

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

RFA Questions and Answers

RFA #A405, RFA Title: PREPare for Success
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

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) 405 – PREPare for Success Template from the Teen Pregnancy Prevention Initiatives (TPPI) website 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.

7. 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.

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

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

9. 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.

10. 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.

COMMUNITY DESCRIPTION

11. 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.

12. 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 (1-1 through 1-6) 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. Is it strongly discouraged to implement without completing the proposed first six-month activities.

13. Question: I am using data from our FY21 PREP Evaluation Report 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

14. Question: Can we begin to provide instruction September 2023 in order to maximize the number of students we reach and to keep our relationship with school staff?

Answer: 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.

15. Question: What is the Participant Demographic Data Collection referenced in 2-3.d?

Answer: Participant Demographic Data Collection refers to the collection of participant demographic information such as age, gender, race, and ethnicity.

16. 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.

17. 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 PREP grant by preparing contract budget itemization and expenditure reports among other administrative duties. However, this is not required.

18. 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

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

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

20. 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.

21. 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.

22. 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.