

## QUESTION & ANSWER FORUM

### December 22, 2008 - January 9, 2009

**PLEASE NOTE:** There has been a misprint with the required target number of youth. All agencies must serve between 250 and 1,000 youth (**not 400-2,500**). The RFP has been updated to reflect this change. --- If proposing to use a comprehensive curriculum, such as the Carrera Program (Children's Aid Society), your application will be considered if the target number of youth served is between 100 and 250. Justification for the target number and the appropriate use of resources must be provided.

ADVISORY COUNCIL / COALITION	
QUESTION	ANSWER
Is 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 <u>must</u> be a variety of members, including parents, community leaders, teens, educators, health professionals, etc. These members <u>must</u> be representative of the diversity of the community.
What is the coalition and advisory council?	<b>Advisory Council</b> - 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. <b>Coalition</b> - 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 <u>either</u> 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 grant?	Yes. Agencies <b>must</b> include with their application a list of <u>current</u> or <u>proposed</u> advisory council/coalition members, including their affiliation and characteristics indicating they are representative of the diversity of their community. This will be required once full program implementation begins.
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 <u>required 35%</u> 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 done?	Grant award notifications will be made in March 2009. Notifications will be made once all reviews are complete and internal approvals obtained.
Can we use this money to hire a counselor 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. ( <i>See page 4 of the RFP</i> )
Is there an in-kind donation requirement (dollar for dollar)?	No. There is no required dollar for dollar in-kind match but there is a required 35% match, which can come from in-kind or direct funds.
What is the funding amount minimum and maximum?	There is no minimum but the maximum funding amount is \$100,000. <b>ALL</b> 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 4/1/09 to 9/30/12, contingent upon availability of State funding. The project start date is 4/1/09 and the end date is 9/30/09.

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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 <b>must</b> attach a copy of the current indirect rate approval letter to their application and apply the rate as specified in the approval letter.
Is there a planning period for funded programs?	Yes. The planning period for funded programs is from 4/1/09 to 9/30/09, with a maximum allocation for this period of \$50,000. Direct programming can begin during the planning period but all programs are expected to serve between 400 and 2500 youth during the first full year of programming (10/1/09-9/30/10).
How many total dollars will be funded for abstinence this year through this grant?	Approximately \$400,000. Four (4) to six (6) agencies will be funded up to \$100,000 each per year, contingent upon availability of funds.
What is 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.
<p>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?</p> <p>If a school is donating space do we need a letter from them explaining how much that space and resources are?</p> <p>If the fiduciary is donating their services do we need a letter indicating that?</p>	Yes. If you are receiving matching funds, either in-kind or hard dollars from any source, you <b>MUST</b> 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 <u>no</u> 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 trainings will be held in the Lansing area. There will be <u>no</u> trainings out of state. The Statewide Teen Pregnancy Prevention Conference will be held May 5-6, 2009 in Kalamazoo.

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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 <u>cannot</u> 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 <b>ALL</b> 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. <i>(See page 19 of the RFP for specific information on match resources attributable to volunteer time)</i>
What does cash and in-kind mean?	<b>Cash</b> - Monetary contribution received from another source to assist with this project. <b>In-kind</b> - 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.
For project supplies can we designate food under the "others" category?	Yes. Food expenses are allowable under the "others" category.
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.
Does 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. <i>(See page 4 of the RFP)</i>
Where do I find blank budget forms?	Budget forms and instructions can be found on the TPPI website ( <a href="http://www.michigan.gov/tppi">www.michigan.gov/tppi</a> ) in both Word and Excel formats.
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 you clarify funding for the planning phase (April 1, 2009 - September 30, 2009) and the start up phase (October 1, 2009 through September 30, 2012)?	Agencies will receive one-half their requested amount for the planning phase, up to \$50,000. For example, if an agency is requesting \$75,000 they will receive \$37,500 for the planning period (April 1-September 30). They would then receive \$75,000 each of the next 3 years (October 1, 2009-September

