

NC Family Support Request for Application Questions and Answers

General Request for Application Questions

Q: Do we rewrite questions after the section headings in the Scope of Work?

A: No, you do not need to rewrite the questions themselves.

Q: When emailing, which attachment section should include the Authorized Signature?

A: Please include it in Email #2.

Q: Can the grant be utilized to expand organizations that already have PAT and ABC (adding additional family support service personnel)?

A: Yes, The RFA Purpose on Page 3 states that NCDSS is requesting applications “to develop, operate and/or expand community-based, Family Support Program Services...” Although expansion is allowed, the applicant must assure that they are not supplanting other funds for the same service.

Q: Are we allowed to use tables in our narrative? If so, can we use 10 pt font?

A: Yes, you may use 10-point font in tables, but all text must be in 12-point font as stipulated in the RFA.

Q: Can we get an FAQ of the questions asked in the chat along with the recording, so we don't ask questions that have already been answered?

A: The questions asked in the webinar chat will be included in the Family Support RFA Questions and Answers document posted on February 25, 2021 at <https://www.ncdhhs.gov/divisions/social-services/public-notice> . The Family Support RFA information recording is also posted on the NCDHHS-NCDSS Public Notices site and can be viewed at <https://www.youtube.com/watch?v=eEfcvvsXWPo&feature=youtu.be>

Q: Is the Finance signature the Finance Director or Board Treasurer?

A: This is the applicant’s decision.

Q: When saving the document the software will not allow you to name it with a colon - :.

A: Applicants do not need to include a colon. When naming the application documents, make sure that you include your agency’s name and the name of the document.

Q: Is it appropriate to do an outline format with bullet points answering questions or is it preferable to have it in paragraph form.

A: It is preferable to write your application in a narrative form with paragraphs. This should be a professional document that is formatted correctly, well-organized, thorough, and concise.

Q: Can you apply to cover specific counties or do you have to apply and cover the whole region as referenced in the regional map draft on the public notices website?

A: Applications should list the county(ies) that they propose to serve and the appropriate Social Services Region. Applicants do not need to serve the entire region. As NCDSS makes selection decisions, we will consider geographic and regional representation.

Q: What if we are currently offering programs that you are not funding? Should we leave those out of the proposal?

A: Yes, only include programs that are listed in the RFA in your application.

Q: When will the link to the webinar be sent?

A: The link to the webinar recording was posted at <https://www.ncdhhs.gov/divisions/social-services/public-notices> on February 19, 2021.

Q: We are interested in finding out more about Triple P training but have found it very difficult to get a response from the lead agency representative. What is the best way to get training information?

A: You should contact the Lead Coordinator for your Local Implementation Agency listed on the NC Triple P Regional Map. This map has been posted to the NCDHHS-NCDSS Public Notices site at <https://www.ncdhhs.gov/divisions/social-services/public-notices> . You may also want to view the Triple P America website or contact Sara van Driel, Implementation Consultant at Triple P America, at Sara@triplep.net . You may also contact Kian Furnace, NC Triple P Coordinator at kian.furnance@dhhs.nc.gov .

Q: What is the Strengths Based Practices Inventory? On page 6 of the RFA there is mention of a Strengths Based Practices Inventory. Can you explain what this is?

A: The Strengths Based Practices Inventory (SBPI) is administered at the end of each program or series. It includes around 15 items and aligns with a trauma informed approach. If funded, the SBPI would be provided to agencies to administer to families as a satisfaction survey. The SBPI is posted on the NCDHHS-NCDSS Public Notices site at <https://www.ncdhhs.gov/divisions/social-services/public-notices>

Q: If an agency is applying for funding for multiple activities (IY/CoP/PCIT), do we include responses for each of those activities as we answer the questions in the RFA and complete one application for our agency. Am I reading this correctly? I know we would need to complete separate logic models but just wanted to check on the application part.

A: Your agency should write one application that includes a separate logic model for each proposed model. Your responses should be inclusive of all of proposed models, but may address individual program model variations. For instance, if proposing Circle of Parents, you may want to highlight unique program requirements that focus on parent leadership in the Parent Engagement and Leadership section.

Q: We prepared many of the forms required for the RFA package (federal and state certifications, authorizations for signatures, etc.) for another grant about a month ago and have them in digital format. Can we use those for submission or do you need February/March dates on the forms?

A: Yes, as long as these forms were prepared and signed after October 1, 2020. This is also true if you have submitted 2021 Certifications for a DHHS Contract Amendment.

Q: On page 3 it states that organizations can submit only one application. For confirmation, this means that an organization is unable to submit multiple proposals in distinct geographic regions?

A: This is not a regional RFA, therefore agencies may only submit one application. Applicants may include multiple counties within their application, however. Please note, the award amount is capped at \$140,000 regardless of how many counties are included in the application.

Q: Are we eligible to apply for PCIT funding in addition to our Incredible Years and Circle Contracts?

A: Yes, applicants can apply for any one or combination of the models listed in the RFA. Please note, the award amount is capped at \$140,000 regardless of how many models are included in the application.

