

2011-2016
Information and Education (I&E) Program
Request for Application (RFA) #11-10017

Non-Mandatory I&E RFA Bidders' Webinar/Teleconference

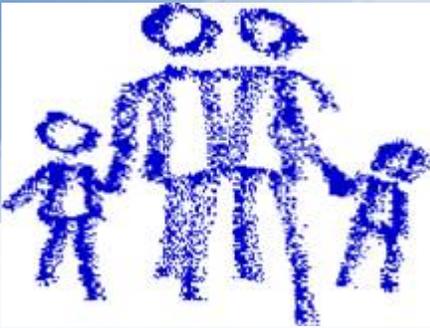
The RFA Process

**California Department of Public Health
Office of Family Planning
Teen Pregnancy Prevention
January 3, 2011**



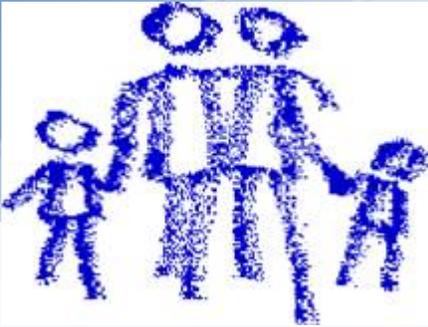
I&E RFA Timeline

Event	Date	Time (if applicable)
RFA Release (posted on OFP website)	November 29, 2010	
Questions: Deadline to submit questions for Teleconference/Webinar	December 13, 2010	5:00 p.m.
Q&A Responses Published	December 20, 2010	
Non-Mandatory Bidders' Teleconference/Webinar	January 3, 2011	8:00 a.m. – 12:30 p.m.
Non-Mandatory Letter of Intent Due	January 3, 2011	5:00 p.m.



I&E RFA Timeline

Event	Date	Time (if applicable)
Applications Due	February 3, 2011	Hand Delivered by 6:00 p.m. U.S. Mail & Express Carrier Postmarked February 3, 2011
Notice of Intent to Award Funds	March 10, 2011	
Appeals Due Date	March 18, 2011	5:00 p.m.
Decisions on Appeals (if necessary)	March 23, 2011	
Award Announcements Made to Public	March 24, 2011	
Grant Period Commences	July 1, 2011	



I&E Webinar/Teleconference Agenda

1. Introduction
2. I&E Program Requirements
3. I&E Administrative Requirements
4. General Application Information
5. Program Application Submission Requirements and Instructions
6. Administrative Application Submission Requirements and Instructions



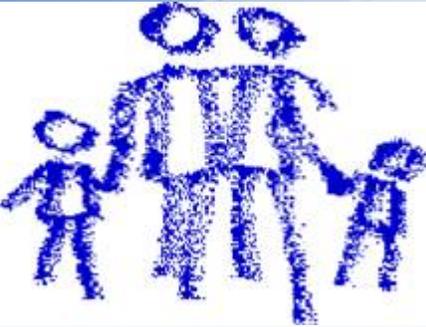
2011-2016 Information and Education (I&E) Grant Request for Application (RFA) #11-10017

This is a **NEW** Information and Education (I&E) Program Request for Application (RFA). This **NEW** I&E RFA is different from previously issued I&E RFAs as it contains changes in content, instructions, timelines, requirements, etc. Applicants must carefully read this entire **NEW** I&E RFA, including all content, instructions, timelines, requirements, etc. Applicants should not rely on a previous RFA, its content, instructions, timelines, requirements, etc., in applying for this **NEW** I&E RFA. Applicants should not use or submit materials developed in response to prior I&E RFAs to respond to this **NEW** I&E RFA. Previously submitted materials may not be responsive to this **NEW** I&E RFA.



Section 1

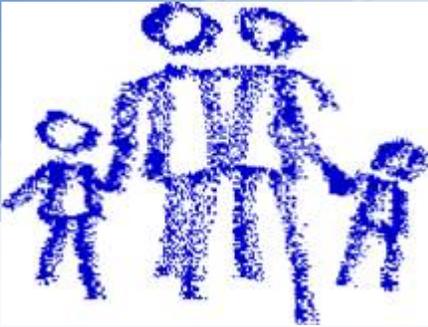
Introduction



Introduction

Purpose of the I&E RFA

To solicit applications to fund community-based and community-driven programs that address the problems of teen and unintended pregnancy through prevention and health education activities, along with linkages to family planning services and reproductive health care.

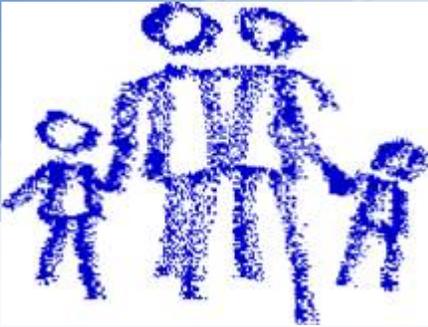


Introduction Cont I&E Program Goal

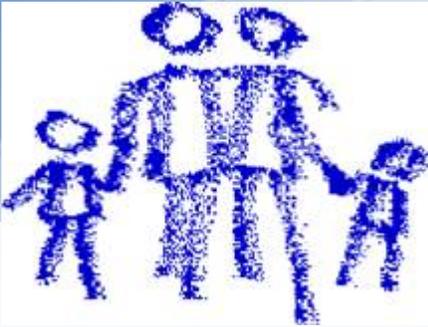
To decrease teenage pregnancy through educational programs that equip teens at high risk for pregnancy with the knowledge, understanding, and behavioral skills necessary to make responsible decisions regarding at risk behavior.

Introduction Cont

I&E RFA Target Populations

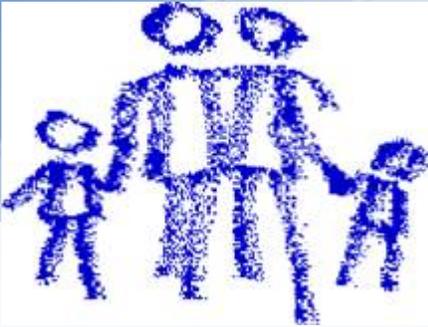


- Youth in schools, juvenile justice facilities, community-based settings, social services and youth agencies, and foster care programs
- Pregnant and parenting teens
- Parents of high-risk youth and other adults responsible for serving youth such as teachers, counselors, coaches, and social workers



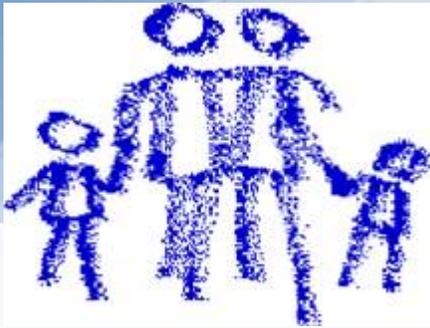
Intervention Cont Legislation

- Sexual Health Education Accountability Act; Health and Safety Code Sections 15100-151003 (Appendix 2)
 - Information shall be medically accurate, current and objective
 - People presenting must understand and use current scientific data about sexual health
 - May not teach or promote religious doctrine
 - May not reflect or promote bias against any person on the basis of disability, gender, nationality, race or ethnicity, religion, or sexual orientation



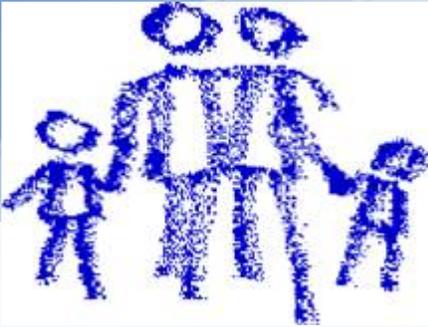
Intervention Cont Legislation

- California Comprehensive Sexual Health and HIV/AIDS Prevention Education; Education Code Sections 51930-51939 (Appendix 3)
 - Age appropriate and bias free
 - Factual information shall be medically accurate and objective
 - Appropriate for all genders, sexual orientations and ethnic and cultural backgrounds



Section 2

I&E Program Requirements



I&E Program Requirements Project Sustainability

- The OFP encourages I&E Grantees to involve their communities in embracing and supporting pregnancy prevention efforts.
- Required Reports & Plans
 - 5-Year TPP I&E Action Plan
 - 3-Year (2013-2016) Project Sustainability Plan



I&E Program Requirements 5-Year TPP Project Action Plan

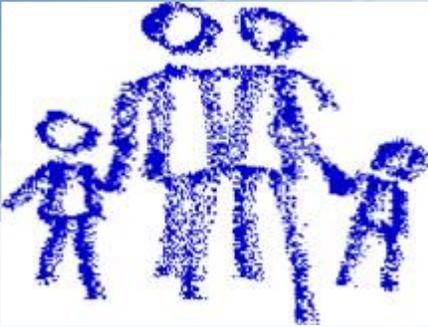
5-Year Action Plans include the following:

- Core Values
- Vision
- Mission Statement
- Organization Structure
- 5-year Goals, Objectives, and Activities
- Yearly Evaluation Measure
- Recruitment and Retention Plan

I&E Program Requirements 3-Year (2013-2016) Project Sustainability Plan



A 3-Year Project Sustainability Plan is to be developed to demonstrate the capacity of the I&E Project to maintain services at the level that will provide ongoing teen pregnancy prevention efforts in your community in the event of the elimination of major financial, managerial, and/or technical assistance from an external source, including the I&E Project Grant.

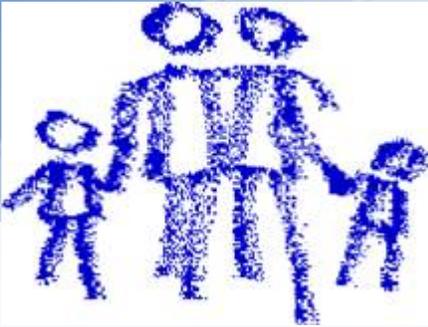


I&E Program Requirements Needs Assessment

A Needs Assessment is a systematic process to acquire a current and thorough picture of your community that includes:

- Strengths and weaknesses of a community's services
- Identification of support organizations and resources for selected target populations
- Gaps in proposed services for I&E Project Interventions

I&E Program Requirements Needs Assessment Cont



- Applicants shall complete a Needs Assessment prior to developing an I&E application and are to report their findings in the application.
 - Appendix 6 of the I&E RFA is a list of resources available to assist applicants in collecting data in conducting their Needs Assessment narrative.
- The resulting data will assist with setting community priority goals, developing plans, allocating funds, and the distributions of resources.
- Applicants must keep the Needs Assessment findings and supporting documents on file for audit purposes.



I&E Program Requirements Needs Assessment Cont

- An applicants' Needs Assessment research should detail the at-risk or vulnerable populations then narrow their focus to prioritize the proposed target populations with the greatest need.
- Funding preference shall be given to applicants who implement I&E Project Interventions in one Medical Service Study Area (MSSA) where the 2004-2005 **overall** teen birth rate is, at minimum, 30 per 1,000 births or higher as referenced in Appendix 5.
- The proposed target population(s) shall be identified by reported demographics in MSSA with a high teen birth rate.



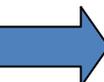
I&E Program Requirements Needs Assessment Cont

- High birth rate MSSAs are to be identified using the 2004-2005 **overall** teen birth rate in the “Grouped Annual Teen Birth Rate per 1,000 Female Teens” in Appendix 5 – **NOT** by ethnic subpopulations.

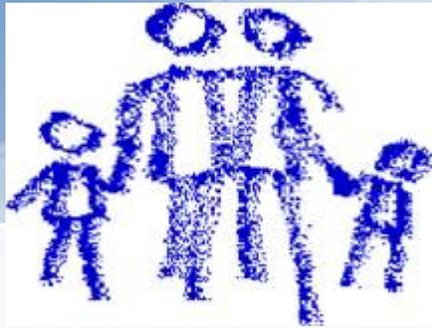
APPENDIX D

California Teen Births and Birth Rates, per 1,000 Females Aged 15-19 Years, by County, Medical Service Study Area (MSSA) and Selected Racial or Ethnic Groups, 2000-2001* and 2004-2005

Location/Time Period/Population	Teen Birth Rate Band	Number of Births to Females† (aged 15-19 years)	Population of Females‡ (aged 15-19 years)	Grouped Annual Teen Birth Rate per 1,000 female teens	95% Confidence Interval	
					Lower	Upper
SAN FRANCISCO COUNTY <i>(Continued)</i>						
MSSA 162f - Bayview/Candlestick/Hunters Point/Portola/Visitacion Valley						
2000-2001 overall		272	5552	49.0	(43.2 - 54.8)	
2004-2005 overall		177	5184	34.1	(29.1 - 39.2)	
2000-2001 African American§		139	1970	70.6	(58.8 - 82.3)	
2004-2005 African American§		82	1756	46.7	(37.1 - 58.0)	
2000-2001 Asian American§		21	1816	11.6	(7.2 - 17.7)	
2004-2005 Asian American§		-	1861	-	-	
2000-2001 Hispanic/Latina¶		81	1142	70.9	(56.3 - 88.2)	
2004-2005 Hispanic/Latina¶		73	1117	65.4	(51.2 - 82.2)	



* The population for 2000-2001 consists of the population doubled for 2000 due to anomalies in the 2001 population data from Claritas, Inc.
 † Births derived from the California Department of Public Health, Birth Statistical Master Files, years 2000, 2001, 2004 and 2005.
 ‡ Population data purchased from Claritas, Inc. for 2000, 2004 and 2005.
 § Race regardless of Hispanic ethnicity.
 ¶ Ethnicity regardless of race.
 - If fewer than 20 births, only population data is shown.



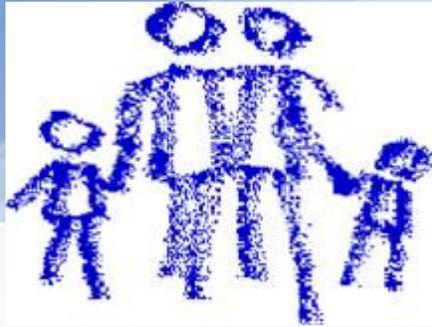
I&E Program Requirements Needs Assessment FAQs

Q1: 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?

A1: Yes.

Q2: If we have data that is more recent than the provided resource, such as local county health data can we provide services there if we explain the rationale?

A2: No, It is 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 *Teen Births in California: A Resource for Planning and Policy* (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.



I&E Program Requirements Needs Assessment FAQs

Q3: May we submit one application for two MSSAs?

A3: No. Applicants must serve only one MSSA per application

Q4: 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 services?

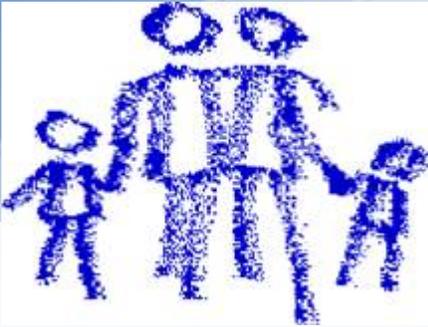
A4: Applicants may serve sites of service/location physically located outside of a selected MSSA if youth from the selected MSSA are receiving services at those sites.



I&E Program Requirements Needs Assessment FAQs

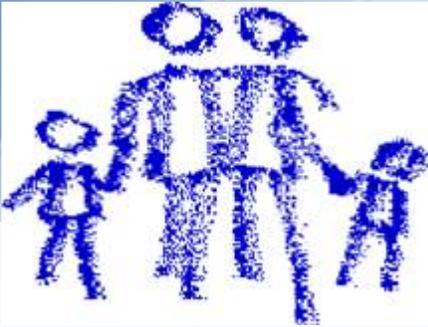
Q5: If an organization applies for funding with an MSSA under 30, should they also apply for \$50,000?

A5: It is OFP intent to fund applicants who implement I&E Project Interventions in one MSSA where the teen birth rate is, at a minimum, 30 per 1,000 births or higher as referenced in Appendix 5. Funding preference and funding level will be determined by identifying those applicants serving clients in an MSSA with high teen birth rates.



I&E Program Requirements Logic Model

- Logic Models reflect the information and data collected from Needs Assessment findings.
- Logic Models:
 - Assist applicants in developing a logical sequence (or linking of the I&E Program goals) with the most appropriate interventions and activities.
 - Help identify what should be measured when evaluating the impact of each intervention.
 - Ensure that an intervention is comprehensive, strategic, and effective.
 - Complete a separate Logic Model for each I&E Project Intervention.



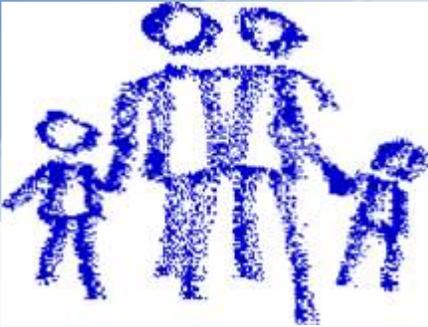
I&E Program Requirements Logic Model Steps

Step 1: I&E Program Goal

Decrease teenage pregnancy through educational programs that equip teens at high risk for pregnancy with the knowledge, understanding, and behavioral skills necessary to make responsible decisions regarding at-risk behavior.

