MICHIGAN ADOLESCENT PREGNANCY AND PARENTING PROGRAM (MI-APPP)

Question and Answer Forum

The MI-APPP Question and Answer Forum will be the **ONLY** opportunity to ask questions related to this RFP. All questions about the MI-APPP RFP must be emailed to Robyn Corey at Coreyr1@michigan.gov. Answers will be posted to the "Question & Answer Forum" document within one week to the Teen Pregnancy Prevention Initiative website at www.michigan.gov/teenpregnancy.

Questions can be asked from **NOVEMBER 4-NOVEMBER 15, 2013**. All questions and answers will remain posted until the end of the application process. Questions must be emailed during the designated dates only; questions submitted before or after the designated dates will not be answered. MI-APPP staff cannot answer any questions related to this RFP through any means other than email during the designated time period.

Last Updated November 14, 2013

MI-APPP
Question & Answer Forum

LOCAL STEERING COMMITTEE	
QUESTION	**ANSWER**
Are there a minimum number of members that must be on the steering committee or coalition?	No. There is no minimum number of members but there must be a variety of members, including pregnant and parenting teens including teen fathers and other family members, community leaders, teens, educators, health professionals, etc. These members must be representative of the diversity of the community.
ELIGIBLE APPLICANTS	
QUESTION	**ANSWER**
Can two agencies submit separate applications for one designated urban geographic location?	Yes. Applicant agencies can submit *one* application for funding **per geographic area.**
What is the difference between a coalition and steering committee?	**Steering committee** - a group of appointed parents, youth, community leaders, educators, citizens, etc. selected to provide ongoing advice and recommendations to a government (or other) body or agency. **Coalition** - a group of individuals within a community who represent a variety of agencies and populations and who formally agree to work together to plan and implement a program.
Do we have to have a list of steering committee members included in the proposal?	Yes. Agencies **must** include with their application a list of current or proposed steering committee members, including their affiliation and characteristics, such as gender and race, demonstrating that the committee is representative of the diversity of the targeted community.
If including the proposed membership, what information is necessary to include?	Include the proposed number of youth, parents, community leaders, etc., as well as the proposed affiliations and characteristics demonstrating the proposed committee is representative of the diversity of the community.
STAFFING	
QUESTION	**ANSWER**
What are required staffing credentials?	There are no *required* credentials but agencies will need to justify, either through education or experience, the person who will administer case management.
Is it considered supplanting to fund existing staff members to perform activities associated with this grant?	No. If existing staff members have added responsibilities due to receiving these funds, it is appropriate their salary and fringe be included in the budget. It is supplanting if a staff member is already doing this type of work and will now use these funds.
The RFP states applicants must submit position descriptions and resumes of staff	Included in the RFP, must be position descriptions and resumes for current staff that will be on MI-APPP. If new staff needs to be

members. We will have to hire additional staff if funded-how do we handle this?	hired, their resumes can be submitted after being hired.
Can 1 FTE handle 50 cases?	1 FTE for case management is the minimum requirement for MI-APPP.
BUDGET / FUNDING	
QUESTION	**ANSWER**
Are there any matching funds required for this grant?	Yes. There is a required **20%** local match. The match can come from in-kind or direct funds.
Can matching funds be captured from another federal grant?	No. You cannot match federal to federal. If a person is already funded from a federal grant, his/her time *cannot* be used as matching funds.
Can administrative costs be used as part of the local match?	Yes. Administrative costs can be used as part of the local match requirement.
When will grant award notifications be made?	Grant award notifications will be made in December 2013, with implementation to begin on January 1, 2014. Notifications will be made once all reviews are complete and internal approvals obtained.
Can we use this funding to hire staff to implement programs?	Yes. These dollars can fund program staff positions. The funded program staff must provide programming to pregnant and parenting teens that meets all of the Minimum Program Requirements. An equivalent 1.0 FTE case manager must be funded through this project or as part of your in-kind contribution. *(See page 6 of the RFP)*
What is the maximum funding amount?	The maximum funding amount is $185,000, per year. Applicants must meet all of the grant requirements, regardless of how much funding is requested.
Is there a narrative requirement for each budget line item (category)?	Yes. You are required to provide a narrative for each line item (category) of the budget.
What is the funding period?	The overall grant period is 1/1/14 to 9/30/17, contingent upon availability of federal funding. The first project year is 1/1/14-9/30/14.
Do we have to budget money for evaluation?	Yes. Grantees will need to budget 5% of their total allocation to support evaluation. These costs will go under the “other” line item of your budget.
Are their restrictions to the food, travel and fringe benefit line items?	No. There are no restrictions to the food, travel and fringe benefit line items as long as they are reasonable expenses.
What are indirect costs?	Indirect Costs are those that have been incurred for common or joint objects and cannot be readily identified with a particular final cost objective. After direct costs have been determined and assigned directly to awards or other work as appropriate, indirect costs are those remaining to be allocated to benefiting cost objectives. Typical examples of indirect costs for many non-profit organizations may include depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration and accounting.
Is there an allowable administrative overhead percentage that can be submitted in the budget?	Yes. Administrative overhead expenditures can be budgeted as indirect costs, but only if an approved indirect cost rate has been established or an actual rate has been approved by a State of Michigan Department (i.e., Michigan Department of Education) or the applicable federal cognizant agency and is accepted by the Department. If an indirect rate has been approved by a federal cognizant agency, applicants **must** attach a copy of the

