



California Department of Public Health  
 Center for Family Health  
 Maternal Child and Adolescent Division



**California Personal Responsibility Education Program  
 Request for Applications (RFA) #11-10407**

**QUESTIONS AND ANSWERS**

The following questions were submitted by potential applicants according to the procedures outlined in the California Personal Responsibility Education Program (CA PREP) RFA# 11-10407. The California Department of Public Health (CDPH) has made every effort to respond to all questions submitted by potential Applicants. In some cases, similar questions have been combined to minimize repetition. Each question has been answered based on CDPH’s understanding of the question. The CDPH reserves the right to answer only questions considered relevant to this RFA.

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

<b>Introduction</b>	
Q1	Will MCAH fund ONLY one applicant per county (except for San Bernardino and Riverside counties where there may be two funded projects), if applicants serve unique areas? Can there be two sub-awardees in one county?
A1	Yes – CDPH/MCAH will <u>only fund one</u> (1) applicant per county <u>except</u> in San Bernardino and Riverside counties, where the CDPH/MCAH may make up to two (2) awards. See CA PREP RFA Page 7, Section K, “Funding.”
Q2	Will MCAH accept multiple proposals for the same county from separate organizations?
A2	Yes – CDPH/MCAH will accept multiple proposals for the same county from separate organizations; however, only one (1) organization will be funded in each of the 19 CDPH/MCAH-selected counties (except in San Bernardino and Riverside counties). See CA PREP RFA Page 7, Section K, “Funding.”
Q3	If our program is in Los Angeles county are we eligible to apply or is funding only available to the 19 Counties listed?
A3	Any eligible organization can apply for funding; however, CA PREP services

	must be provided to adolescents within the selected 19 counties. Preference will be given to organizations located within the same county where services will be provided. See CA PREP RFA Page 3, Section G, "Eligible Applicants"; and Page 7, Section K, "Funding."
Q4	If an agency took over the operation of a program in 2005 that provided teen pregnancy, STI and HIV prevention services since 1997, with the same collaborative, would the agency that assumed the operation be an eligible applicant?
A4	Eligibility is based on the years of experience of the applicant organization as indicated in the CA PREP RFA Page 3, Section G, "Eligible Applicants."
Q5	Must an applicant have three years of experience in recruiting and retaining adolescents in teen pregnancy, STI and HIV prevention, or if the focus was teen pregnancy and not specifically STI and HIV prevention, would they be considered eligible?
A5	Yes, if an applicant agency has three years' experience in recruiting and retaining adolescents in a program where the focus was teen pregnancy prevention and not specifically STI and HIV prevention, this would fulfill the eligibility criteria regarding recruitment and retention. The intent is that an applicant has three years' experience recruiting and retaining adolescents in the context of implementing research or EBPMs proven to change behavior, delay sexual activity, increase condom or contraceptive use among sexually active youth, and/or reduce pregnancy. See CA PREP RFA Page 3, Section G, "Eligible Applicants."
Q6	If an agency was a prior Community Challenge Grant recipient that was serving a high risk MSSA in a County that is located in one of the 19 selected Counties, is the agency eligible to apply for a portion of the funds to serve a portion of the clients in that given County? Or does the applicant have to propose services to all serve all clients with all the funding in that County?
A6	No – applicants may not "apply for a portion of the funds to serve a portion of the clients in that given County." Sub-awardees must provide services to the minimum annual number of clients to be served with the annual allocation for the selected county (except in San Bernardino and Riverside counties where the CDPH/MCAH may make up to two (2) awards). See CA PREP RFA Pages 7 and 8, Section K, "Funding."
Q7	Page 7: Statement of Work Please, describe the synergy expected between the evidence-based curricula selected and the expected (min. 3) Adult Preparation Subjects (APS).
A7	Most EBPMs contain three (3) APS; however, if additional APS are required (based on the identified needs of the Target Population(s), or to ensure a minimum of three (3) APS are provided), sub-awardees will have to implement

