California Department of Public Health
Office of Family Planning
Teen Pregnancy Prevention Program
Information and Education Grant
Request for Applications (RFA) #11-10017

QUESTIONS AND ANSWERS

The following questions were submitted by potential Applicants following the specified procedures outlined in the Information and Education RFA# 11-10017. The Office of Family Planning (OFP) has made every effort to respond thoroughly and completely to all questions submitted by potential Applicants. In some cases, similar questions have been combined to minimize repetition. Each question has been answered based on OFP's understanding of the question. The OFP reserves the right to answer only questions considered relevant to this RFA.

Applicants who still have questions after reading this document should prepare their applications based on the responses given, and submit their applications based on their understanding of the particular issue of concern. Under the terms of the RFA solicitation procedures, the OFP is not able to respond to further questions.

PROJECT SUSTAINABILITY		
Q1.		The final goal of the 3-Year Project Sustainability Plan is unclear as it appears to be incomplete. We are to "illustrate success identifying" what?
	A1.	The OFP will modify the Project Sustainability section of the RFA to include the missing language.
Q2.		The Sustainability Project Plan is unclear as it appears to be incomplete.
	A2.	The OFP will modify the Project Sustainability section of the RFA to include the missing language.
NEEDS ASSESSMENT and MSSAs		
Q3.		Since the RFA was released so close to the CCG RFA, the community needs assessment is still relevant. Can we use the same needs assessment? Excessive surveying in a community can create "burnout" and skew the data. How can we address this?
	A3.	Yes, you may use the same Needs Assessment.
Q4.		If the 3-year needs assessment data reflect a decrease in teen birth rates will that effect funding for the following years?
	A4.	The OFP is unable to understand your question.
Q5.		May we submit one application for two MSSAs?
	A5.	No, applicants must select only one MSSA per application.

Q6.		If a school is expressing the desire and need for TPP yet does not fall in an allowable MSSA, is there any way we can still provide service?
	A6.	Applicants may serve sites of service/locations physically located outside of a selected MSSA if youth from the selected MSSA are receiving services at those sites.
Q7.		Will you consider funding an applicant with a CCG if they have an MSSA under 30?
	A7.	The OFP will only answer questions relevant to the I&E RFA.
Q8.		If an organization applies for funding with an MSSA under 30, should they also apply for $50,000.
	A8.	No. It is the OFP's intent to fund applicants who select a MSSA where the teen birth rate is 30 births per 1,000 or higher as detailed in Appendix 5. Funding preference and funding level will be determined by identifying those applicants serving clients in a MSSA with high teen birth rates.
Q9.		If we have data that is more recent than the provided resource (appendix 5) such as local county health data, can we provide services there if we explain the rationale?
	A9.	No. It is the OFP's intent that applicants shall serve the most at-risk or vulnerable populations residing in high teen birth rate areas based on the data provided in *The Teen Births in California: A Resource for Planning and Policy* publication (Appendix 5). This publication identifies MSSAs in California with teen birth rates based on births in 2004 and 2005 as the standard criteria for potential applicant's applications.
Q10.		Since this RFA used the same criteria and interventions as the CCG RFA, and the MSSA restrictions limit the locations for the interventions, there will be an excessive amount of similar programming in those locations and none in areas that are requesting it, yet don't meet the MSSA criteria, which may not be the most up to date information. How does your office justify this?
	A10.	It is the OFP's intent that applicants shall serve the most at-risk or vulnerable populations residing in high teen birth rate areas based on data selected by the Department.
LOGIC MODEL		
Q11.		Must chosen behaviors be chosen from both lists or may they all be from one?
	A11.	The OFP will modify the RFA, the Logic Model (Attachment 4), and the Logic Model Samples (Appendix 7) to reflect one list of behaviors. The revised RFA, Attachment 4, and Appendix 7 will reflect the accurate list of behaviors for the I&E RFA.
Q12.		Is preference given to those organizations who select more than the minimum number of chosen behaviors?
	A12.	No.