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	30, 2012).
During the planning phase, is the \$50,000 a separate funding (budget)? If so, is the 35% local match required?	Yes. The planning phase budget is separate from the start-up phase budget ( <i>see answer above</i> ). The 35% match applies to <b>ALL</b> funding periods, no matter the amount.
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.
<b>CURRICULUM</b>	
<b>QUESTION</b>	<b>ANSWER</b>
Can we use a curriculum that we have put together or must we use a published curriculum?	Applicants can <b>ONLY</b> use the commercially developed curriculums listed in Appendix J. Curriculums developed locally by agencies are not acceptable for use. ( <i>See page 41 of the RFP</i> )
Is it possible to link several curriculums together when developing the proposal for implementation? Can you use more than one of the listed program models?--for example could you use the Carrera model for fifty kids and 14 hours of programming for 200 kids?	Agencies should implement only <u>one</u> primary curriculum. If that curriculum does not meet the 14 hour direct intervention requirement, additional teen pregnancy prevention programming/curricula should be provided. The two curriculum/interventions must be aligned in order to be effective. TPPI staff will work with funded agencies to ensure that ALL programming is appropriate and meets the needs of the program.
The Wyman Center has informed us that the Teen Outreach Program (TOP) is not available at this time. What do we do?	If you have chosen TOP, please choose a new curriculum and let Kara Anderson ( <a href="mailto:andersonk10@michigan.gov">andersonk10@michigan.gov</a> ) know what your new choice is. This does not affect your application process. Sorry for the inconvenience. -- <i>They plan to have a national duplication model available sometime in 2009.</i>
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 <u>must</u> contact the authors for guidance and acceptability. At no time should implementation do anything to affect the fidelity of the curriculum
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. <b>You can include the cost of purchasing the curriculum (if applicable) in your budget.</b>
We are a rural community so will we get marked down for choosing a curriculum that says it is best for urban communities when we are more rural? If so, what curriculums are best for rural communities?	You will <u>not</u> get marked down. If adapting a curriculum is necessary, as it might be in this case, you <u>must</u> contact the authors for guidance and acceptability. The author may have options for using the curriculum with more rural communities. At no time should implementation do anything to affect the fidelity of the curriculum
There are 2 curricula listed that are specifically for boys (Teen Talk) and one specifically for girls (SiHLE). Does that mean we cannot implement them with the opposite gender?	All curricula should be implemented as designed in order to keep with fidelity. If adapting a curriculum is necessary, you <u>must</u> contact the authors for guidance and acceptability. The author may have options for using the curriculum with the opposite gender. At no time should implementation do anything to affect the fidelity of the curriculum
The School/community Program for sexual Risk Reduction Among Teens appears to be more of a model. If we choose that model for the community based program, do we need an additional core curriculum that includes at least 14 hours of intervention?	TPPI requires that each youth must receive 14-hours of direct intervention over at least a four week period. If this model as a whole does not meet that requirement then the implementation of another curriculum would be necessary, either alone or in conjunction with the model.
Safer Choices includes 2 levels (to be implemented over 2 different years). Is it	All curricula should be implemented as designed in order to keep with fidelity. If you want to implement only one level, you

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acceptable to implement the program to participants using only one of those two levels?	<u>must</u> contact the authors for guidance and acceptability. The author may have options for using the curriculum with only one level. At no time should implementation do anything to affect the fidelity of the curriculum
<b>FIDUCIARY AGENCIES</b>	
<b>QUESTION</b>	<b>ANSWER</b>
Can faith-based organizations apply for this grant?	Yes. Faith-based organizations can apply for TPPI funding but they <b>CANNOT</b> use State dollars or matching funds under this award to support inherently religious activities including, but not limited to, religious instruction, worship, prayer, or proselytizing.
<b>EVALUATION</b>	
<b>QUESTION</b>	<b>ANSWER</b>
Do you have to hire an outside consultant for program evaluation or can this be done internally?	Agencies are not required to hire an outside consultant for program evaluation, although, they may choose to, if it best meets the needs of their agency. This is an allowable expense.
Is it appropriate for programs to appropriate funds for external data collection and evaluation?	
Is it appropriate to hire an evaluator to disseminate the data, once compiled?	
Is there a required or suggested budget amount for program evaluation?	No. There is no required or suggested budget amount for program evaluation.
Do you have a standard evaluation tool (pre/post-test) that MDCH will give us or do we have to come up with our own pre/post test?	TPPI will provide a set of required standard questions to agencies upon funding. In addition to the standard questions, agencies are required to administer the chosen curriculum evaluation as to keep fidelity. <u>All</u> evaluation tools <b>MUST</b> be approved by MDCH prior to implementation.
<b>MISCELLANEOUS</b>	
<b>QUESTION</b>	<b>ANSWER</b>
What is the project start date and end date?	The project start date is 4/1/09 and the end date is 9/30/09.
Is the Intent to Apply form mandatory for the TPPI RFP? What is the due date on the Intent form?	Yes. The Intent to Apply form is required in order to apply for the TPPI grant and is due by Friday, January 2, 2009. Please fax (517-335-8294) or email ( <a href="mailto:andersonk10@michigan.gov">andersonk10@michigan.gov</a> ) the form to Kara Anderson.
If one agency is applying in several different counties for this RFP, does the agency submit one Intent to Apply Form for the entire agency or one form for each of our regional offices?	Submit one Intent to Apply form for <b>EACH</b> proposal you are developing/submitting. If you are developing one proposal for \$100,000 that will serve multiple geographic areas, submit <u>one</u> Intent to Apply form since it is only representing one proposal.
When is the application due?	The application <b>MUST</b> be received by MDCH <u>no later than</u> 5:00 p.m. (EST) on Friday, January 23, 2009. <b>Hand delivered, faxed, or emailed applications WILL NOT be accepted.</b>
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., 4 <sup>th</sup> 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.
Is 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 <u>double-spaced</u> , except for the abstract, which should be single-spaced.