I&E Program Requirements

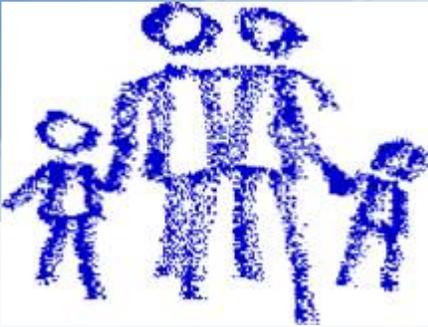
Logic Model Steps Cont



Step 2: Behaviors

- Applicants will identify potentially important behaviors that affect the selected I&E program goal.
- Applicants shall identify a minimum of (1) one to (3) three behaviors from the list of behaviors.

I&E Program Requirements Logic Model Steps Cont



Step 3: Determinants

- Applicants will identify determinants (risk and protective factors) of the selected behaviors and select those short-term outcome behaviors to be targeted in their Logic Model.
 - Risk factors: Predictors of adolescent health and behavior problems that could result in teen pregnancy and/or STIs (e.g., family history of teen pregnancy).
 - Protective factors: Reduce the risk of problem behaviors associated with teen pregnancy and/or STIs (e.g., parental monitoring of teen's activities).

I&E Program Requirements

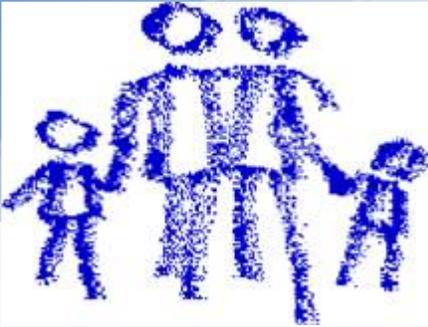
Logic Model Steps Cont



Step 4: Interventions

- Interventions are the approaches that impact the risk and protective factors of a given target population.
- Selected interventions and activities shall relate to the behaviors and determinants identified in the Logic Model through a Needs Assessment (Appendix 10).

I&E Program Requirements Logic Model Steps Cont

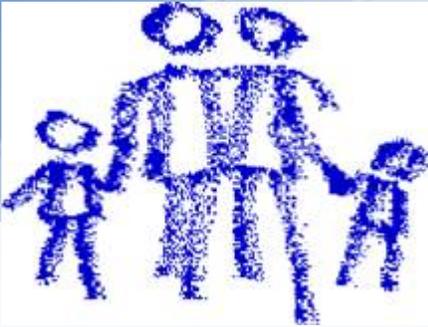


Step 5: Activities

Applicants shall identify activities that have sufficient strength to improve each selected determinant or outcome.

For the purposes of this RFA:

- Applicants will not be required to incorporate their proposed activities into their Logic Model (Attachment 4) submission.
- Activities shall be reported within the applicants' Project Plan.



I&E Program Requirements Logic Model FAQs

Q1: Are we to complete one Logic Model Narrative (2 pages) per intervention, or one Logic Model Narrative for all interventions?

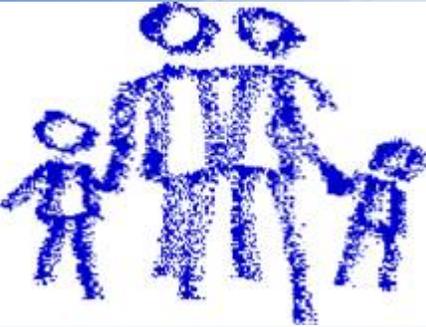
A1: One Logic Model Narrative for all interventions.

Q2: Is preference given to those organizations who select more than the minimum number of chosen behaviors?

A2: No.

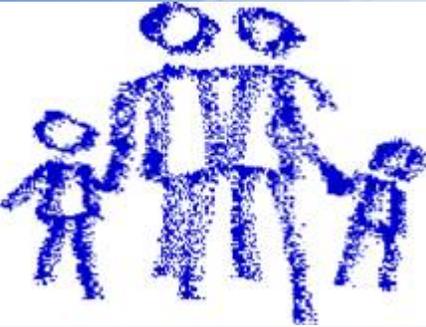
Q3: If we have 4 separate I&E Interventions does this mean we have to submit 4 separate logic models?

A3: Yes. Applicants shall complete a separate Logic Model (Attachment 4) for each I&E Project Intervention.



I&E Program Requirements I&E Intervention Criteria

Implement quality, scientific evidence-based programs that have been supported by previous research demonstrating significant positive behavioral outcomes for pregnancy prevention as well as sexually transmitted infections (STIs) and HIV/AIDS prevention for the targeted populations.

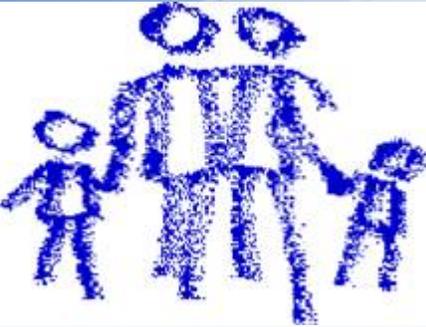


I&E Program Requirements

I&E Intervention Criteria

Applicants must implement a minimum of (3) three interventions and a maximum of (5) five interventions.

- One Core Intervention
 - Life Skill Education
- Minimum of Two Supplementary Interventions
 - Information Presentations
 - Targeted Prevention
 - Parenting Teens Education and Support
 - Parent-Child Sexuality Communication
 - Peer-Based Outreach and Education
 - Youth Leadership
 - Teen Theater
 - Mentoring
 - Community Awareness and Mobilization
 - Social Networking



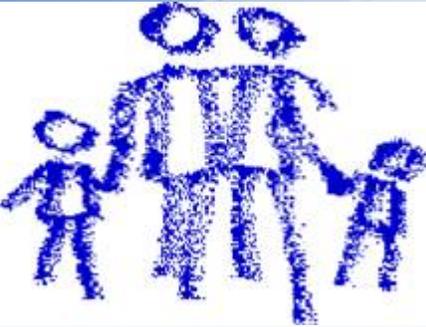
I&E Program Requirements

I&E Intervention Criteria

- The number of interventions an applicant shall propose is based on the applicants' funding preference and funding level.

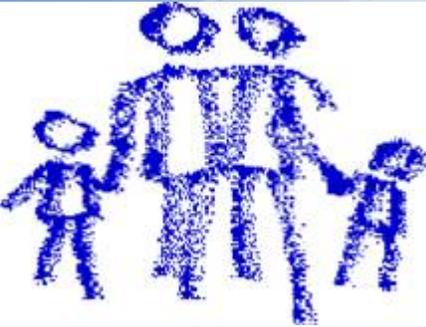
Funding Preference and Funding Level	Annual Teen Birth Rates	Funding Level	Minimum Number of Interventions
Category 1	30.0 to 49.9	\$50,000	3
Category 2	50.0 to 69.9	\$75,000	4
Category 3	70 and up	\$100,000	5

- I&E Projects are restricted to a maximum of number of interventions as indicated.



I&E Program Requirements I&E Intervention Criteria

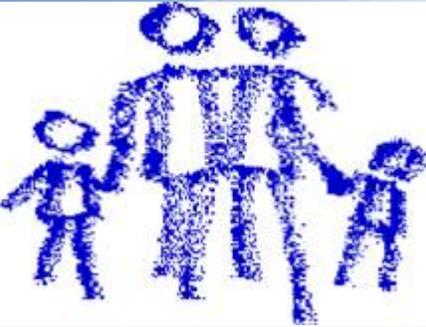
- OFP will **NOT** permit Grantees to change interventions unless there is substantial justification to do so.
- Substantial justification includes, but is not limited to, the following considerations:
 - There has been a change/shift in the target population identified.
 - Outcome data, including but not limited to an updated Needs Assessment, indicate the selected intervention is not effective.



I&E Program Requirements I&E Intervention Criteria

Selection/Rationale of Interventions

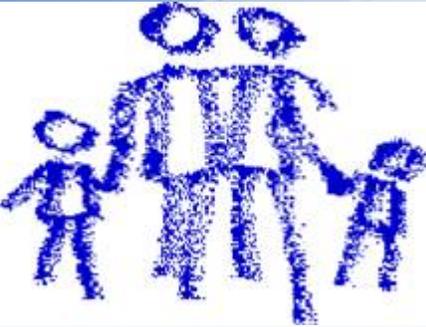
- The I&E Project Interventions selected must show evidence of influencing behavior and result in desired outcomes.
- Include strategies and/or curricula that have been proven to be effective via evidence-based evaluation.
- Include strategies that meet the needs of the identified target population.



I&E Program Requirements I&E Intervention Criteria

Selection/Rationale of Interventions Cont

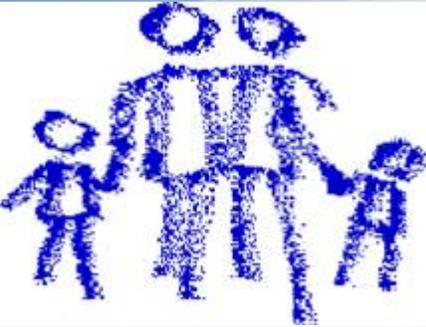
- Include and meet the minimum implementation requirements set forth in the RFA (i.e., session length, time frame for implementation, adequate number of individuals targeted, etc.). See Appendix 10 for additional information.
- Must clearly supported by the data provided in the Needs Assessment findings and the Logic Model outcomes



I&E Program Requirements I&E Intervention Criteria

Selection/Rationale of Interventions Cont

- Must incorporate the use of youth development principles into their interventions.
- Youth Development can be described as a comprehensive approach to working with young people in which youth are actively engaged in their own development and are positively involved in their own communities.

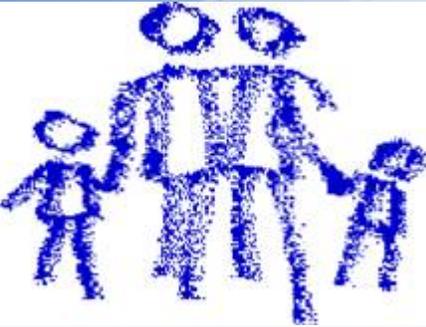


I&E Program Requirements I&E Intervention Criteria

Selection/Rationale of Interventions Cont

Youth Development encompasses the following philosophies and approaches where:

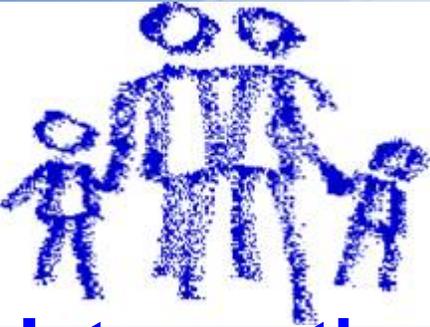
- Communities can best support young people's growth and help them avoid negative outcomes.
- Engage youth as collaborative partners.
- Youth gain knowledge, skills, and confidence to make thoughtful decisions in all areas of their lives and contribute to their family and community.



I&E Program Requirements I&E Intervention Criteria

Selection/Rationale of Interventions Cont

- Creative and Cost-effective
 - Cost-effectiveness is expressed as the extent to which an activity is thought to be as valuable or worthy as it is expensive.
 - Cost-effective can be a measure of the maximum health benefits of implementing the intervention's services/activities to the target population over a justifiable cost.
- I&E Project Interventions can be implemented in a variety of settings.

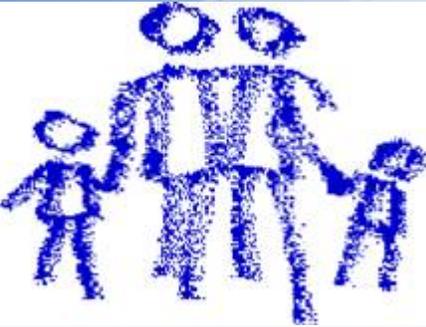


I&E Program Requirements

I&E Intervention Criteria

Intervention Development

- Clearly identify and describe the target population that will be served through each I&E Project Intervention.
- Clearly identify the specific demographics of the target population for each I&E Project Intervention by reportable demographics.
- The required reportable demographics shall include, at a minimum:
 - The estimated number of target population to be served
 - Age group
 - Gender
 - Race/ethnicity
 - Sexual orientation (if applicable)
 - At-risk population category (if applicable)



I&E Program Requirements I&E Intervention Criteria

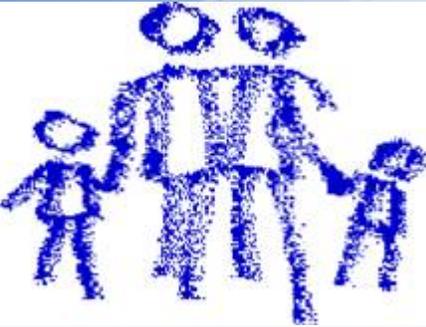
Intervention Development Cont

- Applicants are required to meet the minimum number of youth/adolescents to be served annually by geographic setting based on the applicant's proposed funding preference, funding level, and teen birth rate.

Parent-Child Sexuality Communication Minimum Requirements

Required annual minimum number of target population reached by geographic setting

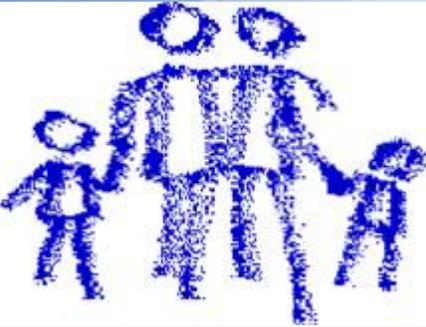
- | | | |
|--------------|---------------------|---------------------|
| • Category 1 | Urban Setting = 100 | Rural Setting = 50 |
| • Category 2 | Urban Setting = 150 | Rural Setting = 100 |
| • Category 3 | Urban Setting = 200 | Rural Setting = 125 |



I&E Program Requirements I&E Intervention Criteria

Intervention Development Cont

- Include Federal Financial Participation (FFP) reimbursable activities that meet the following two objectives:
 - Assisting Medi-Cal eligible individuals to enroll in the Medi-Cal/Family PACT Program.
 - Assisting individuals on Medi-Cal to access Medi-Cal or Family PACT providers and services.

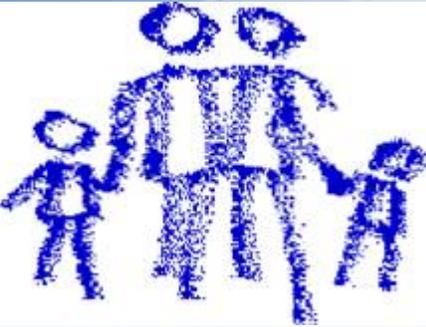


I&E Program Requirements

I&E Intervention Criteria

Intervention Development Cont

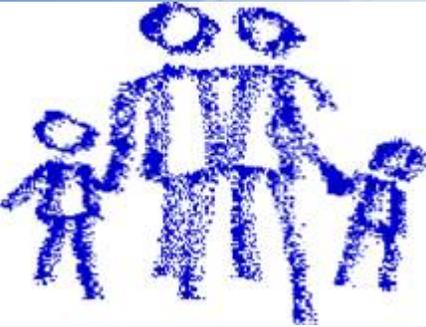
- Include a Recruitment and Retention Plan.
- Include information about the Site of Service where the intervention activities will be conducted.
- Include information about Family PACT services and clinical linkages.
- Submit a lesson plan and/or curricula outline with talking points for each intervention.
- Use the “footnote” feature citation to support and document data sources.



I&E Program Requirements I&E Intervention Criteria

Intervention Development Cont

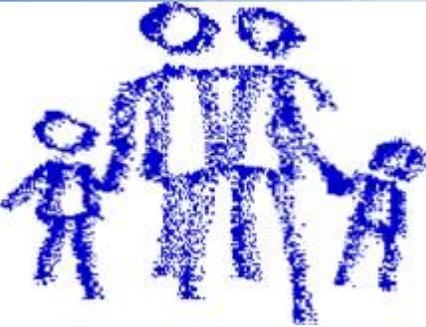
- Comply with California legislation if implementing sexual health instruction and/or curricula in a school setting.
 - Sexual Health Education Accountability Act; Health and Safety Code Sections 15100-151003 (Appendix 2) and/or
 - California Comprehensive Sexual Health and HIV/AIDS Prevention Education; Education Code Sections 51930-51939 (Appendix 3)
 - Health Education Content Standards for California Public Schools – K-12



I&E Program Requirements I&E Intervention Criteria

Interventions Conducted at Public Schools

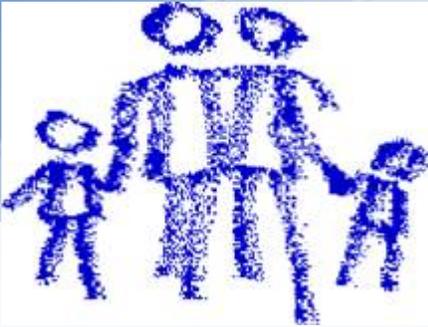
- Applicants shall comply with OFP policies and submit the required attachments for **any** proposed intervention conducted at a public school.
- Letter of Intent by Public Schools (**Attachment 5**) with RFA application submission
 - **SUBMIT ONE PER SCHOOL and/or SCHOOL DISTRICT**
 - **MORE THAN 1 ATTACHMENT CAN BE SUBMITTED**
- School Agreement Form (**Appendix 9**)
 - **NOT SUBMITTED WITH APPLICATION**



I&E Program Requirements I&E Intervention Criteria

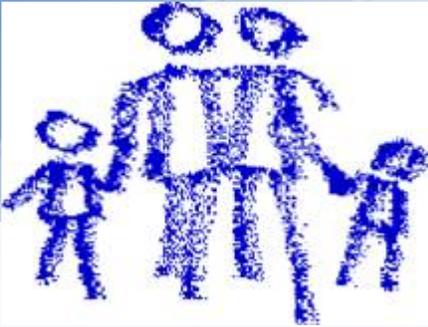
OFP Material Development Review

- Upon successful completion of the grant funding process, funded applicants shall submit the selected detailed lesson plan(s) and materials for each intervention, as directed by OFP, immediately after the Notice of Intent to Award is posted.
- The OFP will review these materials to ensure that these materials meet the OFPs criteria and expectations for the I&E Project Interventions as well other OFP requirements.



