North Carolina Department of Health and Human Services
Division of Public Health
Section/Branch: WCHS/Women's Health

RFA Questions and Answers

RFA # A338, RFA Title: Adolescent Parenting Program
Addendum Number: 1

If applicable, Bidder's Conference(s) Date(s): August 24, 2017
Questions Received Until (date): September 13, 2017
Summary of Questions and Answers Release Date: September 20, 2017

Questions and Answers *(list all questions and answers in numerical order)*

GENERAL QUESTIONS

1. Question: Is it OK to apply for APP and APPP?

Answer: Yes, you can apply to both programs.

2. Question: Will we receive acknowledgement of a mailed application?

Answer: No, the NC DHHS staff will not send confirmation of receiving a mailed application. If you would like confirmation, you can request package tracking from your local post office.

3. Question: Is the cover sheet the only sheet that needs to say "copy"?

Answer: Yes, applicants are required to submit one original application in addition to four copies. The original application should be clearly marked "original" on the application face (or cover) sheet. Copies of the application should be clearly marked "copy" on the application face (or cover) sheet.

4. Question: Is there a page limit on the cover letter?

Answer: No, there is no page limit.

5. Question: On the cover letter in the chart to complete if you have previously received TPPI funding, are you asking for the largest caseload at one time or the caseload for the entire year?

Answer: If you have previously received TPPI funding for the Adolescent Parenting Program, please include the largest caseload that you had at one time during the last fiscal year you received funding.

6. Question: Can we apply to work in more than one county? If so, should we submit separate RFAs?

Answer: An application cannot exceed $75,000 budget. You can apply to work in more than one county in the same application but all work must be completed with a $75,000 budget plus $25,000 local match. If you are applying for two separate programs under the same agency, you will need to submit two separate applications.

7. Question: On the Table of Contents for Attachments A & B, do we list the agency names for the MOAs?

Answer: Yes, please include a list of all the included items that are part of Attachment A and then Attachment B. This list should include a list of each individual MOA that is included in the application.

8. Question: Are the charts in the read only RFA_A338_APPtemplate to be used in our application or are we supposed to recreate them?

Answer: You can use that copy of the RFA template and type directly into it. To do this, save it locally with a new file name – this will take it out of 'read only' mode. This way you will not have to recreate the tables.

NEEDS ASSESSMENT

9. Question: What is the difference between qualitative and quantitative data?

Answer: Qualitative data refers to data that can be observed but are not quantifiable by numbers. This may include data collected from interviews, face to face meetings and focus groups. Quantitative data can be measured and are expressed numerically and be collected through direct measurement (i.e. weight, height) or assessment (i.e. test or survey).

10. Question: Where do you find quality data?

Answer: NC State Center for Health Statistics, Kids Count, SHIFT NC, TPPI website.

11. Question: When we put in the end notes it goes to the bottom of the whole document instead of just the first section. Is there an easy way to correct that?

Answer: Here's an article that provides some step-by-step details on how to move your endnotes around in a document: http://wordribbon.tips.net/T009694_Where_Do_You_Want_Your_Endnotes.html. The key here is that you'll need to define that Needs Assessment portion as a section, and then you can tell Word to put the endnotes at the end of that section.

12. Question: We are running into some difficulty obtaining the required "rates of teen sexually transmitted infections such as gonorrhea and chlamydia" at the county level. We can get county specific rates, but we haven't been able to get them striated by age ranges.

Answer: Unfortunately the Annual Report produced by the Epidemiology Branch does not break down teen STI rates by county. We apologize for any confusion this has caused. For the purposes of this RFA, please report the county and state rates listed for newly diagnosed cases of Chlamydia and gonorrhea (refer to Tables 11 and 12 in the 2016 report).

PROGRAM PLAN

13. Question: Is it mandatory to have partnerships with the schools?

Answer: No, the program does not require a partnership with the school system. However, it will be advantageous if not essential to have partnership with your community schools to gain access to and establish a relationship with teens you would like to recruit to join your program. Most schools are willing to collaborate with Parenting Programs in their community. Contacting school nurses and social workers is very helpful to program recruitment and retention.

14. Question: Can the home visits be subcontracted to another agency that is already trained in *Parents as Teachers* or *Partners for a Healthy Baby*?

Answer: Home visiting should not be subcontracted out to another agency. The relationship building during home visits is a critical piece of the program and should not be outsourced**.**

15. Question: Does the employee have to be trained in order to do home visits? Can we partner with an existing agency that already has trained employees?

Answer: The employee implementing the home visiting curriculum must be formally trained to use that curriculum. It is not recommended to partner with another agency to do the home visiting piece of the program.

16. Question: If we have a father involved in the program, can we count him as a participant?

Answer: It depends. The father can be counted as a participant as long as he meets the other program requirements (age 19 or under, enrolled in school or GED program, receives monthly home-visiting services and quarterly group-level meetings).

17. Question: Does TPPI provide the Be Proud! Be Responsible! Be Protective! curriculum training?

Answer: Yes, TPPI hosts the curriculum training with no registration fee to participants. Agencies would be responsible for covering curriculum costs and travel fees for the training.

18. Question: Do you require paper files or can we keep electronic only?

Answer: Your agency can utilize either paper or electronic filing, as long as the files are accessible during your annual site visit.

19. Question: Can Be Proud! Be Responsible! Be Protective! count as one of the quarterly group sessions?

Answer: Be Proud! Be Responsible! Be Protective! does not count toward quarterly group sessions. It is a separate program requirement.

20. Question: The page limit for section 2 is 5 pages. When I complete the two charts, I am going over. Do the two charts count in the page limit?

