

California Department of Public Health (CDPH)
Safe and Active Communities Branch
Violence Prevention Unit
Teleconference for Request for Application # 09-001:
“Teen Dating Violence Primary Prevention Demonstration Projects.”

Welcome and General Announcements:

Welcome to the California Department of Public Health (CDPH), Safe and Active Communities Branch (formerly the EPIC Branch), Violence Prevention Unit, voluntary teleconference for Request for Application # 09-001: **“Teen Dating Violence Primary Prevention Demonstration Projects.”**

I am Nancy Bagnato. Here with me are: Stacy Alamo-Mixson, Annette DiPirro, Jeannie Galarpe, and Pam Shipley .

We will not do a roll call in order to preserve the anonymity of participants who do not wish to be identified.

We will be using several acronyms today: RFA, which stands for Request for Applications; VPU, which stands for the Violence Prevention Unit; and TDV, which stands for teen dating violence.

The RFA and any other RFA information is posted on our website at:
<http://www.cdph.ca.gov/programs/Pages/EPICFundingOpportunities.aspx>.

The summary will not be a verbatim record of these proceedings since it may contain additional or corrected information. This summary and any other RFA information will be posted on our website by Friday, October 9, 2009.

At the close of this pre-application teleconference VPU will no longer entertain questions regarding the RFA.

Format of the Teleconference:

First we will review some important information about this RFA. Next we will answer all questions received in advance, and then entertain additional questions. Some questions may need additional research in order to give comprehensive answers. Some of the questions may require additional discussion among VPU staff, so we may need to put you on hold for a moment while we discuss the question. All of the answers to your questions will be included in the summary of this teleconference.

Review of Pertinent RFA Information:

I will now highlight some specific points from the RFA. This is in no way a complete summary of the document. Please hold all questions until the question and answer portion of the call which follows.

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Purpose:

The VPU is seeking applications from local domestic violence organizations for *teen dating violence primary prevention demonstration projects* that will assess the effectiveness of specified, pre-determined promising strategies for preventing violence focused on youth ages 11-18 in diverse communities.

The intent of the overall *Domestic and Teen Dating Violence Primary Prevention Program (DVPPP)* is to collaborate with statewide partners to strengthen the capacity of local organizations to provide comprehensive primary prevention programs in communities across the state. The DVPPP includes two components: 1) the *DVPP Technical Assistance and Training Project* and 2) the *Teen Dating Violence (TDV) Demonstration Projects as defined in this RFA*. These two components will build upon and enhance existing primary prevention efforts in California, and contribute to building a stronger evidence base for future work by deepening understanding of strategies that can prevent first-time perpetration of relationship violence.

Demonstration Project Grantees will participate in an intensive technical assistance and training institute with state and national experts on primary prevention strategies and programs administered through the *DVPP Technical Assistance and Training Project*. Each demonstration project will receive strategy-specific training on how to incorporate and implement one of three specified promising strategies in their community, and participate in follow-up trainings, webinars, and technical assistance events to strengthen ability and capacity in building comprehensive approaches to primary prevention in their communities. Grantees will receive all program curricula, materials, and evaluation tools necessary for the implementation of the chosen strategy, and will receive technical assistance in the formal documentation and evaluation of their project, including the development of project case studies.

Funding:

Approximately \$300,000 annually is available for the 24-month grant term to fund six (6) demonstration projects at approximately \$50,000 each per year. Successful applicants receiving a demonstration project grant will have the opportunity to apply for funding to extend their grant period for an additional 24 months upon successful completion of all required deliverables, contingent upon available funding.

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Eligibility and Qualifications:

In order to qualify for this RFA submission process, applicants must meet the eligibility requirements and qualifications as stated in the RFA. This RFA is open to all eligible firms that meet the qualification requirements, including public and private non-profit organizations, and public universities (including auxiliary organizations).

The required qualifications have been deemed essential to the ability to effectively participate as a demonstration project in implementing the specified promising strategies.