	current indirect rate approval letter to their application and apply the rate as specified in the approval letter.
How many total dollars will be funded this year through the grant?	Approximately $925,000. Five (5) agencies will be funded up to $185,000 each per year, contingent upon availability of funds.
What it the budget cap for indirect spending?	The indirect rate approval letter specifies the indirect percentage and how it is to be applied to direct costs. The indirect rate percentage is based upon the specific cost allocation method used by the agency, which must be reviewed and approved. You cannot budget for more indirect than the approval letter states.
If we are planning $20,000 for in-kind to come from sources such as media, do we need a letter from these sources to be attached in the grant application? If a school is donating space do we need a letter from them explaining how much that space and resources are? If the fiduciary is donating their services do we need a letter indicating that?	Yes. If you are receiving matching funds, either in-kind or hard dollars from any source, you **MUST** submit with your application, a confirmation letter from the matching source identifying their support, as well as, the match amount/worth and use(s) for the match.
What should be the budgeted cost of travel expenses for the required trainings?	There is no specific budget cost for travel to the required trainings. The budgeted amount will be different for each agency depending on the number of staff attending and the amount of travel required to attend the trainings. Give your best estimate of cost given the number of trainings required and the number of staff you plan on sending.
Are the trainings in or out-of-state?	All required trainings will be held in a central location in Michigan. There will be no trainings out of state.
What is the maximum number of staff that can attend trainings?	Agencies must budget for a team of at least 3 staff and up to 5 staff to attend two 2-day learning collaboratives. You are also being asked to send two staff to the annual Moving Towards Solutions: Addressing Teen Pregnancy Prevention in MI conference. This year's conference will take place in Ypsilanti MI. Which staff you send is up to your agency and should be based upon his/her role within the program. If space allows and an agency has a definite need, MI-APPP will try to work with them to accommodate the extra staff but we cannot guarantee it. *** ALFP-PYD case managers will be required to attend two additional trainings which also must be integrated into the budget***.
If we request $185,000 in project funds and plan to match 35% do we put down that the total project cost is $135,000?	Yes. Your total project cost includes **ALL** sources of funds, including cash and in-kind matches.
Can we count volunteer hours as in-kind donations?	Yes. In-kind resources can come from volunteer time and expenses. *(See page 19 of the RFP)*
What does cash and in-kind mean?	**Cash** – Monetary contribution received from another source to assist with this project. **In-kind** – Non-monetary contributions from other agencies or individuals toward a funded project (i.e., staff time, use of space, use of office equipment, etc.). These are services or items that assist the project and are given instead of cash.
Can you count space and overhead as an in-kind donation?	Overhead would be considered an indirect expenditure. Indirect cannot be claimed, unless the applicant attaches an acceptable indirect rate approval letter as specified above. Some

	components of overhead can be used as in-kind without an indirect letter, but to do so, these expenses must be classified as direct expenditures. For example, space for staff working on the project can be claimed as an in-kind direct expenditure and listed in the Other Expense category, as long as it is quantifiable and specific to the project. Supervision of staff can be classified as a direct expenditure, as long as the amount of time budgeted for supervising staff is included in the Salary and Wage Budget Category.
Can the grant pay for transportation vouchers?	Yes. This funding can provide for the purchase of transportation vouchers for youth as long as it is a reasonable expense.
Are there any restrictions in using these funds for marketing?	No. Funds can be used to support marketing of the program as long as it is a reasonable expense. Most of the funding needs to be spent on direct interventions but marketing is a necessary part of programming.
Can you address the use of funds for the purchase of incentives?	Incentives are allowable under the "others" category as long as they are reasonable expenses.
Where do I find blank budget forms and all other necessary forms?	All forms and instructions can be found on the TPPI website (www.michigan.gov/teenpregnancy)
Can we count administration costs for program oversight as our match?	Yes. You can count administrative costs, such as staff time for program oversight, administration, accounting, etc. as part of your local match requirement.
Can this funding be used to make referrals for abortion services?	MI-APPP programs shall not, as part of programming or services offered, provide abortion counseling, services, or make referrals for abortion services.