	<p>CDPH-provided, standard APS lessons to the same adolescents who complete the EBPM. It is essential that additional APS are provided separate from (<u>before and/or after</u>) the EBPM <u>so as not to compromise the fidelity of the EBPM.</u> Implementation of additional APS must be approved by CDPH/MCAH prior to implementation. See Appendix 6 of the CA PREP RFA, “CA PREP Adulthood Preparation Topics in Evidence-Based Program Models” for a summary of APS incorporated in each of the selected EBPMs.</p>
Q8	<p>Is the minimum number of clients to be served (in San Bernardino County n = 2090) explicitly for one grantee? If two are awarded (as is possibly the case in San Bernardino and Riverside counties), does this minimum number of clients to be served get divided among the 2 grantees or multiplied?</p> <hr/> <p>If 2 awards are possible in San Bernardino and Riverside counties, would you encourage agencies in these areas to collaborate to ensure no duplication of services is planned to be delivered to the same target populations?</p> <p>Can agencies collaborate on one application where neither is a subcontractor (as this is not allowed)?</p>
A8	<p>The minimum annual number of clients to be served for the <u>county</u> of San Bernardino is 2090. If two awards are made in San Bernardino or Riverside counties, the minimum annual number of clients to be served needs to be served between the two sub-awardees.</p> <p>Applicant agencies are encouraged to collaborate to ensure no duplication of services. If more than one award is made in San Bernardino or Riverside counties, sub-awardees must serve distinct populations and cannot serve the same individuals. See CA PREP RFA, Pages 7, 8 and 9, Section K, “Funding.”</p>
Q9	<p>If applicant is applying for two different MSSA's, would the budget (\$) be equally divided between each of the identified MSSA's or would it be up to the applicant to decide distribution?</p> <hr/> <p>If applicant is applying for two different MSSA's, would the amount (#) of the clients served also be divided equally or would it be up to the applicant to allocate the total number served (1844) in each identified MSSA's named in the application?</p>
A9	<p>The way in which CA PREP funds are used to provide services to the county's minimum annual number of clients to be served is to be determined by the funded sub-awardee.</p>
Q10	<p>If a modified version of the EBPM (approved adaptation for the curriculum) was approved by the state to use in past grants, will that count for the three years of experience implementing the EBPM?</p>
A10	<p>Yes.</p>

Q11	Section I; pg. 3: If the agency used an EBPM but distributed their own pre/post survey instead of the EBPM, does that have impact on the “applicant must have three years’ experience implementing research or EBPMs”?
A11	No.
Q12	Section C, RFA and Contract Terms, pg. 2 It states that after the end of Contract 1, sub-awardees will be invited to continue services for Contract 2. Will all sub-awardees be awarded contract 2?
A12	At the end of Contract 1, sub-awardees in good standing will be invited to continue to provide services for Contract 2. In addition, the CDPH/MCAH reserves the right to award less than the full amount of funding and/or modify the allocation of funds. All state appropriations are subject to modification or elimination. If the appropriation amount is modified in any fiscal year, contract funding will be reduced or eliminated to reflect the modification. See CA PREP RFA, Page 9, Section K, “Funding.”
Q13	Section G, Eligible Applicants, pg. 3 Will providing pregnancy prevention to teens that already have a child count toward the 10 years of experience required? i.e. prevention of repeat pregnancies, STIs and HIV Prevention in former Cal LEARN, AFLP and other pregnant and parenting programs?
A13	Yes.
Q14	Is an existing coalition an acceptable mechanism for meeting this requirement even if that coalition addresses other health issues beyond teen pregnancy? Rural communities are already stretched thin with budget cuts and, even in the best of times, there has never been a plethora of providers; therefore, many communities maintain a single coalition or coordinating council to ensure planning and collaboration among and between all providers on all health issues rather than have their few staff spend time and resources at multiple and often duplicative meetings.
A14	Yes, but sub-awardees must ensure that the local stakeholder coalition is comprised of at least the minimum required representatives. See CA PREP RFA, page 11, Section A, “Local Stakeholder Coalition.”
Q15	How many trainings, workshops and conferences should proposer’s use when projecting travel costs of project staff?
A15	CDPH/MCAH will be requiring a standard five line budget. In order to facilitate continued availability of federal funds, CDPH/MCAH is implementing an accountability process for the contract that is deliverables-based. This process requires that deliverables be completed in accordance with details and due dates outlined in the final Scope of Work. Submitted deliverables must be approved by the CDPH/MCAH before a contract payment will be authorized.

