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

RFA Questions and Answers

RFA #A339, RFA Title: Adolescent Pregnancy Prevention 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 possible to apply for APP and APPP?

Answer: Yes.

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

Answer: No, there is no page limit.

3. 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.

4. Question: Are we supposed to break the headings up into each component (a-d) and answer the question under each section or lump all of the questions together at the top?

Answer: The entire question, including the components, must be included in the response. It is your choice to break the components up or to lump all together and write your response underneath.

5. 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.

6. Question: Are the charts in the read only RFA_A339_APPPtemplate 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

7. Question: Should agency data only be included if we were previously TPPI funded?

Answer: No. All agencies should include data from other related programs, pilots, focus groups, etc. that you have collected information, regardless of funding source.

8. Question: If working with a specific grade level in the public schools, is it better to use school specific data instead of county wide data?

Answer: The RFA specifically asks for some county wide data. If you have specific data around the population to be served through your school or another source, that would also be beneficial to include in your application. You can also include county wide, or state wide data as a reference point to your local data as well.

9. Question: I am using data from our FY16 TPPI survey in our needs assessment. How do I cite that?

Answer: The MLA treats surveys as interviews, which use the following format: Agency Name. "Teen Pregnancy Prevention Survey." DD Month YYYY.

10. 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

11. Question: Historically our agency has used multiple program models to meet the needs of our community. Will this be seen as a positive factor or negative factor for those reviewing RFAs?

Answer: It is ok to select more than one program model to use in AP3, as long as it meets the needs of the population it's designed to serve.

12. Question: When filling out the work plan in Section 2-2, how would we fill out August through May when we are in programming? Would we fill in the number of times we repeat the curriculum Making Proud Choices each month by activity?

Answer: When filling out the work plan, you do not have to list each lesson on the chart, but you can check the month when cycle 1 of Making Proud Choices (MPC) begins. Repeat the notation when cycle 2 of MPC begins, and again for cycle 3 etc. Remember that not only are there 8 lessons in each cycle, but also there needs to be time allowed for the pre- & post-tests. You may want to note in the work plan parents' nights, and other events & activities that may be done in addition to the curriculum.

13. Question: Do we submit a separate letter from the school showing their support of the TPPS or can that be included in their MOA?

Answer: The information can be included in the MOA submitted from the schools.

14. Question: If a speaker comes to a program session to discuss community resources, do they need trained in the curriculum?

Answer: No. If the outside speaker is discussing community resources with the youth, they do not need to be trained on the curriculum being implemented. If an outside agency or speaker is completing a lesson of the curriculum, then yes they do need to be trained on the curriculum.

15. Question: Do we need to include the curricula questions in Section 2-1 with our application that we are not answering?

Answer: No. You only need to include the curriculum questions you have answered because you plan to implement that curriculum with your proposed program. You do not have to include the other sets of questions.

16. Question: Can we submit in our application to run two different cohorts of teens with two different curricula?

Answer: Yes. You can implement more than one curriculum within the same TPPI project. For example: implement Making Proud Choices with 8^{th} graders and Reducing the Risk with 9^{th} graders.

EVALUATION

17. Question: Are we allowed to enter survey data online if the students complete paper copies?

Answer: Yes. All survey data must be submitted electronically to TPPI staff. Students can still complete the survey via paper, and then the agency is responsible for entering the data electronically. Any staff person who is familiar with the coding system given to students for confidentiality purposes should not enter survey data to protect students' confidence.

18. Question: Can program participants complete the electronic Teen Pregnancy Prevention Survey using their cell phones?

Answer: Possibly. The survey can be completed using most electronic devices including computers, laptops, tablets, and smart phones. Use caution when requesting participants to complete surveys on their personal devices. Completing the surveys may incur additional unauthorized data costs to the participant and their parents and they will not be reimbursed by the grant.

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

Answer: No, there is no page limit.

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

Answer: Every staff member that will be facilitating the evidence-based program 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.

21. 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

22. Are there any curricula that would allow me to train staff in our agency after I receive the training?

Answer: Most of the curricula on our list of fundable models have some certification process for becoming a certified trainer of facilitators. You would not be considered an approved trainer until this certification process was complete.

23. Where can our staff get the Making Proud Choices Curriculum Training and what is the cost?

Answer: Your agency can purchase the MPCs curriculum through ETR associates at http://www.etr.org/ebi/programs/making-proud-choices/. Staff may be trained in the curriculum by the School Health Training Center. Trainings are currently offered once or twice a year for TPPI contracting agencies at no charge. Agencies are responsible for the travel expenses (mileage, food and lodging) of their staff during the training. If an agency requested the School Health Training Center to come to their site to train a group of their staff then there would be a charge depending upon the size of the class and the distance trainers would need to travel.

24. Question: Is the SHIFT NC conference mandatory?

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

25. 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.