I&E Program Requirements Intervention FAQ

- Q1:** 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 the same FPACT information or can both interventions promote the same social networking sites?
- A1:** Applicants may promote the same social networking site for both I&E and CCG Projects. However, each Social Networking Intervention must independently meet the required intervention as detailed in each RFA and as expressed in the applicant's proposed Project Plan.



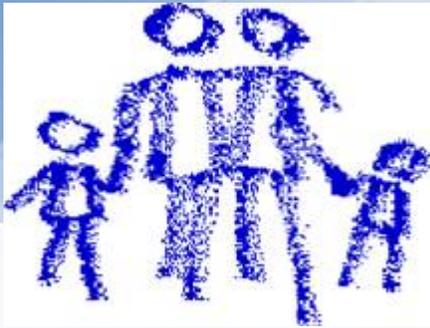
I&E Program Requirements Intervention FAQ

Q2: Can we serve incarcerated youth at Juvenile Hall?

A2: Applicants may serve sites of service/locations physically located outside of a selected MSSA if youth from the MSSA are also receiving services at those sites. However, federal matching funds are only available to reimbursable activities as defined within the RFA.

Q3: Can the same participants be counted in more than one I&E Project Intervention?

A3: Yes. Participants may participate and be counted in more than one I&E Project Intervention. However, each I&E Intervention participation requirement must be met based on funding and geographical setting.



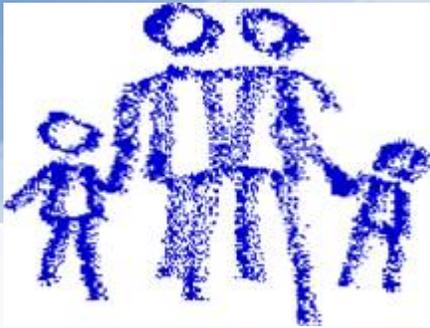
I&E Program Requirements Intervention FAQ Cont

Q4: How much can the I&E and CCG interventions overlap?

A4: To the extent the OFP understands this question, the I&E Project Interventions should not overlap with the CCG Project interventions.

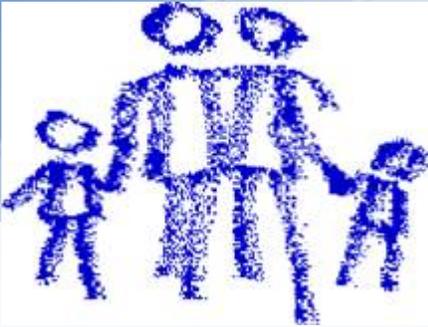
Q5: Does the Life Skill curriculum need to be evaluated and approved?

A5: A curricula/um is not required for any of the I&E Project Interventions. However, if a curricula/um is proposed, the OFP may request the curricula/um after the Notice of Intent to Award has been posted.



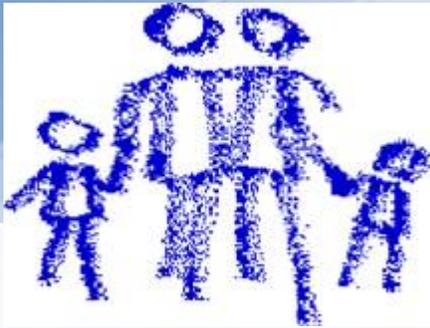
I&E Program Requirements Intervention FAQ Cont

- Q6:** If we select Information Presentations as one of our interventions, must the content fully comply with SHEAA?
- A6:** Yes. If an applicant proposes to implement sexual health instruction and/or curricula/um in a school setting for any intervention, the applicant shall comply with the Sexual Health Education Accountability Act; Health and 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).



I&E Program Requirements Family PACT Clinical Service Linkages

- I&E Projects shall establish formal partnerships with Family PACT providers to expand access and availability of clinical services to their targeted population(s) and to ensure that teens and young adults have access to sexual health services
- A complete list of Family PACT Integration Requirements for Intervention Activities is provided in Appendix 11.



I&E Program Requirements Family PACT Clinical Service Linkages Cont

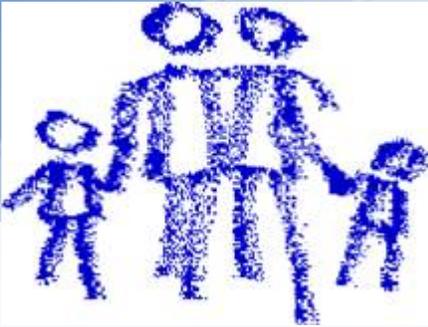
- Applicants are encouraged to partner with Family PACT providers based on geographical locations within their selected MSSA and with those providers who deliver linguistically and culturally appropriate care for the target population(s).
- Family PACT clinic staff shall be consulted and asked to provide recommendations for the development of the Project Plan.



I&E Program Requirements Family PACT Clinical Service Linkages Cont

Q1: If an intervention/objective is to target parents, should that intervention target Medi-Cal along with Family PACT?

A1: To the extent OFP understands this question; I&E Project Interventions that are targeted to parents must include Family PACT (Intervention requirement) and Medi-Cal services (FFP requirement).



I&E Program Requirements Evaluation

I&E Grantees shall conduct and participate in program/performance evaluations to monitor the progress or success of intervention activities.

To effectively evaluate intervention outcomes, Grantees shall:

- Clearly identify the minimum demographics of their target population
- Include at least one behavioral outcome that is clearly linked to increasing family planning clinical services and outreach

* See a list of possible behavioral outcomes on I&E RFA page 25 54

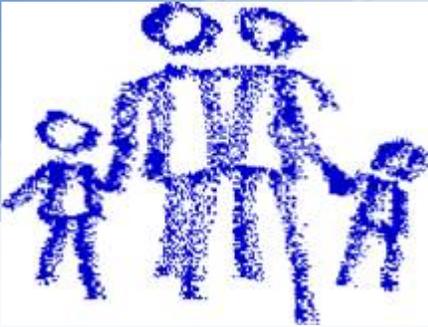


I&E Program Requirements Evaluation Cont

I&E program evaluation will include, but is not limited to the following:

- Process Measures
- Short-Term Outcome Measures
- Qualitative Outcomes
- Statewide Outcome Evaluation
- Continuous Program Improvement (CPI)

OFP will provide ongoing technical assistance and consultation on program evaluations, which are legislatively mandated and important to the overall goals of the I&E Program.

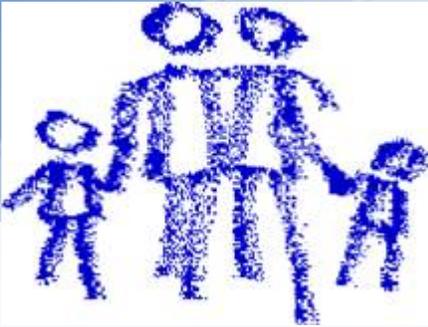


I&E Program Requirements Evaluation Cont

Process Measures are outcomes that determine if a program has been implemented as planned, as well as its strengths and weaknesses.

I&E Projects will be required to submit:

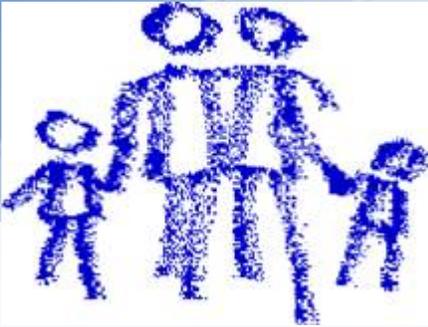
- Two semi-annual progress reports
- Monthly performance reports
- And, OFP may request information on program taxonomy/project profiles for additional evaluation activities



I&E Program Requirements Evaluation Cont

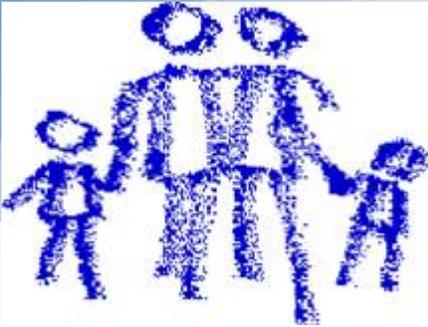
Short-term Outcome Measures are observable and measurable outcomes on the level of knowledge, attitude, skill, or aspiration change in program participants that are used to determine if there is an immediate impact on the targeted population(s).

Qualitative Outcomes are observational information that can be used to describe how your project functions and what it means to the people involved.



I&E Program Requirements Evaluation Cont

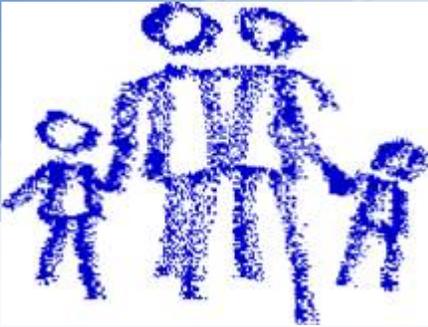
I&E Projects will be required to participate in **Statewide Outcome Evaluations**, which are impact or outcome based evaluation protocols to determine the effectiveness of I&E Projects and interventions among projects.



I&E Program Requirements Evaluation Cont

CPI is an evaluation process that is implemented by the I&E Project with technical support provided by the OFP or its designee.

- I&E Projects will be required to use CPI tools to implement, monitor and evaluate their Workplan activities to improve their project.
- Progress on the completion of CPI activities is provided to the OFP in required progress reports and the Final and Approved CPI Summary is a required component of the second, yearly progress report.



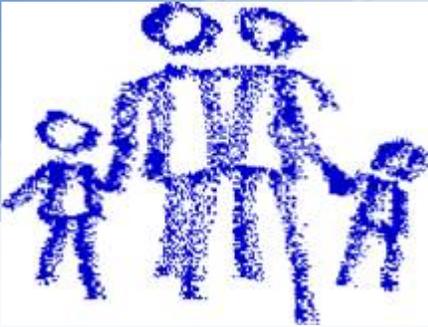
I&E Program Requirements Evaluation Cont

Q1: Will OFP provide us with a pre/post survey or do we have to develop one?

A1: OFP will provide further clarification of the applicant's required evaluation activities after grants are awarded.

Q2: Do applicants implementing 5 interventions have the same 2 page limit as an applicant implementing only 3? Can this be increased by one page for each additional intervention?

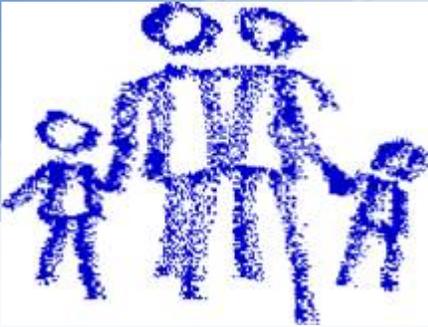
A2: The OFP will modify the maximum page requirement to reflect that the Evaluation Plan Narrative should not exceed two pages per intervention.



I&E Program Requirements Project Plan

The contents of the Project Plan (Attachment 7) are based on data from the Needs Assessment findings and the Logic Model outcome, to provide a thorough plan that identifies:

- I&E Goals
- Target Population
- Interventions and Major Activities
- Process Measures
- Short-term Outcome Measures
- Qualitative Outcomes
- Timeline/Responsibility
- Tracking Tools/Methods



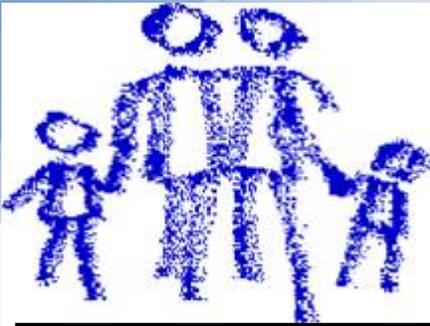
I&E Program Requirements Project Plan Cont

- Appendix 12 is a completed Project Plan sample for each I&E Project Intervention.
- Upon award notification, applicants will use their Project Plan to develop their Workplan.

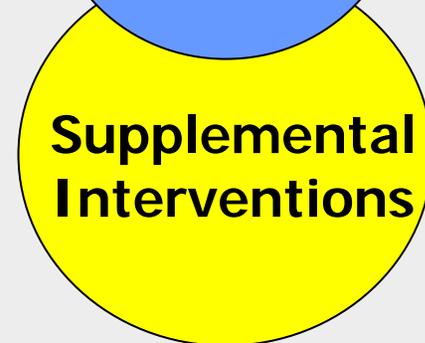
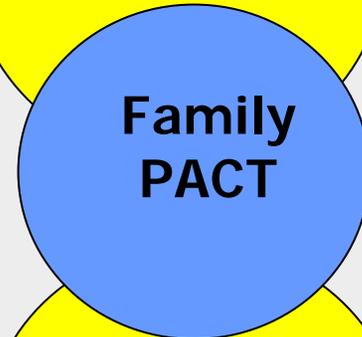
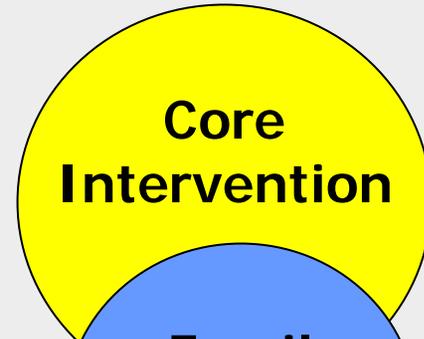


I&E Program Requirements Workplan

- Workplans document the activities necessary to implement the I&E Project Interventions described in the Project Plan.
- In addition to interventions Grantees are required to include Workplan activities for the following I&E Program Requirements:
 - Regional Networks
 - Family PACT Clinical Services Linkages
 - Administrative Activities



I&E Program Requirements Developing I&E Project Interventions



LOGIC MODEL SAMPLES

INTERVENTION ACTIVITIES

Identify intervention and activities that address the selected behaviors and have effect on the selected

Core Intervention

Life Skills Education

- Mandatory Learning Objective
- Additional Learning Objective #1
- Additional Learning Objective #2

For the purposes of this RFA, applicants will not be required to incorporate their proposed activities into their Logic Model submission. Activities shall be reported within the applicant's Project Plan.

I&E Project Intervention activities must relate to the applicants identified behaviors and determinants.

DETERMINANTS

Identify risk and protective factors from the selected behaviors

1. More positive attitudes toward condoms and other forms of contraception
2. Greater confidence in using condoms or other forms of contraception
3. Greater intention to use condoms
4. Partner support for condom and contraceptive use
5. Greater motivation to avoid pregnancy and STIs
6. Greater perceived male responsibility for pregnancy prevention
7. Greater perceived negative consequences of pregnancy
8. Ability to seek help from clinical services and other community services
9. Greater connection to school and success in school
10. Greater confidence in communicating with sexual partner

BEHAVIORS

Identify at least 1-3 behaviors

- a. Increase use of clinical services
- b. Delay initiation of sex
- c. Decrease sexual risk-taking
- d. Decrease number of sexually active youth
- e. Decrease frequency of sex among sexually active youth
- f. Decrease number of sexual partners among sexually active youth
- g. Increase contraceptive use among sexually active
- h. Increase knowledge of consistent contraceptive use
- i. Increase use and correct use of condoms
- j. Increase in effective communication among sexual partners regarding the use of condoms and contraceptives
- k. Increase positive involvement in parenting
- l. Increase parent-child communication about sex

GOAL

I&E Goal

- Goal:** Decrease teenage pregnancy through educational programs that equip teens at high risk for pregnancy with the knowledge, understanding, and behavioral skills necessary to make responsible decisions regarding at-risk behavior.