	Payments may be reduced or adjusted for incomplete and/or unapproved deliverables. Additional details will follow in an Addendum to the RFA.
Q16	Does an organization providing services within the county at a “satellite” site hosted by a local public health entity meet the criterion for being “located” within the same county?
A16	Preference will be given to <u>organizations</u> located within the same county where services will be provided.
<b>Program Requirements</b>	
Q17	At what point in the program do we consider the youth served? For example, following first class, or after the class, or a percentage of classes.
A17	The minimum annual number of adolescents to be served must complete an <u>entire</u> EBPM to be counted towards the service requirement. See the definition of “completers” in the CA PREP RFA Glossary. See CA PREP RFA Page 17, Section G, “Meeting The Minimum Annual Service Requirements,” and Appendix 7.
Q18	How many youths are we expected to serve in the period of June 1, 2012-September 30, 2012?
A18	The first quarter of the contract focus on start-up/implementation activities (e.g. training, development of recruitment strategies).
Q19	Must the target number of participants (XXX) be met through the EBPM curriculum or can it be a combination of parent communication classes and Family Pack linkages?
A19	The minimum number of adolescents to be served must complete an entire EBPM to be counted towards the service requirement.
Q20	Must both Hispanic and Black adolescents be served if our target population is 98 – 99% Hispanic?
A20	The target populations for CA PREP are Hispanic and African American pre-sexually active adolescents (ages 10-19); sexually active adolescents (ages 10-19); pregnant and parenting teens (ages 10-19); and young adults at-risk for unwed motherhood or fatherhood (ages 10-21). However, sub-awardees are to serve the most high-risk and vulnerable population(s) within their county. Applicants must identify and select the high-risk population(s) to be served within their county, and provide justification for the selected target population(s) based on reliable data and stakeholder input.
Q21	Does selecting a curriculum that incorporates 3 APS mean that we meet the requirement of the Adulthood Preparation Subjects?

A21	Yes.
Q22	If we decided to add additional APS do we have to deliver them with the same population that has completed the curriculum or can we deliver additional APS with different youth?
A22	The additional APS must be delivered to the same population that completes the selected EBPM.
Q23	<p>Pages 20 and 25 of the RFA seem to conflict.</p> <p>Page 20 states, "Sub-awardees are not required to hire an outside evaluator to perform or meet evaluation requirements outlines in this RFA," implying that we could potentially hire one.</p> <p>Page 25 states, "The CDPH/MCAH requires sub-awardees to provide CA PREP services directly. The use of subcontractors, consultants, or any other non-employee for CA PREP services is not permitted."</p> <p>Can a necessary partner in the program be compensated for their (non-PREP) services like an outside evaluator would be? For example, if we're providing EBPM at a community organization that requires one of their staff be in the room with participants at all times and they don't have the funds to pay that person, can we subcontract with them for that person's time in order to provide services to participants at their site?</p>
A23	Sub-awardees are not permitted to use subcontractors, consultants, or any other non-employee for CA PREP services. CA PREP funds may be used to pay for salaries and benefits of CA PREP Program staff. See CA PREP RFA Page 22, "Use of Funds."
Q24	<p>Page 16: Adulthood Preparation Subjects</p> <p>If a parent-child communication course is an optional adult preparation subject (APS) and adults are the focus of the curriculum, must we choose a model that includes adolescents so that they may be counted in our number of completers? Is there any value to the program for a grantee to choose a model that targets only parents and guardians?</p>
A.24	Adolescents are the intended audience for the CA PREP services. Secondary audiences can be included (i.e., parent-child communication); however, secondary audiences (e.g., parents and guardians) cannot be counted towards meeting the required minimum number of clients to be served. See CA PREP RFA Page 16, Section D, "Adulthood Preparation Subjects."
Q25	<p>Page 17: Family PACT Partnerships</p> <p>Clinical linkage – What is your expectation of us? To track the number of education program participants who were seen at one of our FPACT partners, or track the number of referrals made? Can you provide any examples of successful models we can implement if the former is expected?</p>