For example, applicants must demonstrate and provide evidence of:

- 1) An organizational commitment, evidenced by the organization’s mission statement, to domestic violence prevention, with a minimum of five (5) years providing DV prevention programs and intervention services in the community; and
- 2) An existing DV *primary prevention* program that is supported by an active community coalition or task force.

These qualifications are necessary in order to ensure an existing foundation from which to add the chosen promising strategy. These strategies are not intended as stand-alone activities, but as components of a comprehensive approach to DV/TDV prevention in the community.

The additional *Required Qualifications* are necessary to ensure that applicants have organizational readiness to participate fully as a demonstration project. Applicants must demonstrate and provide evidence of all *Required Qualifications* in their application.

We have also provided *Qualification Recommendations* to guide applicants in determining if the organization and staffing has the readiness and capability to participate effectively as a demonstration project in implementing these promising strategies. We encourage you to read through these *Qualification Requirements and Recommendations* thoroughly to ensure your organization meets these criteria.

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Important Dates:

October 20, 2009 – Deadline for Mandatory Letter of Intent

- The Letter of Intent is mandatory and must be submitted by the deadline in order to be eligible to submit an application.

November 5, 2009 at 4:00 p.m. – Application Due Date

- The Application Due Date is firm and non-negotiable. Applications received after this deadline will not be reviewed for funding. Please make sure your applications are submitted on time.

November 16, 2009 – Notice of Intent to Award Posted

November 23, 2009 – Protest Deadline

January 1, 2010 December 31, 2011 – Contract Term

Errata:

Before we get started with the Question and Answer portion of our call, we need to inform you of a correction that needs to be made in the RFA documents. An error was found in the Scope of Work, Attachment B, Page 31, Goal 1, Objective 1, regarding the number of training days. The statement should read: “By June 30, 2010, attend a **4 day** Technical Assistance and Training (TAT) institute in Sacramento, and follow-up TAT activities as required by CDPH/VPU.” Please make this correction in the SOW template, changing 2.5 day to 4 day.

Questions and Answers:

We will now proceed with the Question and Answer portion of the teleconference.

1. Q. *I visited the CDPH/EPIC website to find the Grant budget forms for VPU-09-001, but I can only locate the PDF version of the grant. Are you able to provide the Word format so I can fill in the budget numbers?*

A. Yes. A Word version of the budget forms is now posted on the website at:

<http://www.cdph.ca.gov/programs/Pages/EPICFundingOpportunities.aspx>

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2. Q. *For Promoting Gender Respect, Page 20, 6 a.: Basic Program Components refers to an 8 session curriculum for 7th and 8th grade boys. Does this curriculum already exist and are we expected to use it? If not, are we expected to develop and implement it? Are we expected to deliver the 8 session curriculum at more than one site?*

A. Please refer to Page 16 of the RFA. **Applicants do not have to have current capacity to implement the chosen strategy.** Grantees will be implementing existing program strategies which include any curricula, materials and evaluation instruments necessary to the implementation of that strategy, and which will be provided to grantees during the technical assistance and training institute. *Expert Trainers* will provide intensive technical assistance and training to successful applicants on implementing and evaluating the promising strategy in their respective communities. This will include an assessment of appropriate sites for the project, and whether it would be appropriate and/or effective to implement the demonstration project in more than one site.

3. Q. *Are we expected to prepare additional SOWs than the ones you provided at the end of the RFA?*

A. Applicants should *enhance* the SOW template that is provided to include any additional information that defines their community and/or project. Please refer to Page 27 of the RFA which states: “For the purposes of this RFA, use Attachment B and personalize the template SOW by including project name, intended audience for the promising strategy, key stakeholders, community partners, and any other details that define the unique characteristics of your project or that further clarify the SOW.”

