

**Iowa Department of Public Health
Personal Responsibility Education Program Implementation
Fiscal Year (FY) 14 Request for Application (RFA)**

Interim Written Question and Response Document

Round 1: Written Questions and Responses for questions submitted through May 16, 2013
Posted: May 23, 2013

- Q1.** If a TOP club starts in June and ends in March is it counted as one group?
- A1.** Yes. Delivering the TOP® curriculum to a group of students over a nine month time frame is considered one group.
- Q2.** If a group starts or is in existence prior to the October 1st grant start date, will it be counted as a group for the purposes of this grant or would two new groups need to be established?
- A2.** Any group that begins prior to August 1, 2013 will not be counted as part of the required two groups for the FFY14 contract requirements. The applicant will need to ensure that two new groups are established between August 1, 2013 and the end of the FFY14 contract period, September 30, 2014.
- Q3.** Is the 20 participants for a group counted as the total number that sign up or the number that complete the group? For example, a group starts with twenty but one person graduates early and another moves away leaving 18 at the end – 20 people were served at some point.
- A3.** A PREP participant is any young person who receives any amount of PREP programming. Of the required 20 participants to be served, there is no minimum required to complete the group.
- Q4.** When counting the 20 participants, do you have to have 10 in each group or can you have 7 in one and 13 in another, as long as you have two groups with 20 participants?
- A4.** There is no requirement to the number of participants that participate in each group. The applicant just needs to deliver programming to at least 20 participants in at least 2 PREP groups during the contract period.
- Q5.** On certain forms, Attachments C-1, C-2 and Service Delivery table, the instructions state to complete these if there are changes. If there are no changes, do we omit the forms or send them in with a statement that there are no changes?
- A5.** Please submit these Attachments with a statement at the top of the Attachment that there are no changes.
- Q6.** The \$25,000 base line item budget spreadsheet is set up to split the cost of the program out into the different line item categories. The additional unit cost budget spreadsheet lists the extra

funding (in our case \$2,000) for picking up additional participants beyond the 20 minimum number. The summary spreadsheet adds the other two spreadsheets together. If I take the total amount of the grant we are applying for (\$27,000) and split out the costs into the different line item categories it adds the extra \$2,000 into the summary spreadsheet twice; making it appear like we are requesting \$29,000 instead of the intended amount of \$27,000. Do you want us to remove the extra \$2,000 from the \$25,000 base line item budget spreadsheet so that it only equals \$25,000 and doesn't count the additional unit cost budget twice? However, in doing so, it will not accurately reflect the amounts incurred in the different line item categories.

A6. Yes, the line item budget is only for the \$25,000 base funding. The funds listed in the "Additional unit cost budget" tab are **not** to be identified in the line item budget. However, during the contract term, the contractor is responsible for maintaining supporting documentation related to contract expenses, including the Unit Cost budget expenses. So even though you won't break out these costs in a line item budget, you will maintain supporting documentation to justify the costs.

Q7. What are appropriate technical assistance questions that we can ask of Andrea Kappelman?

A7. Per the FFY14 PREP RFA **Section 1.11 Technical assistance**, "technical assistance is available for developing program-specific components of the application. Contractors are encouraged to contact Andrea Kappelman at (515) 281-7044 with questions about program issues."

Q8. Under Section 2.02: What constitutes as pilot groups?

A8. A pilot group is a group of individuals receiving a particular service or product. A pilot group will "test" a service or product, or a portion of, and provide feedback to the organization. PREP grantees have conducted pilot groups with partner organizations to determine if the program is right for the group. This has only happened with new sites. IDPH will provide technical assistance to successful applicants that may be considering a pilot group.

Q9. Page 12 of RFA: We need to track throughout the year for our annual report the number of participants that have completed high school? And track throughout the year which health related services they were referred to? Are grantees required to track this information for participants only during their time in the program?

A9. For the PREP year end annual report, applicants are to identify the number of PREP participants who have dropped out of school while participating in the program. If an agency knows a participant(s) has dropped out of school post program, it should also be included on the year-end report. IDPH will provide technical assistance when completing the form. Referrals to health and related services are being tracked on the PREP Fidelity Logs that are submitted after each lesson.

Q10. Page 13 of RFA: Successful applicants will be required to attend trainings on the evidence based model chosen. Staff attended the CDC sponsored training during the current Fiscal Year. Does this meet the stated training requirement? As we bring on new staff can current staff that is CDC trained, train new staff or does this training need to be included in budget for new staff?

A10. If successful applicants have already completed training on the identified curriculum model, then the requirement is met. As new staff is brought on, successful applicants can provide training and IDPH will provide additional training and technical assistance as needed.

Q11. Forms C-1 and C-2 are only required to be completed if there have been changes in staff from FY'13?

A11. Yes.

Q12. Page 15: Where on Attachment E is the box to check stating there are no changes in service delivery location?

A12. This was an IDPH error on the form, please insert a statement at the top of the Attachment that there are no changes. Please refer to Amendment #1.

Q13. Attachment F requires electronic signature. Should it be the same person signing that signed Attachment A and B?

A13. The person who signs Attachment A must be an individual authorized to execute **legal documents** on behalf of the applicant agency (generally the Executive Director). The person who signs Attachment B can be any person authorized by the applicant agency. The person who signs Attachment A and Attachment B may not necessarily be the same person. The person who signs Attachment F must be a person authorized by the applicant agency.