	<p>When using a curriculum that is designed for incarcerated youth, how should we proceed with tracking referrals to outside organizations such as Planned Parenthood?</p>
A25	<p>CA PREP sub-awardees will be required to establish formal partnerships with Family PACT providers within their local communities to increase adolescent access to family planning and reproductive health services and address barriers adolescents face when seeking services. Sub-awardees will promote awareness of, and provide information about, the availability of services to pre-sexually active and sexually active teens. Activities shall include, but are not limited to, the development of promotional materials to create awareness about local Family PACT providers and on-site teen tours of Family PACT clinics.</p> <p>The expectation is for sub-awardees to collaborate with Family PACT providers to identify best practices including development of a referral mechanism for teens to access Family PACT services and promotion of teen-friendly clinics. Resources can be found at: <a href="http://familypact.org/en/Providers/provider-resources/Adolescent-Information-and-TeenSmart-Findings.aspx">http://familypact.org/en/Providers/provider-resources/Adolescent-Information-and-TeenSmart-Findings.aspx</a> See CA PREP RFA Page 17, Section F, “Family PACT Partnerships.”</p> <p>The CDPH/MCAH will work with closely with funded applicants who propose to provide CA PREP services to incarcerated youth.</p>
Q26	<p>Page 20: Continuous Program Improvement Will we be given a list of CPI tools from which to choose to implement?</p>
A26	<p>Yes, sub-awardees will be provided with CPI tools.</p>
Q27	<p>Page 20: Evaluation</p> <p>Typically, evidence-based curricula already have reliable instruments to measure outcomes. For the curricula selected, does Page 15, 6. Evidence-Based Program Model Resources include authors’ questionnaires, research questions, hypotheses? These would help tremendously with the logic models. Is the onus on applicants to purchase the curricula or obtain information and tools from the authors for the application (prior to the training of awarded sub-grantees by CDPH/MCAH)? We feel we need more comprehensive information in order to complete the logic models.</p>
A27	<p>See Appendices 3 and 4 for a detailed description of each of the 11 CDPH/MCAH-selected EBPM. These documents provide the level of detail needed to complete the Logic Model and other application documents. Also refer to Appendix 5, “Sample Logic Model.”</p>
Q28	<p>Appendix 6: Adult Preparation Subjects (APS)</p> <p>The curricula in the RFA have the Adult Preparation Topics with a couple of exceptions (i.e., Financial, Literacy). If we choose a curriculum with our selected topics already embedded (i.e., health relationships, parent-child), do we have still have to add extra ones as supplementary topics?</p>

A28	If an applicant chooses to implement a curriculum with three (3) APS already embedded, no supplementary APS need to be added.
Q29	<p>Section C, #2., page 13, “Fidelity”</p> <p>Questions: Who will pay for the training on how to implement a selected EBPM with fidelity?</p> <p>Where and for how long will the training take place?</p> <p>Will the training be specific to the model we have selected?</p>
A29	The sub-awardee will pay for travel to regional trainings. Training schedules have not been finalized at this time. EBPM-specific trainings will be provided.
Q30	<p>Section II, B, Target Population, page 12.</p> <p>This section states that sub-awardees shall prioritize services for Blacks and Hispanics. It goes on to further say that w/stakeholder input, we must identify no [more] than two target populations using Appendix 1. Are we also allowed to use local data that may include but is not limited to MSSAs, pregnancy rates within foster youth, data regarding high school drop out rates in ‘hot spots’ etc?</p>
A30	<p>Yes. Applicants may include other reliable data sources when collaborating with coalition members to identify:</p> <ol style="list-style-type: none"> <li>1. the most high-risk population(s) within the County (target population(s))</li> <li>2. at-risk population category(ies) (e.g., homeless, foster youth, gang members)</li> <li>3. community location(s) of the target population(s)</li> <li>4. the EBPM(s) best suited to meet the needs of the target population(s)</li> <li>5. service location(s)</li> <li>6. the number of clients to be served</li> </ol> <p>The CDPH/MCAH recommends including current, appropriate, and accurate local data when working with local stakeholders to identify all of the above. All additional data used to identify the selected high-risk populations and where they can be reached must be cited in the CA PREP Logic Model. See Addendum #1.</p>
Q31	Has there ever been an effective “sustainability” model documented for these types of programs? If so, can CDPH/MCAH share these models with proposers?
A31	CDPH/MCAH has not identified “effective ‘sustainability’” models at this time but will work with funded sites to tailor EBPM selection as needed.
Q32	How much should proposer’s budget for these trainings? I’ll need to know the number of days out of office, whether lodging will be required and for how many days, whether breakfast and lunch will be provided at the trainings, the location of the training, etc. in order to project costs accurately.

