TAKING PRIDE IN PREVENTION (TPIP)
Question and Answer Forum

The TPIP Question and Answer Forum will be the **ONLY** opportunity to ask questions related to this RFP. All questions about the TPIP 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 **June 27, 2011-July 8, 2011**. 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. TPIP staff cannot answer any questions related to this RFP through any means other than email during designated time period.

Last Updated June 30, 2011

TAKING PRIDE IN PREVENTION
Question and Answer Forum

ADVISORY COUNCIL / COALITION	
QUESTION	**ANSWER**
Are there a minimum number of members that must be on the advisory council or coalition?	No. There is no minimum number of members but there must be a variety of members, including parents, community leaders, teens, educators, health professionals, etc. These members must be representative of the diversity of the community.
What is the difference between a coalition and advisory council?	**Advisory Council** - 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 develop a coalition in addition to the advisory board?	No. Agencies must have either an advisory council or a coalition. Which one used is dependent upon the needs of the agency.
Do we have to have a list of advisory council members included in the proposal?	Yes. Agencies **must** include with their application a list of current or proposed advisory council/coalition members, including their affiliation and characteristics, such as gender and race, indicating they are representative of the diversity of their community.
Can we use an existing community Advisory Council or will we need to create one specifically for TPIP?	Agencies can use an existing advisory council as long as TPIP is a full participant and receiving community input for programming and quality improvement.
If including proposed membership, what information is necessary to include?	You should include the proposed number of youth, parents, community leaders, etc., as well as the proposed affiliations and characteristics indicating they are representative of the diversity of their community.
BUDGET / FUNDING	
QUESTION	**ANSWER**
Are there any matching funds required for this grant?	Yes. There is a required **35%** local match. The match can come from in-kind or direct 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 August 2011. Notifications will be made once all reviews are complete and internal approvals obtained.
Can we use this funding to hire staff to implement these types of programs?	Yes. These dollars can fund program staff positions. The funded program staff must provide pregnancy prevention education that meets all of the Minimum Program Requirements. *(See page 6 of the RFP)*
What is the maximum funding amount?	The maximum funding amount is $100,000. **ALL** funding, no matter the amount, must meet all of the grant requirements.
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 because it provides additional information and explanation.
What is the funding period?	The funding period is 10/1/11 to 9/30/14, contingent upon availability of PREP funding. The first project year is 10/1/11 and the end date is 9/30/12.
Are their restrictions to the food, travel and fringe benefit line	No. There are no restrictions to the food, travel and fringe benefit line items as long as they are reasonable expenses.

items?	
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 $800,000. Eight (8) agencies will be funded up to $100,000 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.
Are the trainings in- or out-of-state?	All required trainings will be held in Michigan. There will be no trainings out of state. The Statewide Teen Pregnancy Prevention Conference will be held August 18-19, 2009 in Traverse City.
What is the maximum number of staff that can attend trainings?	Agencies can send up to two (2) staff to each of the trainings, including the teen pregnancy prevention conference. 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, TPPI will try to work with them to accommodate the extra staff but we cannot guarantee it.
If we request $100,000 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 an in-kind donation be a non-monetary contribution from our agency toward the funded project (i.e., staff time, use of space, use of office equipment, etc.) or does it have to be from an outside agency/organization?	Both.An in-kind donation can be monetary or non-monetary, and can come from the fiduciary or outside source.
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.
Can an organization pay for consultants who work on the RFP (if approved for the grant)?	Yes. These dollars can fund program positions (consultants). The funded consultants must provide pregnancy prevention education that meets all of the Minimum Program Requirements. *(See page3 of the RFP)*
Where do I find blank budget forms?	Budget 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.
Where will the Institutes take place and how do I budget for them?	The Institutes most likely will be in Lansing but that is not a final determination. You should budget, for each Institute, mileage, 2 nights of lodging and two dinners. Breakfast and lunch will be provided.
Can we count teacher time spent implementing the evidence based programming as match	Yes. All of those things can be used as match