Q13.		If we have 4 separate I&E Interventions does this mean we have to submit 4 separate logic models?
	A13.	Yes. Applicants shall complete a separate Logic Model (Attachment 4) for each I&E Project Intervention.
I&E PROJECT INTERVENTIONS		
Q14.		Please address the Intervention Development Component in the Bidders' Webinar
	A14.	The OFP will review the I&E Project Interventions in the Bidder's Teleconference/Webinar.
Q15.		If we planned a social network intervention for our CCG Program, could we use the same one for I&E or would that be double-dipping? Should we have two Twitter, Facebook, and blogs with same FPACT information – 1 for CCG and 1 for I&E – or can both interventions promote the same social networking sites.
	A15.	Applicants may promote the same social networking site for both I&E and CCG Projects. However, each Social Networking Intervention must independently meet the intervention requirements as detailed in each RFA and as expressed in the applicant's proposed Project Plan.
Q16.		Please clarify the requirement that peer-based education cannot include TPA.
	A16.	The OFP will modify Appendix 10 to reflect that the Peer Based Education intervention may include Targeted Prevention Activities. The Addendum will also reflect the minimum implementation requirements for peers implementing Targeted Prevention Activities.
Q17.		Leading research (Kirby, Constantine et al) shows that single "one time presentation" do not lead to behavior change or have any significant effect on young people. How can we justify the use of this intervention given this research?
	A17.	Interventions selected by applicants' shall be based upon its Needs Assessment findings, community input, and Logic Model outcomes. One time presentations may be appropriate in some instances (e.g., improved knowledge/awareness of community resource(s)).
Q18.		Can we go back to serving incarcerated youth at Juvenile Hall? We stopped serving these high risk youth with our I&E program because they could not immediately access FPACT services, but "juvenile detention facilities" are listed on page 1 of this RFA.
	A18.	Federal matching funds are only available for reimbursable activities as defined by law and described within the RFA. Applicants may serve sites of service/locations physically located outside of a selected MSSA if youth from that MSSA are receiving services at those sites, however, matching funds may not be available.

Q19.		Can the people counted toward the "minimum # of target population reached" overlap between interventions? <u>or</u> May the same participants be counted in more than one I&E Project Intervention? For example, is a class of 50 students able to be counted for Life Skills Education and counted again for Supplementary Intervention #1, if they are exposed to that instruction as well?
	A19.	Yes, participants may be counted toward each of the minimum target population reached if participating in more than one I&E Project Intervention.
Q20.		The I&E RFA is very similar to the recent RFA for CCG – how should programs identify differences between these two programs?
	A20.	The I&E RFA requires different interventions, has different implementation requirements, and the intervention activities shall include FFP reimbursable activity(ies) to be considered a match.
Q21.		How much can the I&E interventions and CCG interventions overlap?
	A21.	To the extent the OFP understands this question, the I&E Project Interventions should not overlap with the CCG Project Interventions.
Q22.		Existing Programs – If we are applying for a CCG grant using a similar intervention and both are funded, will we be allowed to change one of the interventions so it is not repeated?
	A22.	To the extent that OFP understands this question, it depends. RFA interventions must meet each specific RFA requirement (i.e., meet FFP reimbursable activity for I&E Project Interventions, intervention description(s), minimum implementation requirement(s), etc.).
Q23.		Does the Life Skill curriculum need to be evaluated and approved?
	A23.	If a curricula/um is proposed, the OFP may request a copy of the curricula/um after the Notice of Intent to Award has been posted.
Q24.		If we select Informal Interventions as on of our interventions, must the content fully comply with SHEAA?
	A24.	If an applicant proposes to implement an intervention in a school setting, the applicant shall comply with the Sexual Health Education Accountability Act (SHEAA); Health & Safety Code Sections 151000-151003 (Appendix 2) and California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act; Education Code: Sections 51930-51939 (Appendix 3).
Q25.		I do not see the requirement to complete a CAT? Is one required for the curricula used for I&E?
	A25.	No, a CAT is required for the Prevention Education Intervention described in the CCG RFA.