4. Q. *Can you clarify on whether the funding is \$50,000 each year or is each project going to be funded for a total amount of \$50,000 for a two year period?*

A. Projects will be funded at \$50,000 per state fiscal year for the first 24 month grant period. Applicants should submit budget documents that include the following amounts for each fiscal year budget period:

January 1, 2010 through June 30, 2010:	<u>\$25,000</u>
July 1, 2010 through June 30, 2011:	<u>\$50,000</u>
July 1, 2011 through December 31, 2011:	<u>\$25,000</u>

5. Q. *Is it correct that this RFA is limited to non-profits and not open to school districts? We can, however, be a partner?*

A. As a public entity, school districts are eligible to apply if they meet the Qualification Requirements as stated on Pages 7-8 of the RFA. There are no requirements as to what types of organizations should or shouldn't be partners with qualified applicants for the purposes of this RFA.

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6. *Q. I've reviewed the RFA and would like to be clear as to whether an agency that is NOT dual funded, i.e., a stand alone Rape Crisis Center which provides SA not DV services is actually eligible.*

A. Please review the eligibility and qualification requirements on Pages 7-8 of the RFA. Applicants must demonstrate and provide evidence of an organizational commitment, evidenced by the organization's mission statement, to domestic violence prevention, with a minimum of five (5) years providing DV prevention programs and intervention services in the community.

7. *Q. Are you only going to accept proposals or look more highly at proposals from agencies that focus solely on Domestic Violence?*

A. Applicants must meet the qualification requirements as stated on Pages 7-8 of the RFA. It is not a requirement that agencies focus solely on domestic violence.

8. *Q. With all the state budget cuts, is the state in the position to award these funds and will they be able to keep up with the monthly reimbursements to the agencies selected? It will not be fair to the agencies or the communities if the state stops funding/runs out of money for this program in the middle of the funding cycle.*

A. Grant awards are always contingent upon availability of state funds. At the present time, there is no indication that the funding for these demonstration projects will not be available as stated in the RFA. However, there is no way to predict or guarantee that these awards would not be affected if the Governor were to issue a new Executive Order suspending contract services or issuing IOUs due to budget shortfalls.

Regarding reimbursement, please refer to Contract Terms, Page 14 of the RFA which states: The grantee will be reimbursed in arrears for actual expenses, which means the agency incurs expenses and is then reimbursed by CDPH. The grantee submits a monthly invoice for expenses incurred in the previous 30 days and then the State has up to 30 days to pay certified small businesses and up to 45 days to pay others. This means that the grantee must be able to cover at least 45 to 60 days worth of project payroll, indirect, operating expenses, and any expenses incurred by a subcontractor or consultant prior to reimbursement by the State. Additionally, the grantee is to submit invoices to CDPH/VPU in a timely manner to ensure prompt payment of expenses and cash flow maintenance.

9. *Q. Have you funded these demonstration projects before? Can you show us links or websites where we can look these programs up?*

A. This is the first round of funding for these demonstration projects. Please refer to Pages 16-21 of the RFA for specific information on each of the Promising Strategies, including websites.

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10. Q. What specific information is required for the letter of intent?
- A. The letter of intent should include a statement of the intent of the applicant agency to submit an application.
11. Q. *Do they want each application component and sub component organized under its own tabs?*
- A. Please refer to the RFA page 22 for format requirements which state: “In preparing an application response, all narrative portions should be straightforward, detailed, and precise. Answer all questions in the order presented with clear titles for each section.” The RFA requires that the narrative address each section in the order presented, but does not require “tabs” for each section.
12. Q. *Under Application Narrative, subsection a, Community Profile, should organizations that plan to use the TDV prevention effort to serve several communities discuss each community they plan to serve with specificity or discuss the communities as a whole generally?*
- A. Provide sufficient information that clearly describes each community to be served.
13. Q. *For Promoting Gender Respect, will organizations who primarily works with girls be automatically disqualified, if they can show how using the strategy will ultimately reach the intended audience for this strategy, boys.*
- A. The RFA does not specify this as a qualification requirement. Please see the RFA pages 7-8 which states: “Access to youth ages 11-18.”
14. Q. *Please clarify, on page 27 under Budget Narrative, the last paragraph states that applicants should take into account travel and lodging for at least 2 people to attend TAT activities sponsored by VPU. Are the TAT activities mentioned in this paragraph those listed on page 15?*
- A. Yes.
15. Q. *Additionally, on the top of page 28, the RFA states that there will be no travel/lodging cost for the TDV prevention forum in Sacramento and that a scholarship will be provided for attendees. Should applicants be prepared to absorb this cost up-front and get reimbursed later?*
- A. Yes, grantees will need to pay up-front for some costs. However, grantees will not need to pay up-front for hotel or airfare, as this will be provided directly through CDPH/VPU.

