS website for all addenda or amendments.

The Preamble of RFA 6640 NCDD Council Formal Subaward Targeted Disparity has been updated to read:

RFA #	RELEASE DATE
6640	May 31, 2024
APPLICATION DUE DATE	POINT OF CONTACT
July 16, 2024, at 5:00pm Central Daylight Time	Office of Procurement and Grants

Schedule of Events Change

Section 3.2 Schedule of Events has been amended as follows:

Activity	Date/Time
Release RFA	May 31, 2024
Pre-Applicant Information Session. Recorded session available here: http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx	Recording Available
Last day to submit written questions	June 12, 2024
State responds to written questions through RFA "Addendum" and/or "Amendment" to be posted to the Internet at: http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx	June 19, 2024
Application Due Date	July 16, 2024, at 5:00pm Central Daylight Time
Evaluation Period	July 17, 2024 – August 16, 2024
Post "Intent to Subaward to Internet at: http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx	August 21, 2024
Period of Performance Start*	October 1, 2024

RFA Language Update

Section 3.5 Submission of Applications has been amended as follows:

3.5 Submission of Applications

DHHS is accepting either electronically submitted responses or hard copy, paper responses for this funding opportunity. There is a limit of one application per agency. Applicants must submit a complete Application, including all the parts required herein, in one of three ways:

1. Electronic Response: Applicants submitting electronically can upload the response via ShareFile here:

ShareFile link:

<https://nebraska.sharefile.com/r-rddb627ae09a44362983b76174b675fd6>

Applicants should reference Attachment 4 End User Guidance: Shared File Link for more information regarding ShareFile. The submission shall include the Application as a single Portable Document Format (PDF) or multiple PDFs. Failure to provide the Application in the correct format may result in DHHS being unable to read or open the Application and thus rejecting it without Evaluation.

The Applicant should clearly identify the uploaded response files. To assist in the identification, please use the following naming conventions:

RFA 6640 ABC Company Name

If multiple files are submitted for one funding opportunity, add number of files to the file names:

RRA 6640 ABC Company Name File 1 of 2

If multiple responses are received DHHS will retain only the most recently submitted response. It is the Applicant's responsibility to submit the response by the date and time indicated in the Schedule of Events. Electronic responses must be received by DHHS by the date and time of the due date per the Schedule of Events. No late responses will be accepted.

2. Electronically via email to dhhs.grants@nebraska.gov. The subject of the email shall indicate "**RFA 6640: Response of [Name of Organization]**".

The email shall include the Application as a single Portable Document Format (PDF) or multiple PDFs. Failure to provide the Application in the correct format may result in DHHS being unable to read or open the Application and thus rejecting it without evaluation. The email shall request a read receipt. A read receipt will be supplied to the Applicant upon receipt of the email by DHHS Office of Procurement and Grants. Applications submitted via email will not be forwarded to the evaluation committee until the beginning of the Application Review Period.

3. Physical Mailing Response:

Option 1: Submission directly to the POC via United States Postal Service mail. The Application shall be sent to the POC's address listed in Section 3.1, Point of Contact. The Application itself shall remain sealed and shall not be opened until the beginning of the Application Review Period.

Option 2: Hand delivered response or responses delivered by FedEx or UPS should be delivered to:

ATTN: Office of Procurement and Grants
DHHS – 3rd Floor Reception Desk
301 Centennial Mall South
Lincoln, NE 68509

Regardless of submission method, Applicants must use the forms supplied by DHHS in this RFA unless specifically otherwise indicated herein. All Applications must be received by the beginning of the Application Review Period, as stated in the Schedule of Events, Section 3.2

RFA Form 1 Update

Form 1 – Application Cover Sheet has been replaced in its entirety.

This addendum will become part of the Application and should be acknowledged with the Request for Applications response.