ADOLESCENT FAMILY LIFE PROGRAM-POSITIVE YOUTH DEVELOPMENT (AFLP-PYD) and SUPPLEMENTAL PROGRAMS IN THE SERVICE DELIVERY PLAN

QUESTION	ANSWER
Are we required to implement AFLP-PYD?	Yes. All funded agencies must include AFLP-PYD in their service delivery plan. A minimum of 50 of youth must participate in AFLP-PYD each year.
Does the MI-APPP require the use of the AFLP PYD tools, or can any evidenced-based curricula/tools be used with AFLP PYD? Are the CA AFLP Policy and Procedure Manual, Standards, and Scope of Work the guidance documents for delivering AFLP PYD?	Funded agencies will be required to use the AFLP-PYD tools with the implementation of AFLP-PYD. These tools are currently being revised to reflect a youth, strength based program which may be slightly different than the tools currently used with AFLP.
Where can I go to find out more information on AFLP-PYD?	AFLP is a program based out of California. This website will provide information on AFLP but does not have information on AFLP-PYD yet (see answer above). http://www.cdph.ca.gov/programs/aflp/Pages/default.aspx
Do funded agencies have to serve 50 *new* AFLP-PYD participants each project year?	Due to the nature of case management, AFLP-PYD participation can extend past one year. Each year the target number of new AFLP-PYD participants will be negotiated in the grantee's renewal application. This number will be based on the agency's number of AFLP-PYD participants (including existing and new youth) and other initiatives around pregnant and parenting teens.
Are there any restrictions on supplemental interventions?	Supplemental interventions or programs must be either evidence informed or evidence based. All interventions should be based on the needs of pregnant and parenting teens, teen

	fathers and their families in your targeted community.
According to the California Public Health Department, AFLP requires a minimum of 2 visits per month for each teen enrolled. Will MDCH have the same requirements?	Generally speaking, yes. If a person is enrolled in a case management program, it is likely they would benefit from at least two visits per month.
How do we develop a comprehensive service delivery plan that includes AFLP-PYD but we will not be trained until April, 2014?	The required needs assessment (to be completed by March 31) should assist you in developing your plan. The training provided through MDCH will be focused on positive youth development and building a program from a strength-based perspective. These trainings will be for staff working on MI-APPP.
What are the criteria to identify agencies in the community that will be the lead for implementation of AFLP?	There is no set criterion. Agencies should explore agencies, based on experience and capacity, who can successfully implement a case management program and has a reach to the targeted population.
FIDUCIARY AGENCIES	
QUESTION	**ANSWER**
Can faith-based organizations apply for this grant?	Yes. Faith-based organizations can apply for MI-APPP funding but they **CANNOT** use these dollars or matching funds under this award to support inherently religious activities including, but not limited to, religious instruction, worship, prayer, or proselytizing.
MISCELLANEOUS	
QUESTION	**ANSWER**
Is the Intent to Apply form mandatory for the MI-APPP RFP? What is the due date on the Intent form?	Yes. The Intent to Apply form is required in order to apply for the MI-APPP grant and is due by Friday, November 8, 2013. Please email the form to Kara Anderson at andersonk10@michigan.gov
If one agency is applying for two (2) different target areas for this RFP, does the agency submit one Intent to Apply Form for the entire agency or one form for each proposal?	Submit one (1) Intent to Apply form for **EACH** proposal you are developing/submitting.
When is the application due?	The application **MUST** be received by MDCH no later than 3:00 p.m. (EST) on Friday, November 22, 2013. **Hand delivered, faxed, or emailed applications WILL NOT be accepted.**
Who should the application be mailed to?	Kara Anderson Teen Pregnancy Prevention Consultant Michigan Department of Community Health Washington Square Building 109 W. Michigan Ave., 8th Floor Lansing, MI 48913
For the Collaborative and Referral Arrangements what is it we are supposed to attach with the title of each agency?	You should include the name of the agency as well as how these agencies will interact with your proposed program (i.e. refer to and/or accept referrals from) but not duplicate services.
Are there a required number of collaborative agencies?	No. There is no specific number of collaborative agencies required.
Should the body of the proposal be single or double-spaced?	The body of the proposal should be double-spaced.
EVALUATION	

QUESTION	ANSWER
Do we have to do a local evaluation in addition to the evaluation with MPHI?	Local evaluation is optional but if an agency chooses to do this, all data must be included in quarterly reports to MDCH.
Do we need to budget for evaluation costs?	Yes. Grantees will need to budget 5% of their total allocation to support evaluation. These costs will go under the "other" line item of your budget. This will be for costs incurred at the local level.

