

RFA # 1506151029 / Grants Gateway # DOH01-PREP-2015

New York State Department of Health

*Center for Community Health/Division of Family Health
Bureau of Women, Infant and Adolescent Health*

Personal Responsibility Education Program (PREP)

Questions and Answers

5/2/16

Grants Gateway/Technical-Specific:

1. **Question:** Budget for Year 1 is not in Grants Gateway Pre-submission uploads. Do we use the standard budget line elements in Grants Gateway for Year 1?

Response: As noted in RFA, V. A. 8.a. “Complete Year 1 of the budget in the Grants Gateway (Refer to Attachment 11 for instructions on completing the online budget) assuming a start date of January 1, 2017.” The budget section can be found by opening the Forms Menu and scrolling down until you come to the Budget section. For each category that you request funding, you must enter the detail and a narrative. The Expenditure Summary will populate automatically once you enter the details under each category that you are requesting funding for.

2. **Question:** The following attachments were referenced but not included in the RFA (should follow page 33; but the sequence goes from Attachment 5 to Attachment 10):
 - *Attachment 6 Letter of Interest Format
 - *Attachment 7: Minority & Women-Owned Business Enterprise Requirement Forms
 - *Attachment 8: Vendor Responsibility Attestation
 - *Attachment 9: Application Cover Sheet

Response: As noted in RFA, VI. (Page 33) “*These attachments are located/included in the Pre-Submission Upload section of the Grants Gateway on line application.” Therefore, asterisked attachments are located in the Pre-Submission upload section of Grants Gateway and not part of the RFA document. In order to access the attachments under the Pre-Submission Upload menu, prospective applicants must be logged into the Grants Gateway in the user role of either a “Grantee” or a “Grantee Contract Signatory”. These attachments all require completion. To complete each attachment, scroll to the Pre-Submission Upload section of the Forms menu, open each attachment, complete the required information and then upload back into the Grants Gateway.

3. **Question:** In Grants Gateway, Objectives & Tasks, then the drop down menu for Ensure access to reproductive health services: In items #1, #2, and #3 the narrative only allows for

500 characters, whereas the other narrative sections under Objective Name: Implement Evidence-Based EPBs (Task #1-10) allow for 1,000 characters. Can this be changed so that the narrative space allows for 1,000 characters under Ensure access to health services, Tasks #1-3?

Response: Addendum # 2 issued on 4/20/16 addressed this. The applicant is agreeing to the performance measure as stated in the revised Attachment 10. Applicants should not be creating new performance measures. The requirement is that the applicant complete this section with the following statement: “The applicant agrees to complete the performance measures as listed in the revised Attachment 10 of the RFA.” Applicants are required to enter the Performance Measures as listed in the revised Attachment 10.

4. **Question:** The RFA does not provide the Objectives for this project. Are we supposed to work with the stated Performance Measures?

Response: On the Grants Gateway there are objectives, tasks and performance measures. The objectives for the PREP RFA are defined. The performance measures are outlined in the revised Attachment 10 issued in Addendum #2 on 4/20/16.

5. **Question:** On grants gateway there are challenges with the work plan, specifically the objectives, tasks and performance measures related to Attachment 10. Please clarify.

Response: Addendum # 2 issued on 4/20/16 was uploaded into the Grants Gateway PREP RFA. This addendum provides further instructions for completing the work plan section in the Grants Gateway.

6. **Question:** For the grant submission—are there requirements as to font size and page limit of the application?

Response: There is no mandatory font, type size, spacing or margin requirements as each question is answered by entering the response into an open text box on the Grants Gateway. The Grants Gateway formats your responses automatically. You will be submitting this application on the Grants Gateway, the font cannot be changed on Grants Gateway and for each section that has character limits, the limits are defined in that section.

7. **Question:** Is there a work plan template on Grants Gateway? If so, please point it out.

Response: Yes, a Work Plan is included on the Grants Gateway. It looks different than what you may be used to. The Work Plan can be found in the Forms menu under Work Plan: Grant Opportunity Defined. There are 2 sections: Work Plan Overview Form and Objectives and Tasks. The Work Plan Overview Form should be completed by the applicant. The Objectives and Tasks are set for this opportunity and cannot be modified or removed. The applicant will adhere to the implementation of work plan activities per the objectives and tasks which make up the standardized Work Plan on the Grants Gateway.