Answer: Yes, the charts count in the page limit.

DATA COLLECTION

21. Question: Do you want surveys and feedback for the entire program or for only certain components?

Answer: The entire program.

22. Question: If you used *Parents as Teachers* feedback form would it not be *Parents as Teachers* specific?

Answer: If you use an existing form created by the curriculum, then you need to add questions to evaluate your entire Adolescent Parenting Program and not just the home-visiting curriculum.

23. Question: Is there a page limit for the fidelity monitoring plan?

Answer: No, there is no page limit.

24. Question: Is there an official fidelity training that must be attended?

Answer: Every staff member that will be involved in home visiting and/or Be Proud! Be Responsible! Be Protective! must be trained by a certified trainer in that curriculum, which includes fidelity. Additionally, every agency should provide additional information to staff on fidelity and how it will be monitored within your agency.

25. Question: Where do I insert the fidelity monitoring plan when submitting my application?

Answer: The plan can be submitted between sections 3 and 4 in your application, or you can submit the plan in Attachment A or B with your application. If you are submitting as an Attachment, remember to add it to the Table of Contents for those Attachments and list "See Attachment (A or B)" in your response for question 3-4 in the body of your application.

AGENCY ABILITY

26. Question: Do we include other program coordinators or staff in the staffing table?

Answer: You should only include staff that provides direct support to the program. This may include program coordinators, program supervisors, business office staff, or volunteers. This includes staff that are offering services in-kind.

27. Question: Is the SHIFT NC conference mandatory?

Answer: No, TPPI funded agencies are not required to attend the SHIFT NC conference.

28. Question: Are supervisors required to be trained in the chosen home visiting curriculum?

Answer: Yes. Supervisors must be trained in order to complete at least two program observations each year, provide reflective supervision and ongoing support to the home visitor.

29. Question: If a supervisor in another program is trained in Parents as Teachers, can that person supervise the Parents as Teachers staff person for the home visiting component only of this program?

Answer: Ideally, no. Staff should be receiving supervision from one person. If you have other trained Parents as Teachers staff within your agency, they can serve as mentors, but not supervisors.

30. Question: How frequent are the TPPI networking meetings? Do they occur quarterly or more often?

Answer: TPPI meetings are typically held once per fiscal year.

COMMUNITY INVOLVEMENT

31. Question: Do I need to include an original signed MOA from the schools? Do I need anything in addition to that?

Answer: No, you can provide a copy of the MOA from your local school system.

32. Question: Is there an age limit for a former adolescent parent to serve on the CAC?

Answer: No.

33. Question: Do we need a separate CAC for both our APP and APPP programs?

Answer: No; however you must ensure you have the required representative for each program serving on your CAC and that you reflect discussions for each program in your CAC meeting minutes.

34. Question: Do we need MOAs from all referral sources or letters of support? What if our agency is the referral source, do we still include?

Answer: Include MOAs from all referral sources that are outside of the scope of what your agency can provide. If you are referring participants to another program or service within your agency, please discuss in your application but do not include an MOA from your own agency.

35. Question: How would you suggest we evaluate the referral sources?

Answer: Research "youth friendly services" with National organizations that work with youth such as Office of Adolescent Health, Advocates for Youth, CDC, etc.

36. Question: What do we include for the Description of agency role for CAC chart?

Answer: Detail the specific role that agency has in assisting with the program (recruitment, sustainability, transportation, space for service, referral source, etc.).

BUDGET

37. Question: Can the local match all be in-kind?

Answer: The local match can be in-kind, donated services or actual dollars from other funding sources.

38. Question: Where do you show your in-kind?

Answer: In the section labeled Contractor Match on the Open Window Budget Worksheet.

39. Question: If you are given space at the school or church for the program where do you include that on the budget?

Answer: Include any donated space utilized for the program in your in-kind "Contractor Match" section of the budget.

40. Question: If the Supervisor time is 10% in-kind, do I need to include details in the narrative (salary, fringe, etc.)?

Answer: Yes, please include all the details for every position in the budget (Requested amount or local match). The details must demonstrate how you calculated the dollar amounts listed in the budget.

41. Question: If local match exceeds $25,000, should it be included?

Answer: If the local match is slightly over the $25,000 it is ok, but there is no need to list all possible in-kind items and have the dollar amount higher than the $25,000. If you are awarded funding, we are limited in only capturing $25,000 local match if you are awarded $75,000.

42. Question: Are supplies such as notebooks used for participants considered incentives or office supplies?

Answer: Anything that you are purchasing for participants (notebooks, food, gift cards, etc) should be in the Other: Incentives and Participants category on the Open Window Budget Worksheet**.**

43. Question: If a coordinator is providing transportation to participants, would this be charged to the travel or incentive line item?

Answer: If the agency is providing transportation through taxi vouchers, bus service, etc then it should be included in the incentives and participants line item on the budget. If the coordinator is taking a participant to an appointment, the mileage reimbursement should be listed under the travel section of the budget as the coordinator is a staff person of the agency.

44. Question: If a supervisor is managing adolescent parenting program cases as well as supervising, can their time be more than 10% on the grant?

Answer: Yes. If a supervisor is providing direct services to youth, their time can be more than 10%.

ATTACHEMENT A

45. Question: The application calls for a table of contents for the Attachment A section. If we will be getting Memorandums of Agreement and Letters of Specific Commitment from community agencies and individuals do we have to include page numbers and if so how do we do that?

Answer: Page numbers would be nice, but if that is not possible, the most important thing in the table of contents is to list the letters and MOAs in the order that they appear in that section.