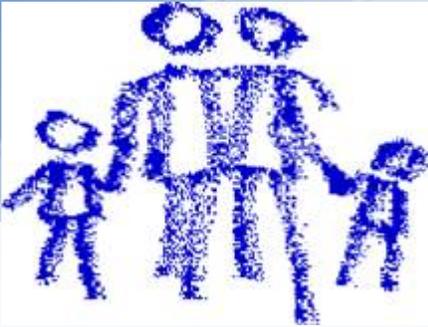
PROJECT PLAN SAMPLES

I&E Goal*	Target Population	Intervention & Major Activities	Process Measures	Short Term Measures & Qualitative Outcomes	Timeline/ Responsibility	Tracking Tools
State Program Goal	Describe your target population, where they are located, MSSA, and other identifying characteristics.	<ul style="list-style-type: none"> Provide intervention title as listed on I&E Project Intervention document, Appendix 10 Activities critical to achieve success of intervention Critical linkage activities required 	<ul style="list-style-type: none"> Enter the process measures for each intervention. <p>We will know we are successfully implementing the planned project if:</p>	<ul style="list-style-type: none"> Enter the behavior changes that participants feel they will make. Prevention Education: Enter short-term goals <p>We will know we are reaching our objectives to see immediate changes if participants report:</p>	<ul style="list-style-type: none"> Identify number of sessions. Identify if staff or subcontractors will provide the intervention. 	<ul style="list-style-type: none"> List the tools you will use to document and verify that the program evaluation activities are completed.
Table will expand as content is inserted into table.						
*See Goal stated below chart	100 male and female adolescents and young adults, who are of a 1 st and/or 2 nd generation Hispanic migrant population, residing in MSSA 29-Biola/Herndon/ Highway City/Kerman (and other frequently visited sites of service outside of the MSSA to include schools, malls, movie theaters, vocational schools, junior colleges, Fresno	<p>Life Skill Education</p> <ul style="list-style-type: none"> Establish relationship with local Hispanic Gatekeepers regarding conducting program Negotiate an MOU with venues to host presentations Identify other sites of services where the target population may frequent Distribute advertising/recruitment flyers to solicit participants Develop relationships with Family PACT clinics and other Medi-Cal clinics to accept and welcome new clients Develop lesson plan(s) for each of the three learning objectives; Each lesson plan will be further tailored to each intervention's target population group, 	<ul style="list-style-type: none"> 80% (n=80) Hispanic youth residing will complete Life Skill Interventions Conduct (4) 3-hour interventions in two community locations Distribute 200 Family PACT clinic referral materials and community services 60% (n=60) of youth will participate in a clinic tour 	<ul style="list-style-type: none"> 80% (n=80) of participants indicate they will use condoms during their next sexual encounter; will measure perceived behavioral intent) 80% (n=80) of participants report gaining confidence to negotiate condom use during future sexual encounters; will measure perceived behavioral outcome skill) 80% (n=80) of participants report gaining knowledge about how to avoid pregnancy or STIs; will measure perceived knowledge) 70% (n=70) of participants indicate they will go to a 	<ul style="list-style-type: none"> (1) Health Educator will conduct (4) 3-hour interventions from September 15, 2011 – June 30, 2012 	<ul style="list-style-type: none"> MOU with local community gatekeepers to assist in the recruitment, advertisement, and access to venues to host presentations Advertising/ Recruitment Flyers Presentation Lesson Plan and/or outline with talking points; tailored for each intervention, as necessary Presentation handouts and other materials Participant Action Plan Sign-In sheets Participant Feedback Forms Surveys/pre-and

PROJECT PLAN SAMPLES

<ul style="list-style-type: none"> • Pre-sexually active and sexually active • Mono/bilingual • 15-17 yrs. • 18-19 yrs. • 20-24 yrs. • 50% female • 50% male 	University, etc.)	as necessary. <ul style="list-style-type: none"> ○ <u>Mandatory Learning Objective:</u> Provide referrals and promote access to Family PACT clinical services and other community services ○ <u>Additional Learning Objective #1:</u> Increase performance in, and connections, to school ○ <u>Additional Learning Objective #2:</u> Increase partner communication skills • Develop survey and/or pre-/post-test to monitor participants post instruction intent, knowledge, and attitudes • Develop referral sheets/cards to Family PACT services and to other relevant community services for the target population • Purchase or create handouts that provide pregnancy and STI prevention information, clinic locations, other teen pregnancy prevention programs/services, etc. • Develop recruitment and retention plan 		Family PACT or Medi-Cal service provider <ul style="list-style-type: none"> • 80% (n=80) of participants will self-identify a goal of increasing their academic performance at school in an Action Plan • 80% (n=80) of participants will indicate they have an increased knowledge of where to access community services • 80% (n=80) of participants will report gaining confidence to effectively communicate with their sexual partner <p><u>Qualitative Outcomes</u></p> <ul style="list-style-type: none"> • Testimonial Quotes • Participant Feedback Evaluations 		post-tests <ul style="list-style-type: none"> • Family PACT or Medi-Cal services handout(s) and referral cards • Tracking log of Family PACT and/or Medi-Cal services referral cards distributed • Clinic Tour Sign-In Sheet/Log • Community Services Referral List (community clinics, food banks, advocacy services, etc.) • Recruitment and Retention Plan
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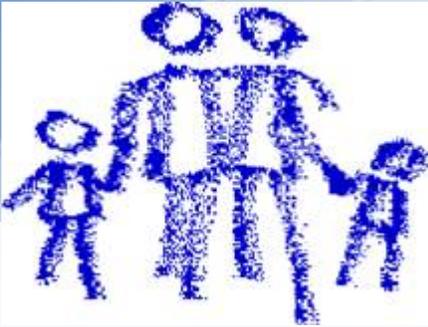
* Goal: Decrease teenage pregnancy through educational programs that equip teens at high risk for pregnancy with the knowledge, understanding, and behavioral skills necessary to make responsible decisions regarding at-risk behavior.



I&E Program Requirements Regional Networks

Grantees are required to participate in an assigned TPP Regional Network comprised of OFP's TPP Grantees.

- The Regional Network is not the same as the TPP Community Collaborative, nor do they serve the same purpose.
- The purpose of the Regional Network is to increase the visibility of teen pregnancy prevention efforts across regions, improving I&E Grantees' ability to support local I&E and CCG-funded projects through their collective efforts.



I&E Program Requirements Regional Networks Cont

- TPP Regional Networks will be configured into geographic areas across the state.
- I&E Grantees will be assigned a network upon grant award notification.
- Each Regional Network will have a CCG-funded Lead Agency that will provide leadership and administrative support.

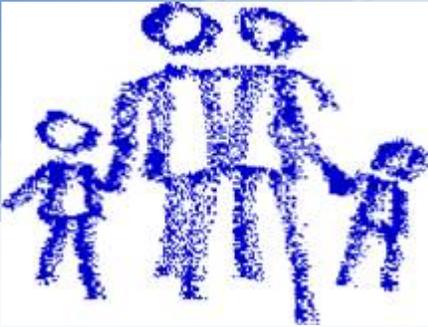


I&E Program Requirements Regional Networks Cont

I&E grantees must attend the regional network meeting on a regular basis.

Network activities may include, but are not limited to:

- Supporting region-wide activity during Teen Pregnancy Prevention Month
- Developing educational and outreach materials
- Guiding activities to help people recognize the network as one organization

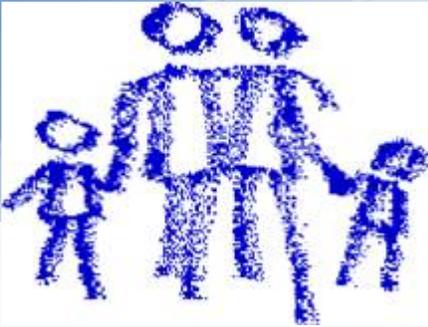


I&E Program Requirements Regional Networks Cont

Network activities may include, but are not limited to:

- Making presentations to Board of Supervisors, Legislators, and/or other community leaders
- Designing and/or participating in large-scale public events
- Mapping service locations to ensure services are provided throughout the region
- Creating a website for sharing information with the regional community

I&E Program Requirements Regional Networks Cont

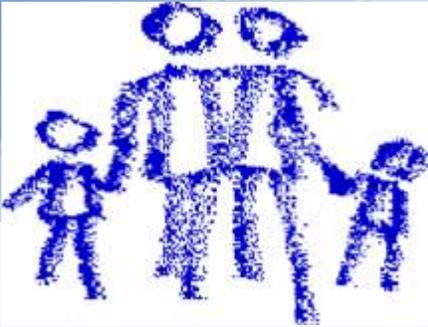


Applicants shall attest their willingness to participate in a TPP Regional Network using the Self-Certification for I&E Collaboration Form (Attachment 11).

I&E Program Requirements

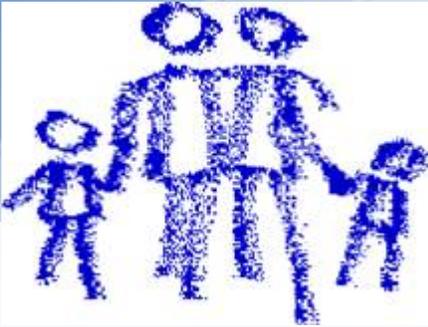
Regional Networks Cont

FAQ



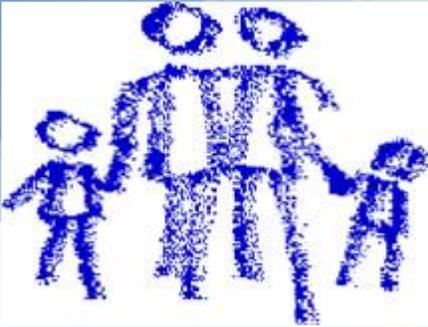
Q1: It is my understanding that we do not need to join a community collaborative. Please clarify what is meant by “describe how you will propose to increase the priority of teen pregnancy prevention through collaborative activities.” Is this referring to our participation to the Regional Network?

A1: 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.



I&E Program Requirements Regional Networks Cont FAQ

- Q2:** 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 required for the I&E application?
- A2:** Participation in the TPP Regional Network is required for the I&E Projects. The OFP will announce the TPP Regional Network configuration upon final grant award notification. 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.



Section 3

I&E Administrative Requirements

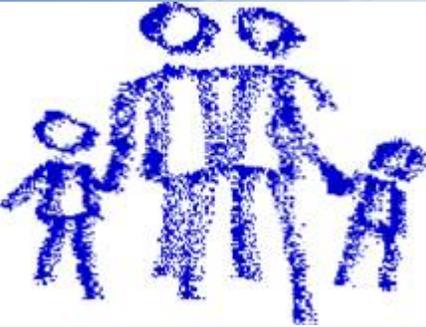


I&E Administrative Requirements Reporting

Grantees are required to submit Progress Reports two times per year.

Progress Report	Due Date
Mid-Year Report (July 1 – December 31)	February 1 st
Year-End Report (January 1 – June 30)	August 1 st *

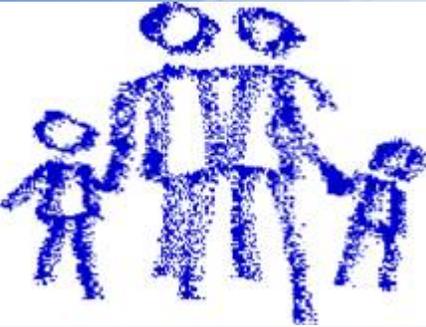
* The Year-End Report for the last fiscal Year (FY 2015-2016) of the contract will be due June 30, 2016.



I&E Administrative Requirements Reporting Cont

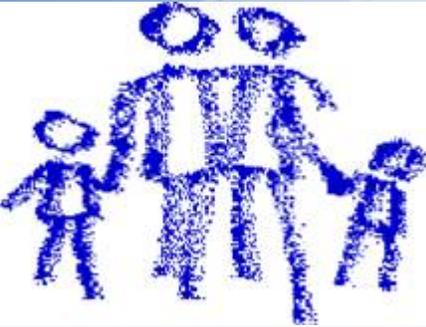
I&E Grantees are also required to submit Monthly Performance Reports (MPRs)

- Grantees will be required to complete the MPR and submit it electronically to their Program Consultant by the 10th day of the following month.



I&E Administrative Requirements Reporting Cont

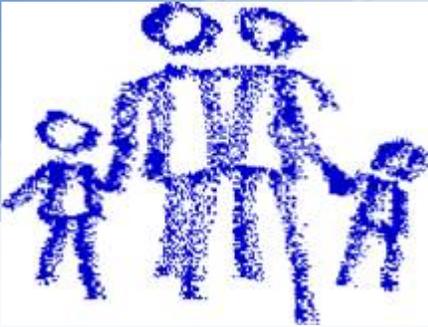
- Grantees shall obtain a single organization-wide financial and compliance audit by the 15th day of the fifth month following the completion of each fiscal year.
- The cost of the audit may be included in the budget for this grant up to \$3,000 each fiscal year.



I&E Administrative Requirements Reporting Cont

Grantees are required to submit OFP-designated reports and other reports deemed necessary.

- Instructions on specific reporting requirements, submission details, and deadlines, will be provided to Grantees in a timely manner.
- Grantees will be required to respond to any specialized reports and/or revisions to report instructions as designated by OFP.



I&E Administrative Requirements Meetings, Trainings, and Site Visits

- I&E Grantees are required to attend and participate in all meetings and trainings scheduled and sponsored by OFP.
- Grantees shall participate in regular program discussions via telephone and/or webinar.
- OFP will perform formal and/or informal site visits.
- Grantee representation is required at all scheduled TPP Regional Network Meetings.



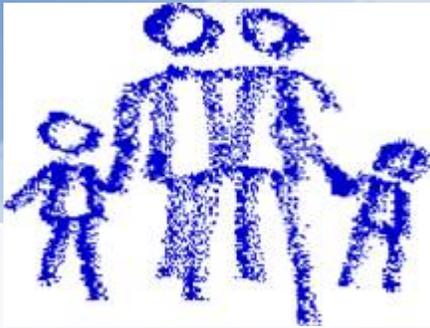
I&E Administrative Requirements Staffing

- Grantees shall hire program staff with appropriate training, experience, and knowledge required to deliver the services as they are in the final Grant Agreement Scope of Work and Workplan.
- Grantees shall utilize the *Core Competencies for Adolescent Sexual and Reproductive Health* guide (Appendix 14), when selecting appropriate I&E staff.



I&E Administrative Requirements Staffing Cont

- At a minimum, there must be a designated Project Coordinator on the budget with overall responsibility for coordinating and documenting project activities and a Health Educator(s) to conduct and implement the intervention activities.
- Applicants shall submit a Duty Statement for all proposed staff positions on the budget. See Appendix 15 for Duty Statement Samples.



I&E Administrative Requirements Staffing Cont

Project Director

- OFP mandates the title “Project Director” (PD) as the designated title for the position responsible for performing administrative duties, including, but not limited to:
 - Ensuring the success and viability of I&E activities
 - Hiring and supervising staff, including the Project Coordinator and Health Educator(s)
- A PD is not required. If an applicant chooses to staff a PD, the PD shall be allocated at no less than 5% FTE toward I&E project activities on the applicant’s budget.



I&E Administrative Requirements Staffing Cont

Project Coordinator

- OFP mandates the title “Project Coordinator” (PC) as the designated title for the position responsible for coordinating I&E program activities, via staff or directly.
- The PC shall maintain the essential core competencies to meet the knowledge and skill set for the position as outlined in the *Core Competencies for Adolescent Sexual and Reproductive Health* guide (Appendix 14).
- The Project Coordinator shall be allocated at no less than 25% FTE on the applicant’s budget.



I&E Administrative Requirements Staffing Cont

Health Educator

- OFP mandates the title “Health Educator” as the designated title for the position responsible for conducting, implementing, and monitoring the I&E Project Intervention activities.
- The Health Educator shall maintain the essential core competencies to meet the knowledge and skill set for the position as outlined in the *Core Competencies for Adolescent Sexual and Reproductive Health* guide (Appendix 14).
- The Health Educator(s) position shall be allocated no less than a cumulative 50% FTE for one or more positions on the applicant’s budget.



I&E Administrative Requirements Staffing Cont

Other I&E Project Staff

Grantees shall:

- Hire other necessary staff to conduct I&E Project activities.
- Hire fiscal/administrative staff with the appropriate training and expertise to maintain the fiscal integrity of grant funds.
- Have sufficient Personnel to submit timely, accurate, and complete reports, as required by OFP, in the format and timeframe provided by OFP.
- Ensure their application includes complete and detailed duty statements for all positions identified in the I&E Budget.



I&E Administrative Requirements Staffing FAQs

Q1: Since the awarded amount is so limited, could we have 1 project director who oversees the program?

A1: No. I&E Projects are required to have a Project Coordinator (**No less than** 25% FTE) and a Health Educator (50% FTE) on the I&E budget.

Q2: Are we required to have a project coordinator if we have a project director?

A2: Yes. I&E Projects are required to have a Project Coordinator (**No less than** 25% FTE) and a Health Educator (50% FTE) on the I&E budget.

Q3: Can the Project Director and the Project Coordinator be in-kind?

A3: No. Positions shall be included on the I&E budget.



I&E Administrative Requirements Title XIX Federal Financial Participation

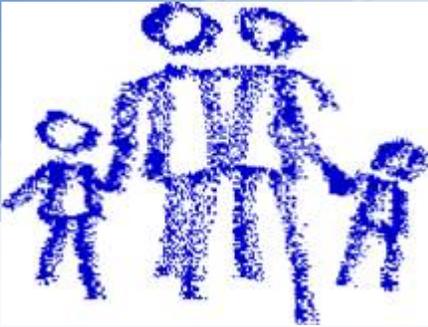
- A portion of I&E Program funding comes from the Federal Title XIX Medi-Cal reimbursement program, referred to as Federal Financial Participation (FFP).
- Title XIX allows matching for administrative activities at a dollar-for-dollar match, which allows OFP to maximize funding for the I&E Program.