Q26.		I&E is for teen pregnancy prevention but can the Life Skills Intervention be done with young adults who may be the sex partners of teenagers.
	A26.	The I&E Project Interventions should be developed with the applicant's target population as the primary focus, as identified by the Needs Assessment findings.
Q27.		For the Life Skills Intervention - can the program be only males or only females or does it have to be co-ed?
	A27.	The intervention's demographic and session makeup should be developed based on the applicant's Needs Assessment findings.
Q28.		Since the RFA emphasizes Life Skills and youth development, will "youth development" still be considered a non-reimbursable activity?
	A28.	Youth development is an approach that must be incorporated into all I&E Project Interventions and is not in itself a reimbursable activity. The Life Skills Education Intervention must include FFP reimbursable activity(ies) (i.e., staffing, targeted prevention activities, evaluation, completion of Time Studies, etc.).
Q29.		Please give an example of what you mean by "Applicants must assess behavioral skills and knowledge required as behavioral outcomes."
	A29.	The OFP will modify the criteria for the Life Skills Education Intervention (in Appendix 10), including clarification of the required behavioral outcomes, through an Addendum to better reflect the intent for this intervention.
Q30.		Explain the time commitment of 25 hours for the Life Skill Education. Is this 25 hours (5 weeks) in the classroom with the same students, or a total commitment to reach all required 150 students? This is also confusing because there is a 25 hour commitment to Social Networking, which is not a classroom intervention. <u>or</u> Can you give us a few examples of Life Skills Education interventions that fit in with the RFA's requirements of minimum of 25 hours per participant (60 participants - $50,000 level) <u>or</u> Is the core intervention (Life Skills) required to be a multi-session intervention? In other words, is the requirement 25 hours total per youth, or 25 hours total for the intervention? <u>or</u> For the Core Intervention: Life Skills Education it states that we must have a minimum time commitment of 25 hours, does that mean we have to have lesson plans that are 25 hours of education to the same group of participants? Or does it mean a total of 25 hours throughout the fiscal year? If it is 25 hours to the same group, do the participants have to complete all 25 hours, or can they be counted if they miss sessions? **-----CONTINUED ON NEXT PAGE-----**

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or

Is the core intervention, Life Skills Education, required to be a multi-session intervention? In other words, is the requirement 25 hours total per youth or 25 hours total per intervention?

A30. The OFP will modify the criteria for the Life Skills Education Intervention (in Appendix 10), including clarification of the implementation length, through an Addendum to better reflect the intent for this intervention.

FAMILY PACT CLINICAL SERVICE LINKAGES

Q31. If an intervention/objective is to target parents, should that intervention target Medi-Cal along with Family PACT?

A31. To the extent the OFP understands this question; I&E Project Interventions that are targeted to parents must include Family PACT (Intervention requirement) and Family PACT and Medi-Cal services (FFP requirements).

EVALUATION

Q32. Will OFP provide us with a pre/post survey or do we have to develop one?

A32. The OFP will provide further clarification of the required evaluation activities after grants are awarded.

Q33. Evaluation Plan Narrative – Do applicants implementing 5 interventions have the same 2-page limit as an applicant implementing only doing 3? Can this be increased by one page for each additional intervention?

A33. The OFP will modify the maximum page requirement to reflect that the Evaluation Plan Narrative should not exceed two pages per intervention.

