



**TEEN PREGNANCY PREVENTION PROGRAM (TPP) MEETING
COMMUNITY CHALLENGE GRANT (CCG)
PROGRAM WEBINAR: JUNE 3, 2008**

QUESTIONS & ANSWERS

Additional resources:

- TPP Website Link:
<http://www.cdph.ca.gov/programs/tpp/Pages/TeenPregnancyPreventionProgramStaff.aspx>
Program Consultant Contact List/Contract Manager
- OFP Website:
<http://www.cdph.ca.gov/programs/tpp/Pages/TeenPregnancyPreventionProgramStaff.aspx>
AFA documents, forms, budget/invoice templates, FFP Guide
- OFP General E-Mail Box: OFPMailbox@cdph.ca.gov

Overview of Office of Family Planning (OFP) and TPP Programs

Q: Our new Executive Director is here with me and she wants to know how we can move up to Level 2. We are currently implementing seven strategies.

A: The grant amounts were determined during the grant application and award process and are in effect for the grant cycle of July 1, 2005 – June 30, 2010. The next CCG request for application will be released on or about July 2009. The number of strategies required for Level I is four and Level II is six.

Family Planning, Access, Care and Treatment (Family PACT)

- Q: Are memoranda of understanding (MOU's) required with Family PACT providers?**
- Q: I cannot enter into an agreement with a Family PACT provider, using either an MOU or memoranda of agreement (MOA). Could a signed, detailed letter of support replace a formal agreement?**



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A: OFP requires that partnerships with Family PACT providers be documented by either of the following: Memorandum of Understanding (MOU), Memorandum of Agreement (MOA) or a Letter of Commitment. Examples of these documents may be downloaded from the TPP Website

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

Collaboration

Q: When is a formal versus informal collaboration required?

A: All CCG projects are required to incorporate local collaboration in their effort. There are two types of local collaboration: Informal and Formal. Informal collaboration applies to CCG projects funded at \$100,000 or \$127,000 (Level I); while formal collaboration applies to CCG local projects funded at \$175,000 or \$210,000 (Level II).

Q: My agency is both the CCG grantee and an Adolescent Family Life Program (AFLP) provider. Does this meet my AFLP provider requirement?

A: Yes. Either a formal or informal collaborative requires a partnership with AFLP providers. Obtain a signed letter of commitment from your agency's AFLP coordinator, indicating the collaborative relationship between the two programs within the agency. Indicate this relationship in the Progress Report: a) provide data on Attachment 1: Project Collaborative Roster; and b) describe the collaborative relationship in the narrative section of Part 1, Section B. Formal/Informal and Regional Collaborative Activities.

Q: What are examples of acceptable efforts/activities that have been done by an informal collaborative?



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A: Collaborative activities must include community stake holders in designing, planning, implementing, and conducting on going evaluation of locally developed intervention strategies. Examples include: meetings between the grantee and school administration to discuss a strategy; requesting input from schools, Family PACT staff, and teens in developing a public service announcement; inviting a speaker to a collaborative meeting to provide insight to eliminating a barrier that is stopping teens from attending an intervention; helping plan a health fair, etc.

Q: Do we need to have an MOU for other optional locations such as a migrant labor camp or transitional living home?

A: No. If the camp or transitional home is a member of the formal collaborative they can use another document such as formal letters of commitment.

Community Match

Q: Can we accept donations from other departments within the agency?

A: Yes, as long as the donated funds and/or item is not purchased with government funds.

Q: Would a thank you letter to the department head suffice as documentation?

A: Yes. We recommend you include the value of the donation. TPP provides sample letters at: <http://www.cdph.ca.gov/programs/tpp/Pages/ProgramForms.aspx>

Q: Can we use money we received from our agency fundraising event for the CCG match?



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A: Yes, as long as the money is not donated from a government agency and you are limited to claiming only the amount of funds that are actually given to the CCG program.

Q: Is there a criteria or form for minor volunteers?

A: No. OFP does not have a requirement; however, your agency may have guidelines. The agency may consider the following: a) parental consent; b) maximum number of hours that a minor may provide volunteer service during a school week; c) limitations or restrictions; d) volunteer supervisor; e) liability and risk management issues and waivers; f) coordination with school in meeting school-required community service hours, if applicable; and others. A sample volunteer agreement form can be located at:

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

Q: If a person's position is paid for by government funds but they are "off the clock," would it count as a match?

A: Yes, if a person is volunteering outside of their assigned work hours and is not an employee of the CCG grantee.

Q: If a non-governmental agency makes a donation to a regional TPP meeting or collaborative meeting, can each agency count the donation as a match?

