

**Questions & Answers from BPC Program RFF WebEx Sessions
(General Questions & Answers)**

QUESTION	ANSWER
Is the WPM 630-10 minimum staffing ratio requirement governing the number of FTEs for PCs, IBCLCs, and PC Supervisors still in effect for FFY 2012-13?	No, this requirement will not be in effect for FFY 2012-13. Local agencies now have discretion to determine the exact FTEs for each position in order to make their BPC Programs successful. It is expected that an adequate number of FTEs per position should be in place to ensure that your program functions satisfactorily.
The RFF directions are to apply for an amount that is equal to or less than what we were awarded in FFY 2011-12. Does this amount reflect the originally awarded amount or is it the sum of the original awarded amount plus any additionally awarded amounts?	Most agencies received one award amount. These agencies will use the originally awarded amount. The 15 agencies that received small levels of additional funding via ATS letter in April-May, should use the sum of the originally awarded amount plus the additional award amount to determine their FFY 2012-13 RFF application amount.
Are the requested funding amounts going to be cut further during the RFF review and award process?	At this moment, it is difficult to provide an answer to this question. The total amount of 2012-13 BPC funding available to support local agencies is still being finalized and is subject to change.
During the RFF evaluation and scoring process, what will be the percentage breakdown for each part of the RFF Application packet?	RFF Part I –BPC Program Profile: 20%; RFF Part II – BPC Program Narrative & Work Plan: 50%; RFF Part III – BPC Program Budget: 25%; Entire RFF Application Packet is clear, organized, and well-written: 5%
In Section A of RFF Part I –BPC Program Profile, where it requests Agency Director, do you want us to provide the name of the agency director or the WIC director?	Provide the name of the WIC Director.
In Section D1 and D2 “Community Partnerships and MOUs” (Page 6 & 7) of RFF Part I-BPC Program Profile, “informal agreement” is listed. Describe the definition of an informal agreement?	Anything that is not an official signed agreement or signed MOU, such as a verbal agreement to provide a particular service.
Should we include verbal agreements with community partners when we complete Sections D1 and D2 (“Community Partnerships and MOUs”) of RFF Part I – BPC Program Profile?	Yes, list and describe any type of formal, informal, or verbal agreement with community partners that enhance BPC Program services.

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In Sections D1 and D2 (“Community Partnerships and MOUs”) of RFF Part I – BPC Program Profile, when you ask us to list and describe MOUs or informal agreements, do these need to be specific to BPC Program services?	Yes, list and describe any MOUs and informal agreements specific to BPC Program services.
Does the organizational chart need to be BPC Program specific?	Yes, it needs to include the names, job titles and FTE of all employees in your BPC Program and the reporting relationships. You can also submit an organizational chart for your whole agency as long as it includes BPC program staff.
If we don’t expect any changes in our current year organizational chart and duty statements, can we submit the same documents for FFY 2012-13?	Yes, you can submit your current organizational chart and duty statements as long as they will be the same in FFY 2012-13. It is recommended that these documents be clearly labeled to reflect that they apply to FFY 2012-13.
Do you want the FTE numbers on our organizational chart to reflect our current staffing or proposed staffing?	The FTE numbers should reflect your proposed staffing for FFY 2012-13
If we have a community health employee working as an IBCLC for WIC and for the BPC Program, how should we reflect this on the duty statement?	On the duty statement, list all duties that this employee commonly performs and indicate that she spends time working in both the WIC and BPC Programs. Include the percentage of time spent in each position.
If a local agency has a PC/WNA model, do you want the duty statement to reflect their combined duties or list these separately?	The duty statements need to reflect all commonly performed duties. On your duty statements, it is recommended that the PC duties and WNA duties be broken down separately.
In Section E2 of RFF Part I –BPC Program Profile, describe what you want us to provide under the “FTEs” and “# of Employees” columns under the Current FFY heading?	Provide us with your current FFY 2011-12 FTEs and # of Employees for the listed positions as it is currently constituted at the time you submit your RFF application.

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In Section E2 of RFF Part I –BPC Program Profile, what if the total number of current IBCLC bodies is different than the beginning of the fiscal year?	Provide the most current number.
Is the September Administrative Training one or two days?	It is a one day training on September 20, 2012 in Sacramento.
Is the Administrative Training for all PC Supervisors or only new ones?	It is required for new PC Supervisors, new BPC Program Managers, and IBCLCs. Existing PC Supervisors, BPC Program Managers, and IBCLCs who are interested in receiving a refresher course can also attend this training.
The Letter of Support requires 3 signatures, but our BPC Program Manager is also our WIC Director and we do not have a Breastfeeding Coordinator. How do we proceed?	Have this person sign as both positions on the Letter of Support.
In Section B “Agency Average Quarterly Fully Breastfeeding Percentages” (Page 4) of RFF Part I-BPC Program Profile, you ask for us to “Comment on your Annual Change”. How much detail and what type of detail do you want local agencies to comment on?	It is up to the local agency to determine the level of detail provided, the length of the comment, and what to comment on here. The expectation is that you review/analyze the BF percentages for the 4 reported quarters in section B and briefly comment on any increases, decreases, trends, developments, etc.
In Section E1 of RFF Part I – BPC Program Profile you ask for “BPC Program Caseload for the Past 4 Completed Quarters.” What exact time periods are you looking for?	In this section, the exact time periods for the past 4 completed quarters are: January–March 2012, October –Dec. 2011, July – September 2011, and April – June 2011.
In RFF Part II – BPC Program Narrative and Work Plan under Section IV “FFY 2012-2013 Work Plan”, how many external gaps and internal indicators should be addressed?	A minimum of 1 internal indicator and 1 external gap must be addressed in this section and integrated into the work plan. Agencies are encouraged to address more than one indicator and gap.
What happens if there are not enough lines to enter the required data in the Work Plan section or in other parts of the RFF?	If you need additional lines to enter information contact your BPC Program State Agency Contact and they can adjust the electronic form for you. You can also attach additional pages as needed and reference that these pages are attached.

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