as well as advisory members' time and meeting space?	
Can we use the TPPI funding to enhance/supplant an existing program if we are already using one of the approved curricula?	No. Funding awarded under this RFP may not be used to supplant funding for an existing program supported with another source of funds.
CURRICULUM	
QUESTION	**ANSWER**
What is meant by *evidence-based comprehensive* pregnancy prevention programs?	Programs that cover both abstinence **and** contraception and, through research, have been shown to be statistically effective in addressing a specific problem. For purposes of TPIP, we are looking at pregnancy prevention programs.
Can we use a curriculum that we have put together or must we use a published curriculum? Can you use more than one of the listed program models?	Applicants can **use only** one of the eligible interventions (commercially developed) listed in Appendix I. Curriculums developed locally by agencies are not acceptable for use. *(See page 46 of the RFP)*
If a district is currently using other curriculum/lessons in teaching reproductive health, can these lessons supplement one of the eligible interventions? If yes, are there guidelines/parameters?	The primary curriculum must be of the six listed in the RFP. Other lessons/curriculum can supplement this within reason and cannot be counted towards the hours of direct programming.
If we choose an older evidence based curriculum on the list, can we adapt it to the audience and can we update actual information?	All curricula should be implemented as is in order to keep with fidelity. You should get the most recent version of the curriculum to help with this. If adapting a curriculum is necessary, you must contact the authors for guidance and acceptability. At no time should implementation do anything to affect the fidelity of the curriculum or alter the core elements.
Be Proud, Be Responsible has six sessions and requires 250 youth. Safer Choices has ten lessons and also requires 250 youth. Can Safer Choices be shortened to less than 10 lessons?	No. Approved interventions as specified in the RFP must be implemented with fidelity in order to remain evidence based, therefore lessons cannot be removed. It is important to keep this in mind when choosing your intervention and deciding what will work best for your organization and target population.
If we plan to implement Healthy and Responsible	If you are choosing an intervention/curriculum that does not address each topic area, it will be the responsibility of the grantee to decide how the missing area will be addressed and included in programming. This should be discussed in your proposal narrative and work plan. Once funded, TPIP

Relationships, will TPIP staff provide guidance on which lessons from Safer Choices or Reducing the Risk would be acceptable additions to address the missing adolescent development topic? If so, when can we get that guidance?	staff will provide TA to grantees to assist with this adaptation.
If we choose Teen Outreach Program do we have to become a replication partner with Wyman? If yes, what exactly does that mean?	Becoming a "replication partner" simply means, in order to use their curriculum you must be trained in it by the Teen Outreach Program staff. This is in line with the TPIP requirement that you must be trained in any curriculum that you choose.
Where do we go to get the actual curriculum we are proposing to serve as stated on the Intent to Apply form?	You will need to contact the curriculum author/publisher in order to order the curriculum. **You can include the cost of purchasing the curriculum (if applicable) in your budget. (***See page 46 of the RFP)*
FIDUCIARY AGENCIES	
QUESTION	**ANSWER**
Can faith-based organizations apply for this grant?	Yes. Faith-based organizations can apply for TPPI 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 TPIP RFP? What is the due date on the Intent form?	Yes. The Intent to Apply form is required in order to apply for the TPIP grant and is due by Friday, June 24, 2011. Please email (coreyr1@michigan.gov) the form to Robyn Corey.
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. If you are developing one proposal for $100,000 that will serve multiple geographic areas, submit one Intent to Apply form since it is only representing one proposal.
When is the application due?	The application **MUST** be received by MDCH no later than 5:00 p.m. (EST) on Friday, July 22, 2011. **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., 4th Floor Lansing, MI 48913
For the Collaborative and Referral Arrangements what is	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.

it we are supposed to attach with the title of each agency?	
Are there a required number of collaborative agencies?	No. There is no specific number of collaborative agencies required.
The “Content of Proposal Package” section that begins on page 9 and ends near the top of page 10 gives you a list of nine items to be included in the proposal package. The “Proposal Outline” section near the bottom of page 10list these same components but in a different order. The Cover Sheet and Proposal Checklist are in a different order. Which do you prefer?	The order in the proposal outline section and the proposal checklist are correct. The proposal checklist should come after the proposal cover sheet.
Should the body of the proposal be single or double-spaced?	The body of the proposal should be <u>double-spaced</u>.
What is the difference between the following items under “agency description"? 1) past or present experience planning or implementing teen pregnancy prevention interventions and 2) organizational history and experience relevant to provision of services to target populations(s).	1) Provide evidence of specific teen pregnancy prevention programming that has been implemented by your agency. 2) Provide evidence of any youth programming focusing on the target population (12-19) that your agency has implemented.
If the RFP is in PDF how do I fill out the forms and paginate them?	The RFP as posted is for your reference. All state and budget forms that need to be filled out by your organization, are listed on the website (www.michigan.gov/teenpregnancy) as individual documents. Once completed, all documents will be compiled into your proposal and any documents (letters of support, etc) that cannot be paginated should be hand numbered.
Are 5 people to be sent to *each* of the two-day Teen Pregnancy Prevention Institutes or is it a *total* of 5 people between the two conferences?	You may bring up to 5 people to *each* training. It would be beneficial to bring the same people as the trainings will build off each other.
On page 10 of the RFP packet, at the top of the page, under Formatting Requirements, #1 is	No. It was listed as a reference so it was not missed as part of the process.

