



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE**

**Division of Procurement
Room 525, Health & Welfare Building
625 Forster Street
PO Box 2675
Harrisburg, PA 17120**

**Daniel R. Boyd
Director**

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March 31, 2011

FLYER 1

SUBJECT: RFA NO. 01-11 Children's Trust Fund

Dear Prospective Offeror:

The attached package represents a formal issuance of materials related to the Commonwealth of Pennsylvania, Department of Public Welfare Request for Application (RFA) 01-11.

1. Response to questions posed during pre-proposal webinar March 24, 2011.
2. CTF power point presentation.
3. Strengthening Families power point.
4. CPP power point.
5. List of Project ELECT sites and school districts/counties served.
6. List of webinar registrants.

NO ADDITIONAL QUESTIONS REGARDING RFA 01-11 WILL BE ACCEPTED OR ANSWERED EITHER VERBALLY OR IN WRITING.

All applications must be received by May 10, 2011 at or before 2:00 p.m., by the Department of Public Welfare, Division of Procurement, Room 525, Health and Welfare Bldg, 625 Forster Street, Harrisburg, Pennsylvania 17120.

Sincerely,

A handwritten signature in cursive script, appearing to read "Daniel R. Boyd".

Daniel R. Boyd, Director
DPW Division of Procurement

**Children's Trust Fund
Request for Application #01-11
Final Questions and Answers
March 31, 2011**

Eligibility

1. Must programs be new? Is there a preference for new programs over existing ones?

CTF funds may be used to develop new programs or to enhance existing programs that meet the requirements outlined in the RFA. There is no preference for and priority will not be given to either type of program. Applicants must demonstrate within the application the need to develop new services or expand existing services in the proposed target area.

2. Is there a preference for a type of applicant, i.e. a planning group vs. a service provider? What kind of weight is given to applicants that list certified disadvantaged businesses on their applications?

Any organization located and operating in PA may apply and/or be designated a subcontracting agency to the applicant, if applicable. This includes, but is not limited to, governmental entities, nonprofit organizations, school districts and Intermediate Units, and for-profit companies, including those certified by the Department of General Services' Bureau of Minority and Women Business Opportunities (BMWBO). Priority will not be given to any one type of applicant organization or to any type of subcontracting agency identified by the applicant. Organizations with multiple partners, such as a planning group, may apply, with one entity named as the lead applicant.

3. If small and disadvantaged, for-profit businesses certified by the Department of General Services' Bureau of Minority and Women Business Opportunities (BMWBO) are eligible subcontracting agencies under this grant, can you please add form STD-21 to the solicitation page so M/WB Enterprise firms can properly solicit eligible primes for this RFA? Will a list of all attendees' names, companies, phone numbers and email addresses be posted as an addendum to this solicitation in order for certified small and disadvantages businesses have an opportunity to solicit potential primes for prospective subcontracting opportunities?

When an applicant proposes to use subcontracting agencies to provide specific services under the grant, the applicant agency's policies and procedures will be utilized in establishing the subcontract, including the solicitation of potential subcontractors. Neither the Office of Child Development and Early Learning (OCDEL) nor CTF will have direct oversight of the identified subcontracting agencies; however, applicants will be required within the work statement to detail the

experience and qualifications of the subcontracting agency staff, and the applicant agency's plans to assure the quality of their work. There is no priority given to applicants for the types of subcontracting agencies they will utilize, for example, Minority/Women Business Enterprises and certified small, disadvantaged businesses.

4. Are we eligible to apply for CTF funding since we receive state dollars for family centers?

Applicant organizations that receive other funding sources within the agency, whether they are local, state or federal funds, are eligible to apply for CTF funding, provide the state and federal funds are not used as match for the CTF grant.

5. Our national agency has three branches in Pennsylvania. Should each one apply separately or can we apply together? If we apply together, can each of the three branches receive the maximum \$40,000 grant?