A: OFP has no requirements on how donations are applied; however, an agency could only claim the portion of the donation that applied to them (i.e. splitting the donation evenly among several agencies, giving one agency 50% and the others a different percentage, etc.).

Q: If a Boys and Girls club allows us to host one of our work plan objectives without charging us for rental, can this value be used as a community match?



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A: Yes, if the Boys and Girls club has not been identified as a site of service in the workplan; if the Boys and Girls club is not a funded CCG grantee or subcontractor, and if the site is not funded with government funds.

Q: Our agency indirect cost allowed at a Federal rate is 20%, but the indirect cost charge to our CCG program is only 10%. Can we use the 10% difference for indirect cost that wasn't charge to the CCG program as an in-kind match for our CCG program?

A: No, you cannot use this as a match.

Q: If we receive an individual contribution through their capital campaign (United Way), where our agency is listed, including CCG activities, can we count the full donation as in-kind?

A: No, you can apply only the portion of the donation that is used by the CCG program. Your agency will need to determine how much of the contribution will benefit the CCG program directly and document the allocation so that you may use it as a match.

Q: For radio airtime: If the same public service announcement (PSA) is done in Spanish and then in English and aired separately, does it count as only one PSA for in-kind?

A: As long as the radio/TV station provides documentation of the assigned costs for each separate PSA, based on waiving their costs for advertising at current market rate, then each PSA may be counted separately.

Q: Do you have a standard letter for corporate donations?



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A: Yes, sample letters can be located on the TPP website:

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

Q: For the community match contribution, does an article about the program constitute a match contribution?

A: No, this is not a match as news articles and feature articles are not the same as advertising and are not considered a community match contribution.

Q: (Slide #25: Regarding determining the value of volunteer/in kind services) Is it okay to simply ask for the person's title (and then calculate the value using the website), or must we ask their actual pay rate?

A: You may do either.

Q: Regarding community match: For items or activities paid for by the CCG agency using non-CCG funds, or non-government sources, can those be counted as community match?

A: Yes, please maintain appropriate documentation showing that the items or activities benefited the CCG project.

Q: I have collaborative meetings and participant meetings at our site may I use that as match.

A: Yes, as long as the site is not being paid for by CCG funds or governmental funds.

Q: May I use our agency Business Development Director (BDD) as match if she is promoting our grant?



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- A: Yes, provided that the following conditions are met: a) your agency documents the amount of time the BDD devotes to the CCG project; b) the time devoted to the CCG project is not covered in the CCG budget's indirect cost allocation and c) the BDD salary is not paid for by government funds.
- Q: (Slide # 26) In what way would a CCG project agency staff be able to do an in-kind contribution?**
- A: If the staff person is documented on the CCG budget they can't volunteer or provide in-kind services. If the staff person is not on the CCG budget, but works for the agency and is not paid by government funds, then the time can be considered for in-kind.
- Q: (Slide # 26) By "CCG project agency staff", did you mean non-CCG-paid staff within the agency?**
- A: Yes. A CCG agency may claim a person's time working for a CCG project as a match if the position is funded from a non-governmental source.
- Q: Please clarify whether or not a volunteer can receive a cash stipend under CCG for volunteer services?**
- A: Yes. Volunteers may receive a cash stipend to help defray costs such as gas for transportation or a gift certificate awarded as a token of appreciation.
- Q: Can someone who is volunteering in order to comply with a probation contract (community service hours) be counted as in-kind??**
- A: *Please note revised answer:* Yes, the time qualifies for match because the individual is not receiving payment.



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Q: Does "government" include local/county government?

A: Yes.

Evaluation

Q: Slide 12 states that we should allocate 10-15% of total annual funding to support local evaluation. Does this mean that we need to subcontract for an evaluator?

A: No. If you have staff with these skills you can use their position to fulfill this requirement. If not, you may subcontract with an evaluator. Additionally, all reasonable costs associated with evaluation activities should be included to calculate this requirement percentage.

Q: For the 10-15% amount to be used for evaluation, does that include salary, photocopying...etc.

A: Yes, this amount includes all reasonable costs associated with local evaluation activities.

Workplan

Q: When is the deadline to submit revisions to workplans? What is the cutoff date for revising the workplans?

A: The Agreement Funding Application (AFA) package, which includes workplans, is due via email to your contract manager by July 1, 2008. Workplans can be revised throughout the year if a strategy is not meeting the needs of a community or not being responsive to changes in the program environment. Revisions are approved



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on a case by case basis by your Program Consultant, prior to implementing any changes.