8. **Question:** Is the Letter of Interest the only thing that is required for pre-submission or must we also fill out and submit attachments 3, 7, 8, 9, and 12?

Response: The Letter of Interest (optional) is the only form that is submitted before the fully completed application. Attachments 3,7,8,9, and 12 are to be submitted by the applicants through the Pre-Submission Upload section of the Grants Gateway.

Program-Specific Questions:

Service Areas:

1. **Question:** Can grantees propose coverage in multiple ZIP codes and/or counties where the rates are high and there is a need within specific disparity groups?
2. **Question:** The RFA says “PREP programs will be located in high need areas that have the HIGHEST teen pregnancy and birth rates...” Highest rates compared to what? Other ZIP codes within that county, or the highest rates in New York State? Does an applicant choose the two highest zip codes in a county? The three highest?
3. **Question:** Are grantees held to specific proposed ZIP codes or can grantees cover other ZIP codes?

Response Questions 1-3: Applicants should include the ZIP codes with the highest teen pregnancy rates and teen birth rates respective to the county(ies) where they propose to provide services. Applicants can propose to provide services in additional ZIP codes reflective of their community resources and needs.

4. **Question:** RFA page 5, 5th paragraph states: “PREP programs will be located in high-need areas that have the highest teen pregnancy and birth rates based on the 2013 data (most recent available) from the NYS Vital Statistics web site at: <http://www.health.ny.gov/statistics/chac/perinatal/>. Using this data, applicants are expected to serve one or more ZIP codes in a specific county that have the highest teen pregnancy and birth rates to implement their PREP program.” Does this mean, there will be only one award granted in NYC where potentially all applicants will be applying to serve the same community that has the highest teen pregnancy and birth rates in NYC?

Response: No. Awards will be made statewide depending on the ranking of scores. Based on these rankings, multiple awards could be made in NYC.

5. **Question:** May we apply for this RFA if we serve youth from high-need ZIP codes but would base the program in a residential campus in a different, low-need county?

Response: Yes, this would meet the criteria of identifying highest need populations.

6. **Question:** On page 5, under section B of the introduction, it states that applicants are expected to serve one or more ZIP codes in a specific county that have the highest teen pregnancy and birth rates. We plan to serve a number of ZIP codes that make up the City of Binghamton for Broome County. We would like to extend our services to focus on higher rate ZIP codes in Tioga County as well. Can you clarify if we are able to serve ZIP codes in more than one county? Is there a limit to counties and/or ZIP codes?

Response: Applicants may apply to provide youth programming in multiple counties. Applicants should define the scope of their programming efforts in the Community Resources and Needs section of the application.

7. **Question:** Are the rates on the ZIP Code Perinatal Data Profile for 2011-2013 based in percentages?

Response: The teen rate on the ZIP Code Perinatal Data Profile for 2011-2013 is the number of births / pregnancies per 1,000 females.

8. **Question:** If an agency wanted to apply to serve a Downstate County – Westchester, AND an Upstate County – Rockland, would we need to submit 2 applications or a single one? If a single one, up to what funding level would be allowed?
9. **Question:** On the Grants Gateway it appears that an organization may only apply for PREP once. Is that correct? I ask because it is possible to submit multiple applications for PREP projects in multiple regions?

Response Questions 8-9: The Grants Gateway will allow applicants to submit up to two applications if they are proposing to provide services in both Upstate and Downstate communities.

10. **Question:** We are an organization that serves the 5 boroughs of New York City. Are we able to serve more than one county in a single application?

Response: Yes.

11. **Question:** How many awards are slotted for NYC?

Response: PREP awards will determined by the rank of the application scores without consideration to geographic locations.

Participants / Priority Populations:

12. **Question:** Is there a minimum or maximum number of youth to be seen through this project in a grant year?
13. **Question:** When you ask us to project the number of participants – is there a range you are looking for? What is the minimum number of participants we need to reach?
14. **Question:** Is there a minimum number of participants that must be reached as part of the funding expectations for each site? We ask because group size in after school settings can be very small – sometimes less than eight people. We would like to know if there is a minimum number per group mandated by NYSDOH under the proposed contract.