REGIONAL NETWORK

Q34. It is my understanding that we do not need to join a community collaborative, so will you please clarify what is meant by "describe how you will propose to increase the priority of teen pregnancy prevention through collaborative activities?" Is this referring to our participation to the Regional Network?

or

As part of the Needs Assessment (in section 3. Community Assessment) we are asked (in b) to "describe how you will proposed to increase the priority of teen pregnancy prevention through collaborative activities." It is my understanding we do not need to assemble or join an existing TPP Community Collaboration as a requirement under the I&E grant. To what is this referring? Are we to utilize our CCG collaborative, or someone else's if we are not funded under that grant? Is this referring to our participation in the Regional Network?

A34. The OFP will modify the RFA language to reflect that applicants shall describe how they propose to increase the priority of teen pregnancy prevention through Regional Network activities.

Q35.		How do we justify having two regional networks or collaborative with the same people, topic, and area?
	A35.	To the extent the OFP understands this question; the OFP will announce the TPP Regional Network configurations. Projects awarded funding will be required to participate in one TPP Regional Network.
Q36.		I see that we are required to participate in the TPP Regional Networks, but I do not see any information on requirements for informal and formal collaborative. Is this a required for the I&E application?
	A36.	Participation in an "informal and formal collaborative" is not required. Participation in the TPP Regional Network is required for the I&E Projects. The OFP will announce the TPP Regional Network configuration. I&E applicants must submit the Self-Certification for I&E Collaboration Form (Attachment 11) to attest their willingness to participate in the TPP Regional Network.
		STAFFING
Q37.		Since the awarded amount is so limited, could we have 1 project director who oversees the program?
	A37.	No. I&E Projects are required to have a Project Coordinator (25% FTE) and a Health Educator (50% FTE) on the I&E budget.
Q38.		Are we required to have a project coordinator if we have a project director?
	A38.	Yes. I&E Projects are required to have a Project Coordinator (25% FTE) and a Health Educator (50% FTE) on the I&E budget. A Project Director is not required.
Q39.		Can the Project Director and the Project Coordinator be in-kind? If not, then how is any agency supposed to fund both positions for the minimum amount?
	A39.	No. Positions shall be included on the I&E budget.
		FEDERAL FINANCIAL PARTICIPATION (FFP)
Q40.		Will funds generated from FFP be in addition to the funded amount or part of the maximum total (e.g. $50,000)?
	A40.	The FFP match is included in the funding amount (e.g. $50,000).
Q41.		If Medicare/Medicaid matches dollar for dollar for administrative activities, does that mean they cannot be included in the budget?
	A41.	Applicants must detail their proposed administrative activities in their budget.

BUDGET RELATED	
Q42.	If an organization has been using a subcontractor for over 13 years, do they still need to obtain at least 3 bids?
A42.	Yes. Applicants shall obtain at least three bids or justify sole source for the subcontracted services exceeding $5,000, except as indicated in Paragraph 5.a (3) of Exhibit D (F). See page 7 of 26 of Exhibit (D) F for exemption requirements.
Q43.	The language of question 5, a, 1 is confusing. *"Describe how funding allocated for **each** line item directly supports the goals, objectives and activities specified in the Workplan, by objective number, for **each** I&E Project Intervention."* Do we categorize line items by objective or by Intervention? This language is confusing because 4 of the 8 objectives are the Interventions. Also, it references the Workplans which are not required for the RFA, but are to be submitted after the grant.
A43.	The OFP will modify this language in the RFA through an Addendum to clarify the intent of the Budget Justification Narrative.
Q44.	Please clarify this statement "If the Budget Act for fiscal year (FY) 2011-2012 is delayed, I&E Grantees will begin their projects as soon as the Budget Act is signed" because in the past agencies were still expected to do work (such as attend meetings, and complete reports) during this time.
A44.	I&E Grantees shall be prepared to begin the proposed project on July 1, 2011. If the Budget Act for fiscal year (FY) 2011-2012 is delayed, I&E Grantees will begin their projects as soon as the Budget Act is signed.
Q45.	We are asked to "Identify, by listing the objective number, how funding allocated for each line item directly supports the goals, objectives and activities specified in the Workplan. The **total cost only** is entered on this line" How/where do we put all this info in such a small space?
A45.	The OFP will modify the RFA through an Addendum to clarify the language under Subcontractors (Third Line Item). Applicants will be required to submit the supporting language in the Budget Justification Narrative section.
Q46.	Do we categorize line items by objective or line item? The language is confusing because 4 of the 8 objectives are the Interventions. Also, it references the workplans which are not required for the RFA, but are to be submitted after the awarding of the grant
A46.	The OFP will modify the RFA through an Addendum to clarify the intent of the Budget Justification Narrative.
Q47.	If we do not use a subcontractor, are we required to answer question 5,a,2 – about our subcontracting process
A47.	Yes. Applicant's must describe their subcontracting process (e.g., procurement, competitive bid, etc.) and their monitoring, management and oversight process, regardless of whether you will subcontract or not.