Q: If a youth completed four hours through the prevention education strategy, but completed over 20 hours by participating in the other strategies that involved promoting pregnancy prevention, can we count the hours to complete the eight required??

A: No, the student must complete all sessions of the prevention education strategy included in your work plan.

Progress Reports

Q: When will this form (or the updated progress report forms) be available online?

A: Updated progress report documents are available on the TPP website.
<http://www.cdph.ca.gov/programs/tpp/Pages/ProgramForms.aspx>

Q: When is the next progress report due for CCG programs?

A: Second progress report (January – June): due August 1, 2008.

Q: Does this mean that we do not have a final report due at the end of this program year? Not until 2010?

A: Yes, the final report is due August 1, 2010.

Q: My understanding then is that if there are no changes to our staff, by-laws/operating principles and mission statement, then I don't have to resubmit these forms every year?



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A: In the progress report you are required to submit the administrative update form that documents the staff included in the TPP Budget in the last six months. This includes staff employment dates and the full-time equivalent of their position.

At any time, if your executive director, project director, project coordinator, fiscal officer or fiscal contact changes, you must submit an updated Agency Information Form (AIF) to your contract manager. AIFs are also submitted annually with the AFA.

The mission statement and operating principles documents only need to be provided with the progress report if they have been revised since the prior progress report.

Q: Even though we don't need to put in a target number on the clinical linkage objective, don't we still have to collect data regarding how many youth are given information about clinics, how many youth referred, how many youth actually had a clinic visit?

A: No, this specific information is not required by OFP. CCG projects are required to provide information on reproductive health clinical services, Family PACT services, eligibility and local providers. This may be done through presentations or informational material dissemination. CCG projects are not asked to document or report the number of referrals made or the number of teens who access clinical services as a result of the CCG. Activities/referrals. You may collect the data for internal use. OFP does require CCG projects to develop partnerships with Family PACT providers for referral purposes and establish a referral process. Clinical linkage activities may be reported in your progress report as follows: a) Progress Report Attachment2: Family Pact Provider Clinical Linkage Form (dated 12/18/07) identifies to whom you are referring teens; and b) Progress Report Objective Status Form specific to your Clinical Linkage objective – do not complete the



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number served or demographic data sections but provide a description of your efforts to develop and maintain partnerships with providers and referral activities in the narrative section. You may collect the data you mention if your program uses it internally. Please refer to Program Letter 07-02 located on the TPP website at:

<http://www.cdph.ca.gov/programs/tpp/Documents/MO-TPP-ProgLtr07-02RptRegs.pdf>

Q: Does that mean that on the first page of the Objective Status Report form for the clinical linkage objective will have no numbers on it? I.e. number served this reporting period, to date, etc.? I just include any data in my narrative only?

A: You are not required to provide numbers for the clinical linkage objective. You do not need to include this data in your progress report. You do need to describe your clinical linkage efforts, however, in your progress report. Progress Report Objective Status Form specific to your Clinical Linkage objective: a) do not complete the number of participants served or demographic data sections and b) provide a description of you efforts to develop and maintain partnerships with providers and referral activities in the narrative section.

Q: Do webinars count as training? Such as today's.

A: Yes, this training would be reported in the progress report Part 1, Conferences and Training Attended this Period.

Program Forms

Q: If we have no changes, do we still have to have the AIF signed again and re-send?



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A: Yes, OFP requires a new AIF with original signatures of two persons authorized to sign budget documents, invoices, and the invoice cover letter annually. This could be the Project Director, Project Coordinator, Fiscal Officer or Fiscal Contact.

Q: Please clarify who in my organization should be included on the AIF. I have included my superintendent and director, but they have little direct contact with the implementation of my grant. They receive the correspondence and are confused.

A: The AIF identifies agency staff responsible for various aspects of your grant. If, for example, the superintendent serves as the executive director and the director serves as the project director, their contact information is required on the AIF.

Q: We typically do not get School Agreement Forms signed by school officials until schools have requested and/or agreed to have us provide services which could vary year to year. Is it acceptable to use School Agreement forms from the previous year?

A: School agreement forms can cover multiple years; however, the beginning and ending dates must be included on the form. If the ending date of the current forms has passed new forms are required.

Miscellaneous Questions

Q: What is the policy to publish data?

A: The CCG Program Manual 2005- 2010, Section 5, contains information regarding publishing documents and materials review requirements. Please contact your Program Consultant should you require additional clarification.



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Thank you for your questions. Please contact your Program Consultant or Contract Manager, as applicable, should you have further questions or require assistance.