the Intent to Apply form, which was already submitted. Do you want a copy included in the proposal? It is also listed on the checklist.	
Is it acceptable to use the age ranges <15 and 15-19 when reporting on teen pregnancy and STI rates because that is how it is displayed on MDCH's website?	Yes. It is acceptable to provide city/county data on teen pregnancy and STIs for the ages of under 15 and 15-19 and not 10-15 and 15-19 as requested in the RFP. The data on MDCH's website has changed in how it is displayed.
PROGRAMMING INTERVENTIONS	
QUESTION	**ANSWER**
What is the required number of contact hours for programming for youth?	The number of hours of direct intervention required per youth per year is dependent on the intervention selected. (*See page 46 of the RFP)*
Can we only count the youth who attend all sessions?	Only youth who complete all 14 hours can be counted toward your minimum target hours. However, you will have more youth who *participate* but don't complete. So there will be a total number of participants but that number may be different than the number that complete.
What is the difference between utilizing school sites and in a school setting?	**Utilizing a school site** is when an outside agency comes in to provide programming on school property after school hours. **In a school setting** is when a school or outside agency provides programming on school property during the school day.
If a program has a client who is re-admitted and participates in programming a second time, how do you count that client in terms of numbers served?	A person can only be counted ***once*** regardless of how many times they receive the intervention. All numbers are reported as unduplicated youth.
Do the number of parents that attend TETO workshops count towards our total parent numbers?	Yes.
How can we connect to offer Talk/Early/Talk Often parent trainings for our program?	Go to www.michigan.gov/talkearly or contact Barbara Flis, Founder at teto@michigan.gov or 248-538-7786 for more information about TETO.
SUPPORT DOCUMENTS	
QUESTION	**ANSWER**
If a separate agency comes in after school to a school and provides programming, do we need a letter of approval from that administrator?	Yes. For **ANY** youth programming that will be conducted by an outside agency after school hours, a letter of approval from the administration must be included.
If programming will occur on school	Yes. For **ANY** youth programming that will be conducted on school property during school hours, a letter of approval from the administration must be included. If proposing to use a new curriculum, then

property during the school day, do we need a letter of approval from that administrator? Sex Education Advisory Committee?	there **MUST** be approval from the Sex Education Advisory Committee.
Does written approval from the Sex Education Committee need to be attached to the proposal?	No. It is preferred that the approval letter is attached but it is not required. You will be asked for this upon funding and before program implementation occurs. **ONLY** agencies proposing to provide **NEW** programming intervention/ curriculum within a school setting and during school hours will need a letter from the Sex Education Committee. *TPIP will work with each funded agency to develop a timeline that meets the needs of their program and committee approval process.*
If you have already received approval from a district but you are now changing the curriculum, does an updated letter of approval need to be submitted with this proposal or can it be submitted, if funded?	No. You do not need to provide a copy of the updated approval letter from the district. You will be asked for this upon funding and before program implementation occurs.
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)*
To whom are the letters of support addressed?	Kara Anderson Teen Pregnancy Prevention Consultant Michigan Department of Community Health 109 W. Michigan Ave., 4th 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?	TPIP 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 on the proposed program. 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 an agency or organization which provides a letter of support also be listed as collaborative and willing to receive our referrals?	Yes.
Can the letter of support/approval from the district superintendent, superintendent of instruction or building principal approving this	Yes. If your agency does this, you must clearly state something in your application stating that this specific letter addresses each of these criteria. This way, the reviewer will be clear on the purpose of the letter.

program on school property be counted as one 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?	
TARGET AREA / AUDIENCE	
QUESTION	**ANSWER**
My district does not have a comprehensive sex education program. What will it entail to get that up and running in my district?	For specific information on sex education laws in Michigan, refer to http://www.michigan.gov/documents/mde/HIV_and_Sex_Ed_Laws_Chart_Rev_4_2010_345047_7.pdf
If my district has to implement a comprehensive sex education program, is there flexibility in the start up date for direct programming?	Yes. A reasonable amount of time for this is approximately six months. This would also need to be clearly stated in your work plan. It would be advised to begin putting your Sex Ed Advisory Council as soon as your proposal is awarded.
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.
What are the ages of youth that can be served?	Youth **MUST** be 12-19 years of age. The only exception is for youth who are considered special education and then they can be up to 21 years of age and still receive programming.
How many youth must we serve?	Agencies must serve between 75 and 250 youth (depending on intervention selected) for the first full implementation period (10/1/11-9/30/12). A consistent increase of youth must be served each of the next two (2) years.
What is the required number of hours for parent programming?	Parent programming is optional, therefore, there is not a required number of direct contact hours. It is recommended that each parent received 2-4 hours of direct intervention. Parents may receive more contact hours through non-direct means, such as parent/child homework, parent packets, newsletters, etc.
WORK PLAN	
QUESTION	**ANSWER**
What is required for the work plan?	For the work plan we need a complete and detailed explanation of proposed programming (goals, objectives and activities) for the period of 10/1/11-9/30/12.
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. The number of these items will be different and specific for each agency depending on the curriculum and programming proposed. What is required is a work plan for each of the following four program areas: youth programming, parent programming, advisory council and community awareness.
Do we need four	Yes. Please complete a separate work plan for each programming area

separate work plans for each program area (youth programming, parent programming, advisory council, and community awareness) or can the areas be combined into one work plan?	
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 limit.