

## Prevention Services Request for Proposals (RFP) Questions and Answers

**Q: What is the definition of an expansion grant vs. planning grant?**

A: Expansion is defined as expanding a current prevention service that is already being provided by a responder. This can mean expanding the service beyond what is currently being provided. Planning is defined as a prevention service that a responder wants to implement.

**Q: Is there an example available for the Memorandum of Understanding or letter of support required for community agencies to show partnership with the local county or Tribal child welfare agency?**

A: If Responder is a community-based organization, Responder must demonstrate a committed partnership with the appropriate county or Tribal child welfare agency. Responders must demonstrate this partnership with an initial letter of commitment (included with the Proposal submission) and documentation, such as MOUs or Memoranda of Agreement (MOAs), showing implementation or expansion of prevention services. County and Tribal child welfare agency Responders do not need to submit a letter of commitment. There is not an example or template for an MOU. The state does not require a letter or MOU to be in any specific format.

**Q: If a responder works with multiple county or Tribal agencies, is it required to submit a distinct Letter of Commitment from every agency at the time of proposal submission?**

A: It is up to each responder to determine how many letters of commitment will be submitted with the grant application.

**Q: Can substance abuse services be funded by and provided to youth under this grant? Or are they intended to be for adults?**

A: Any service that is intended to prevent child welfare or child protection involvement and out of home placement could potentially qualify for this funding. Requirements for services are included in the RFP.

**Q: Will the current FFPSA allocation for counties and Tribes cease upon execution of this RFP?**

A: No, that funding is written into statute and is separate from this RFP funding. The FFPSA Allocation will continue for counties and Tribes.

**Q: Could eligibility be widened to cover pregnant or parenting young people who have recently left foster care, beyond age 18?**

A: This RFP is intended for prevention services to be provided to children under 18. That can include parenting or pregnant youth in foster care since that is a current FFPSA prevention services eligibility. If the youth is over 18 and parenting, it is possible their child/children could be eligible for prevention services.

**Q: Would the use of a commercially available software in the performance of the contract for collection, analysis, reporting of the program, etc. be considered a 'works for hire' in the IP section 11 (sample state grant contract)?**

A: No, software used in the performance of the contract to help meet contract requirements is not considered 'works for hire'. Software use to assist in the performance of the contract would be included in the IT/Software budget line.

**Q: Can budget amendments be made that could change funding coming to county to funding to go to a non-profit?**

A: No, once a contract is in place the recipient of the funds cannot be changed. In the case that a county applies for the funding to pay a non-profit to provide prevention services, that would be a subcontract.

**Q: Since many agencies will be closed for the December 30 question submission deadline, would it be possible to extend the deadline, so all agencies have a fair chance to understand the RFP in its entirety?**

A: To allow enough time for responders to review the Q&A before submitting the RFP application, we cannot extend the deadline to submit questions.

**Q: Can we take the 15% indirect rate that's federally mandated?**

A: For a grant that is funded by federal funding the indirect rate is 15%. This grant is funded by state funding, which is still 10%. If a responder wants to include the indirect rate in the budget, the budget must reflect in detail what the indirect costs will be.

**Q: Our agency is planning to apply to implement a prevention service and build a new partnership with the county. We are seeking clarification on how the referral process may work. Specifically, we are wondering whether we would be able to serve only our existing patients (and verify eligibility with the county) or whether we would be required to establish a process to accept referrals from outside our patient population.**

A: The referral process is up to each respondent to determine and create processes for. Responders are encouraged to work with the county on this process.

**Q: We currently provide Parent Support and Outreach Program (PSOP) services and bill for those services using the Child Welfare-Targeted Case Management (CW-TCM) model. Would expansion of PSOP be considered an eligible “prevention service” under this RFP? Additionally, if awarded, would PSOP services supported by this grant still be allowable to bill under CW-TCM, or are there any restrictions related to braided or layered funding with CW-TCM that responders should be aware of?**

A: It is up to each responder to read through the RFP and determine if the service may qualify and if they want to proceed with applying for grant funds. Since this RFP is being funded by state funds, it is possible that CW-TCM could still be billed, but counties and Tribes must check with DCYF CW-TCM policy staff to clarify.

**Q: Can an agency apply for more than one program, for example one program for expansion and another one for planning?**

A: No, agencies should only apply for one prevention service and program type.

**Q: Is there an expectation for the number of clients or caseload responders will serve?**

A: It is up to each responder to determine the expected number of recipients of these services and include that in the proposal.

**Q: Our organization primarily serves children (ages 0-8) and their families. If awarded this contract, would we be required to accept referrals from the county for all age groups?**

A: It is up to each agency to determine the population that will be served with the proposal.

**Q: Can an organization have more than one submission if multiple programs are interested in expansion?**

A: Only one submission for one service per responder organization is allowed.

**Q: When you say one submission per responder organization, would separate county departments, i.e. public health and Child protection, be considered one responder organization?**

A: If they are separate both could apply as separate entities.

**Q: I am understanding that eligible children and families under this grant wouldn't need to meet the FFPSA definition of "candidate" but that successful responders to this grant have to be able to serve that FFPSA population as well. Is that correct?**

A: That is correct. Agencies should be able to serve any families and children, including FFPSA candidates.

**Q: How will this funding be paid out to agencies? For example, monthly, quarterly, lump sum?**

A: With contracting agencies, it is often best to bill monthly. Agencies are reimbursed for expenses in the previous month. This provides ease in the fiscal reconciliation process for contracted agencies, as well as for DCYF staff managing the contracts.

**Q: If several counties come together to do a proposal, would the counties responding need to select one county as the fiscal agent?**

A: One county would need to be a fiscal agent for invoicing in the Enterprise Grant Management System (EGMS).

**Q: Will there be an application narrative form that Responders can fill out?**

A: Responders are expected to submit what is required as written in the RFP. There is not an application or narrative for responders to fill out.

**Q: Is this for all race/ethnicities?**

A: Yes, responders can apply for this RFP to provide prevention services to any race or ethnicity.

**Q: For purposes of eligibility and reporting, can the State clarify whether “child welfare involvement” refers specifically to child protection involvement, or more broadly to families connected to child welfare systems and services?**

A: Child welfare involvement is defined as a family involved in any sort of service provided by a local county or Tribal child welfare agency.