A32	CDPH/MCAH will be requiring a standard five line budget. In order to facilitate continued availability of federal funds, CDPH/MCAH is implementing an accountability process for the contract that is deliverables-based. This process requires that deliverables be completed in accordance with details and due dates outlined in the final Scope of Work. Submitted deliverables must be approved by the CDPH/MCAH before a contract payment will be authorized. Payments may be reduced or adjusted for incomplete and/or unapproved deliverables. Additional details will follow in an Addendum to the RFA.
Q33	Does the training include physical copies of the EBPMs, or should the cost of curriculum materials be included in the proposer’s budget? If so, does CDPH/MCAH know the cost of curricula materials for each EBPM and can share that information with proposers?
A33	Trainings will not include physical copies of the EBPMs. Funds may be used to pay for EBPMs and standardized APS curricula. Cost of curricula materials should be researched and determined by the applicants.
Q34	Doesn’t the introduction of any additional core component to an EBPM compromise the fidelity of the EBPM since that component was not part of the original evaluation qualifying the EBPM as “effective”? The additional APSs seem to be an “enhancement,” not an “adaptation.”
A34	Most EBPMs contain three (3) APS; however, if additional APS are required (based on the identified needs of the Target Population(s), or to ensure a minimum of 3 APS are provided), sub-awardees will have to implement CDPH-provided, standard APS lessons to the same adolescents who complete the EBPM. It is essential that additional APS are provided separate from (before and/or after) the EBPM so as not to compromise the fidelity of the EBPM.
Q35	Have these standardized APS lesson plans been developed? If so, can you share with proposers?
A35	Standardized APS lesson plans will be identified by CDPH/MCAH for additional APS not included in the selected EBPMs. The lesson plans will be available after contracts are awarded.
Q36	Has a performance measure been set for this requirement? If so, please share it with proposers. If not, when will they be developed and distributed to proposers? I’m a bit uncomfortable committing to a “deliverables-based contract” when those deliverables have not been defined in a way that translates into a budget I can live with.
A36	Standardized APS lesson plans and performance measures will be identified by CDPH/MCAH for those additional APS selected for implementation.  CDPH/MCAH will be requiring a standard five line budget. In order to facilitate continued availability of federal funds, CDPH/MCAH is implementing an accountability process for the contract that is deliverables-based. This process