HOME VISITING PROGRAMS

QUESTION	ANSWER
Do all MI-APPP participants have to be enrolled in an existing Home Visiting Program?	No, not necessarily. Communities should consider leveraging existing HVPs when possible, but it is not a requirement of this grant to have all MI-APPP participants enrolled in a HVP. Each community will need to determine the extent to which HVPs can be leveraged to meet the needs of pregnant youth.
Is it possible there may be a duplication of services with communities who have Nurse Family Partnerships programs in place?	No. Home Visiting Programs should be leveraged first. Where they can't be leveraged, that is when AFLP will be used. Because of NFP's requirements, most of the target population for MI-APPP, most likely will not be eligible.

SUPPORT DOCUMENTS

QUESTION	ANSWER
If programming will occur on school property during the school day, do we need a letter of approval from that administrator?	Yes. For ANY programming that will be conducted on school property during school hours, a letter of approval from the administration must be included
Do you need LOUs from schools that are going to receive programming?	No. Letters of Understanding (LOUs) are not for agencies receiving programming. They are required for all subcontract agencies and/or individuals not employed by the fiduciary agency who are contributing to the proposed curriculum. *(See page 21 of the RFP*). If you are proposing to provide services on school property, you will need a letter of approval from that school administrator or board.
To whom are the letters of support addressed?	MI-APPP Coordinator Adolescent & School Health Unit Michigan Department of Community Health 109 W. Michigan Ave., 8th Floor Lansing, MI 48913
We have letters of support from the county board, and a local principal; who else would qualify to write a letter of support?	MI-APPP requires five (5) letters of support, one (1) of which must come from the local health department or local education agency. The remaining four (4) letters should come from other agencies, schools, programs, coalitions, individuals, etc. which will be partnering and/or supporting your agency in the implementation of MI-APPP. They should also be able to attest to your agencies success or potential success with this program or with similar programming.
Are we required to have a letter from the principal of each school we are working in?	Yes. You should submit a letter of approval from the principal at each school you will be providing programming in. The superintendent can support programming for the district but each principal should show support for his/her building.
Can the letter of support/approval from the district superintendent, superintendent of instruction or building principal approving this program on school property be counted as one	Yes. If your agency does this, you must clearly state in your application that this specific letter addresses each of these criteria. This way, the reviewer will be clear on the purpose of the letter.

of the 5 letters of support if appropriate language is included in the letter to support both requirements of the RFP? Can this one letter also include language providing evidence that our project has access to the target population?	
PROGRAMMING	
QUESTION	**ANSWER**
How do we determine goal numbers for youth and adults served?	We do not have a specific procedure for determining the goal numbers for youth/adults. The number of youth and adults proposed to receive programming is specific to each agency applying for funding and is based upon the population they have access to. The one exception is in the implementation of AFLP-PYD, in which agencies should plan to serve 50 pregnant and parenting youth including teen fathers each year.
What are the ages of youth that can be served?	MI-APPP's target population is pregnant and parenting youth 15-19 years of age, including teen fathers.
How are the four program areas incorporated into the implementation plan if we have not been trained in the four areas?	MPHI and state staff will work with all funded grantees on the implementation plan after the needs assessment has been completed to assure all four areas will be included.
Are youth expected to be served in during the planning period?	No, direct programming with youth is not expected to begin until the implementation phase on April 1st, 2014.
WORK PLAN	
QUESTION	**ANSWER**
What is required for the work plan?	Two work plans are required. • Planning Period Work Plan- covering the period of January 1- March 31, 2014. • Implementation Work Plan- covering the period of April 1, 2014-September 30, 2014. This work plan will include a separate goal for the four program focus area. *See Template-Appendix H*
What is the minimum/maximum number of goals, objectives and activities that you expect from the work plan?	There is no minimum or maximum expectation in terms of the number of goals, objectives and activities proposed. This will be unique for each agency depending on the programming proposed. There is a required goal, with corresponding objectives and activities, for each of the following four program areas: Secondary Educational Success, Adult Connectedness, Maternal and Child Health Outcomes; and Family Wellness.
Is the Work Plan (section 5) excluded from the 20-page maximum for the narrative section?	Yes. The 20-page maximum for the narrative should include sections 1-4 and 6-8. The work plan (section 5) and budget (forms and narrative) are excluded from this page limit.