

Kids' Plates (KP) Program
Request for Application (RFA) 2018-2020
Questions and Answers
Webinar January 4, 2018

1.

Q: What is the password for the January 4, 2018, webinar?

A: KPRFA2018

2.

Q: Will there be a call-in number for the webinar on January 4?

A: The phone number for the webinar is:
USA toll free 877-336-1828, Access code: 7206132

3.

Q: On page 12 of the RFA, item 8 talks about mandatory Letters of Recommendation. At the bottom of the page, under M. Application Review Process the listing of application components and their corresponding points references a "Letter of Commitment." Are Letters of Recommendation and Letter of Commitment the same thing?

A: The "Letter(s) of Commitment" was printed in error. The correct language is "Letter(s) of Recommendation."

4.

Q: Does the Kids Plate grant cover any staffing?

A: Per the KP RFA, yes.

5.

Q: Would CIPN-BA be required to develop a separate action plan or would we use our partner Safe Kids, plan for community events as we have been? If we had an action plan, it would be about initiatives and not events. It seems as if you want to capture actual events.

A: As per the KP RFA this is the definition of a coalition: A coalition for this application is defined as a group/entity that has been meeting regularly for at least one year; consist of at least

three agencies/entities; may or may not have by-laws; and addresses at least one childhood unintentional injury prevention area. If an existing childhood unintentional injury coalition is only working in one or two injury prevention areas, then the application needs to include efforts to add additional areas to meet the requirement of a total of three Kids' Plates unintentional injury prevention areas.

6.

Q: We are a non-profit, not a coalition. Would we still be able to apply as a non-profit for that by ourselves?

A: No, as defined in KP RFA Section F. Application Eligibility, page 6.

7.

Q: Is there any limit on the amount of equipment we can purchase?

A: No, however equipment purchase/distribution must match with the activities listed in the Scope of Work.

8.

Q: What is the timeframe of spending the money?

A: Per the KP RFA, the grant cycle is from March 1, 2018-February 29, 2020.

9.

Q: This grant seems more in-depth than the last KP cycle of equipment purchases. What if we just buy equipment, can we do that?

A: No, this is a coalition building funding opportunity.

10.

Q: This is not an application for just helmets, correct, or is there one for bike safety helmets?

A: Per the KP RFA, this is for coalitions. There is not a separate RFA for equipment at this time.

11.

Q: Has this type of funding been offered by KP before?

A: Yes, in the past 15 years KP funding has been offered in a variety of ways including capacity-building opportunities.

12.

Q: Can the funds be used for high school programs?

A: Yes, if that is part of your interventions/objectives.

13.

Q: Is the Agency Capacity included in the five pages in the Narrative?

A: Yes.

14.

Q: We received KP funding last year for equipment, is that an example of TAT?

A: No, the TAT that is a part of this funding cycle is different and will be provided to awardees once they are in contract.

15.

Q: If one of my injury prevention areas is not in Attachment A when do we get approval from SACB, since it says "prior" approval. Do we do this before the application is due?

A: No, you do not need prior approval before the application is due. If awarded, the applicant will negotiate prior to implementing strategies.

16.

Q: What are the injury areas?

A: Per the KP RFA, the 10 injury areas are listed in Section C Background and Resources, page 4.

17.

Q: Will booster seats be funded as part of the equipment provided by SACB?

A: A final determination has not been made as to the types of equipment that will be provided by SACB. We will not have that information prior to the due date of the KP RFA application.

18.

Q: We are a local government agency, do we need the 501(c)3?

A: No.

19.

Q: For this grant, what is a coalition?

A: Per the KP RFA, see section F. Application Eligibility, page 6.

20.

Q: How does TAT work for training with the coalition? Does the training come to us or we go to it?

A: Per the KP RFA, Section H, technical assistance and training will be provided through a variety of formats for coalition building. See Budget page 11 in the RFA.

21.

Q: Is the playground safety standards in the AAP or the Appendix?

A: Information on California safety standards can be found at <http://www.playgroundsafety.org/standards/regulations#California> and legislative information can be found at https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=HSC&division=104.&title=&part=10.&chapter=4.&article=1

22.

Q: If there are bikes on playgrounds, does that fall under bikes or playgrounds?

