**Community Adolescent Pregnancy Prevention (CAPP) FY20 Questions & Answers**

**Q 1: When is an amendment to the contract required?**

A: An amendment signed by the Iowa Department of Human Services (IDHS) and the grantee is required to change language in *Section 1: Special Terms* of the signed contract*. Section 2: General Terms for Services Contracts* is not negotiable for change. Changes to *Attachment 3.1* does not require an amendment but may require approval as described below. Contact CAPP Program Manager, Lora Kracht, (515) 244-2200 ext. 3, at Prevent Child Abuse Iowa (PCAIowa) to discuss possible changes.

 If there are changes to the Contract Declarations and Execution (pages 1 & 2) such as the names, addresses, phone numbers, etc., please notify PCAIowa within 30 days.

**Q 2: Do I need to get approval to change service delivery plans (curricula, topics, services, county, or projections) from what was approved in contract Attachment 3.1?**

A: Grantees may adapt curricula, presentations, and programming as needed to meet contract deliverables and performance measures. However, for Activities 1, 2 and/or 3 when there is a change from what was listed in the contract Attachment 3.1 in the **curricula** to be delivered or the **county** where service will be delivered, complete and submit the form below prior to the end of the quarter. This will enable PCAIowa to update the Master Quarterly Reporting spreadsheet to accommodate the change.

 To report a change, complete and submit: *Amendment 3.1 Service Delivery Change Form*

**Q 3: Do I need to get approval to decrease the number of participants in any Activity from that in our contract Attachment 3.1?**

A: Grantees are responsible for fulling contract deliverables and meeting performance measures. When circumstances affect the ability to meet a performance measure, document the issue in the Quarterly Report under Challenges or Other Comments to explain what has happened and the outlook for meeting projected service delivery outputs.

Please also contact CAPP Program Manager, Lora Kracht, (515) 244-2200 ext. 3, at PCAIowa. A variety of solutions may be discussed including technical assistance, a Performance Improvement Plan, amending projections, or other remedies.

**Q4: Do I need approval to provide additional services beyond what was projected in our** **Attachment 3.1?**

A: Providing additional services beyond those projected in Attachment 3.1 does not require approval but it is important to report these activities correctly in the Quarter Report. For Activities 1, 2, and/or 3, use the “New Activity” tab to report additional curricula or curricula in an additional county as described below:

Example 1 - Attachment 3.1 shows Love Notes was planned in County X for Activity 1. Now Power Through Choices (PTC) will also be provided in County X. Report PTC in County X on the New Activity tab.

In this example, if you change the curricula from Love Notes to PTC in County X, that would require change approval (see Q 2) but providing PTC in addition to Love Notes would not.

Example 2 - Attachment 3.1 shows Love Notes was planned in County X for Activity 1. Now Love Notes will also be provided in County Z. Report Love Notes for County Z on the New Activity tab.

In this example, if you deliver Love Notes in County Z instead of County Z, that would require change approval (see Q2) but providing Love Notes in County Z in addition to County X would not.

**Q 5: When do I need approval for a budget change and how do I go about submitting a request?**

A: Approval for a budget change is needed when line item costs are anticipated to exceed budgeted amounts by more than 10% of the awarded amount. For example, if the award is $10,000, the budget may be managed with line item (Salary, Travel, Supplies, etc.) deficits totaling $1,000 or less without requiring a budget change.

 To request a change, complete and submit: *Amendment 3.1 Budget Change*.