See Appendix 16



I&E Administrative Requirements Title XIX Federal Financial Participation

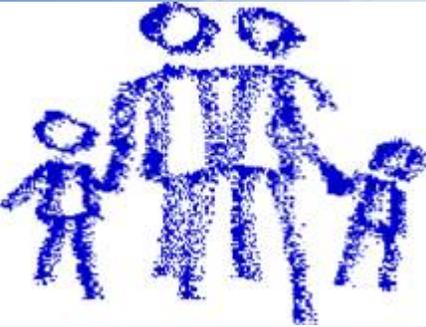
- FFP reimbursable activities must meet the following two objectives:
 - Assisting Medi-Cal eligible individuals to enroll in the Medi-Cal/Family PACT Program.
 - Assisting individuals on Medi-Cal to access Medi-Cal or Family PACT providers and services.



I&E Administrative Requirements Title XIX Federal Financial Participation Cont

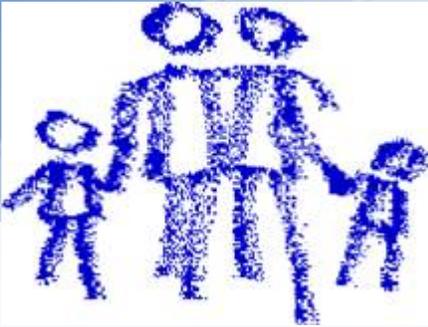
To obtain FFP reimbursement, I&E Grantees must:

- Meet the two FFP objectives
- Document all activities performed by Grantee's staff via quarterly Time Studies
- Receive certified, non-federal funds (State General Funds and/or local county/city government funds) to qualify for Title XIX reimbursement
- Have a target or target a population of adolescents that is Medi-Cal eligible (per Title XIX criteria) and/or are Medi-Cal beneficiaries



I&E Administrative Requirements Title XIX Federal Financial Participation Cont

- I&E Grantees must also document all activities performed by the Grantee's staff via quarterly Time Studies to obtain FFP reimbursement.
 - Time Studies are the official OFP method used to document and determine the percent of staff time that is reimbursable as an FFP activity.
 - Applicants must use the OFP Time Study documents provided and maintain them on file.
 - See the FFP User's Guide (Appendix 16) for FFP compliance and federal funding rules to receive the maximum allowable federal and state funding.



I&E Administrative Requirements Title XIX Federal Financial Participation FAQ

Q1: Will funds generated from FFP be in addition to the funded amount or part of the maximum total (e.g. \$50,000)?

A1: The FFP match is included in the funding amount (e.g. \$50,000).

Q2: If Medicare/Medicaid matches dollar-for-dollar for administrative activities, does that mean they cannot be included in the budget?

A2: Applicants must detail their proposed administrative activities in their budget.



I&E Administrative Requirements Fiscal Documents

Grantees shall prepare fiscal documents in accordance with Generally Accepted Accounting Principles (GAAP).

- GAAP are the guidelines that include standards, conventions, and rules accountants commonly follow in recording business transactions and preparing financial statements.

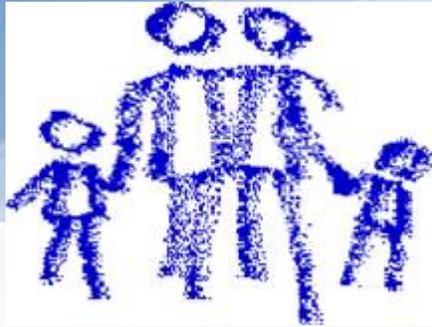


I&E Administrative Requirements Standard Payroll Practices

Grantees shall maintain adequate employee time recording documents.

- Adequate employee time reporting documents include: timesheets, time cards, time studies, payroll schedules, etc.
- Documents must be based on GAAP and OMB Circular No. A-122 practices.*

* See footnotes on pages 34 of the RFA for additional information.



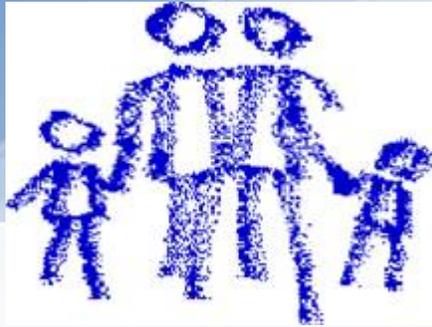
I&E Administrative Requirements Payment Provisions Cont

Initial Allotments

- Grantees may request 25% of their yearly grant award at the beginning of each fiscal year

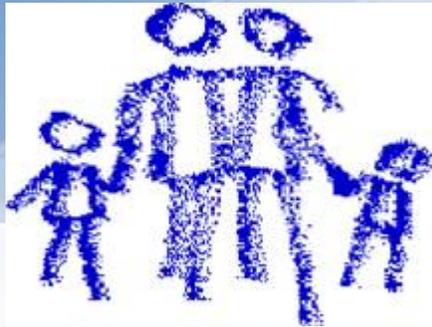
Quarterly Invoices

- Invoices for actual expenditures submitted for activities performed in the previous quarter.



I&E Administrative Requirements Payment Provisions Cont

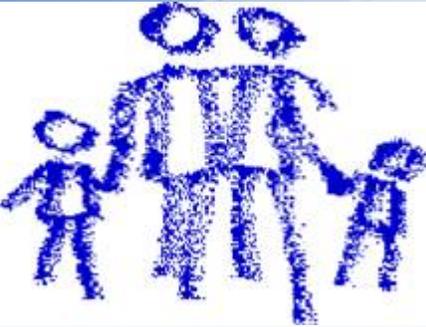
- Initial Allotments and Quarterly Invoices are subject to a fully executed Grant Agreement and the Governor's Budget Act appropriations and signature for each fiscal year.
- Grantees will be required to submit documentation to OFP to substantiate each invoice (with the exception of the Initial Allotment Request) and maintain them on file.



I&E Administrative Requirements Payment Provisions Cont

Q1: 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 attending meetings and complete reports) during this time.

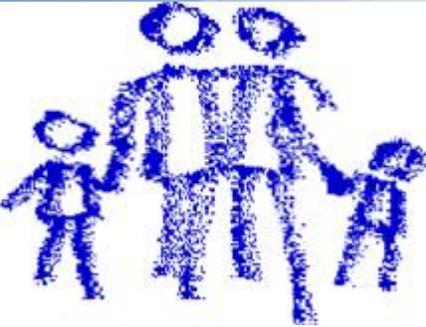
A1: I&E Grantees shall be prepared to begin the proposed project on July 1, 2011. If the Budget Act for Fiscal year (FY) 2011-2012 is delayed, I&E Grantees will begin their projects as soon as the Budget Act is signed.



I&E Administrative Requirements **Contractual Terms and Conditions**

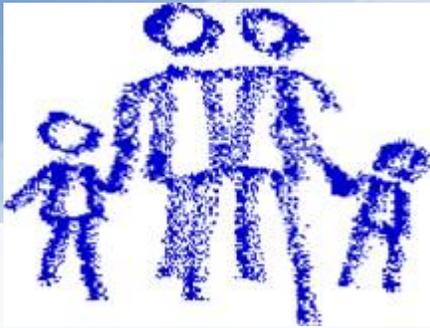
Funded applicants shall enter into a contractual agreement (Grant Agreement) that will contain portions of the Applicant's I&E application, as well as standard contractual provisions and exhibits.

- California State Universities and/or colleges will be offered alternate agreement terms that represent CDPH's traditional contractual language, which differs slightly from the Standard Grant Agreement.



I&E Administrative Requirements **Contract Compliance**

Grantees are required to be familiar with the content of the Grant Agreement and must comply with all policies, procedures, and requirements therein.

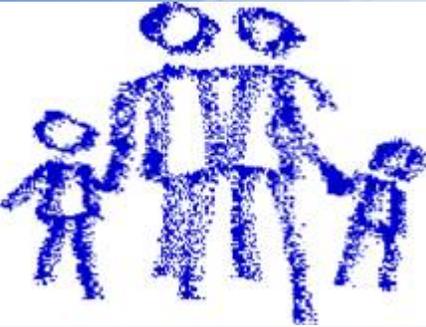


I&E Administrative Requirements **Subcontract Agreements**

Prior authorization will be required before the Contractor enters into, or is reimbursed for, any subcontract for services costing \$5,000 or more.

Grantees are responsible for subcontract monitoring, and shall visit all subcontractors at least annually (or more frequently if designated by OFP).

See Exhibit D(F)



I&E Administrative Requirements Subcontract Agreements FAQs

Q1: Are subcontractors required?

A1: No.

Q2: If we do not use a subcontractor are we required to answer question 5,a, 2 – about our subcontracting process?

A2: Yes. Applicants must describe their subcontract process (e.g., procurement, competitive bid, etc.) and their monitoring, management and oversight process, regardless of whether you will subcontract or not.



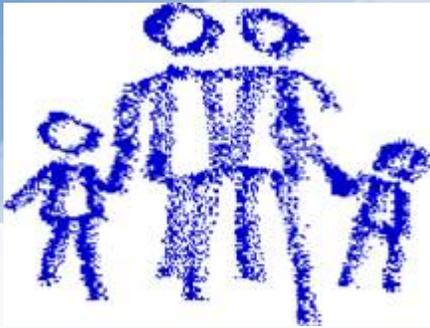
I&E Administrative Requirements Subcontract Agreements FAQs Cont

Q3: If you're using a subcontractor to provide your I&E Intervention, is the subcontractor staff required to complete a Time Study?

A3: No. I&E Grantees are not required to submit documentation of a subcontractor's employee time recording documents, such as the Time Study, to OFP. However, if requested I&E Grantees must be able to support the activities performed and the hours expensed for subcontractors listed on the I&E approved budget, and should maintain this documentation in accordance with contract provisions.

The above response is incorrect, the correct response according to the FFP User's Guide (Appendix 16) is:

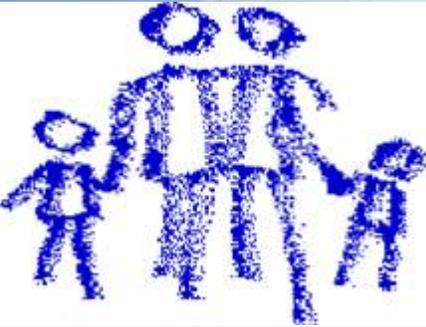
All subcontractors who provide a service, such as assisting in outreach, training peer educators, or who assist with the implementation of the Workplan, must Time Study for 100 percent of their time. If the subcontractor is providing a product, such as a pamphlet or revised curriculum, a Time Study is not required and the lead agency's average Medi-Cal percentage will be used to determine the matching percentage for funding the subcontractor's costs.



I&E Administrative Requirements Subcontract Agreements FAQs

Q4: Is the Expenditure Documentation Review required of subcontractors as well?

A4: No. I&E Grantees are not required to submit documentation of a subcontractor's employee time recording documents, such as the Time Studies, to OFP. However, if requested I&E Grantees must be able to provide financial information and fiscal documents in accordance with GAAP in support of the activities performed on the I&E approved budget, this includes the fiscal documents detailed under Expenditure Documentation Review in the RFA and should maintain this documentation in accordance with contract provisions.

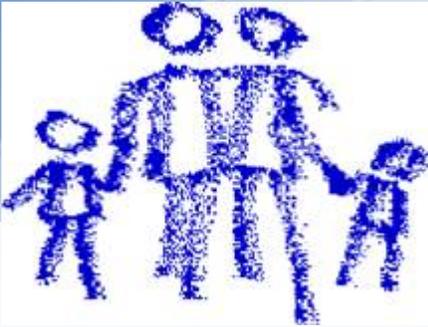


I&E Administrative Requirements Disallowed Activities

Use of OFP/I&E funds for any of the following activities is grounds for grant termination:

1. Case Management	7. Health Insurance
2. Clinical Services	8. Mental Health Counseling
3. Curriculum Development	9. Religious Doctrine/Beliefs
4. Support of Pre-Existing Programs	10. Lobbying
5. Fund Raising	11. Abstinence
6. Grant Writing	

See RFA pages 41- 42 for a detailed description of Disallowed Activities



Section 4

General Application Information



General Application Information Funding Level and Contract Period

There is approximately \$2 million per year in grant funds available for I&E Projects.

- Contracts will be available for a maximum of five fiscal years, beginning July 1, 2011 and ending June 30, 2016.
- Grants will range from \$50,000 (minimum) to the \$100,000 (maximum) per fiscal year.
- Funding preference will be determined by identifying those applicants serving clients in a MSSA with high teen birth rates.



General Application Information Funding Level and Contract Period Cont

Funding Preference and Funding Level	Annual Teen Rates (number of live births per 1,000 females aged 15-19 years)	Funding Level	Minimum Proposed Number of Interventions
Category 1	30.0 to 49.9**	\$50,000	3
Category 2	50.0 to 69.9	\$75,000	4
Category 3	70 and greater	\$100,000	5

** The California Teen Birth Rate for 2004-2005 is 38.4 per 1,000 females.



General Application Information Funding Level and Contract Period FAQ Cont

Q1: Will OFP fund a CCG and an I&E grant for the same MSSA?

A1: It is possible.

Q2: Please explain what is meant by “Priority Funding.”

A2: Priority for funding shall be given to currently funded I&E Projects in good standing that receive a passing score in Stage 2 of the review process.



General Application Information Funding Level and Contract Period FAQ Cont

- Q3:** The RFA states that priority will be given to past I&E recipients – how shall newcomers interpret their chances for consideration? Do past recipients receive extra points?
- A3:** 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 Eligibility

Eligible applicants include:

- County and/or city governments
- Local Health Jurisdictions
- Public entities (i.e., schools, school districts, and County Offices of Education)
- Private non-profit corporations organized for non-sectarian purposes



General Application Information Eligibility Cont

Non-eligible organizations include:

- Those identified by the Department of Fair Employment and Housing for failure to comply with California's nondiscrimination laws
- Those that have been debarred or decertified from contracting by the federal government
- Those that are not in compliance with Government Code Section 8355
- Those that support or promote sectarian beliefs related to the doctrine of any religious group
- Those based outside of California

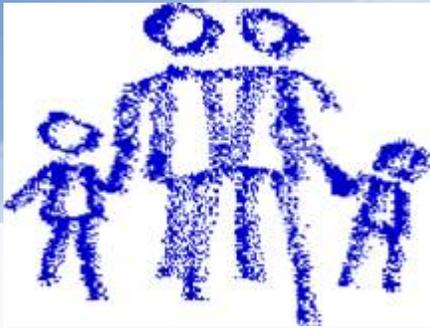


General Application Information Conditions for Multiple Application Submissions by an Agency

Currently-funded OFP Grantees and new applicants may submit multiple applications as long as the applicant is able to demonstrate all of the following:

- No duplication in services or target populations
- Grantee shall not serve the same population in the same geographic area/MSSA
- Grantee shall serve distinctly different areas of a county or region

Applicants may apply as a Grantee and also as a subcontractor on one or more applications.



General Application Information Internet Access to RFA Documents

It is the applicant's responsibility to visit the OFP website on a regular basis for current postings. All documents related to this RFA can be downloaded from the OFP website:

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

This includes, but is not limited to:

▪ RFA document	▪ Frequently Asked Questions (FAQ)
▪ Attachments	▪ Addendum
▪ Appendices	▪ Grant Award Announcements
▪ Grand Agreement Exhibits	▪ Notifications concerning RFA



General Application Information Applicant Questions

OFP accepted questions about the I&E RFA through December 13, 2010 and posted answers to those questions on the OFP website on December 28, 2010.

OFP provided an addenda to this RFA to resolve any errors or to include needed clarifications.



General Application Information

Non-Mandatory Letter of Intent

The Non-Mandatory Letter of Intent (Attachment 10) is not required to be submitted with an application; however, the OFP strongly encourages applicants to submit this document to help us manage the number of prospective applications.

- The Non-Mandatory Letters of Intent are due today, January 3, and can be emailed or faxed to OFP at:

E-mail: ofp.mailbox@cdph.ca.gov

Fax: (916) 650-0455



General Application Information Application

A Glossary of frequently-used terms applicable to this RFA has been created for applicant reference (Appendix 23).



General Application Information

Application Format

- All required forms are located on the OFP website under the heading “Attachments” and shall be submitted as part of the RFA.
 - Download all forms and make certain the person signing the forms is authorized to legally bind the agency.
- OFP may reject an application that contains unsigned forms or omits any required attachments.
- Sections requiring narrative response shall be completed according to the instructions in that section. Failure to follow these instructions may result in rejection of the application.

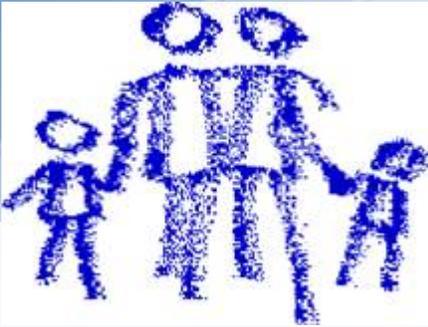
General Application Information Application Format Cont



- Read all instructions carefully. Do not assume the reviewers have prior knowledge of the applicant agency, or any of the collaborating agencies identified by the applicant agency.
- This is a **NEW** I&E RFA. This **NEW** I&E RFA is different from previously issued I&E RFAs. Applicants must carefully read this entire **NEW** I&E RFA. Applicants should not rely on a previous RFA in applying for this **NEW** I&E RFA. Applicants should not use or submit materials developed in response to prior I&E RFAs to respond to this **NEW** I&E RFA. Previously submitted materials may not be responsive to this **NEW** I&E RFA.
- Pages shall be single-sided on white paper.