Response Questions 12-14: There is no minimum or maximum number of youth. The number of youth served should be consistent with the budget request. Applicants are required to project the number of youth that receive PREP programming based on their Community Resources and Needs evaluation.

15. **Question:** The RFA specifically points out "Youth with Disabilities" (page 4) but bidder's conference call slides did NOT mention this population (slide 3). Has there been a change to the RFA? Are youth with disabilities no longer a critical target population?

Response: Youth with disabilities are considered a priority population as stated in the RFA.

16. **Question:** There is a discussion of Youth with Disabilities in the RFA. In addition to ensuring that programming takes place in environments accessible to young people with physical disabilities, are applicants expected to tailor all sex education to youth with developmental disabilities? Page 4 of the RFA, states that "adolescents with disabilities may face delayed emotional and cognitive development, creating the need for additional support and approaches to enable achievement of critical developmental tasks related to sexuality." Please provide additional information regarding NYSDOH's expectations. Is this most relevant to settings that specifically serve youth with developmental disabilities, or will it be required of all sites, even those that serve the general population?

Response: It is expected that a successful applicant work with NYSDOH and the Act for Youth Center of Excellence during the contracting process to meet the needs of youth with developmental disabilities respective to the curriculum content.

Evidence-Based Programs (EBPs)/Adult Preparation Subjects (APS):

17. **Question:** Can applicants select just one EBP to deliver, or are multiple EBPs required?

Response: Applicants may select one or more EBPs for their programming, but individual youth participants should only receive one EBP.

18. **Question:** If an agency applies for both the Comprehensive Adolescent Pregnancy Prevention RFA (CAPP) and PREP RFA, may some of the same EBPs be offered in both grants?

Response: Yes. Agencies can select the same EBPs for both their CAPP and PREP applications. **Please note:** PREP and CAPP projects need to serve a separate and distinct number of youth.

19. **Question:** Is it acceptable to use the 17 Days or Get Real EBPs which are approved by OAH?

Response: No. Applicants must choose to use EBPs that are included in Attachment 4 of the RFA.

20. **Question:** Can you please define what adult preparation subjects are. As stated on page 5 of the RFA, "The purpose of the PREP initiative is to educate youth on both abstinence and contraception through the implementation of effective EBPs that also include at least three adult preparation subjects."

Response: As identified on page 7 of the RFA, the adult preparation subjects are: Healthy Relationships, Adolescent Development, Financial Literacy, Parent-Child Communication, Educational and Career Success and Healthy Life Skills.

21. **Question:** Page 6 of the RFA states: “Applicants will be expected to execute written and signed agreements with the organizations (schools, foster care agencies, youth detention facilities, community-based organizations, etc.) where they plan to implement EBPs. The curriculum should be reviewed with the appropriate official at the selected venue to obtain their agreement in writing to ensure that all components of EBP(s) are implemented with fidelity. If condom demonstrations are part of the EBP program that is chosen, then this component cannot be removed.” The challenge for us is that, currently, condom demonstrations are not approved for New York City public middle schools. Does this mean that we may not provide EBPs in NYC middle schools under this RFA that include condom demonstrations in their curricula, even if these are the best EBPs for these participants? Would we be required to offer the condom demonstration in a setting outside of the school? We would really like to include this age cohort in the school setting, and want to ensure that NYSDOH understands that this is an ongoing issue in NYC.

Response: As stated on Page 6 of the RFA, if condom demonstrations are part of the EBP program that is chosen, then this component may not be removed. Alternate settings that can accommodate the fidelity of a program should be considered.

22. **Question:** For the adulthood preparation topics, page 7 of the RFA states that: “The following list includes the adulthood preparation subjects. At least three of these must be incorporated in the EBP(s) that are selected...” – We have a question regarding the “incorporated” language. If this content is incorporated into the EBPs themselves, there will likely be fidelity issues. Does NYSDOH recommend that grantees add additional sessions to provide this content? That would be our intention, but we would like clarification.