Q: The link for Federal Certification, FFATA Data and Proof of Insurance verification do not open.

A: The Contractor's Packet has been updated with the correct links for the Federal Certification and Proof of Insurance Verification. **Please use the NCDSS Contractor Packet that is listed as a separate attachment** on the Public Notices site and not the link in the actual RFA. This attachment also includes the updated federal mileage rate. The FFATA Form link still does not open, so it has also been uploaded as a separate attachment.

Funding

Q: What is the funding source for this grant? Will this grant be funded by federal funds or state funds? It looks like from the RFA it is a blend of both maybe? We have multiple funding streams and I need to be aware of the amount of federal funds as it will impact our audits.

A: The NC Family Support Program Services are funded with the following two federal sources from the Administration of Children and Families:

1. Promoting Safe and Stable Families Amendments (Title IVB-2 of the Social Security Act), and
2. Community-Based Child Abuse Prevention (CBCAP).

Q: Is there a limit of funding per county. (can 2 separate agencies apply if not a duplicate service)?

A: No, there is no limit of funding per county. However, NCDSS will consider geographic diversity when awarding grant. Two agencies in one county may submit separate applications for different services. NCDSS recommends that applicants coordinate with each other when planning their applications to avoid duplication and establish mutual referral protocols. This coordination should continue during service delivery if both agencies receive funding. Applicants should write about this coordination in the Collaboration section and may choose to submit letters of support for each other.

Q: I heard the response that we don't know the number of awardees, but do we know the total amount available for awards across the state for the program?

A: No, NCDSS does not have this information at this time.

Q: Is the \$140,000 per contract year, for a total of \$420,000?

A: Yes, the award amount will be up to \$140,000 per year for a total of \$420,000 total over the three-year grant cycle dependent upon funding availability.

Q: Up to how many organizations can be awarded?

A: NCDSS does not have this information at this time.

Audit

Q: Will there be an issue if your agency only has an audit every other year?

A: NCDHHS Contractors must follow federal and state laws regarding auditing. As stated in the RFA: “All non-governmental Contractors that receive \$500,000 or more in total financial assistance must submit a single or program-specific audit to NCGrantsReporting@dhhs.nc.gov within 9 months of the Contractor's fiscal year end. Audits governed by 2 CFR 200.512 must be posted to the Federal Audit Clearinghouse (FAC) within 30 days of audit completion.”

Q: Do we have to have a full audit in order to receive this funding. Because of our size and the fact that we are not part of another agency, we only do an annual compilation. This is completed by an independent CPA firm.

A: No, applicants do not need to have a full audit in order to receive this funding. However, NCDHHS Contractors must follow federal and state laws regarding auditing as stated above. If your agency does not reach this threshold, then an audit is not required. We recommend applicants research audit requirements in the links provided in the On-Line Resources section of the RFA.

Cover Letter

Q: Is there a sample cover letter that you would prefer a PAT program to follow?

A: No, there is not a cover letter sample specific to PAT. Please model your cover letter based on the samples given, ensuring that all program information listed in the Cover Letter section of the RFA (pg. 16) is included.

Service Delivery

Q: Should we proceed with program planning assuming we will be meeting in-person? May we plan for a hybrid class? Could we give families the option of in-person or virtual participation at enrollment? Or, does it need to be all virtual or all in-person?

A: NCDSS will continue to allow virtual programming during the COVID-19 Pandemic. Applicants may plan for a hybrid delivery for the first year of the grant cycle. But as soon as it is safe to do so, NCDSS expects Contractors to provide in-person services as intended by the model purveyor. For consistency and evaluation purposes, NCDSS requires agencies to deliver programs in either an all virtual or all in-person format throughout the first 6 months of the grant year (July-December). If it is safe to meet in-person during the second 6 months of the grant year (January-June), then agencies should adjust your service delivery to in-person at that time.

Q: What if we want to provide virtual and in-person in order to remove barriers for parents - using the best practices for virtual delivery provided by program creators?

A: During the first year of the grant, your agency may plan for a hybrid delivery of services as long as you follow guidance and best practices from the program purveyors. For in-person services, contractors are expected to provide incentives to eliminate barriers to family participation, such as transportation, meals, and/or childcare services.

Q: If the developers and purveyors of these models allow for virtual or hybrid services post-COVID, could that be considered at that time?

A: The Administration of Children and Families requires that family support services funded by NCDSS must be evidence-based and adhere to model fidelity. Currently, evaluations on the programs allowable in their RFA were conducted on in-person services. If model purveyors conduct new research that demonstrates the same level of effectiveness for virtual or hybrid services, NCDSS will consider allowing this type of service delivery.

Q: Is PCIT somewhat virtual since the clinician is not in the same room?

A: No, NCDSS does not consider PCIT virtual if implemented with model fidelity.

Q: Is it possible to include virtual, face-to-face video for individual Triple P, Level 4 sessions? We anticipate video virtual sessions to be the preference for some parents, particularly those with transportation or childcare barriers.

A: Virtual sessions for Triple P are allowable at this time due to safety issues. Please note that Triple P On-line Codes are not allowable in this RFA. Additional research and guidance from

Triple P is needed regarding the allowability for virtual services due to other barriers such as lack of transportation or childcare.