General Application Information

Application Format Cont'd



- Applications shall be single-spaced, have one-inch margins on all sides of the paper, and the font size shall be no less than 11 points for the narrative sections.
- Number each page of the application at the bottom right side of the page.
- Staple or clip all pages of the application in the upper left-hand corner of the page. Do not use a three-ringed binder or other type of binding.
- Do not submit extraneous materials. Materials not requested will be ignored and/or discarded.



General Application Information

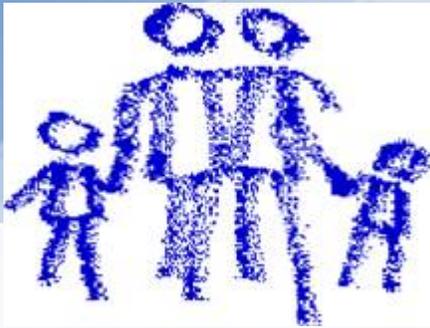
Application Signature

All required documents that necessitate a signature shall:

- Be signed in **blue** ink; signature stamps are not acceptable.
- Be signed by the person who is authorized to represent the Agency.

Include the originally-signed documents in the application set marked “ORIGINAL”

- RFA attachments and other documentation included in the extra application sets may reflect photocopied signatures.

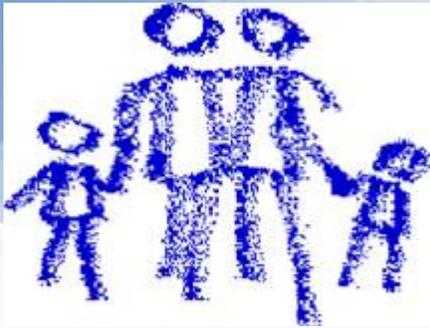


General Application Information Assembly and Package

Applicants are required to submit one complete I&E grant application (marked “ORIGINAL”) on top of four duplicate copies of the application.

If possible, mail all copies of the I&E grant application in a single envelope or package.

- If you submit more than one envelope or package, carefully label each one as instructed below and mark on the outside of each envelope “1 of _____, 2 of _____, etc.”



General Application Information Mail or Hand Delivery

Label and submit your application using one of the following methods:

U.S. Mail	Hand Delivery or Express Mail Carriers
<p>ATTN: I&E RFA 11-10017 Office of Family Planning 1615 Capitol Avenue, Suite 73.430 P.O. Box 997420, MS 8400 Sacramento, CA 95899-7420</p>	<p>ATTN: I&E RFA 11-10017 Office of Family Planning 1615 Capitol Avenue MS 8400, Suite 73.430 Sacramento, CA 95899-7420</p>

Note: If you mail your application, the OFP strongly encourages you to use certified or registered mail, and request a return receipt upon delivery.



General Application Information

Application Due Date

Application packages must be **received or postmarked** by the date and time listed in the RFA Timeline.

- Hand delivered applications must be received by 6:00 pm on the RFA due date.
- U.S. Mail and Express Mail must be post marked by the certifying carrier company by the date and time listed in the RFA Timeline.
- Applications that are emailed or faxed WILL NOT BE ACCEPTED.



General Application Information Application Cost

Applicants are responsible for all costs incurred for the development and submission of a I&E application.

- Such costs cannot be charged to OFP, nor shall they be in any cost element of an applicant's proposed budget.



General Application Information

Confidentiality

- All materials submitted in response to this RFA become the property of CDPH and is subject to the Public Records Act.
- An applicant's disclosure of any information pertaining to the I&E RFA before the grant awards are made is a basis for rejecting an application and ruling the applicant ineligible to participate further in the application process.



General Application Information Application Selection Process

A multiple stage evaluation process will be used to review and score applications.

1. Application Checklist Review (Step 1)
2. Application Technical Review (Step 2)
3. Funding Decision (Step 3)

OFP may reject any application found to be non-responsive to any stage of the evaluation and selection process.



General Application Information

Application Selection Process

Cont

Application Checklist Review (Stage 1)

- All submission requirements listed on the Application Checklist (Attachment 1) shall be included in the application in the order they are listed.
- OFP staff will review each application for timeliness, completeness, and accuracy based on the RFA requirements – this is a pass/fail evaluation.
- Applications will be deemed non-responsive if any claim on the Application Checklist cannot be proven or substantiated.
- Applications that fail to pass Stage 1 are not eligible for the Appeal Process.

General Application Information

Application Selection Process

Cont



Application Technical Review (Stage 2)

Reviewers will consider the extent to which an application provides:

1. A fully developed, comprehensive application with significant facts/details, that has few weaknesses, defects, or deficiencies.
2. A demonstration that the applicant understands OFP's requirements, the services sought, and Grantees' responsibilities.
3. Significant contributions to the achievement of I&E Program goals.

General Application Information

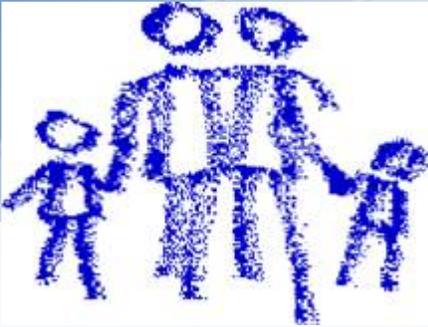
Application Selection Process

Cont



Application Technical Review (Stage 2) Cont

4. A comprehensive and clear Needs Assessment completed by the applicant that demonstrates the need of the applicant's proposed teen pregnancy prevention program services.
5. A proposed project that is likely to be effective in the implementation of selected interventions that are appropriate, comprehensive, creative, and reflective of the applicant's Logic Model.



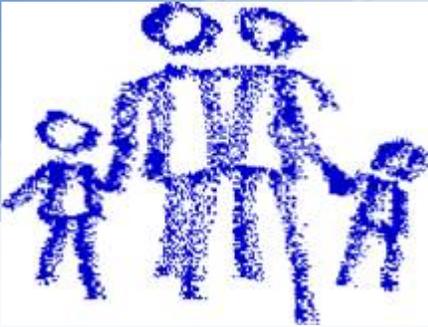
Application Technical Review (Stage 2) Cont

6. A demonstration of high levels of involvement in the development and support for the applicant's proposed Project Plan.
7. An evaluation plan that demonstrates the applicant's abilities to identify appropriate and effective processes and outcome measures.
8. A detailed Budget and Budget Justification that reasonably reflected the proposed project and that is cost effective.

General Application Information

Application Selection Process

Cont



Application Technical Review (Stage 2) Cont

Points	Interpretation	General Basis for Point Assignment
0	Missing/ Non-responsive	Application response (i.e., content and/or explanation offered) is missing and cannot be assessed.
1	Poor/ Inadequate	Application response (i.e., content and/or explanation offered) is inadequate and does not meet OFP's needs/requirements or expectations. The criteria elements are minimally addressed in scope and lack significant description to assess. The omission(s), flaw(s), or defect(s) are considered significant and unacceptable.
2	Barely Adequate	Application response (i.e., content and/or explanation offered) barely meets OFP's needs/requirements or expectations. The criteria elements are narrowly addressed in scope and are vague and limited in description. The omission(s), flaw(s), or defect(s), are considered moderately insignificant but acceptable.
3	Fully Adequate	Application response (i.e., content and/or explanation offered) is fully adequate or fully meets OFP's needs/requirements or expectations. The criteria elements are addressed completely and comprehensively in scope and have minimal flaws. The omission(s), flaw(s), or defect(s) are considered insignificant and acceptable.
4	Excellent or Outstanding	Application response (i.e., content and/or explanation offered) is above average or exceeds OFP's needs/requirements or expectations. The criteria elements are thoroughly addressed completely and comprehensively in scope and have no flaws. Applicant offers one or more enhancing feature, method or approach that will enable performance to exceed OFP's basic expectations.

General Application Information

Application Selection Process

Cont



Application Technical Review (Stage 2) Cont

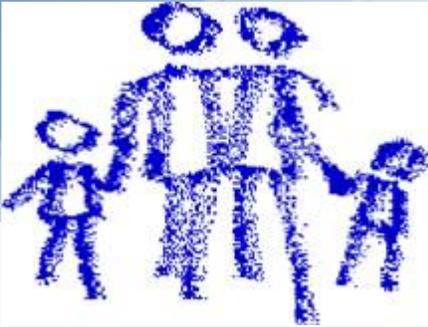
The minimum weighted total score will determine the minimum passing score for funding applications. Only applications scoring a minimum weighted score of 430 points or higher will be considered for funding.

Applications failing Stage 2 will be notified after the Stage 3 Review Process by the award announcement date and time identified in the RFA Timeline.

General Application Information

Application Selection Process

Cont



Funding Decision (Stage 3)

The OFP will fund applicants based on the following:

- **Prior I&E Grantee**

Priority for funding under this program shall be given to currently funded I&E Projects in good standing that have increased youth knowledge and ability to deal responsibly with their own sexuality and the social pressures affecting them and that have enhanced the ability of parents and other parenting adults to fulfill their roles as the primary sex educators of their children.

General Application Information

Application Selection Process

Cont

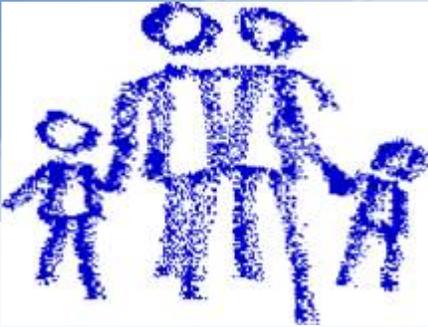


Funding Decision (Stage 3) Cont

The OFP will fund applicants based on the following:

- **High Teen Birth Rate:** The extent to which an applicant proposes to implement interventions in high teen birth rate MSSA identified by the CDPH Maternal Child and Adolescent Health publication *Teen Births in California: A Resource for Planning and Policy* (Appendix 5).
- **Geographic Distribution:** The extent to which an award contributes to an equitable and balanced geographic distribution of funds.

General Application Information Application Selection Process Cont



Funding Decision (Stage 3) Cont

Funding preference and funding level will be determined by identifying those applicants serving clients in MSSAs with a high teen birth rates.

Annual Teens Birth Rates (Number of live births per 1,000 females aged 15-19 years)	Funding Levels*
30.0 to 49.9**	\$50,000
50.0 to 69.9	\$75,000
70 and greater	\$100,000

* Funding Level depends upon available funding

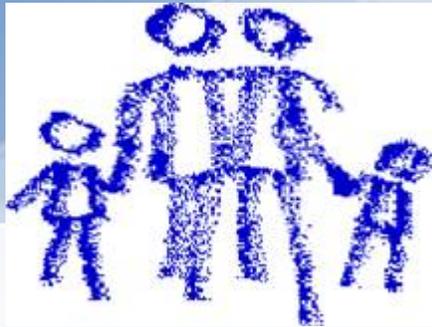
** The California State Rate for 2004-2005 is 38.4 per 1,000 females



General Application Information Application Selection Process Cont FAQ

Q1: If we apply to serve more than one MSSA, and all MSSAs have teen birth rates between 30.0-89.9, can we add those together to request the maximum funding of \$100,000?

A1: No. Applicants must serve only one MSSA per application.



General Application Information Application Withdrawal

To withdraw an application at any time prior, during, or after the application is submitted, the applicant shall submit a written withdrawal request signed by an authorized representative of the agency no later than the application submission deadline.

Send your written withdrawal request to the appropriate address or fax number listed below, and on page 52 of the I&E RFA:

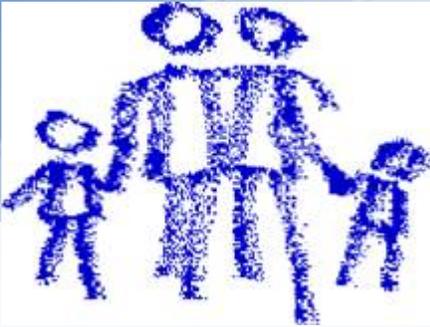
U.S. Mail	FAX
<p>ATTN: Withdraw I&E RFA 11-10017 Office of Family Planning 1615 Capitol Avenue, Suite 73.430 P.O. Box 997420, MS 8400 Sacramento, CA 95899-7420</p>	<p>Subject: Withdraw I&E RFA 11-10017 To: Office of Family Planning FAX: (916) 650-0455</p>

General Application Information

Application Resubmission



- Applicants who withdraw their application may submit a new application prior to the application deadline.



General Application Information

Non-Responsive Applicants

In addition to any condition indicated in the I&E RFA, the following occurrences may cause OFP to deem an applicant's proposal non-responsive:

- a. Submission of an application that is conditional, materially incomplete, or that contains material defects.
- b. Supplying false, inaccurate, or misleading information, or falsely certifies compliance on any RFA attachment.
- c. The applicant is unwilling or unable to comply with the Grant Agreement terms, conditions and exhibits cited in this RFA or the resulting Grant Agreement.
- d. If any other irregularities occur in an application response that are not specifically addressed in the I&E RFA.



General Application Information Notice of Award

1. Upon successful completion of the grant funding process, OFP will post a Notice of Intent to Award Funds at:
<http://www.cdph.ca.gov/programs/tpp/Pages/default.aspx>
2. Applicants will receive, upon written request to OFP, their review rating sheet.
3. After any appeals are resolved, OFP will formally notify the appellants in writing.



General Application Information Appeals Process

- Only non-funded applicants who submitted a timely application that complies with the RFA instructions may file and appeal.
- Appeals are limited to the grounds that the OFP failed to correctly apply the standards for reviewing applications in accordance with this RFA.
- Disagreements with the content of the review committee evaluation are not grounds for appeal.
- Applicants may not appeal solely on the basis of funding amount.

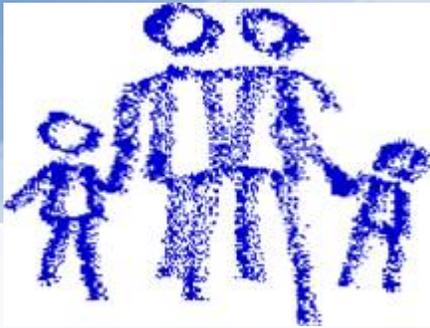


General Application Information Appeals Process Cont

Only timely and complete appeals that comply with the appeals process detailed in the I&E RFA will be considered. Written letters appealing OFP's final award selections shall be received no later than the date and time listed in the RFA Timeline.

The written appeal shall fully identify:

1. The issue(s) in dispute
2. The practice the appellant believes OFP improperly applied in making its award decision
3. The legal authority or other basis for the appellant's position
4. The remedy sought

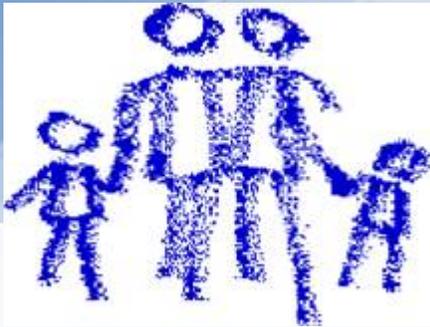


General Application Information Appeals Process Cont

Appeals shall be signed by an authorized representative of the applicant and shall be submitted to the OFP using one of the following methods:

U.S. Mail	Hand Delivery or Express Carrier
ATTN: I&E RFA 11-10017 Office of Family Planning 1615 Capitol Avenue, Suite 73.430 P.O. Box 997420, MS 8400 Sacramento, CA 95899-7420	ATTN: I&E RFA 11-10017 Office of Family Planning 1615 Capitol Avenue MS 8400, Suite 73.430 Sacramento, CA 95899-7420

Note: Applicants hand delivering an appeal must have the building's lobby security officer call OFP at (916) 650-0414 between the hours of 8:00 a.m. and 5:00 p.m., and ask to have an OFP representative receive the documents. The OFP will provide proof of receipt at the time of delivery.



General Application Information

Grant Negotiations

- Following the award notification, grant negotiations will occur with the potential Grantees in a timely manner.
 - The OFP reserves the right to withdraw any award if negotiations cannot be concluded between OFP and the awarded agency.
- During grant negotiations, potential grantees will negotiate detailed Workplans, Budgets, and Budget Justifications, which become part of the formal grant.
- The grant will be fully executed and work will start on or about July 1, 2011.