Q48.		Is the budget we build for the application based on the minimum of $50,000, for the match included, which would be double that amount?
	A48.	The FFP match is included in the funding amount (e.g. $50,000).
Q49.		Subcontractor's Budget – What is the "subcontractor's detail" line item for if the entire file is for subcontractors?
	A49.	The OFP is unable to understand this question.
Q50.		What is the recommended cost (travel, registration and hotel) of the required TPP annual meeting? If this is required, we should all have the same anticipated cost.
	A50.	Applicants should detail proposed costs to either Northern California or Southern California based on the proximity of their agency to these locales. Applicants should refer to the Department of Personnel Administration for Travel Reimbursements requirements and guidelines. See Appendix 26, the Budget Resource Document, for additional information.
Q51.		If we are awarded both an I&E and CCG grant will one organization-wide financial audit suffice for both grants? We ask because will budget $3000 for this line item, however should we be prepared to reallocate it elsewhere if both grant applications are funded. Or will we have separate audits for CCG and I&E, if funded?
	A51.	In the event an applicant is awarded both I&E and CCG grants, the OFP will provide further direction during Contract Negotiations regarding the expectation of a single organization-wide audit. However, applicants must prepare their I&E RFA as directed and allocate funding for a single organization-wide audit.
FUNDING		
Q52.		Will OFP fund a CCG and an I&E grant for the same MSSA?
	A52.	It is possible.
Q53.		Can an applicant have both a CCG and I&E grant? Does OFP award on the basis of past or future CCG funding.
	A53.	Yes, grantees may be awarded both a CCG and I&E grant. The OFP does not award on the basis of past or future CCG funding. I&E funding is awarded as described in the RFA.
Q54.		Please explain what is meant by "priority funding."
	A54.	Priority for funding will be given to currently funded I&E Projects in good standing that receive a passing score in Stage 2 of the review process.

Q55.		The RFA states that priority will be given to past I&E recipients – how should newcomers interpret their chances for consideration? Do past recipients receive extra points?
	A55.	The funding consideration of new applicants' will depend upon the number of currently funded I&E Projects in good standing that receive a passing score in Stage 2 of the review process.
GENERAL APPLICATION INFORMATION		
Q56.		In the event the RFP is amended prior to the deadline, will revisions be clearly marked or preceded with/accompanied by a memo detailing the section/pages that were changed?
	A56.	Revisions and/or corrections to the I&E RFA will be posted without track changes on the Department's website with a revised publishing date. The revisions and/or corrections made will be identified by an Addendum detailing the revisions and/or corrections by document name, section, page, etc.
Q57.		Can you please give an example of an Immaterial Defect?
	A57.	Examples of Immaterial Defect may include required submission documents without signatures, signatures not presented in blue ink, applicant missing or revised attachments, etc.
Q58.		The RFA notes that a complete list of hardware and software is contained in Appendix 22. Should this be Appendix 21?
	A58.	The List of Appendices (page v) and the language on page 38 of the RFA references Appendix 21 as the List of Software/hardware Requirements.
Q59.		The RFA requires MacAfee Antivirus software. Our agency uses Norton. Is this acceptable?
	A59.	Appendix 21 references Norton Anti Virus 10.0.02.2001 as a Software Requirement.
Q60.		OFP requires the use of internet-based surveys, which survey is this referring to?
	A60.	The OFP will provide guidance to funded applicants regarding mandated electronic correspondence and trainings. Applicants must have the minimum Software/Hardware Requirements as detailed in Appendix 21 to participate in such trainings.
Q61.		May we use binder clips to bind the RFA instead of staples due to the size?
	A61.	Yes. Applicants may use binder clips and/or staples.