A: It would fall under bicycle safety.

23.

Q: If a Coalition consists of three agencies, does a non-profit count (as one of those agencies)?

A: Yes.

24.

Q: Does the grant include/allow for funding for staffing?

A: Yes.

25.

Q: Is time allotted to get staffing on board?

A: There is no specific time requirement. However, awardees are expected to hire staff in a timely manner in order to ensure completion of scope of work deliverables.

26.

Q: Allocation of funding will be over three years, should it be proportional over all three-injury areas?

A: This is not a requirement. Awardees should determine the appropriate amount of funds for implementation of each injury area.

27.

Q: Can we fund mini-grants?

A: Sub-contracts/mini-grants can be approved on a case-by-case basis.

28.

Q: Do we need to fill out objectives in both Attachment C and D?

A: Yes, as per the instructions as stated on Attachment C and D.

29.

Q: Will the funds cover paid media?

A: Yes.

30.

Q: Will you be selecting from more than one geographic area?

A: The funding will not be distributed based on geographic location.

31.

Q: It says in the RFA that they will not fund infant seats. Are there any exceptions?

A: No.

32.

Q: Everyone will receive some equipment items. Do we have a choice of what we will receive?

A: Equipment is pre-determined by CDPH in the first funding period, through June 30, 2018. Awardees can choose to purchase equipment in subsequent funding years.

33.

Q: How do we pay for the funding for the TAT provider? Will there be SACB assistance to provide this cost up front?

A: Per the KP RFA, Section H, the coalition needs to budget for this cost, and will be required to pay the TAT provider directly.

34.

Q: For existing coalitions, do they need to provide funding and participate in the TAT?

A: Yes, as per the KP RFA all applicants are required to budget for and will participate in the TAT.

35.

Q: Is this a reimbursement grant?

A: Yes.

36.

Q: Does products/equipment cover drowning prevention safety latches?

A: Yes, if it is part of your application.

37.

Q: Is there a budget limit for personnel?

A: No.

38.

Q: Do we have estimated time/personnel to do this work?

A: No. Each applicant should determine the appropriate time and personnel to implement proposed project activities.

39.

Q: Section C – work activities – three different topics? What if we do three different activities (like teen driver, CPS, and backovers) under “Vehicular safety,” then does that count as three injury areas?

A: No. Applications should address three different injury topics as per Section C: Background and Resources. There are nine injury areas listed.

40.

Q: If there is a CPS training, does that count as the TAT?

A: No. The TAT will support the coalition development. See KP RFA, Section H., Technical Assistance and Training, page 7.

41.

Q: Our local injury prevention coalition is a for-profit. Can a local health department or other agency apply?

A: Yes.

42.

Q: Is there a specific timeframe of data required in the application?

A: No.

43.

Q: What age range should the equipment be distributed to?

A: The KP Program supports equipment for children from birth to age 18.

44.

Q: Can the coalition be involved in advocacy in a local jurisdiction?

A: Under KP, you can provide education and awareness building. You cannot use KP funding to lobby.

45.

Q: Where can life jackets be distributed? At beaches and at pools?

A: The guidance on where to distribute the equipment will be provided to awardees when the equipment is disseminated.

46.

Q: Would this grant also require time studying reporting and if so what are those requirements?

A: No.

47.

Q: Will there be another opportunity to apply for helmets again, rather than the larger, multi-year grant you have included below?

A: There is nothing planned at this time.

48.

Q: Can you please clarify the following: A minimum of three (3) objectives/activities will be chosen by the applicant for injury prevention interventions using the template from Attachment D. All objectives can be in the new injury areas, but applicants need to have at least two objectives in any new injury areas. In addition, applicants may choose to have more than one objective in each injury area depending on the scope of the activities/interventions.

Are the following injury areas?

- Vehicular Safety
- Drowning Prevention
- Bicycle Safety
- Gun Safety

Are the following objectives/activities

Examples from lists:

- Peer to peer education
- Safe Kids “spot the tot”
- Bike Rodeo
- Vision Zero

A. Yes.

49.

Q: Does the grant cover County overhead charges and direct costs of doing business?

A: Yes. Appropriate direct costs of doing business and county overhead charges are allowable. However, if the local health department has an approved indirect cost rate with the California Department of Public Health, the indirect costs will be limited to the established rate for state fiscal year 2017-2018.