General Application Information

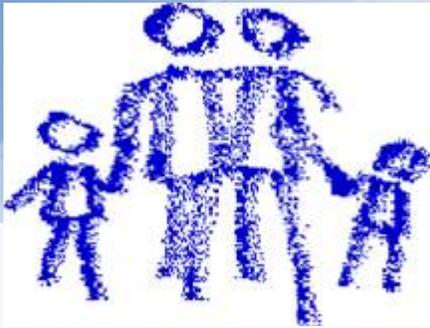
OFP Rights

In addition to the rights discussed elsewhere in the I&E RFA, OFP reserves the following rights:

1. RFA Clarifications / Corrections / Alterations

- a. Modify any date or deadline appearing in this RFA or the RFA Timeline.
- b. Issue clarification notices, addenda, alternate RFA instructions, forms, etc.
- c. Waive any RFA requirement or instruction for all applications if OFP determines that a requirement or instruction was unnecessary, erroneous, or unreasonable.
- d. If this RFA is clarified, corrected, or modified, OFP intends to post all clarification notices and/or RFA addenda at the following web address:

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



General Application Information **OFP Rights Cont**

2. Verification

The OFP is authorized to verify any and all information contained in an application, including, but not limited to:

- a. Prior experience and the possession of other qualification requirements
- b. Any references identified by an applicant or other resources known by the State to confirm the applicant's business integrity and history of providing effective, efficient, and timely services



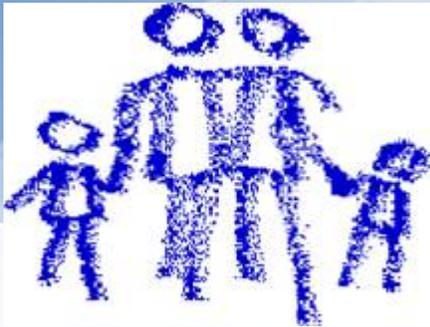
General Application Information

OFP Rights Cont

3. Requests for Additional Documentation

At its sole discretion, the OFP may request additional documentation from an applicant during or after the application review and evaluation process, including:

- a. Signed copies of any form submitted without a signature
- b. Information/materials needed to clarify or confirm certifications or claims made by an applicant
- c. Information/material needed to correct or remedy an immaterial defect in a proposal



General Application Information

OFP Rights Cont

4. Insufficient Responsive Application/Altered Awards

At its sole discretion, OFP reserves the right to take any of the actions below if it's determined the State's interests will be better served in doing so:

- a. Extend the application acceptance period beyond the date identified in the RFA to invite additional organizations to submit applications for funding.
- b. Offer agreement modifications or amendments to the funding organizations for increased or decreased services and/or increased/decreased funding.



General Application Information

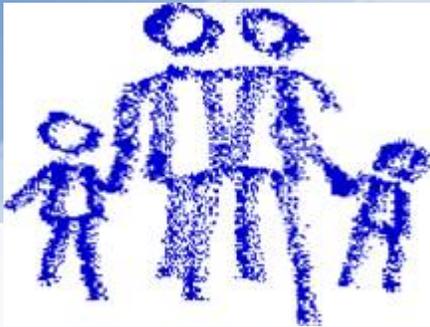
OFP Rights Cont

5. Right to Remedy Errors

The OFP reserves the right to remedy errors caused by OFP office equipment malfunctions or negligence by agency staff.

6. Agreement Amendments After Award

- a. The OFP reserves the right to amend any agreement resulting from this RFA.
- b. The OFP reserves the right to withdraw any award if negotiations cannot be concluded between OFP and the awarded agency.



General Application Information

OFP Rights Cont

7. Immaterial Defect

The OFP may also waive any immaterial defect in any application and/or allow the applicant to remedy a defect. The OFP reserves the right to use its best judgment to determine what constitutes an immaterial deviation or defect. The OFP's waiver of an immaterial defect in an application shall in no way modify this RFA or excuse an applicant from full compliance with all application requirements.



General Application Information

OFP Rights Cont

8. Issuance/Rejection of this RFA

The issuance of this RFA does not constitute a commitment by OFP toward any grants, any specific number of grants, or all grant money. The OFP reserves the right to reject all applications and to cancel this RFA if it is in the best interests of OFP to do so.



General Application Information

General Application Information FAQ

- Q1:** In the event the RFA 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?
- A1:** Revisions and/or corrections to 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.
- Q2:** Can you please give an example of an Immaterial Defect?
- A2:** Examples of Immaterial Defects may include required submission documents without signatures, signatures not completed in blue ink, applicant revised attachments, etc.



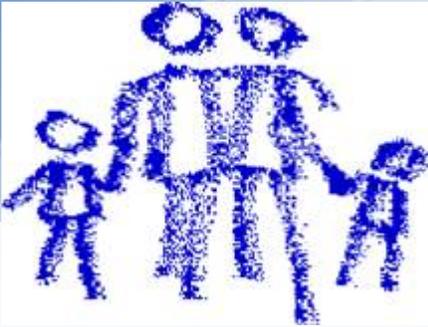
General Application Information General Application Information FAQ

Q3: OFP requires the use of internet-based surveys, which survey is this referring to?

A3: 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.

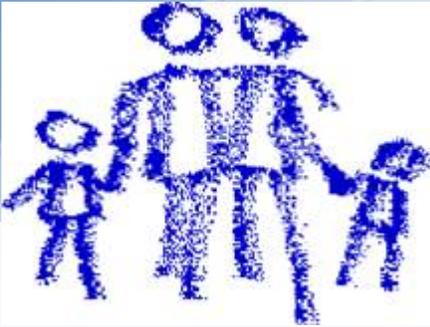
Q4: Who are the reviewers and how are they selected?

A4: 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.



Section 5

Program Application Submission Requirements and Instructions

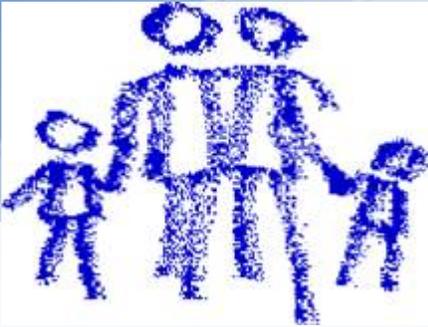


Program Application and Submission Requirements and Instructions

General Instructions

- To assist applicants in preparing their applications, OFP has developed the resource, *Tips for Completing I&E RFA Application* (Appendix 25), which Provides potential applicants with helpful strategies in preparing their I&E RFA applications.
- Applicants will not be assessed by their ability to conform to this Appendix, but by the rating criterion set forth in the RFA application.

Program Application and Submission Requirements and Instructions



General Instructions

- Begin a new page for each Program Requirement identified in the RFA
- Provide a narrative that concisely describes the requested information
- Do not exceed the allowed number of pages
- Arrange the narratives in the order they are included in the RFA
- Number pages sequentially

Program Application and Submission Requirements and Instructions



Application Checklist

- Complete and submit the Application Checklist (Attachment 1) to ensure all application and required components are included
- Submit the items included on the checklist in the order they are listed and include the checklist on top of your completed application

Application Cover Page

- Complete and submit the Application Cover Page (Attachment 2)

Program Application and Submission Requirements and Instructions



Table of Contents

- Include referenced page numbers identifying each section and the content therein
- Each page of the application must be numbered consecutively – beginning with the checklist
 - Including the attachments, Program Application Submission Requirements, and Administrative Agency Documentation Related Requirements
- Legible, hand-written page numbering is acceptable

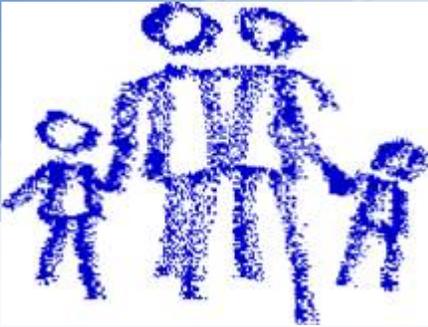
Program Application and Submission Requirements and Instructions



Application Intervention Summary

- Applicants are to summarize pertinent information from their application in the Application Intervention Summary (Attachment 3)

Program Application and Submission Requirements and Instructions



Needs Assessment Narrative (6 page maximum)

1. Needs Assessment Process
2. Community Historical Perspective
3. Community Assessment
4. Demographic Influences
5. Existing Services and Resources
6. Gaps/Unmet Services and Barriers to Providing Services

Program Application and Submission Requirements and Instructions



Logic Model Narrative (2 page maximum)

1. Identify and describe how each behavior and each determinant relates to each intervention's activities
 - Including how they will be effective in changing behaviors among target population(s)
2. Complete a thorough Logic Model (Attachment 4)

* See I&E RFA page 61

Program Application and Submission Requirements and Instructions



Interventions Narrative (3 page maximum per intervention)

1. Selection/Rationale of Interventions

- a. Identify and describe rationale for selecting I&E Project Interventions.
 - Include how each intervention will influence behavior and result in desired outcomes based Logic Model outcomes.
 - Use footnote feature to document data sources, as applicable.
- b. Provide information that supports the use of instructional approach, effectiveness, minimum implementation requirements, etc.
 - Meeting minimum implementation requirements in Appendix 10.
 - Use footnote feature to document data sources, as applicable.



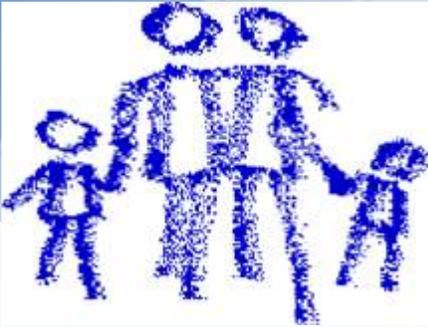
Program Application and Submission Requirements and Instructions

1. Selection/Rationale of Interventions Cont

- c. Compliance with California legislation [if implementing sexual health instruction and/or curricula in a school setting.](#)
 - Sexual Health Education Accountability Act; Health and Safety Code Sections 15100-151003 (Appendix 2) and/or
 - California Comprehensive Sexual Health and HIV/AIDS Prevention Education; Education Code Sections 51930-51939 (Appendix 3)

I&E RFA pages 62-63.

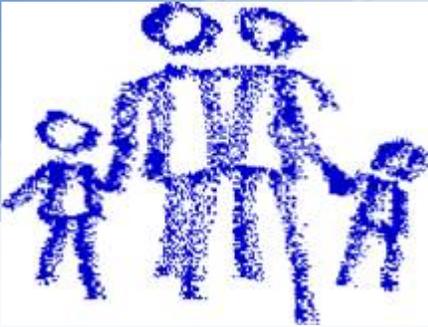
Program Application and Submission Requirements and Instructions



2. Target Population(s) and Setting(s)/Location(s)

- a. Identify and describe the target population(s) and settings/locations for each I&E Project Intervention.
 - Include estimated population sample size by the reportable demographic categories defined within the RFA
 - Interventions excluded from estimating sample size:
 - ✓ Community Awareness and Mobilization
 - ✓ Social Networking
 - Include sites of service (excluded for Social Networking)
- b. Describe recruitment activities (and retention activities, if applicable) for each I&E Project Intervention.

Program Application and Submission Requirements and Instructions



3. Intervention Development

- a. Describe how intervention meets Federal Financial Participation (FFP) Requirement.
 - Detail how it will meet FFP objective(s) for reimbursable activities
- b. Meet Core and Supplementary Interventions minimum implementation requirement as outlined in Appendix 10.
 - If using a Supplementary Intervention not included in Appendix 10, detail:
 - ✓ The intervention parameters
 - ✓ Why and how these parameters were chosen based on health education principles and/or literature.
 - ✓ Use footnote feature to document data sources, if applicable

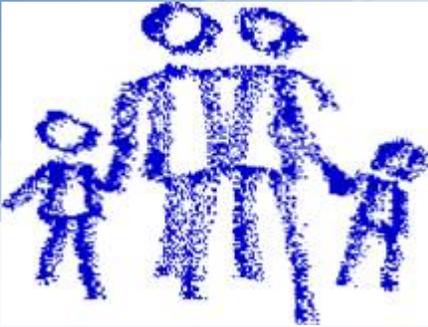


Program Application and Submission Requirements and Instructions

3. Intervention Development Cont

- c. Describe how I&E Project Interventions will include Family PACT clinical linkages activities that increase the use of family planning services. Include information on:
 - The importance of family planning services
 - How activities will be implemented
 - How activities will benefit the targeted population(s) and their families

Interventions Narrative Cont

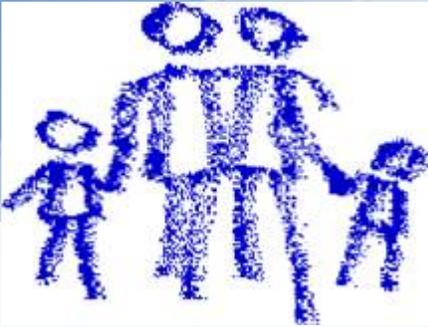


3. Intervention Development Cont

d. Lesson Plan or Curricula Outline

- Provide a lesson plan or curricula outline with talking points for each I&E Project Intervention that describes the:
 - ✓ Learning goals
 - ✓ Topics
 - ✓ Learning activities
 - ✓ Implementation timeframe
 - ✓ Materials and resources needed
- Use footnote feature to document data sources, if applicable
- The lesson plan or outline is not counted toward the maximum page allotment for the intervention narrative

Program Application and Submission Requirements and Instructions



3. Intervention Development Cont

- e. Describe the benefits that each I&E Project Interventions' activities will have on the targeted population(s).
- f. Describe barriers and challenges the applicant may face in serving each target population for each I&E Project Intervention. At a minimum shall include:
 - Barriers to recruitment (and retention, if applicable).
 - Information about how applicant will overcome these barriers and challenges.

Interventions Narrative Cont

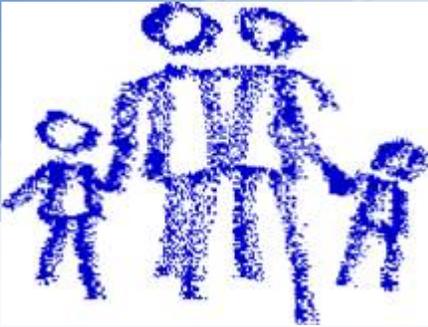


4. Creative and Cost-effective

- Describe how the I&E Project Interventions are creative and cost-effective in reducing teen pregnancy among the proposed target population(s).

5. Implementation in a Public School

- If applicable, complete and submit a Letter of Intent by Public Schools (Attachment 5) for each school where activities will be conducted.



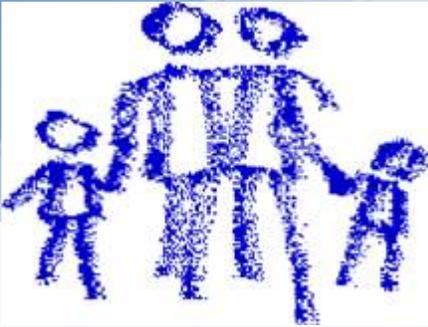
Program Application and Submission Requirements and Instructions

Family PACT Linkages Narrative (2 page maximum)

1. Relationship with Family PACT Provider
 - a. Describe applicant's relationship with Family PACT Provider(s)
 - b. Identify and describe access issues associated with the Family PACT clinics located in the applicant's community, as well as how they will be addressed
 - c. Detail plan for working with providers and clinical staff to gain maximum collaborative efforts and/or best practices
 - d. Complete and submit a thorough Letter of Intent by Family PACT Provider (Attachment 6)

* See I&E RFA pages 63-64 ¹⁷⁰

Program Application and Submission Requirements and Instructions



Family PACT Linkages Narrative Cont

2. Clinical Linkages

- a. Describe how I&E Project Interventions will increase the number of youth who access family planning and related preventative services

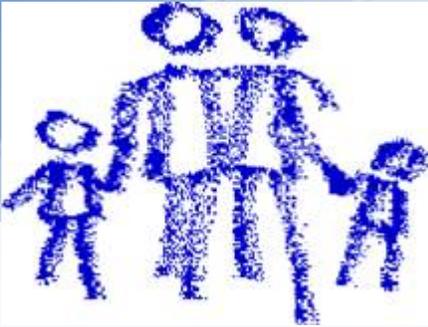
Program Application and Submission Requirements and Instructions



Evaluation Plan Narrative (2 page maximum per intervention)

Describe how the applicant will determine if interventions are meeting the goals and objectives of the I&E Program, including:

1. Experience/capacity in evaluating health programs and in collecting report data
2. Experience in performing the required evaluation activities
3. A rationale for selecting each short term outcome measure for each I&E Project Intervention
4. The plan to determine if all of the I&E Project Interventions are meeting the goals and objectives of the project plan



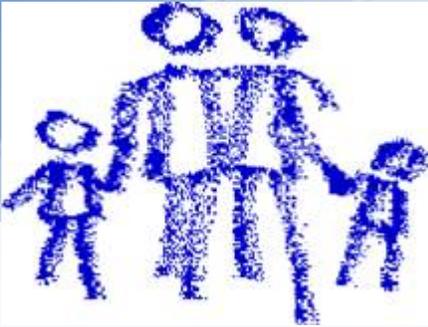
Program Application and Submission Requirements and Instructions

Project Plan Attachment

Complete and submit a thorough Project Plan (Attachment 7) for each I&E Project Intervention, including:

- Goal and Target Population
- Intervention and Major Activities
- Process Measures
- Short-Term Outcome Measures
- Qualitative Outcomes
- Timeframe/Responsibility
- Tracking Tools/Methods

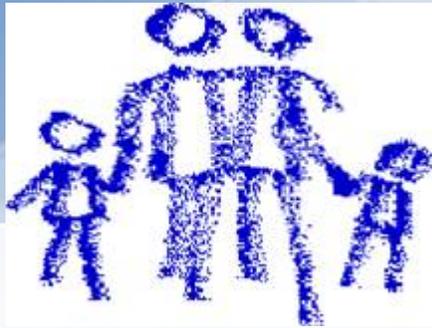
Program Application and Submission Requirements and Instructions



TPP Regional Network Narrative

(1 page maximum)

1. Describe how the applicant will support regional collaboration efforts and increase visibility of TPP efforts within their region.
2. Complete and submit a Self-Certification for I&E Collaboration with TPP Regional Network Form (**Attachment 11**) to attest the applicant's willingness to participate in a TPP Regional Network.