Q14. Page 21: How many times are we required to present to LBOH? Do we need to send them our quarterly summary reports?

A14. Per the FFY14 PREP RFA Section 2.03, PREP sub-awardees are to share quarterly narrative summary reports with LBOH and community stakeholders. Successful applicants are encouraged to present to LBOH annually, although there are no requirements for the number of presentations.

Q15. Any technical requirements on what is stated in footers/headers?

A15. Per the FFY14 PREP RFA **Section 3.03**, there are no requirements for footers/headers.

Q16. Are letters of support required?

A16. Per the FFY14 PREP RFA, letters of support are not required.

Q17. Are Identified Participant Needs Statements required?

A17. Per the FFY14 PREP RFA, needs statements from participants are not required.

Q18. If we administered the Tri Ethnic survey in FY'13 are we required to administer this evaluation again in FY'14? What are the requirements?

A18. Completion of the Tri Ethnic survey was a requirement during the first year of PREP grant funding and portions of the Tri-Ethnic process will continue to be assigned throughout the project period. You will not be required to administer the actual survey again in FFY14.

Q19. Page 20: If applicant is submitting an audit report (if required from Section 3.04), this audit appendix does not need to be included in the sequentially numbered appendices. Section 3.04 is titled "Misleading or inaccurate information". I don't see any guidelines regarding an audit in this section. What are the guidelines for grantees in providing an audit? Are we required to provide this?

A19. The Pagination Aspect Requirements listed in the table reference to Section 3.04 is actually a reference to Section 3.04 of the Request for **Proposal** (RFP) Document, (which is the Business Organization Section of the RFP). Applicants should have already submitted a completed Business Organization Form and Audit, if needed, during the RFP submission process. There is no requirement of submitting an audit report with this application under this RFA. Please refer to Amendment #1.

Q20. We can meet the requirement to host 2 programs and reach 20 participants. However SiHLE does not typically have 10 participants in a given program, so is it acceptable to meet the requirement to have 20 participants through hosting 3 programs? We would not be requesting the additional funding; this would be done through the base funding amount of \$25,000. With our history in providing SiHLE, we have found with larger groups the program loses authenticity and it becomes more of a group think rather than individual ideas.

A20. There is no requirement to the number of participants that participate in each group. It is acceptable to deliver programming to 20 participants through more than 2 groups. If it is done through 3 groups, then you are able to request additional funding based on the extra group that is completed.

Q21. Is it acceptable that the zip file includes our completed RFA documents in PDF format?

A21. Yes. However, we do prefer that you zip Word and Excel documents rather than PDF documents.

Q22. On page 16 of the RFA, #2) Contractual / Subcontracts: It states "please refer to Section 1.17 of this RFP". The RFA stops at Section 1.15. We will be subcontracting with another agency, do we need to include an Attachment K "Subcontracts Form" that was included with our original application?

A22. The reference is to section 1.17 of the RFP that was originally issued. Refer to Amendment #1.

Q23. SiHLE requires 2 Near Peers between the ages of 18-21. Can we hire Near Peers that are older than this? If a current Near Peers turn 22, are they still eligible to be a Near Peer?

A23. IDPH strives to maintain fidelity to the curriculum models and can assist with technical assistance on this issue.

Q24. Are we required to provide a budget narrative?

A24. Yes. Per the FFY14 PREP RFA Section 2.05 “The applicant must complete a budget and budget justification form”.

Q25. Do we have to complete four objectives under each goal?

A25. IDPH has not provided a maximum number of objectives required. IDPH expects the applicant agency to decide the appropriate number and types of objectives needed to successfully accomplish the goals identified.

Q26. In keeping with fidelity we plan to host all SiHLE sessions at Allen Women’s Health. We are partnering with an area church to host SiHLE with their youth group. Do we have the option to host SiHLE at their church and one session would be at AWH for a tour, to learn about services, meet staff, etc. Is this acceptable?

A26. Yes.

Q27. Do we need to address Adult PREP Subjects somewhere in Action Plan?

A27. No, per the FFY14 PREP RFA **Section 2.04**, the RFA does not state the “need to address Adult PREP Subjects” in the Action Plan.

Q28. (Attachment F.) Fidelity Assurances/Certifications under the SiHLE program it states “I/we assure that youth will meet with SiHLE trained facilitators once a week on Saturdays.” We don’t typically offer SiHLE on Saturdays. Can SiHLE be offered on other days than Saturday if it has shown to be more convenient for participants after school and during Spring Break?

A28. Yes.

Q29. Can we request funding for staff to attend professional development and networking opportunities? For example the Sister to Sister training in Chicago?

A29. If there is funding still available in your budget after all PREP expenses, then any funding can be used for professional development.

Q30. Can we request travel to attend grantee meetings? Can we request travel to pick up and take home the SiHLE participants?

A30. Per the FFY14 PREP RFA **Section 2.03**, successful applicants will be required to participate in grantee meetings, so travel to the semi-annual meetings should be included in the budget. If an agency chooses to provide transportation for PREP participants, it should also be included in the budget. See FFY14 PREP RFA **Section 2.05** for instructions to budget travel.