

**California Reducing Disparities Project
Frequently Asked Questions
(November 13, 2015)**

General Questions:

1. How long will OHE be accepting and answering questions for the CRDP Solicitations?

Answer: November 13, 2015 the Office of Health Equity will cease accepting questions for inclusion in our Frequently Asked Questions covering the CRDP. We continue our policy answering the questions we have as we are able, but will not receive additional questions beyond the close of business on the 13th.

2. The Call for Applications asks for 3 letters of support and the addendums note that the signature has to be original. I could not find anywhere in the packet that clarified this language. Our partners usually submit letters through email.

Can you clarify whether the term “original” means that the letter of support has to have a hard copy signature, or if a digital signature (written digital signature that can be saved from adobe), is valid?

Answer: “Original” means a hard copy signature, signed by hand.

3. Page 9 of the call for applications states all contractors must be approved in advance by CDPH. Exhibit D(S) page 7 says CDPH has right to approve or disapprove the selection of contractors.

What are the requirements and process for a subcontractor to be approved? Is this approval required before the submission of the application? Or can approval be obtained following the application submission?

Answer: The solicitation process will be considered prior approval for any subcontractors included within the application. Formal prior approval is only necessary for subcontractors that are added or changed from what is included in the application.

If subcontractors are contemplated, please include the following information within the budget narrative:

- Identify the persons or firms.
- How were the subcontractors selected and why?
- Attach resume for each major subcontract participant.
- Describe how subcontracted work will be controlled, monitored and evaluated.

4. Attachment 3: Financial Certification requires Board Chair certification. Please clarify who else can certify if a governmental organization (a county) is financially stable if the Board Chair is unavailable? That is, what is considered an appropriate signature?

Answer: The Board Chair's designated signee, as established by appropriate statute or policy, may sign on behalf of the Board Chair. The signer may identify their title under the signature line and designate that they attest that they have signature authority.

5. Is it necessary to break the budget into quarters as shown in the sample budget?

Answer: No. The sample budget is a sample and may be changed or replaced as appropriate for the project.

6. On the required format for the proposal, it is stated that an electronic copy of the proposal must be submitted on a compact disc. Will a USB Drive suffice also?

Answer: No. A CD is required.

Implementation Pilot Projects:

7. We are in the IPP application process. Is it possible to send our curriculum as an attachment with the application?

Answer: It is unclear what requirement this attachment would be fulfilling. To ensure a level playing field, CDPH can only consider the requested application components, within the stated page limits.

8. Frequently Asked Questions 18 and 25 of the October 26, 2015 FAQ page refer to a 15% indirect cost charge but I have not been able to locate reference to an indirect cost limitation in the CDPH solicitation under which our PI will be submitting a proposal. The answer to Question 25 also refers to the Mental Health Services Act in regards to the 15% overhead limitation but this act does not include reference to an overhead limitation in connection with funds provided under this law.

With that in mind, could you direct me to the agency's published policy concerning indirect cost allowances under this solicitation?

Answer: The 15% limit for indirect costs is a programmatic policy for the CRDP Pilot Project grants. It is detailed within the Call for Applications.

9. Must the budget for each year be the same amount, or can we divide the \$1,140,000 among the five years as project needs dictate?

Answer: The budget may vary from year-to-year, as project needs dictate.

- a. If yes, does the 20% minimum evaluation percentage apply to the entire \$1,140,000 or also to each separate year of the project? It is likely that the evaluation cost per year will not necessarily track with the other programmatic cost per year.

Answer: The 20% minimum evaluation requirement is over the course of the project.

10. I am writing to clarify whether the Implementation project and the Capacity building proposals are to include the plan to do Continuous Quality Improvement (CQI).

Answer: This is only expected from Implementation Pilot Projects in the application.

What is your expected length of the plan?

Answer: The Continuous Quality Improvement Plan is a section of the Evaluation Plan and must be included within its stated page maximum.

11. Just wanted confirm that the total number of documents that requires original (wet) signatures are the following 5

- b. Attachment 3: Financial Certification signed by Board Chair and Executive Director (1 original)
- c. Attachment 7: Business Information Sheet signed by Authorized Representative (1 original) – This may have been mentioned in the Q&A and I just wanted to confirm for question 4 on this form that our agency will not be disqualified if we answer no to “DVBE Incentive Participation”, and also that we will not be given more points if we answer yes we have “DVBE Incentive Participation.” But we must answer yes to “I certify that I have read and understand the requirements of DVBE participation and understand my obligations in regard to DVBE. I also understand that failure to meet the requirements of the DVPE will cause my proposal to be rejected before evaluation.” in order to qualified to apply for this application.
- d. Attachment 8: Non-supplantation Certification Form signed by our agency staff such as Executive Director (1 original)
- e. Cover letter signed by Executive Director
- f. 3 letters of reference signed by the person writing the letter (3 original letters)

Answer: Confirmed.

Statewide Evaluator:

12. In the description of the Evaluation Plan, the RFP states that the plan must include a "Data Dictionary". Please further describe what information you are looking for in this part of plan.

Answer: The “Data Dictionary” is a document which clearly defines specific data categories and specific applicable responses (in categories where it is appropriate). The purpose is to have a document that will enable Implementation Pilot Projects to submit standardized data to better meet the needs of the Statewide Evaluator.

Technical Assistance Provider:

13. For the TA Provider role, for 2021 budget, should we allocate for:

- Deliverable 2: Monthly progress reports
- Deliverable 4: Knowledge Management
- Deliverable 5: Other Meetings/Briefings
- Deliverable 7: Unanticipated tasks

Or will these proposer defined deliverables be completed by 12/31/2020?

Answer: Yes, the TA Provider should budget for each of these deliverables. In addition, the TA Provider's 2021 budget should include:

- Deliverable 3: Quarterly Collaboration Meetings
- Deliverable 6: Closeout Meeting
- Deliverable 13: Technical Assistance and Training
- Deliverable 16: Final Convening

14. The most recent FAQs reference an indirect rate of 15%. Does this apply to TA Providers as well?

Answer: No. The indirect rate only applies to Pilot Project grants. TA Providers and Statewide Evaluators will have deliverables based contracts. The quoted price for each deliverable must be fully loaded, including all indirect costs.