Program Application and Submission Requirements and Instructions FAQ

Q1: 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?

A1: Applicants should identify the overall target population count and percent by gender and age (row) by ethnicity (column) for each I&E Project Intervention.

Q2: 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?

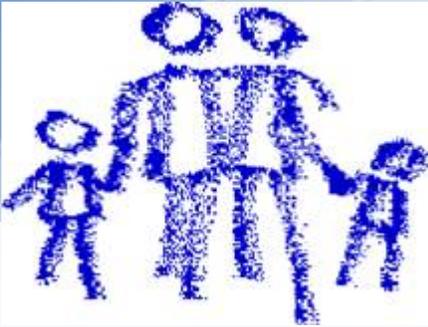
A2: Applicants should reflect AFLP Provider(s) participating in the applicant's I&E Project on Attachment 3, the Application Intervention Summary



Program Application and Submission Requirements and Instructions FAQ

Q3: 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?

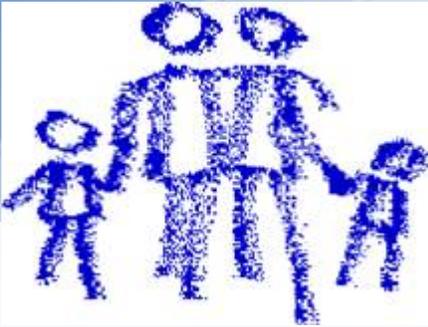
A3: The OFP would prefer that applicants who are not using a curricula/um for their I&E Project Interventions state NA on the Intervention Summary (Attachment 3). For those applicants who intend to implement a partial curricula/um, applicants should list the curricula/um on the Application Intervention Summary.



Section 6

Administrative Application Submission Requirements and Instructions

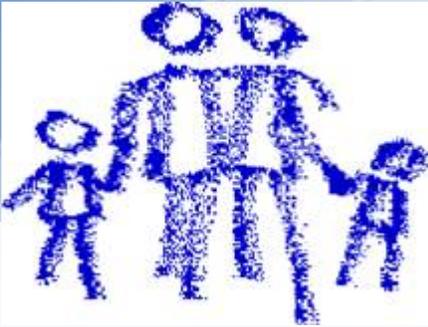
Administrative Application Submission Requirements and Instructions



General Instructions

- To assist applicants in preparing their applications, OFP has developed the resource, *Tips for Completing I&E RFA Application* (Appendix 25), which Provides potential applicants with helpful strategies in preparing their I&E RFA applications.
- Applicants will not be assessed by their ability to conform to this Appendix, but by the rating criterion set forth in the RFA application.

Administrative Application Submission Requirements and Instructions



General Instructions

- Begin a new page for each Program Requirement identified in the RFA
- Provide a narrative that concisely describes the requested information
- Do not exceed the allowed number of pages
- Arrange the narratives in the order they are included in the RFA
- Number pages sequentially



Administrative Application Submission Requirements and Instructions

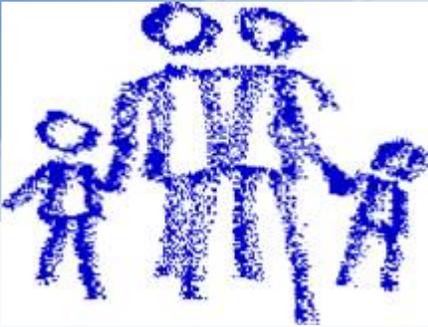
Administrative Capability Narrative

(5 page maximum)

1. Applicant's History
 - a. Describe the length of time the applicant's organization has been in existence and its mission, vision, and goal(s) related to this RFA
 - b. Describe the applicant's experiences and accomplishments/outcomes working with pre-sexually active adolescents, sexually active adolescents, young adults at-risk of unintended pregnancy and absentee fatherhood

* See RFA pages 66-68 ¹⁸⁰

Administrative Application Submission Requirements and Instructions

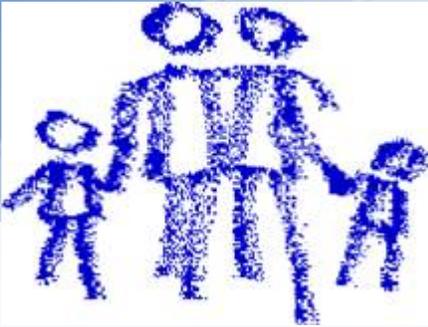


Administrative Capability Narrative Cont

2. Organizational Capacity and Resources

- a. Describe applicant's ability and available resources to ensure timely start-up and implementation of the proposed I&E project
- b. Describe how the proposed project will be incorporated into the applicant's organizational structure
- c. Include an organizational chart indicating the placement of the proposed project within the applicant's organization
- d. For Non-Profit applicants, provide proof of non-profit status

Administrative Application Submission Requirements and Instructions



Administrative Capability Narrative Cont

3. Experience in Serving Proposed Target Population(s)
 - a. Describe the applicant's experience providing services to the target population(s)
 - b. Describe the applicant's experience providing culturally and linguistically appropriate services to the target population(s)
 - c. Describe the applicant's success in resolving challenges and barriers in providing services to the target population(s)

Administrative Application Submission Requirements and Instructions

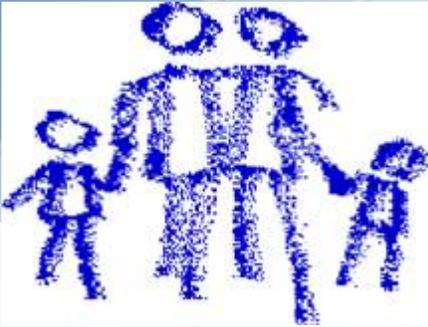


Administrative Capability Narrative Cont

4. Staff Capability

- a. Describe project staff(s') knowledge, skills, and experience in providing outreach to, interacting with, and presenting sexual health education to youth.
- b. Describe the applicant's experience with recruiting and retaining project staff with the knowledge, skills, and abilities required to serve the proposed target population(s).
- c. Describe how the applicant will supervise, monitor, and train project staff on adolescent health and youth development principles on a regular basis.

Administrative Application Submission Requirements and Instructions

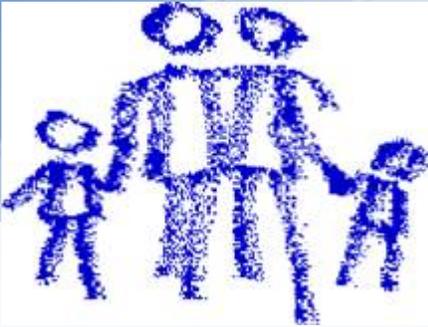


Administrative Capability Narrative Cont

4. Staffing Cont

- d. Describe project staff's experience with monitoring government agreements and funds, overseeing and managing administrative and contractual/grant agreements, payroll, bookkeeping, invoicing, and tracking, including administrative and fiscal controls.
- e. Detail the necessary project staff on the budget and the percentage of Full Time Equivalent (FTE) that will be needed to implement the I&E Project.

Administrative Application Submission Requirements and Instructions



Administrative Capability Narrative Cont

4. Staffing Cont

- f. Describe how the applicant will ensure staff in each job-specific role working directly with adolescents shall maintain the essential core competencies set forth by the *California Adolescent Sexual Health Work Group (ASHWG)* in Appendix 14.
- g. Complete and submit a thorough, descriptive Duty Statement(s) for all positions on the budget.

Administrative Application Submission Requirements and Instructions

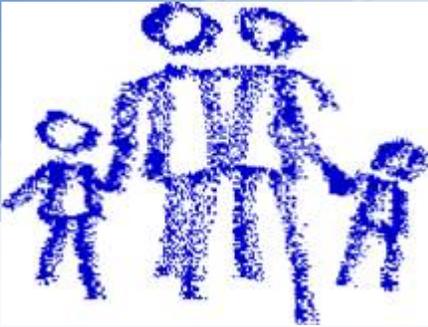


Administrative Capability Narrative Cont

5. Fiscal and Contract Compliance

- a. Describe the applicant's financial ability to conduct all services described in this RFA.
- b. Describe how the applicant is financially able to operate the project while awaiting payment
- c. Describe the applicant's history of:
 - fiscal and program documentation
 - oversight and management of grants and subcontracts
 - timely and satisfactory completion of agreed deliverables
 - compliance with all contractual requirements

Administrative Application Submission Requirements and Instructions



Administrative Capability Narrative Cont

6. Audit History

- a. Describe the applicant's single-organization-wide financial and compliance audit history findings over the preceding 2 years.
- b. If applicable, indicate if the applicant was audited by a State agency within the preceding 2 years.
- c. Attach a complete single-organization-wide financial and compliance audit report (and State audit report, if applicable).
 - Audit reports must be submitted in their entirety; no portion(s) are to be omitted.

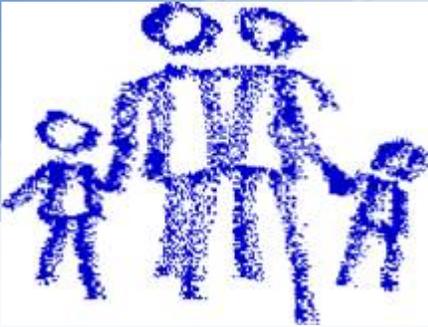
Administrative Application Submission Requirements and Instructions



Administrative Capability Narrative Cont

7. Local Government Agency or Health Jurisdiction Resolution
 - Applicants from local government agencies that report to a governing board are required to include the board's resolution (providing authority to apply for and accept grant funds) before Grant Agreements can be finalized.
 - ✓ For this reason, local government applicants are to include a letter indicating when the resolution was/will be submitted to the board and when the applicant expects to receive approval.

Administrative Application Submission Requirements and Instructions



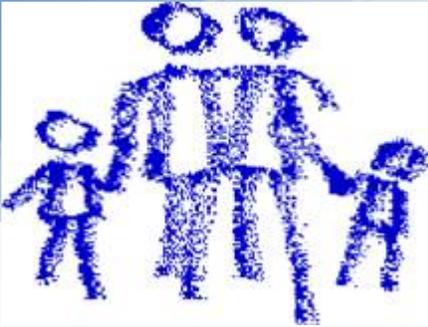
Budget and Budget Justification

1. General Instructions

Only the budget for the first fiscal year, FY 2011-2012, is required in the I&E application

- a. The I&E Applicant Budget Template has 3 worksheet tabs:
 - 1) Worksheet 1:Instructions
 - 2) Worksheet 2: Template for preparing the budget and budget justification
 - 3) Worksheet 3: The Original Budget Summary Page – this page is locked and is populated from the information entered in Worksheet 2

Administrative Application Submission Requirements and Instructions



Budget and Budget Justification Cont

1. General Instructions Cont
 - c. Applicants shall submit an I&E Subcontractor Budget Template (Attachment 13) for each proposed subcontractor, as necessary
 - d. See Appendix 26, Budget Resource Document, for information on guidelines for budgeting proposed expenses
 - e. The OFP may provide Grantees with new or updated budget files during the grant period

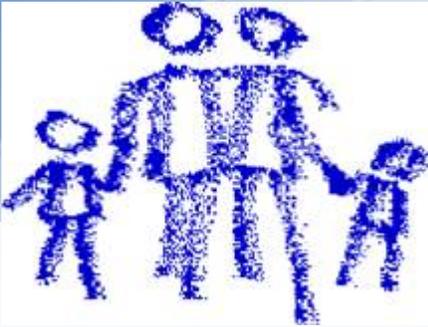
Administrative Application Submission Requirements and Instructions



Budget and Budget Justification Cont

2. Budget Detail and Justification

- a. On the budget detail and justification worksheet provide specific cost breakdowns for the budget line items identified in each section
- b. Report costs using whole dollars only by rounding fractional dollar amounts to the nearest whole dollar amount
- c. Identify, by listing the objective number, how funding allocated for each line item directly supports the goals, objectives and activities specified in the Workplan.



Budget and Budget Justification Cont

3. Budget Line Items

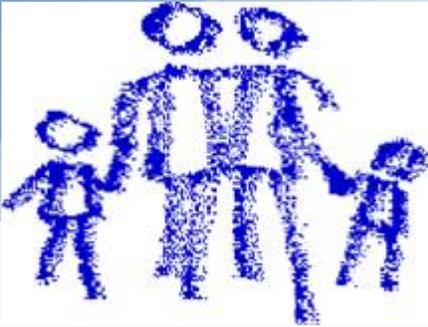
a. Personnel Costs (1st Line Item)

- Include wage and/or salary justifications as outlined in the RFA

b. Fringe Benefits

- Identify and/or explain the expenses that make up fringe benefit costs
- Display fringe benefits as **either** a percentage rate of total personnel costs **or** combined with the salary as actual costs

Administrative Application Submission Requirements and Instructions



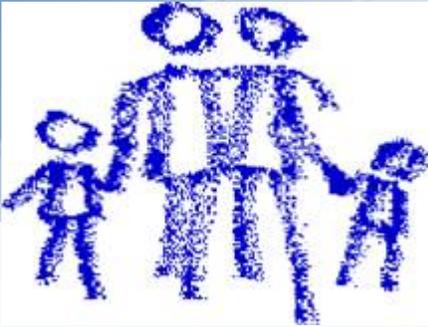
Budget and Budget Justification Cont

3. Budget Line Items Cont

c. Operating Expenses (2nd Line Item)

These costs include, but are not limited to, the following cost categories:

- 1) General Expenses
- 2) Travel
- 3) Space Rent/Lease
- 4) Equipment
- 5) Audit Costs
- 6) Software



Budget and Budget Justification Cont

3. Budget Line Items Cont

d. Subcontractors (3rd Line Item)

- This requirement only applies if subcontractor costs are budgeted (including costs for independent consultants)
- See Appendix 27 for Consultant/Subcontractor Guidelines
- Only the **total** cost of all Consultant/Subcontractor costs is to be entered in this line item

Administrative Application Submission Requirements and Instructions



Budget and Budget Justification Cont

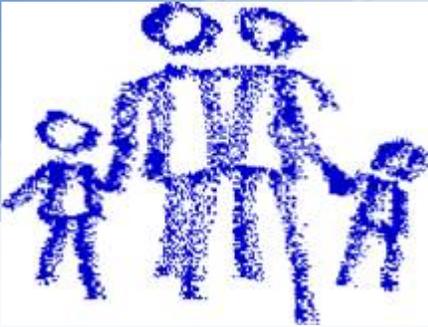
3. Budget Line Items Cont

e. Other Costs (4th Line item)

These are costs associated with project participants, including, but not limited to:

- **Participant Training** – Registration/tuition and material costs related directly to participants
- **Participant Transportation** – Costs related directly to transporting program clients (i.e., bus passes/tokens, bus rental)

Administrative Application Submission Requirements and Instructions



Budget and Budget Justification Cont

3. Budget Line Items Cont

f. Indirect Costs (5th Line item)

These are costs that accrue in the normal course of business that can only be partially attributed to performance of a grant and would be generated even if a business was not performing services for the State

- Indirect costs for the I&E grant **shall not exceed 10%** of Line Item 1 (personnel costs, including fringe benefits)

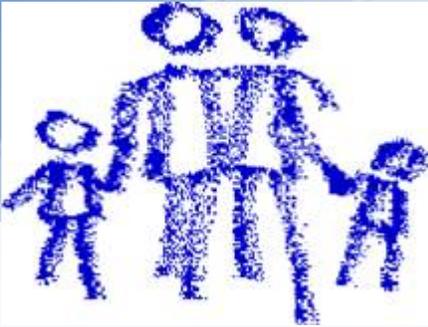
Administrative Application Submission Requirements and Instructions



Budget and Budget Justification Cont

4. Prohibited Expenses
 - a. Bonuses/Commissions
 - b. Purchase of Real Property
 - c. Interest
 - d. Lobbying
 - e. Lease-Purchase Options
 - f. Disallowed Activities

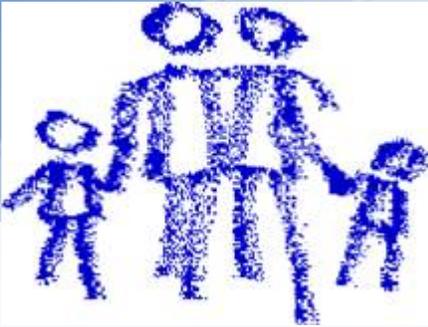
Administrative Application Submission Requirements and Instructions



Budget and Budget Justification Cont

5. Budget Related Submission Documents
 - a. Budget Justification Narrative* (2 page maximum)
 - Describe how funding for each line item directly supports the goals, objectives and activities specified for each I&E Project Intervention and I&E Program requirements.
 - b. I&E Applicant Budget Template, Year 1 (Attachment 13)
 - c. I&E Subcontractor Budget Template, Year 1 (Attachment 14)
 - d. Subcontractor Summary, if applicable (Attachment 15)

*See RFA page 76 198



Thank-You
For your participation