

VENDOR QUESTIONS AND ANSWERS
OCTF Community-Based Child Abuse Prevention Project
R-89-01-8013

Q & A period: March 9, 2009-March 23, 2009

Final Question and Answer Document

March 10, 2009

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Q1. The agencies I am working with received funds through OCTF to support IY Parent Groups during 2008-2009. My question is this: Must we increase the number of groups offered, or the locations in which groups are offered to be considered expanding our IY services? Since ODMH is no longer providing funding for IY and directed us to seek funds through this RFGA, the cap of \$20,000.00 per request is actually less than we were funded during the last year for IY programs. I want to understand how to differentiate our services as expansions under this grant, when we will actually have a reduction in funds available for IY. Any suggestions so that we construct our services and request appropriately would be appreciated.

A1. **In order to receive funding for expanded services, applicants must increase either the number or locations offered; however, applications are also being accepted for the implementation of new services. In the case you have described, your organization may submit an application to ODJFS for implementation of a new program while proposing the same number and locations of services previously provided under your past funding from ODMH. While there is no guarantee of continuation through this RFGA of programs such as yours, an application from your organization could be considered.**

March 11, 2009

Rick Williams
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Q2. We are an agency that services a 5 county area, can we apply for this grant in each separate county?

A2. **No. The grant award is capped at \$20,000 per applicant.**

March 16, 2009

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Clinical Faculty & Coordinator of Clinical Traineeships
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Q3. The information states that "other appropriately trained persons" may serve as Group Leaders (page 10). Can individuals who have not received the authorized IY training serve as group leaders?

- A3. No. Applicants are required to provide documentation that any individual serving as an IY Group Leader has attended an authorized Incredible Years Program Group Leader Training, or provide a statement that the applicant will complete the necessary training prior to the program's implementation. Section 2.2 A., 3. of the RFGA states that a person may serve in the dual capacity as a Program Director *and* a Group Leader for IY trainings. The "other appropriately trained persons," in Section 2.2 A., 3. refer to other positions within an agency, who have received authorized IY Program Group Leader training, and will be serving another function within an agency, as well.**
- Q4.** Does the state plan to sponsor any additional official IY trainings?
- A4. Yes. The Trust Fund will sponsor regional trainings per quarter in SFY 2010.**
- Q5.** Would the funder consider a formal training program developed by individuals who have received the formal IY training for prospective group leaders (who have not received the formal training) sufficient?
- A5. No. Only those who have received training from a certified Group Leader qualify to lead trainings funded through this RFGA.**

March 17, 2009

**Tonnie Guagenti
Family Resource Centers**

- Q6.** Page 7 or 30. Section 1.12 Time Frames, funding source and Availability: I read this as \$20,000 per SFY. So the total of the grant cycle would be \$40,000 (two years). Is this correct.
- A6. Yes. The selected grantees will be awarded up to \$20,000 per State Fiscal Year for a total of up to \$40,000 for the contract term (SFYs 10 and 11). ODJFS has revised the first and second paragraphs of Section 1.12 for clarifying purposes as follows:**

“The State is seeking to enter into agreements with qualified grantees for the period of (approximately) July 1, 2009 through June 30, 2011 (SFY 10 and 11). Applicants’ proposals must provide project budgets explaining project costs, and must specify the portion of the award requested for SFYs 10 and 11 as well as the potential renewal periods for SFYs 12 (July 1, 2011 through June 30, 2012) and SFY 13 (July 1, 2012 through June 30, 2013).

The State has applied for a CBCAP grant for the implementation of new or expanded community-based IY programs. Once the federal grant has been secured, OCTF plans to award approximately \$740,000 (per SFY) to selected applicants for the implementation of IY programs. The Trust Fund anticipates awarding up to 37 grants, contingent upon securing funding and the applications received. Applicants that submit budgets requesting funds in excess of \$20,000 (either for a single proposed program or in total for more than one program) per SFY will be disqualified from any resulting grant award.”

- Q7.** Can the funds be used for training of staff in the IY curriculum? On page 10 of 30 - #3 it states that the applicant will be responsible for all costs associated in participating in the IY program group leader training (s); however, on appendix B - allowable costs listing... it states that training registration fees are allowable?