Applicants may submit only one application per year. If the three branches are all part of the same agency with the same federal tax identification number, they cannot submit separate applications. If the national agency is the lead applicant, the maximum grant award received will be \$40,000 total per year, which would need to be divided amongst the three branches.

6. My agency focuses on families that have already demonstrated abuse (have had their children taken from them), and must go through our program successfully to have them returned. We focus on prevention for the future. Are we still eligible?

Proposed programs that provide *primary* and *secondary* child abuse and neglect prevention services, as opposed to tertiary prevention services, will be eligible for funding. Primary and secondary prevention efforts take measures to keep abuse and neglect from occurring for the first time in a family and build on family strengths, as opposed to family deficits. Refer to pages 8 and 9 of the RFA for more information. While primary and secondary prevention, as defined in this RFA, must be the focus of the services provided to the target population, this should not preclude serving families where abuse has already occurred and/or they are involved in the children and youth system, provided the applicant would have the capacity to provide tertiary prevention services to additional families where a need is present.

7. If one parent has abused or neglected a child, but that parent is now "out of the picture," is this still considered to be tertiary prevention and therefore preclude the remaining parent from participating in a program designed to serve parenting teens/young adults?

Primary and secondary prevention, as defined in this RFA, must take priority in the services provided to the target population. However, as described in the previous answer, this should not preclude serving families where abuse may have already

occurred, provided the applicant would have the capacity to provide tertiary prevention services to additional families where a need is present, such as the situation.

Funding Priorities

- 8. It is stated that priority will be given to counties without a Project ELECT (Education Leading to Employment and Career Training) program funded by the Pennsylvania Department of Education. If our county has a Project ELECT program, but our partnering school does not, will we meet the funding priority?**

Priority, in the form of additional points, will be given to applicants that propose services within areas, whether an entire county or a smaller community, that have no Project ELECT program in place or that do not have the possibility of receiving ELECT services through a consortium agreement with another school district. This does not preclude applications for proposed services areas (counties or communities) that have access to such programs, provided the applicant can demonstrate within the application a compelling need for expanding services to pregnant and parenting teens and young adults in these areas.

- 9. Priority will be given to communities that do not currently have an ELECT program operating in the proposed service area and the RFA directs applicants to the Center for Schools and Communities website to determine what areas are served. The service area of ELECT programs is not correct as listed on their site. What communities, school districts, counties do NOT have an ELECT program?**

An updated listing of the school districts and counties served by Project ELECT will be posted on the Department of General Services website and on the CTF page of the Center for Schools and Communities website along with the Questions and Answers document, the webinar powerpoint presentations and the webinar registration list.

- 10. Is five points the most that can be earned by meeting the two priorities?**

The scoring breakdown is provided as percentages of the total score. The maximum technical score is 85 percent of the total score; the funding priorities, if both met, comprise 5 percent of the total score; and the cost score is 10 percent of the total score. If neither funding priority is met, the applicant would not receive the additional points that equal 5 percent of the total score.

- 11. If we are in a county with an ELECT program and have received more than 2 awards, does that mean the most we could get on the technical score would be 85% out of 90%?**

Yes.

12. Is it possible for an applicant that does not meet any of the funding priorities to receive an award?

The funding priorities comprise 5 percent of the total score. It is possible for an applicant that does not meet either funding priority to be awarded a grant. The applicant must clearly demonstrate within the application the need for expanded services to pregnant and parenting teens and young adults in proposed counties or communities that already have access to a Project ELECT program or other such services to this target population.

Program Requirements

13. Are there any particular evidence-based models that are recommended? Would an intervention using the curriculum, *Partners for a Healthy Baby*, qualify as appropriate?

Applicants will determine the program model, curricula, materials and/or resources that will be used within the identified strategies to meet the needs of the target population. Applicants must demonstrate within the work statement the research or evidence base and how they will be used with fidelity to the model. CTF and OCDEL do not endorse the use of any particular model, curriculum, materials or resources.