23. **Question:** Per the RFA, programs must educate adolescents on at least three of six adulthood preparation topics: (1) healthy relationships, (2) adolescent development, (3) financial literacy, (4) parent-child communication, (5) education and employment skills, and (6) healthy life skills. Who designates what curriculum must be used in order to comply with these topics? Based on our knowledge of the suggested EBPs in **Attachment 4**, the ones that we would like to implement do not include these topics. May grantees use their own curricula? We ask because we currently have in-house developed workshops that we implement as part of our CAPP contract and would like to continue them.

24. **Question:** On page 7, the RFA states that at least three of the adulthood preparation subjects must be incorporated in the EBP(s) that are selected, then proceeds to identify the topics. I’m finding that most of the topics are not included in any single EBP provided. Is the expectation to: a) select more than one of the EBPs provided to ensure coverage of three adulthood preparation subjects or b) identify approaches other than the listed EBPs to incorporate with one that is selected? In other words, would an application be penalized for using the FDIC’s evidence-based financial literacy curriculum (which is not listed in the RFA) to address one of the three adulthood preparation subjects in tandem with the Teen Outreach Program (which is listed as an EBP in the RFA)?

25. **Question:** Would an application be penalized for using a practice that has been identified as promising by The Afterschool Corporation/ExpandedED Schools as the adulthood preparation subjects to be incorporated in with the EBP (with approval from ACT COE)?

26. **Question:** Given the focus on EBP fidelity, we are a little unclear as to how to incorporate the 3 additional adult preparation topics when the recommended EBPs do not include those. Can you provide clarification on incorporating the adult preparation topics into the EBP or can they be offered as a separate component outside the scope of the EBP?
27. **Question:** Can the applicant organization add sessions to the EBP curriculum to cover the designated adulthood preparation subjects if these subjects are not included in the EBP curriculum?
28. **Question:** Is it expected that the EBP models already include the Adult Prep subjects within the model or will the Adult Prep subjects be expected to be facilitated in addition to the EBP modules? Or will the adult prep subjects be expected to be added as an adaptation to the EBP model if they are not already included in the modules?
29. **Question:** To adhere to the EBP requirements and Adult Prep incorporation, can two EBPs be selected (ie. Be Proud! Be Responsible! and Teen Outreach Program (TOP)?

Response Questions 22-29: Applicants should use the adult preparation subject material provided within the EBP they select. Additional topics may be included to satisfy the requirement of three adult preparation subjects. Upon receiving an award, the applicant will work with NYSDOH and the ACT for Youth Center of Excellence to ensure that added content does not negatively impact the fidelity of the program.

30. **Question:** The Teen Outreach Program is weekly over 9 months. To achieve 75% attendance, a participant would need to attend approximately 27 out of 36 sessions. This is a much greater commitment than is required for Be Proud Be Responsible (BPBR), which is 6 50-minute sessions. A youth needs to attend 5 of 6 sessions to achieve 75% participation in BPBR. Could participants of TOP, or any other approved EBP, be provided a higher incentive amount, if funding came from other sources?

Response: Incentives can be commensurate with the length of the program.

31. **Question:** Are youth peer leaders an allowable expense to deliver EBP's and to promote access to Sexual Reproductive Health services?

Response: Peer leaders are an allowable expense if the EBP allows for the program to be taught by a peer leader.

32. **Question:** Can an EBP be supplemented by sessions that are not included in the EBP but that we identify as a need among participants, for example, adding sessions on anatomy and reproductive health, gender identity, sexual orientation, etc.?

Response: Yes. Successful applicants will work with NYSDOH and the ACT for Youth Center of Excellence during the contract negotiation stage to address added EBP modules without negatively impacting the fidelity of the EBP.

Article 28:

33. **Question:** If we are not an Article 28 healthcare provider but we do have on-site pediatric services, can the pediatrician and nurses provide family planning services for our evidence based practices rather than an outside Article 28 provider?

Response: No, per the RFA, if providers are not an approved Article 28 healthcare provider, they must have written referrals from an approved Article 28 healthcare provider of family planning services.

34. **Question:** In reference to this excerpt from page 21 of the RFP: "If not approved under Article 28 of the PHL applicant must include a letter from one or more Article 28 family planning providers who serve the targeted ZIP codes and intend to collaborate with the PREP applicant organization to accept referrals. The letter needs to be signed by an individual authorized to sign for the Article 28 organization, and indicate the provider's willingness to accept referrals, including referrals of Medicaid clients; appropriate assessment and referral; ability to provide a full range of medical family planning services; and follow-up agreements. Letters will need to be included as uploads in Grants Gateway to the appropriate Program Specific Question." Is there specific language or a specific format this letter should follow in order to comply? Would standard linkage agreement language suffice?