	requires that deliverables be completed in accordance with details and due dates outlined in the final Scope of Work. Submitted deliverables must be approved by the CDPH/MCAH before a contract payment will be authorized. Payments may be reduced or adjusted for incomplete and/or unapproved deliverables. Additional details will follow in an Addendum to the RFA.
Q37	Again, please provide guidance in order for proposers to project reasonable, annual costs. How many meetings? Where? How many hours/days hosting site visits? Conducting CPI? Participating in evaluation activities, including data collection?
A37	CDPH/MCAH will be requiring a standard five line budget. In order to facilitate continued availability of federal funds, CDPH/MCAH is implementing an accountability process for the contract that is deliverables-based. This process requires that deliverables be completed in accordance with details and due dates outlined in the final Scope of Work. Submitted deliverables must be approved by the CDPH/MCAH before a contract payment will be authorized. Payments may be reduced or adjusted for incomplete and/or unapproved deliverables. Additional details will follow in an Addendum to the RFA.
Q38	These questions speak to costs, particularly for project manager-level staff whose time may be a mere percentage paid under this contract. That is not to say that we're not able to project realistic programmatic and usual administrative management costs, but that reasoned estimate can easily be doubled given funder requirements. Given that this is a heavily prescriptive project, I'm concerned that few agencies can risk to bear additional costs of implementation when working with \$50,000 and not knowing funder-driven costs up front.
A38	CDPH/MCAH will be requiring a standard five line budget. In order to facilitate continued availability of federal funds, CDPH/MCAH is implementing an accountability process for the contract that is deliverables-based. This process requires that deliverables be completed in accordance with details and due dates outlined in the final Scope of Work. Submitted deliverables must be approved by the CDPH/MCAH before a contract payment will be authorized. Payments may be reduced or adjusted for incomplete and/or unapproved deliverables. Additional details will follow in an Addendum to the RFA.

<b>Administrative Requirements</b>	
Q39	Will sub-awardees be able to include expenses from June 1, 2012-September 30, 2012 in the first quarter invoice?
A39	Yes. See CA PREP RFA Page 23, Section D, "Deliverable-Based Contract", and Section E, "Quarterly Invoices."
Q40	Gift certificates must only be distributed to participants on a one-time basis with a total value not to exceed \$20 per participant." To retain participants, can four incentives of \$5 each be used instead of one \$20 certificate.

A40	Yes. See Page 22, Section B, "Use of Funds" Item 1, "Allowed Activities."
Q41	Food is noted to be a "one-time expense". Does this mean snack refreshments cannot be provided at each of the EBPM lessons/sessions even if the total dollar amount for refreshments is not exceeded?
A41	Yes. See Page 22, Section B, "Use of Funds," Item 1. "Allowed Activities."
Q42	"The use of sub-contractors is not permitted". Can PREP resources be used for a community event sponsored by the collaborative and expenses of Stakeholders be reimbursed for the event?
A42	No. See CA PREP RFA, Page 22, "Allowed Activities."
Q43	Do we have to submit a budget?
A43	CDPH/MCAH will be requiring a standard five line budget. In order to facilitate continued availability of federal funds, CDPH/MCAH is implementing an accountability process for the contract that is deliverables-based. This process requires that deliverables be completed in accordance with details and due dates outlined in the final Scope of Work. Submitted deliverables must be approved by the CDPH/MCAH before a contract payment will be authorized. Payments may be reduced or adjusted for incomplete and/or unapproved deliverables. Additional details will follow in an Addendum to the RFA.
Q44	How will the budget be determined since there is no budget document or narrative?  Is there no budget form? Will a budget be determined for funded applicants by the organizational chart or through an AFA-like process? What about in counties where more than one award may be made (San Bernardino and Riverside)?
A44	CDPH/MCAH will be requiring a standard five line budget. In order to facilitate continued availability of federal funds, CDPH/MCAH is implementing an accountability process for the contract that is deliverables-based. This process requires that deliverables be completed in accordance with details and due dates outlined in the final Scope of Work. Submitted deliverables must be approved by the CDPH/MCAH before a contract payment will be authorized. Payments may be reduced or adjusted for incomplete and/or unapproved deliverables. Additional details will follow in an Addendum to the RFA.
Q45	Page 22: Use of Funds What portion of Contract Period 1 is recommended to be used exclusively to train new and existing staff on the chosen EBPMs? June 1, 2012 – October 30, 2012? Is there a limitation or can we use the time we need as long as the minimum number of participants is reached?
A45	The first quarter of the contract focus on start-up/implementation activities (e.g. training, development of recruitment strategies).