Q: Is it acceptable to write the Scope of Work stating "Up to four series of the 14-16 week Incredible Years BASIC Parent Program for 24 children and 32 caregivers" or does it need to be written as a definite 4 groups?

A: NCDSS will not accept numbers of participants or series with the phrase "up to" or within a range like "18 to 24 children." Based on your community's needs and your agency's resources, develop a reasonable estimate for the number of series, number of sessions, and number of participating parents, children, and families. Specific numbers should be included in both the Scope of Work and the Budget.

Q: Can we include referrals from court or the school system if it is made clear that the parent is voluntarily choosing to engage in Triple P, and their participation is not part of any disposition between the client and the court/school system?

A: Yes, Contractors may receive referrals from both the court and school system if the family voluntarily accepts these services and currently does not have an open child protective services case. It is important that families are not "court ordered" to participate in family support services.

Letters of Support

Q: Where should the other 2 letters of support come from?

A: This is up to the discretion of the applicant. You may want to consider collaborative partners in your county that support your work and/or provide referrals to your program, including non-profit organizations, local public agencies, or community leaders.

Q: Were there any specifics on what the 3 letters of support needed to include?

A: There are not specific directions for what the letters of support should include.

Subcontractors:

Q: Can the Contractor serve as a pass-through for other practitioners to provide services?

A: Yes, Contractors may contract with Subcontractors. Please follow any instructions in the RFA and Contractor Package regarding Subcontractors. Please note that the Contractor, rather than NCDSS, is responsible for monitoring the Subcontractor for all compliance, programmatic, and fiscal requirements. When NCDSS monitors the Contractor, they will be required to show documentation of Subcontractor monitoring.

Q: In the event we intend to subcontract with another agency, does NCDSS want to see a MOU submitted with the application? How would you like to see this commitment between partners expressed in the application?

A: The RFA does not require you to submit an MOU with the application if you are subcontracting with another agency. You would describe your commitment and intention to

subcontract in your Cover Letter and throughout your Scope of Work and the Budget. If the applicant receives an award, then a MOU between the Contractor and Subcontractor will be required as part of the contracting process.

Face Sheet

Q: For the signatures on the Face Sheet, can the Executive Director attest to the Board Chair's signature?

A: Yes. The witness or attestor must be 18 years or older and not related to the signatory. It is fine for Applicants to list someone in their agency as the witness / attestor.

Q: The Contractor Document package is a protected document that cannot be separated without a password. The Face Sheet and Budget are to be emailed as separate documents; however, we cannot separate them without the password. If you copy and paste, it messes up the formula in the cells? Can you please advise?

A: Applicants should not need to save individual sheets from the workbook, which was designed to include all of the required information. As part of your application, submit the entire Excel workbook. Do not worry about sending them as separate documents as listed in the RFA.

Budget and Budget Narrative

Q: Can you provide an example of the Cost Allocation Plan, and is the attestation form previously used needed?

A: NCDSS does not have examples of the Cost Allocation Plan. This plan is very specific to each agency. The Cost Allocation Plan Certification is not required in this RFA.

Q: The budget has a line for match, but I cannot find where match is required. Will you be asking for documentation for in-kind or match dollars?

A: There is no match required from Family Support Contractors during this grant cycle. Do not include an in-kind or cash match in your budget.

Q: The budget sheet will not allow the narrative line to wrap, so the text disappears. Is this ok? The excel sheet is locked to change formatting, so you can't make the text boxes bigger. Maybe that could be fixed.

A: The Excel cells in the budget are formatted to wrap. Please expand the row to see all of the text.

Q: Do you know when the budget instructions can be formatted to print correctly?

A: The Contracts Office designed the budget instructions to be shared electronically and we do not anticipate any formatting changes at this time.

Q: Could I please get some tech. assistance on the excel sheet? I am unable to save as individual sheets from the workbook. The move/copy option is not available. Please advise.

A: Individual technical assistance is not available. Applicants should not need to save individual sheets from the workbook, which was designed to include all of the required information. As part of your application, submit the entire Excel workbook. You do not need send them as separate documents as listed in the RFA.

Q: What line in the contractor budget should be used for Food for Groups?

A: Food for groups should be listed under Other: Incentives and Participants

Q: Zoom considered communication or subs and dues?

A: In the budget, list Zoom under the Communication line item.

Q: What budget section and line would virtual e-books fit on the new budget form (required for the participants)?

A: List virtual e-books under Supplies and Materials.

Q: Can a portion of funds awarded go towards training new providers in Triple P Level 4, if the data shows that there is a lack of Spanish-speaking providers in our area with the capacity for new patients?

A: Yes. NCDSS encourages you to work with the regional Triple P Coordinator in your Local Implementing Agency regarding training opportunities.

Q: Can a portion of funds go towards a subcontract for culturally and linguistically appropriate recruitment of parents? Actual expenses might go towards the subcontractor's printing costs, time, and overhead.

A: Yes. You would need to show this expense in the subcontractor budget.