Response: There is no standardized template for these letters. A standard linkage agreement that states the Article 28 provider is willing to accept the contractor's referrals for Medicaid or uninsured patients and able to provide a full range of medical family planning services is acceptable.

35. **Question:** If a partnership with an Article 28 family planning provider is required for our residential facility, do we just need one partnership with such a provider near our facility, or must we establish partnerships in the home communities of each of our youth?

Response: Applicants need to have referral agreements with at least one Article 28 family planning provider that will meet the needs of the youth being served.

Health Educator / Health Educator Supervisor Standards:

36. **Question:** Is the Bachelor's Degree in health education or health-related field an absolute requirement? We have staff who are well trained and with considerable experience in this field but who don't necessarily meet this specific degree requirement. This requirement also eliminates possible good candidates who have degrees in related fields or a minor in health.
37. **Question:** Regarding the Health Educator and Health Educator Supervisor Standards, may we consider staff that has successfully offered CAPP programming that do not have these specific credentials? May existing CAPP staff be "grandfathered in" while requiring newly hired staff to have the credentials outlined in the RFA? If existing staff do not possess the education credentials at this time, may they be pursuing a relevant degree within a specific amount of time?
38. **Question:** Regarding staff health education standards, specifically the criteria for a BA degree for Sexuality Educators and supervisors, will there be a waiver for staff with significant

experience who are currently providing services through existing CAPP or PREP contracts? Would existing staff or candidates who have significant experience and are enrolled in college be permitted to be included on the contract in these roles?

Response Questions 36-38: As part of implementation of projects selected for funding, requests to approve Health Educators / Health Education Supervisors that do not meet the educational qualifications will be considered on a case-by-case basis once awards are made.

39. **Question:** For the Health Educator and Health Educator Supervisor requirements, is a Masters or a Bachelors in Social Work considered a health related field?

Response: Yes.

40. **Question:** Regarding page 27 of the RFA, **Attachment 2** – PREP Health Education Standards, NYSDOH asks that a full-time supervisor be responsible for 4-6 health educators. For the 4-6 educators, is this considered individuals or FTE? For example, could one full-time supervisor oversee 8 staff, comprised of 4 staff at 25% FTE and 4 staff at 100% FTE? Our agency often employs a range of FTEs to best meet scheduling needs for our programs.

Response: It is expected that there will be a 100% FTE supervisor for 4-6 health educators (any percentage FTEs). So 8 would not be an acceptable ratio.

Application Specific:

41. **Question:** The program summary section (page 20) states that the entire project should be summarized, but only identifies in bullets three items, each related to need and the target population. Should we include other items in this section as well, such as goals, activities, EBPs and partners?

Response: The applicant should provide responses to the Program Summary that satisfies the bullets outlined in the Program Summary section on page 20. Additional information will be provided in the “Description of Project Narrative” section.

42. **Question:** Do we need to submit a logic model? Can we submit a logic model with our proposals?

Response: Logic models are not a requirement of this RFA.

43. **Question:** Are letters of support and/or linkage agreements required and if so, where would they be uploaded in the grants gateway package? Would page limits apply and if so, what is the limit for the letters of support and/or linkage agreements?

Response: Letters of support / linkage agreements for your agency are not a requirement of this RFA. Therefore, there is no question or upload provided in the Grants Gateway. Letters of support and linkage agreements do not impact the page limit since there is no mandatory font, type size, spacing or margin requirements on the Grants Gateway.

44. **Question:** Per the following language of the RFA, page 6: “Applicants will be expected to execute written and signed agreements with the organizations (schools, foster care agencies,

youth detention facilities, community-based organizations, etc.) where they plan to implement EBPs. The curriculum should be reviewed with the appropriate official at the selected venue to obtain their agreement in writing to ensure that all components of EBP(s) are implemented with fidelity. If condom demonstrations are part of the EBP program that is chosen, then this component cannot be removed” As a CBO proposing an in-house center based initiative, would we still require written documentation that would constitute an “agreement” in order to comply? If not, is there suggested language for the following work plan requirement: “Recruit EBP sites; execute written agreements with sites to obtain their agreement that all components of EBP(s) are implemented with fidelity. EBPs have been explained to key officials at sites and they have had the opportunity to review the EBP(s).”

