

**North Carolina Department of Health and Human Services**  
**Division of Public Health**  
**Section/Branch:** WICWS/Reproductive Health Branch

**RFA Questions and Answers**

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RFA #A404, RFA Title: Adolescent Pregnancy Prevention Program  
Addendum Number: 1

If applicable, Bidder's Conference(s) Date(s): October 5, 2022  
Questions Received Until (date): October 21, 2022  
Summary of Questions and Answers Release Date: October 28, 2022

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

**GENERAL QUESTIONS**

- 1. Question: Is it possible to apply for the Adolescent Pregnancy Prevention Program (APPP) and PREPare for Success (PREP)?**

**Answer:** Agencies can propose applying for both APPP and PREP; however, they will not be awarded funding to serve the same counties. If they apply for both funding sources and are recommended for funding by the reviewers, they'd have to choose which funding source their agency will accept. An organization can either 1) submit applications for both APPP and PREP with the intent to serve one county and the expectation to choose which funding source they'd want to receive if they were approved for both grants; 2) submit applications to implement APPP in one county and PREP in another county. It is only possible to be awarded funding for both grants if an agency plans to serve more than one county.

- 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 applications submitted via email?**

**Answer:** Yes, the NC DHHS staff will send a confirmation email to acknowledge receipt of the application.

- 4. Question: Are we supposed to break the headings up into each component (a-d) and answer the question under each section or group 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 group all together and write your response underneath.

- 5. Question: How do we type in the application and charts or are we supposed to recreate them?**

**Answer:** Download the Word version of the Request for Application (RFA) 404 – Adolescent Pregnancy Prevention Program Template from the Teen Pregnancy Prevention Initiatives (TPPI) website [www.teenpregnancy.ncdhhs.gov/funding.htm](http://www.teenpregnancy.ncdhhs.gov/funding.htm). Enable editing after opening the document.

**6. Are the DUNS number and the Unique Entity Identifier (UEI) the same thing?**

**Answer:** The Unique Entity Identifier (UEI) replaced the DUN & Bradstreet (DUNS) number for Federal Funding Accountability and Transparency Act (FFATA) reporting on April 4, 2022. Now organizations that receive federal funds are required to have a Unique Entity Identifier (UEI), a 12 digit alpha numeric. This includes agencies that receive Federal funds through the DHHS contracting process (subrecipients). Subrecipients who were registered in SAM.gov prior to April 1, 2022, were automatically assigned a UEI. New subrecipients that do not have a UEI can use the online registration to receive one free of charge at [www.SAM.gov](http://www.SAM.gov).

**COMMUNITY READINESS**

**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: I referred to my last application submitted in 2019 and noticed that for the first section, the Needs Assessment, the questions this time aren't necessarily geared toward specific data to look up like last time.**

**Answer:** The change you noted in Section 1 is intentional. The title of the section transitioned from Needs Assessment to Community Readiness. You can use data to support responses; however we are not requesting a list of data points as in the previous application.

**9. Question: How strongly in the application do I need to affirm that we have really worked through both curriculum opportunities, reviewed some of the actual plans, review process? Can we just go ahead and state that we are choosing? Can we implement in September 2023?**

**Answer:** Please review the RFA questions (1-6 through 1-9) carefully and provide detailed answers. You can share the anticipated curriculum selection; however it is not required until after the completion of the needs assessment. It is strongly discouraged to implement without completing the proposed first six-month activities.

**10. Question: I am using data from our FY21 TPPI survey in our needs assessment. How do I cite that?**

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

**PROGRAM PLAN**

**11. Question: When filling out the Year 1 work plan in Section 2-1, are the pre-populated activities required or can they be removed. There are two empty rows at the bottom of the chart, can we add additional activities?**

**Answer:** The pre-populated Year 1 activities are required. Please do not remove activities from the chart. Additional activities can be added if desired by the applicant and essential to program implementation.

**12. Question: Can we in the scope of work chart, include beginning to provide instruction September 2023 in order to maximize the number of students we reach and to keep our relationship with school staff?**

**Answer:** The Proposed Scope of Services are listed beginning on page 12 of the RFA. Year 1 emphasizes using the first 6 months to work with your community, engage youth and Community Advisory Council (CAC) to select the curriculum that best fits your community's needs, to train staff and CAC members, and to secure the Memorandums of Agreement (MOAs) from key partners rather than beginning implementation of the curriculum. Curriculum implementation should commence the second half of year one.

**13. Question: Do programs with current Youth Leadership Councils (YLCs) have to wait until Year 2 to begin working with the YLC or do we write this up as an ongoing process?**

**Answer:** You can state that you have a current YLC and your processing for recruiting etc. By Year 2, your YLC should incorporate the requirements listed on page 7-8 on the RFA. Prior to the initiation of the YLC, training and materials will be provided to the agency on how to plan, design, implement, and maintain a successful Youth Leadership Council. In addition, we suggest that the YLC have a robust and diverse group of students (not just high achieving students).

**14. Question: If working with a school system, we understand a 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.

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

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

**16. 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.

**17. 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.

**18. Question: What do we include for the description of “how partner agency will assist in program implementation” in Chart 2-2?**

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

**AGENCY READINESS**

**19. Question: Can the program coordinator position be less than 1.0 Full Time Equivalent (FTE)?**

**Answer:** No, the program coordinator position must be 1.0 FTE. However, a portion of their salary can be included in Local Match if desired by applicant.

**20. 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.

**21. 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.

**BUDGET**

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

**Answer:** Yes, training costs can be included in the budget.

**23. 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.

**24. Question: Regarding staff training, if we don’t know where the training will be, what do we put in the budget? How many in-person trainings will take place?**

**Answer:** Travel cost can be estimated; however, make sure they do not exceed the state approved rates. We anticipate having five in-person 2-day trainings next year (including the curriculum training). The exact location is not yet determined. Most TPPI sponsored trainings are held in the central region – Greensboro/Winston-Salem and in some cases Raleigh.

**25. 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.

**26. Question: If the Supervisor time is 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.

**27. 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.

**28. Question: Do we need to budget the training fee for FLASH curriculum into our budget for our program coordinator and the supervisory staff to be trained?**

**Answer:** TPPI will provide FLASH Curriculum training for program coordinators and supervisors during the first half Year 1. You will not need to budget for the training itself, but you will need to budget in any curriculum costs and travel expenses for the trainings. FLASH curriculum costs can be referenced here: <https://flash.braincert.com/lms/listproducts>. Agencies are responsible for the travel expenses (mileage, food and lodging) of their staff during the training.

**29. Question: Are we required to attend the North Carolina Sexual Health Conference (NC SEXCON)?**

**Answer:** No, TPPI funded agencies are not required to attend NC SEXCON.