26. Question: Our organizational chart is 25 pages long, is it ok if I just include for the purposes of the grant the direct line of where the new position would be rather than the whole organizational chart?

Answer: Yes, that is fine.

27. Question: Do you also want FTE information for administrative staff in addition to program staff and supervisor?

Answer: Yes, please include the position if the grant will support a portion of the administrative staff position. For example, you may include your fiscal manager and their FTE if this person will support the APPP grant by preparing contract budget itemization and expenditure reports among other administrative duties. However, this is not required.

28. Question: Does the program supervisor also have to be trained in the curriculum?

Answer: Yes, because the supervisor will be responsible for conducting observations of the evidence-based program at least twice per year. The supervisor can also serve as a backup facilitator when needed.

29. Question: For the professional development training, should that already be scheduled or just have costs in the budget?

Answer: If you know of the event, please include details about the event in your narrative and plans to attend. But if you do not have that level of detail, still reference your plans to have staff trained in the narrative and include estimated costs in the budget (i.e. registration, mileage/transportation costs, lodging, and meals).

COMMUNITY INVOLVEMENT

30. Question: If you are an agency applying for both AP2 and AP3 funding, do you need to establish two community advisory councils (CAC)?

Answer: No, you can share the same CAC. The minutes from the meetings must reflect that both programs were discussed separately.

31. Question: The list of required individuals for the community advisory council includes "a teen program participant" and "a current or former teen parent". Does the teen have to be in the APPP program?

Answer: The teen has to be a current teen but not necessarily one served by the program. A "current or former teen parent" can be a teen who is currently a parent or an adult who has been a teen parent. For example a teen 19 years of age or younger in addition to an adult 20 years of age or older can serve in this role if they had a child before the age of 19.

32. Question: In regards to providing MOAs for Community Advisory Council organizations; if we are applying for both APP and APPP can we submit the same MOAs for both applications?

Answer: Yes. Each MOA must clearly describe the deliverable that the agency will provide for *both* APP and APPP.

33. Question: Middle school students may be intimidated to join the CAC. How do we get youth involved?

Answer: An idea to help get youth involved in your CAC is to recruit more than one teen so the teen does not feel isolated in the group. You can also create a youth advisory council and have that group report to the CAC to meet the youth requirement.

34. 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.

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

Answer: No.

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

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

37. Question: Is the MOA the same as a “letter of commitment”?

Answer: No. A letter of commitment is submitted by an individual whereas an MOA is submitted by an agency organization. We will require a letter of support or commitment from an individual community member serving on your CAC but not representing a specific organization. This may be a teen participant, current/former teen parent, parent or any other community member. MOAs will be received from an organization (i.e. local health department, school or school system, partnering community based organization, etc.). MOA must be signed by both the partnering organization and the applying agency.

38. Question: In an MOA, if an agency states their employee will serve on a CAC, you will not require a separate letter of support from the employee?

Answer: No; however, the MOA should state which employee(s), including their name and title/role within the agency will serve on the CAC.

39. Question: If working with a school system, we understand an MOA can cover all schools if from the superintendent. Will you require a letter of support from the school principals?

Answer: No; however, the MOA should list the schools you will work with and describe their level of participation in program activities.

40. Question: Could we just get an MOA from the school principal?

Answer: Yes.

41. Question: Does the MOA have to be on letterhead?

Answer: No, because the MOA is written to show commitment from both partners.

42. Question: Can the MOA be a form document?

Answer: Yes, however the details of the agreement on behalf of both agencies should be specific to what both the supporting agency and applicant agency will provide. For example, we would assume your local high school will provide different services and support for your program than your local health department. Although the template may be similar, the services they commit to providing to support your program would probably differ.

43. Question: If our program is based out of a local health department, will we need an MOA with the local health department?

Answer: No, your agency (the local health department) is applying for the funding. Your level of commitment and services that will be provided to support this program should be expressed throughout your RFA narrative.

BUDGET

44. Question: Can we put training costs in our budget?

Answer: Yes.

45. 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.

46. Question: For the incentives/participants' line, does that include the transportation we will provide for program participants?

Answer: It depends, if your agency will provide this transportation, yes. You can include costs associated with incentives or your participants (snacks for sessions, meals for celebration events, enrichment activities, travel for participants, etc.) in this line. However, if your agency will sub-contract with a local business or organization (i.e. Community Transit, Local School System, Local Church, etc.) to provide this transportation, enter this information on the sub-contractor budget worksheet and be sure to print and include this information in your application.

47. Question: Regarding staff training, if we don't know where the training will be; what do we put in the budget?

Answer: You can estimate the travel costs; however, make sure they do not exceed the state approved rates. Most TPPI sponsored trainings are held in the central region.

48. 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.

49. 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.

50. 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.