14. The RFA states that proposed projects should target pregnant and parenting teens and young adults. Can you please define the age range of "young adults"?

The age range for teens and young adults is broad. Most pregnant and parenting teens will likely be between the ages of 15 and 18, but that does not preclude services to teens that are younger if the applicant can demonstrate a need within the application. Young adults may be in their late teens or early twenties, and may possibly be enrolled in higher education while parenting. Again, this does not preclude services to those that are in their mid- or even late twenties, provided the applicant can demonstrate within the application that services to this age range is needed.

15. What is the expected number of clients to be served annually?

There is no specific expectation for the number of clients to be served annually. Applicants will estimate the number of clients to be served by demonstrating within the application the need for the services within the proposed service area, as well as taking into account the types of services in terms of duration and intensity that will be offered to the target population.

16. Is there a required percentage of parents/caregivers that must be considered "teens"? We certainly provide services to parenting teens, but more parents/caregivers are 20 years old and in their low 20s. Does this lessen our chances of being funded, provided the rest of our proposal fits well with the prompt?

There is no required percentage of teens vs. young adults that should be served. Applicants will demonstrate within the application the need for the services within the proposed service area.

17. Can we work with recent graduates that are ineligible for ELECT but in need of services?

Yes.

18. Case Management has somewhat different definitions and components in different settings. Could you define "case management" as it's used in this RFA, perhaps by providing the key case management components?

Project ELECT defines case management as “a method of providing individualized, comprehensive services, either directly or through community resources, to meet the specific needs of the expectant or parenting student.”¹ CTF applicants may use this definition as a guideline for the type of case management that is provided to the pregnant and parenting teens and young adults that are served within the proposed program.

19. On page 27 of the RFA, Work Statement Section 5 - Program Sustainability: #2 asks the applicant to identify strategies for longitudinal follow-up with children and families. Is there a recommended follow-up period after a family completes a program? 6 months? 12 months? Another time period?

There is no recommended time period for follow-up with children and families who participated in the program. This should be determined by the applicant and its partners within the development of the program and based on the types of evaluation that will be conducted with program participants.

20. Will training be provided on the Ages and Stages Questionnaire or do we need to include cost of this in budget?

CTF will provide training to new grantees on the Ages and Stages Questionnaire, most likely at the New Grantee Orientation Meeting in November. Applicants are already required to budget a minimum of \$500 for grant-related professional development, which would include travel costs for the orientation meeting. There is no need to budget additional funds specifically for Ages and Stages training.

¹ *Providing Educational Services and Support to Pregnant and Parenting Teen Students*; page 22; Center for Schools and Communities under contract with the Pennsylvania Department of Education, Harrisburg, PA; April 2007; <http://ppt-elect.center-school.org/providers/304/PPT%20Guidebook.pdf>.

Cost Requirements

21. Is it possible to use in-kind donations as a match to the grant money?

Yes. Applicants must provide a local match each year of the grant – 25 percent the first year and 50 percent the second and third years. Half of the total match for each year must be cash. The balance may be cash or in-kind.

22. Are TANF, Needs-Based dollars or NFP grant funds eligible for the cash match?

Cash and in-kind match must be from a local source of funding. This includes, but is not limited to, local school district or Intermediate Unit funds (cash or in-kind not derived from state or federal sources such as the Department of Education); local children and youth agency funds (cash or in-kind not derived from state or federal sources such as TANF, Human Services Development Fund, Needs-Based Budget or state program grant funds); local foundations; agency fundraising dollars; donations (of money or time/materials if not derived from a state or federal source); businesses and service clubs. Applicants are not required to investigate the sources of local funds; however, by signing the Local Match Verification Letter, the contributor of the match is certifying that the match does not include state or federal dollars.

23. Can we use this money as part of our match money for NFP?

CTF funds must be used for direct services as required in this RFA and may not be used as match for another grant.