- A7. We apologize for any confusion. The language in the body of the RFGA is incorrect. As stated on the Project Budget Form and on Appendix B, applicants MAY include these costs in their application if they are properly established/described on their submission of Attachment F.**
- Q8.** Appendix B - allowable cost listing: Program: Reimbursement for IY Group leaders: Does reimbursement for IY group leaders include an employee's salary and benefits for the time they would be performing duties under this grant? example: if we have a full-time employee trained in IY and want to expand her hours in the classrooms doing Dina Dinosaur child training for 200 hours. Can I use her hourly salary and benefits times 200 to calculate the cost of having her conduct IY classes?
- A8. Yes.**

March 18, 2009

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- Q9.** When is the deadline for submission of R89018013?
- A9. Please refer to Sections 1.8 Anticipated Procurement Timetable, 1.12 Time Frames, Funding Source and Availability, and 4.1 Proposal Submission Information for the specified submission deadline for this RFGA project.**
- Q10.** Can we have more than one application from a county?
- A10. No. Only one application per entity will be accepted. However, ODJFS acknowledges the possibility that it may receive different proposals from multiple organizations in the same county. In addition, the State reserves the right to determine final budget amounts, regions to be served and project size and scope in order to meet the overall statewide objectives of OCTF.**
- Q11.** Would each county only be eligible for \$20,000?
- A11. Awards are per applicant, not per county.**

March 19, 2009

**Gregory Cvetkovic, Executive Director
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- Q12.** What is the definition of programs? The grant states that if you apply for more than one program it cannot exceed \$20,000 or a single program not more than \$10,000. Does program mean an organization

so that no one organization may apply for more than \$10,000 but two or more in collaboration may apply for up to \$20,000. Does program mean two or more targeted populations. For example an organization would provide I.Y. to teen mom with a history of abuse and provide another service offering I.Y. to first time moms referred from early start day cares in high poverty neighborhoods. Both offered by the same organization so the grant request can be for more than \$10,000.

A12. "Program" refers to a specific IY Program/Curriculum (e.g. Preschool Parent Program, School age Parent Program, Child Dinosaur Treatment Program, or the Teacher Classroom Management Program). An applicant can propose to offer as many IY Programs as the applicant is able to provide within the \$20,000 threshold. Program does *not* refer to an organization. Program does *not* mean two or more targeted populations. It is important to note that the purpose of the grant is child abuse and neglect prevention. Funding may not be used for any individual with an open or substantiated case of child abuse and neglect.

Q13. Can requests be for funding over more than one year and if so what is the maximum number of years that can be applied for.

A13. The State is seeking to enter into agreements with qualified grantees for the period of (approximately) July 1, 2009 through June 30, 2011. The State will award up to \$20,000 total per selected grantee per SFY. The funding amounts awarded will be for the entire grant term, from project implementation through June 30, 2011: applicants' proposals must provide project budgets explaining project costs, and must specify the portion of the award requested for SFYs 2010 and 2011, as well as the potential renewal periods for SFY 2012 (July 1, 2011 through June 30, 2012) and SFY 2013 (July 1, 2012 through June 30, 2013). Please also refer to Attachment F— Project Budget Form for funding periods.

**Lauren R. Thorp, PC
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Q14. Hi, I am applying for RFGA #R89018013 as a local unit of government (I am an employee of a county ADAMH board.) Can I contract with a for profit agency to provide the Incredible Years curriculum under the grant guidelines?

A14. There are no prohibitions against sub-contracting with a for-profit agency; however, subcontractors will be held to the same terms & conditions, and requirements as RFGA applicants. In addition, the applicant will be responsible for the subcontractor's activities and performance as well as directly compensating them.

March 23, 2009

**Deborah Goldberg
Program Manager, Prevention/Early Intervention
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Q15. Section 2.2 a 3 Staff Experience and Capabilities p 10 a 3 states "The applicant will be responsible for all costs associated in participating in the IY Program Group Leader Training(s)". The Project Budget Form includes lines for training expenses, and the explanation that 'expenses associated with attending IY Group Leader training". This seems to be a contradiction. Are training costs allowable?

A15. Please refer to A7.

Q16. Attachment F Budget Narrative: Is the cost of providing child care on site during IY parent group sessions allowable?

A16. If the child care provided directly correlates to the IY Program (i.e. child care is provided for participating parents only), it is allowable.

Q17. Is there a page number limit for the application?

A17. ODJFS did not specify a page limit. Please be aware that any other information thought to be relevant, but not applicable to a specific RFGA section number/letter must be provided as an appendix to the proposal and so marked as an additional tab.

Q18. Are letters of support required? If so, how many?

A18. No. Letters of support are not required.

Q19. B. Technical Proposal Details p 17: To what does the term "tab" refer in these directions?

A19. The term "tab" refers to a division(s) inserted into your proposal as an organization device.

Q20. Attachment A Required Applicant Information and Certifications, section 11: If parent and/or child groups are to be held in more than one city within a county, how should this be specified?

A20. Section 11 states: "Work Location Declaration: Identify the location(s) (city, state/province, country) where all work for the proposed project will be performed, by the proposing organization and by any Subcontractors:" Applicants are to list the cities/county where the work will be performed. Proposals must specify the total number of proposed parent and/or child groups to be provided in each city in your application.

**THIS CONCLUDES THE QUESTION & ANSWER DOCUMENT
FOR ODJFS RFGA#: R-89-01-8013.**