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16. *Should this scholarship be accounted for in the budget?*

A. No.

17. *Q. Our agency has its core values based in ending the cycle of family violence. This includes a number of programs dedicated to preventing domestic violence and relationship violence among young women. Although we are not a designated domestic violence shelter, do we still qualify to apply for funding?*

A. We are not able to analyze all prospective applicants for their eligibility prior to the application process as this assessment of eligibility is part of the review process. Each prospective applicant must review the eligibility and qualification requirements as provided in the RFA and determine if they meet these requirements. If your agency meets all of the qualification requirements, you are encouraged to submit an application. The qualification requirements do not state that applicants must have a domestic violence shelter to be eligible.

18. *Q. We have a counseling center at the Chicago School of Psychology in Southern California where we have a domestic violence program. Is there a mental health component to this? Will there be individual therapy provided to any of the students and will we be able to do groups on campus or is it all community outreach?*

A. This demonstration project RFA is not for community outreach. It is a primary prevention program. There is no mental health component or a provision to provide therapy for students.

19. *Q. Under the Qualification Recommendations Item # 5 it describes a focus on assets/strength-based approach to violence prevention. Please explain.*

A. An asset or strength-based approach is where you look to the community and look at the resources, assets and strengths that exist in that community as well as assets and strengths of individuals. Rather than looking at what deficits exist, we look at what strengths we have to build an effective program. There are also resources on developmental assets when developing programs for youth which look at developmental assets that help bolster protective factors against domestic and sexual violence.

20. *Q. On page 27-c which states to attach individual letters of support from each member of your community, coalition, or task force that confirms community readiness and applicants agency capacity to implement the proposed project. Some coalitions or task force have up to 50 members or more. Do we have to get a letter from each and every member? Are you asking local community coalitions to choose one group over other applicants?*

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A. We are looking for demonstration of community readiness and support from community coalition members who are actively participating in meetings and/or programs. If you have a very large coalition, you may want to supply a list of those folks, and then attach letters of support from key partners representing those organizations who will be actively involved in implementing the promising strategy, or who can attest to the readiness of the community to support the intended project. A coalition can support one or more organizations in a community and does not need to endorse one over the other.

21. Q. On page 12 under *Important Notes*. It states that applicants can submit an application for up to two promising strategies, but may not submit for all three strategies. Does this mean we have an opportunity to submit two applications?

A. Yes, you may submit up to two applications. Each application must be completely separate and include a separate Letter of Intent, and a separate application, packaged and sent separately to CDPH/VPU. Also, you must be sure your application is specific to defining why that strategy fits into your current domestic violence primary prevention program and why it would be effective for your community. Do not simply insert another strategy into a separate application.

22. Q. Will CDPH award grants deliberately in terms of spreading the demonstration project out throughout the state?

A. Yes, per the RFA, during the review process CDPH will be paying attention to the ethnic, geographic, and other diversity in the applicants. The highest scoring applicants will be considered for funding, and then chosen based on this diversity. It may benefit you to submit two applications on two promising strategies. We are definitely looking for diversity in who we fund.

23. Q. If you collaborate with another organization can you ask for more money?

A. No

24. Q. Is there any way to determine who else in our area is applying?

A. No. You will have to communicate locally to find out.

25. Q. Should we be put money in our budget for an evaluator, or will there be enough evaluation support to not budget for it? Also, will curriculum be provided to the grantees?