Q46	On page 24: Additional Requirements, you indicate that CA PREP activities are to begin “immediately”. Do these activities include training of staff?
A46	Yes.
Q47	Section III; pg. 22: Gift Certificates/cards. If the agency reaches 350 people, can we budget for a “one-time, under \$20 gift certificate” for 350 people?
A47	Yes.
Q48	Question: Do you include the “Instruction Pages” of the Attachments when assembling the RFA? Or do you only include the Attachment pages that require information to be filled in?
A48	Instruction pages do not need to be included in the applications submitted in response to this solicitation.
Q49	Section IV; pg. 28: Organizational Chart. Do you have to indicate FTE/PT, and reporting relationships? Do salaries need to be documented on the chart, or the titles and names of people?
A49	The applicant’s proposed organizational chart must identify all employed staff that will be paid for with CA PREP funds, including all administrative, supervisory, and management staff. The chart must include all positions, reporting relationships, and include the percentage of time (FTE) for each position paid by CA PREP funds. Salaries and names of staff do not need to be included on the Proposed Organizational Chart. See CA PREP RFA, page 28, “Proposed Organizational Chart”.
Q50	Section IV; pg. 29: Can the documents be printed back to back for the final proposal submittal? (I don't recall reading that instruction)
A50	The original application document should be printed one-sided. Copies may be printed two-sided as long as both sides are legible.

<b>Application Requirements</b>	
Q51	Section IV; pg. 29: To be clear, does page numbering start with Attachment 1; the Checklist? If one of the attachments includes a document that has numbered pages, such as an audit, do we re-number the audit pages to be in sequence with the continuous numbering of the proposal?
A51	Yes, page numbering starts with Attachment 1, the Application Checklist. You can hand write the sequential page numbers on the audit or add them using the edit feature in Adobe. See “Instructions for Application Checklist”, Attachment 1.

Q52	Section IV, A, 4a, Authorized Signature, pg. 28. It states that the authorized representative must be able to legally bind the organization to contract with CDPH / MCAH. Only the Board of Supervisors can legally bind the County of Fresno into a contract. The RFA deadline does not give us sufficient time to write and process the RFA for Board approval. Will a Director or their designee signature be sufficient? If awarded, we would take the contract for Board approval and signature.
A52	The Director or designee must be an authorized representative able to legally bind the County of Fresno into a contract with the CDPH/MCAH and they must be able to sign all documents requiring a signature in blue ink. Signature stamps are not acceptable. However, if the only authorized representative able to legally bind your organization to a contract with CDPH/MCAH is the Board of Supevisors, then you must have a signature from that authorized representative. See Section IV,A4a, authorized signature, pg. 28
Q53	Does the organization have to have a “Board accepted” Audit by 11/15, or can a final draft Board Finance Committee accepted audit be submitted with the Board accepted audit to follow?
A53	Submit the organization’s most recent “Board accepted” Audit.

<b>Attachments</b>	
Q54	What do we do if our responses are longer than the space allowed in each cell? Since the attachments are protected our text gets cut off if we write too much.
A54	If additional space is required for any attachment, please attach additional pages. Clearly label each response with the Attachment number and corresponding question/prompt.
Q55	With Attachments 1-8 being protected, the pages can’t be deleted or renumbered to be in sequential order for submission. Can the applicant request an unprotected template for Attachments 1-8?
A55	Applicants can print the documents and number them by hand or add the page number using the edit feature in Adobe.
Q56	Do the Attachments constitute the entirety of the application? In other words, is there no narrative section?
A56	Yes, the attachments and applicant-supplied required documents (e.g., independent audits, organization charts, MOAs, etc.) constitute the entire CA PREP application.
Q57	What should we do about school districts and community organizations that need