24. If a Children and Youth Administrator signs the form, does that commit them to cash match for the grant?

If the county children and youth administrator signs the signature page within Attachment 1, Applicant Data Form, they are signing their support for the proposed program in that county. It does not commit them to cash match. If they would like to support the program financially through the provision of cash match, they would need to sign Rider 4, Local Match Verification Letter.

Application Submission

25. What are the formatting guidelines for the work statement – single or double spaced, font size, etc?

Refer to the cover page of Rider 2, Work Statement for information on formatting guidelines. The Work Statement must be no more than 15 pages, not including the cover page. Respond to each question directly and include the text of the question within your page limit. Any information provided outside of the page limit will not

be reviewed, with the exception of the permissible attachments listed on page 6 of the RFA, which will affect your score. Use a font size of 10 to 12 points in normal font style (not bold or italics). Use an easily-readable font, such as Calibri, Arial or Times New Roman. Right and left margins may not be less than one inch. Top and bottom margins may not be less than a half inch. Text may be single-spaced, but must be legible.

26. There is a signature page to be signed by the county with which we work. We plan to work with more than one county. Should we submit multiples of that form?

Yes, you may attach additional signature pages if you are working with more than one county Children and Youth Agency and/or you have more signing partners than space allows for within the signature page provided.

27. I contacted my county C&Y agency to inquire about their process of signing applications. They didn't know anything about it. When and how will they be contacted and can they be informed that they are required to sign all applications?

CTF staff will ensure that all county Children and Youth agencies are aware of the RFA and that their signature is a requirement for all applicants to obtain in order to show support of the proposed program.

28. Is there a budget form that is available?

Rider 3, Budget and Budget Narrative were not provided in Excel format on the Department of General Services website. You may contact the RFA Project Officer, Carrie Collins, via e-mail at ccollins@state.pa.us to specifically request Rider 3 in Excel version.

Awards

29. Will we have access to the Reviewers'/Readers' comments after funding decisions are made?

All applicants who were not chosen for funding will be given the opportunity to request a debriefing session with the reviewers where comments and suggestions will be provided.

30. How many awards are anticipated under this RFA and what is the total dollar amount available?

At this time, CTF is estimating approximately 10 awards depending upon available funding.

Contractor Partnership Program

31. Please detail the requirements of the CPP program for CTF applicants/grantees, and what must be included, if anything, with the application.

The Contractor Partnership Program (CPP) requires grantees of the Department of Public Welfare to provide a plan for and report on the recruitment and hiring of recipients of cash assistance. These forms and reports are due upon receipt of the grant award, and applicants are not required to submit any CPP forms with the application.

32. We have over 7,000 employees in our organization and may hire internally for this contract, what do we need to do comply with the CPP requirements?

Further information on CPP requirements will be provided upon execution of the grant award. If awarded a grant, the CPP office will work with you to develop a recruitment and hiring plan and assist you in completing the required forms.

33. If we would not be making new hires for this grant, how do the requirements of the CPP apply?

Further information on CPP requirements will be provided upon execution of the grant award. If awarded a grant, the CPP office will work with you to develop a recruitment and hiring plan and assist you in completing the required forms.

Other

34. Can we receive a listing of who attended this webinar and their agencies?

A listing of all who registered for the webinar will be available on the Department of General Services website, along with the final Questions and Answers document and the powerpoints presented, as addenda to the RFA.

Per Department of Public Welfare Procurement Procedures, additional questions will not be accepted either verbally or in writing to allow for an equal opportunity for all applicants.

The Issuing Office shall post all written answers to the questions submitted on the Department of General Services website at <http://www.emarketplace.state.pa.us/Search.aspx>, enter Solicitation #: 01-11, as well as on the Center for Schools and Communities website at www.center-school.org/ctf.

For more clarification, please refer to the powerpoint presentations posted online with the Questions and Answers document.