A. Adding an evaluator to your budget is up to you as an organization. Applicants are not responsible for developing or designing the evaluation component for the strategy. It will be provided to the demonstration project. We have expert trainers and technical

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assistance events that will provide the evaluation information to you. If you feel that it will be beneficial for your project, or you currently work with an evaluator, it is up to you to include that in your budget. You are not required to develop the evaluation for the strategy. Yes, the curriculum and materials for each strategy will be provided.

26. Q. Who is the TAT group?

A. The Domestic Violence Primary Prevention Technical Assistance and Training Project is currently operating, and is administered by Transforming Communities Technical Assistance and Training Center, Marin Abused Women’s Services. The expert trainers are from the programs currently administering the *Promising Strategies*. They will be participating along with TC-TAT staff to provide technical assistance and training activities.

27. Q. Are incentives allowed?

A. Incentives are allowed and can be included in your budget line item, but it is not required. If you currently use incentives in your program, and think it may be beneficial in the implementation of the *Promising Strategy*, you may include it in your budget, but you may not need it. Once you are a grantee and get further trained on the *Promising Strategy*, you may determine that it may or may not be important for you to have incentives. It is also important to note that over the past few years, the State has created strict guidelines on the use of promotional and incentive items due to lead content.

28. Q. Who will be rating the applications?

A. California Department of Public Health, Violence Prevention Unit staff will be reviewing and scoring the applications.

29. Q. Is this grant limited to non-profits, and can schools districts apply, and can we partner with another organization?

A. As we discussed during the eligibility and qualifications section at the beginning of the teleconference, public and private non-profit organizations can apply. As a public entity, school districts may apply if they meet the eligibility and qualification requirements. There are no requirements as to the types of organizations applicants may include as partners.

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30. Q. Please clarify the definition of Primary Prevention on Page 7. Do primary prevention programs have to reach out to the community in general or must it be at-risk populations? For example, a children’s program that works with children already impacted with domestic violence. Is this included in Primary Prevention?
- A. Primary Prevention is about preventing first time perpetration or victimization, and programs can be implemented broadly in the community, or with specific audiences. The RFA does not include a requirement to choose a high-risk population. In the qualification requirements, we require access to youth ages 11-18 and the promising strategy itself will determine who the appropriate audience(s) will be for you and your community. You should have an existing domestic violence primary prevention program already in place that fits the definition of primary prevention as defined in the RFA.
31. Q. Can you define what an existing primary prevention program would be?
- A. The definition of primary prevention is stated in the RFA. A program that meets and has the purposes as defined in the RFA for primary prevention.
32. Q. Is the \$50,000 in the budget geared for one full-time employee and will most of the materials be provided?
- A. There are no requirements as to how to build your budget, but for most organizations, the budget will be used to support staff, travel and operating expenses. The \$50,000 budget is not meant to fund a stand-alone project. It is meant to be added on to an existing program so that most of the funding will be supporting your staff that will be participating in TAT events and implementing the strategy. Your travel and lodging costs to attend TAT events and any other operating expenses that you will need should be included in your budget. You do not need to budget for the development of curricula or materials. These items will be provided to you.
33. Q. Is there a number served that we should target or is it up to the agency?
- A. The number served is up to each applicant. There is no specific requirement as to the number served.
34. Q. Is it possible to give cash or gift card incentives? Need more clarification.
- A. As stated earlier in question # 26, incentives are allowed and can be included in your budget line item, but may not be necessary. Cash or gift cards are acceptable items.
35. Q. On the indirect costs, the RFA states that it is limited to the first \$25,000 of each subcontract? Is there a limit on the percentage of the indirect costs?

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A. No, there is no set limit. Please explain in the budget narrative how you determined your percentage and justify why it's reasonable.