	to have their boards approve Letters of Commitment and Memoranda of Agreement, but the boards don't meet until after the application deadline?
A57	Letters of Commitment from local stakeholder coalition members and Memoranda of Agreement (if an applicant organization intends to provide services at a site not owned or operated by the applicant organization) are required as part of the CA PREP RFA application. See CA PREP RFA, Section IV: Application Requirements.
Q58	Attachment 3 Listing sources of anticipated grant income – we are a Title X recipient, but have no way of knowing what future allocations will be (the amount has been reduced annually for the last several years). How should we reflect this in the application? Similarly, if we are the recipient currently of a fund and anticipate applying for continued future funding, how should we differentiate the anticipated from current funding? Funding period? How can we indicate the anticipated future funding is not guaranteed?
A58	If you do not know future funding levels at the time of this application, estimate the anticipated amount based on past funding history. In Attachment 3, page 5, list all federal, state, and local grants, contracts and agreements for teen pregnancy prevention-related services for which you have applied, or anticipate applying for funding during the PREP project cycle, June 1, 2012 through September 30, 2016. In attachment 3 page 6, you will fill out your grant contract history which will indicate current grant/contract funding.
Q59	If we have more than one I&E grant, should we complete one form for each grant, or can we combine the two onto one form?
A59	List each grant separately.
Q60	Attachment 3; pg. 1: For the grant/contract history: “Provide a history of all teen pregnancy prevention grants and/or contracts the organization has received in the last ten years, including CDPH-funded grants and/or contracts.” Question: Are we to provide private foundation grants in addition to any federal, state and local grants?  The funding source for a grant is no longer in existence – e.g., Community Foundation Silicon Valley. How do we answer questions about “current contact information”?  The Foundation contact at the time was ... the Director of Programs and Evaluation. [The Director] currently works for PP Mar Monte and is submitting the grant. Do you want [her] contact information at PP Mar Monte? What about other sources? Do we guess about information that is 10 years old? Do the best we can knowing that staff have changed?
A60	Yes. Provide the most accurate/current grant/contract history information available.

Q61	<p>Attachment 3, page 5, anticipated funds by source</p> <p>For a county, would we list what the anticipated allocations for the respective program? i.e. the county of Fresno voluntarily funds a Teen Intervention Prevention Unit within its Welfare to Work Allocation. Would we list the total funds the County has allocated for the program or the total funds the county receives for WTW from the State?</p> <p>Also, since the County is not informed of its final allocations until after the FY has started, should we estimate funding based on the previous year's State or Federal allocation?</p>
A61	<p>List all federal, state and local grants, contracts and agreements for <i>teen pregnancy prevention-related services</i> for which you have applied, or anticipate applying for funding during the PREP project cycle. You would not list the funds the county receives for the Welfare to Work Allocation but only the funds received by the Teen Intervention Prevention Unit. See Attachment 3, page 5, "Anticipated Funds by Source."</p> <p>Yes, estimate the funding based on the previous year's State or Federal allocation.</p>
<b>Appendices</b>	
Q62	<p>You have provided a sample Scope of Work. When do you expect a final Scope of Work?</p>
A62	<p>The final Scope of Work will be provided following the final posting of awards.</p>
Q63	<p>Appendix 3 - Evidence-Based Program Models Core Components</p> <p>Demonstrate proper condom use and have the participants practice this using anatomically correct penis models (or a similar type model). These words appear in the summaries of most of the EBPMs. Our high school district (18 comprehensive high schools plus continuation and alternative education schools) will not allow this, but this is where our identified target audience is. Will it be acceptable to slightly modify this portion of the EBPM to a discussion of proper condom use with the facilitators demonstrating on their fingers/hands and still maintain fidelity to the EBPM?</p>
A63	<p>This would be considered an adaptation to the EBPM. All adaptations must be submitted and approved by the CDPH/MCAH prior to implementation. Please see CA PREP RFA Pages 12-14, Section C, "Evidence-Based Program Models."</p>
Q64	<p>Appendix 10: Are the Letters of Commitment (ATTACHMENT 5) and Memoranda of Agreements for a one year period?</p>
A64	<p>Letters of Commitment (Attachment 5) and Memoranda of Agreements may be executed for any length of time (within the term of the contract) as long as the sub-awardee completes the required deliverables as set forth in the Scope of Work.</p>

## Miscellaneous Q&A

Q65

Is this application largely form-based rather than narrative? If a narrative is expected for each section in the application checklist, there are no guidelines on how to outline the response and/or limit the page numbers in the response.

A65

The CA PREP application is primarily form-based; however some forms require written justifications and/or descriptions. Instructions are included in each Attachment.