Response: If an organization is proposing to implement programming within their own facilities, it is expected that they will be able to implement all components of an EBP with fidelity and there is no need for an agreement letter.

45. **Question:** On page 6, Section B. Project Requirements, for bullet three regarding written and signed agreements with organizations where EBPs will be held, can you clarify that those agreements are to be executed after awards are received, and not as part of the application.
46. **Question:** Will written and signed agreements with the organizations where EBPs will be implemented need to be uploaded with the application, or secured if a contract is awarded?
47. **Question:** Do we need agreements with schools and CBO's as part of the application?

Questions 45-48 Response: Signed agreements do not need to be submitted with the application and will be completed during the contracting negotiation process.

48. **Question:** When will awards be announced?

Response: We anticipate that awards will be made in time to begin contracts on 1/1/2017.

Budget:

49. **Question:** Are stipends an allowable expense?

Response: Yes. Stipends for volunteers and peer leaders are an allowable expense.

50. **Question:** Are *recreational* field trips an allowable expense or must they be *educational* field trips?

Response: Any budgeted field trip must be consistent with the objectives of the RFA as listed in the standardized work plan.

51. **Question:** Please clarify the differences between the CAPP RFA and the PREP RFA specifically in terms of "offering and arranging" and youth development.

Response: The PREP RFA does not have the same offering and arranging requirement as the CAPP RFA.

52. **Question:** Regarding **Attachment 5** Guidance for Incentives, page 33, is it acceptable to provide additional incentive payments above the \$25 allowed, if the funding to do so comes from other sources, and the same criteria applies (payable to participants who complete 75%-100% of the program sessions)?

Response: Incentives need to remain at a level where youth participation remains voluntary.

53. **Question:** On page 27, you say that the Health Educator supervisor must supervise 4-6 health educators, and if they supervise less they must be prorated to the number they supervise. It would seem that the awards do not suffice to pay for a full-time staff of 4 health educators and 1 Supervisor. We calculate that this is not feasible. Can we use peer leaders instead of full-time Health Educators, and prorate the Supervisor to coordinate the peers? For example, 2 full-time Health Educators and 6 peer leaders?

Response: The budget request should reflect the required staffing for the scope of the project. Peer leaders are an allowable expense if the EBP allows for the program to be taught by a peer leader.

54. **Question:** If there is a vacancy in the health educator position at any point during the project period, will we need to do a budget modification to prorate the health educator supervisor time allocated to the grant?

Response: No. A budget mod would not be required for a temporary adjustment.

55. **Question:** Although for the most part, school participants are a captive audience, incentives such as food can help motivate participant engagement and attendance at workshops. Will incentives for these youth, such as food, be considered? And if the answer is a definitive no, are applicants permitted to use applicant funds to support these items to help encourage participation and retention, as needed?

Response: Food for youth attending EBPs is an allowable operating expense, however, food provisions may only be provided when the EBP is conducted after-school or out of school-settings.

56. **Question:** Page 3 of the RFA makes clear that NYSDOH is utilizing federal funds for this initiative. The federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards make clear that pass-through entities (such as NYSDOH) utilizing federal funds to pay sub-recipients (such as nonprofits contracting with NYSDOH) must pay the entity's federally approved overhead rate. In particular, 2 C.F.R. Section 200.331(a)(4) states that the pass-through entity must pay: "An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f)." However, page 23 of the RFA states that "administrative costs will be limited to a maximum of 10% of total direct costs, fringe benefit limitations, etc. That 10% cap appears to violate the federal regulation noted above. We recommend that the RFA be amended to clarify that that contractors will be able to receive their federally approved overhead rates on this contract.

Response: The Department of Health will allow the submission of a current federally approved indirect cost rate. Administrative costs for organizations without a federally-approved indirect cost rate will be limited to no more than 10% of total direct costs as described in the RFA.