36. Q. Can you explain again the ability to submit two applications?

A. Organizations are allowed to apply for up to two *Promising Strategies*. The applications must be totally separate which means you must include a Letter of Intent for each one, and a separate application for each strategy that defines why that strategy was chosen, how it meets the needs of your community, why it fits with your current domestic violence primary prevention program, and why you have community readiness for that particular strategy. Also, you must include separate letters of support for each application.

37. Q. For eligibility, if we are currently providing a primary prevention program, does it have to be to the target population ages 11-18?

A. No.

38. Q. Do we have to have three separate budgets for each timeframe?

A. Yes, the budget documents are included in the RFA reflecting the three budget periods.

39. Q. Can we ask additional questions throughout the day?

A. No, this teleconference was designed to ask and answer all questions. A deadline is necessary to ensure that all questions and answers can be documented and distributed to all interested parties. At the conclusion of this teleconference, no other questions will be entertained. The summary of these questions will be posted online.

40. Q. The target population is ages 11-18, yet the curriculum for the basic program component is for 7-8th grade boys which does not encumber an 18 year old youth. Why is the age so broad if the curriculum is focusing on 7-8th grade?

A. Building a comprehensive strategy for primary prevention requires the engagement of a broad group of community members. Although the focus of this project is on middle school aged youth, we do employ and access other ages of youth up to 18 years old as influencers and mentors, so there are different components of some of these programs that engage youth up to age 18, as well as adult influencers.

41. Q. With regard to the qualifying list on Page 8 of the RFA. It states documentation of a community assessment or readiness assessment. Can the document be prepared by

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the community itself, for example, a county report as oppose to one that is completed internally?

A. Yes. The reason for the assessment or plan is to demonstrate that there is some documentation in place that supports your application that states your agency is ready to do this work, and that your community is ready to participate with you. It can be a community needs assessment, or a readiness assessment, which is ideal because it shows that your community has been supporting and engaging in primary prevention work. Another example is if you have done strategic planning within your organization or within your community with your coalition, which says this is a high priority for your community. It's documentation that shows your agency and your community are both ready for you to engage in this demonstration project.

42. Q. In looking at the Close to Home model, part of it is to engage in the process to understand the local context and yet one of the qualifiers was to have done a community assessment. If we didn't have the capability to do this now and this grant is suppose to help, how do I get it before I have it and yet not do it so I can learn how to do it?

A. This requirement of documentation is so that you have something that justifies that you have done some work in your community that says this is a priority and that your community is ready for the chosen strategy. The Close to Home TAT will take you through a much more thorough readiness assessment specific to that strategy. You do not have to have the capability to do that strategy. If you have an existing domestic violence primary prevention program in place, which is one of the requirements, you should have done some needs assessment, strategic planning, and/or some readiness assessment. It should be documented as a need in your community and justifies why you are currently doing that program.

43. Q. What if we have an assessment for a different region, but same population, and we are interested in implementing the program in our community, can it be done?

A. No, the point of the assessment is to show community readiness for you to implement the strategy in a particular community.

44. Q. If our organization has an RPE program along with TDV is it O.K. to show how those programs interrelate?

A. Yes. When describing your organizational experience and capabilities, you should include all programs and activities that relate specifically to your domestic violence primary prevention programs.

45. Q. We have experience providing services in different areas, but not in a particular site of interest, are we eligible?

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A. The point of the assessment is to show community readiness for you to implement the strategy in a particular community. For eligibility purposes, you need to provide documentation that justifies and demonstrates that a community or site is ready for your chosen strategy. The purpose of the program is to utilize the readiness of the community and *build upon the existing capacity* of the organization, not create readiness or capacity where it does not already exist.

Closing Remarks:

A summary of today’s pre-application teleconference will be posted on our website at:
<http://www.cdph.ca.gov/programs/Pages/EPICFundingOpportunities.aspx>.

This concludes the **Pre-Application Teleconference for Request for Application (RFA) Number 09-001: “Teen Dating Violence Primary Prevention Demonstration Projects.”**

CDPH/VPU will no longer entertain questions regarding this RFA. Thank you for your interest and participation in our teleconference.