49.

Q: Is emergency & disaster preparedness allowable through KP?

A: No. Allowable unintentional injury areas are listed in Section C: Background and Resources.

50.

Q: Other than the specific requested information found in the RFA, is there a template or format for the Letter of Intent that should be followed?

A: No.

51.

Q: Where will the questions that were posed during the informational webinar be posted?

A: The questions will be posted on the KP website by January 11, 2018. To access visit the [CDPH Kids Plates website](http://kidsplates.cdph.ca.gov). We will continue to accept written questions until close of business, January 9, 2018. Please email additional questions to kidsplates@cdph.ca.gov.

52.

Q: Where do we put Paid Media in the budget? Should a row be added for that?

A: Yes, you can add a row for anything you need specifically for your budget.

53.

Q: On the budget there is a place for minor safety equipment which I assume is where we enter the amount for car seats, helmets etc.

A: Yes.

54.

Q: Address please for Letter of Intent.

A: Per the KP RFA, LOI should be emailed to kidsplates@cdph.ca.gov

55.

Q: What is the deadline for the Letter of Intent?

A: Per the KP RFA, January 10, 2018, Wednesday.

56.

Q: Whom should we make the Letter of Intent to SACB or is there a name?

A: SACB is just fine. Please email it to kidsplates@cdph.ca.gov.

57.

Q: So when you say whoever is relevant may attend, are you saying it is the discretion of the IP Coordinator who attends the trainings? So, I could attend and bring information back or I could send the relevant staff?

A: Yes.

58.

Q: Would the Gun Safety Program efforts have an age limit? If so, could you share what that age limit might be?

A: The Kids' Plates program covers children ages birth to 18 years, as per Section C: Background and Resources.

59.

Q: Paid media is mentioned under drowning prevention but not under child passenger safety, falls, safe sleep. You said paid media was acceptable. Is it ok for all these areas then?

A: Yes.

60.

Q: Under travel expenses on the Budget, where will the training be held in Sacramento? How are we to complete travel expenses in advance without knowing the location? Should we do MapQuest from Oakland to furthest point in Sacramento and calculate that mileage? Then do we put the real cost of a hotel room or use the \$110 per night that the State covers?

A: Yes, you can take the furthest point in Sacramento that would give you an estimate. The State can only cover the state rate, so use the \$110/night.

63.

Q: I have three objectives. I am making sure they are simple and doable so we will have the deliverables. Are the people who read the submissions evaluating them based on creative ideas or events or are simple objectives acceptable such as distributing helmets and doing car seat checks & classes & conducting paid media?

A: The criteria for evaluating the applications are in the RFA. The applications that receive the highest score based on the criteria listed will be awarded.

64.

Q: Those coalitions that have been awarded in the past, are they able to reapply again and get funding?

A: Yes.

66.

Q: May I submit attachments of data with the grant submission or does data have to be in the grant application document itself?

A: Per the KP RFA, data is under the Narrative Section K, and not to exceed five pages.

67.

Q: Who has to attend the trainings? It says "all budgeted staff," Does that mean in the Travel column I budget for both my CPST and community Liaison? I am not budgeted in the grant. Am I required to attend?

A: Budgeted staff are required to attend technical assistance and training provided. Staff who are relevant to the implementation of project activities may also attend.

68.

Q: Are the travel costs for travelling to the TAT sessions (in our case, mileage) included in the \$10,000 we need to set aside for each grant "year," or should we budget for those separately?

A: Per the KP RFA, Section H. TAT, applicants are required to allocate \$10,000/year which will be paid to the TAT provider. Travel costs should be included in the Travel line item, allowing any other necessary travel cost related to the implementation of project activities.

69.

Q: If funded, will grantees be able to move funds from one line item to another during the grant? For example, if we run out of car seats, can we move money over from the staffing line item, or vice versa?

A: Yes, you can make budget revisions but only with approval and a formal amendment.

70.

Q: For playground safety, there are studies that show that a high rate of collisions occur around parks. Does safety for children traveling to and from parks and playgrounds count as a playground safety childhood unintentional injury issues?

A: No, these types of injuries are related to mode of transportation (e.g. bicycle).