Q62.		Package Assembly – What is the rationale for printing out 4 copies of the RFA? With the emphasis on being “green” and the ability to submit electronic copies, wasting paper, money, and resources, like this seem irresponsible.
	A62.	Printed hard copies are needed for Review Team members during the Stage 2: Application Technical Review process.
Q63.		What does “postmarked by the OFP” mean? Is postmark by the USPS acceptable?
	A63.	The OFP will modify the RFA through and Addendum to reflect that hand delivered applications to OFP must be received by 6:00 pm on the RFA due date. U.S. Mail and Express Mail must be postmarked by the certifying carrier company by the date and time listed in the RFA Timeline.
Q64.		Who are the reviewers and how are they selected?
	A64.	OFP RFA Reviewers include, but are not limited to, State employees from the OFP, CDPH and other State Departments with expertise in adolescent sexual health, pregnancy and STI/HIV prevention programs, health education, contract monitoring, etc.
ATTACHMENT 3		
Q65.		For Attachment 3, Application Intervention Summary, can you please provide a completed sample document?
	A65.	The OFP will provide a completed Application Intervention Summary (Attachment 3) for applicant review through an Addendum.
Q66.		For Application Intervention Summary (RFA pg.5-7) what percentages are required? Is the percentage of males within each age group within the column? Or is the percentage of youth for each age break-out as a whole?
	A66.	Applicants should identify the overall target population count and percent by gender and age (row) by ethnicity (column) for each I&E Project Intervention.
Q67.		In the “Target Population Count by Intervention, Target Population Audiences, and Budget” section it asks for “Percent of FY 2011-2012 Budget per I&E Project Intervention” then it has a blank box and a box already filled with “100%”. What does the “100%” box represent? Do we just put the percentage in the first blank box? Is there supposed to be a spot for the actual dollar amount?
	A67.	The OFP will modify Attachment 3, Application Intervention Summary, through an Addendum to revise the form field in this section. Applicants are now able to insert the dollar amount and percent information into these cells.

Q68.		If we aim to reach the demographic of “Parents of high-risk youths and other adults responsible for serving youths such as teachers, counselors, coaches, and social service workers” there is no row for those individuals over the age of 24 in the “target Population Representation by I&E Project Intervention” section. How do you propose we represent our intention to reach this age demographic?
	A68.	The OFP will modify Attachment 3, Application Intervention Summary, through an Addendum to revise the form to reflect a row for Adults for each I&E Project Intervention.
Q69.		Since a Community Collaborative is not required of this grant do we have to have an AFLP Provider participating in our proposed project? If not, do we just leave that section in the Application Intervention Summary blank? If yes, is all that is required of us is to list them in the Application Intervention Summary?
	A69.	Applicants should reflect AFLP Provider(s) participating in the applicant’s I&E Project on Attachment 3, the Application Intervention Summary.
Q70.		On the Application Intervention Summary Form, if a curriculum is not being used for any intervention do we leave the “H. Curricula” section blank or put N/A? If we plan to use only parts of a curriculum do we list that curriculum in this section?
	A70.	The OFP would prefer that applicants who are not using a curricula/um for their I&E Project Interventions state NA on the Intervention Summary (Attachment 3). For those applicants who intend to implement a partial curricula/um, applicants should list the curricula/um on the Application Intervention Summary.