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<p>What is the difference between the following items under "agency description"?</p> <p>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).</p>	<p>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 (10-18) that your agency has implemented.</p>
<p>Is it acceptable to use the age ranges &lt;15 and 15-19 when reporting on teen pregnancy and STI rates because that is how it is displayed on MDCH's website?</p>	<p>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.</p>
<p>The RFP specifically states that the narrative section is not to exceed 20 pages (Sections 1-6). What about Sections 7 and 8? Are those sections not included in the narrative piece?</p>	<p>The 20-page maximum for the narrative should include sections 1-4 and 6-8. The work plan (section 5) is <u>excluded</u> from this limit.</p>
<b>PROGRAMMING INTERVENTIONS</b>	
<b>QUESTION</b>	<b>ANSWER</b>
<p>What is the required number of contact hours for programming for youth?</p>	<p>Fourteen (14) hours of direct intervention per youth per year over the course of at least four (4) weeks.</p>
<p>What is the difference between utilizing school sites and in a school setting?</p>	<p><b>Utilizing a school site</b> is when an outside agency comes in to provide programming on school property <u>after</u> school hours. <b>In a school setting</b> is when a school or outside agency provides programming on school property <u>during</u> the school day.</p>
<p>How can we connect to offer Talk Early Talk Often parent trainings for our program?</p>	<p>Go to <a href="http://www.michigan.gov/talkearly">www.michigan.gov/talkearly</a> or contact Barbara Flis, Founder at <a href="mailto:teto@michigan.gov">teto@michigan.gov</a> or 248-538-7786 for more information about TETO.</p>
<p>Does the 14 hours of programming have to be all curricula? Or, can the 14 hours be a combination of interventions?</p>	<p>The fourteen (14) hour programming requirement for youth must consist of <b>DIRECT</b> programming interventions (structured) or curricula received over a course of at least four (4) weeks. You cannot count one-time events, such as trips or weekend retreats or non-direct activities towards the fourteen (14) hours. It is expected that programming will hold to the fidelity of the curriculum you are implementing.</p>
<p>If we are providing education/counseling along with clinic services for Tailoring Family Planning Services, are we still required to meet the 14 hours of structured programming per youth?</p>	<p>Yes. Each youth must receive 14 hours of structured interventions per programming year. For TFPS this should come for a combination of education/counseling and clinic visits. If not, then you must supplement TFPS with additional programming.</p>
<p>If we are implementing a program intervention model such as Safer Choices where the program have less than the required 14 hours of programming in the curricula, will we be required to add additional direct programming interventions into the program?</p>	<p>Yes. If the chosen curriculum consists of less than the required 14 hours of direct intervention, you will be expected to provide additional direct programming to meet the 14-hour requirement. The additional programming needs to be direct and must supplement/support the chosen curriculum while still meeting the minimum program requirements.</p>
<p>Are we limited to just the curriculum? So could I take one of the listed curricula and do some supportive services as needed, ie., mental health.</p>	<p>Agencies should implement <u>only one</u> primary curriculum. If that curriculum does not meet the 14 hour direct intervention requirement, additional teen pregnancy prevention programming/curricula should be provided. The two curriculum/interventions must be aligned and teen pregnancy focused in order to be effective. TPPI staff will work with funded agencies to ensure that ALL programming is appropriate and meets the needs of the program.</p>
<p>We have been working with abstinence-based programming and we are a little concerned on how the schools are going to react. The idea is to do the curriculum in the</p>	<p>All curricula should be implemented as designed in order to keep with fidelity and meet the 14-hour programming requirement. If adapting a curriculum is necessary, as it might be in this case, you <u>must</u> contact the authors for guidance and</p>

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school without the more in-depth contraception information and have a separate time after school with parents and students to discuss this information. Is this a possibility?	acceptability. The author may have options for using the curriculum in schools and providing limited contraceptives info. At no time should implementation do anything to affect the fidelity of the curriculum
<b>SUPPORT DOCUMENTS</b>	
<b>QUESTION</b>	<b>ANSWER</b>
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 <b>ANY</b> 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 property during the school day, do we need a letter of approval from that administrator? Sex Education Advisory Committee?	Yes. For <b>ANY</b> 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 <b>new</b> curriculum, then there <b>MUST</b> 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. <b>ONLY</b> agencies proposing to provide <b>NEW</b> programming intervention/ curriculum within a school setting and during school hours will need a letter from the Sex Education Committee. <i>TPPI will work with each funded agency to develop a timeline that meets the needs of their program and committee approval process.</i>
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 <u>not</u> 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. <i>(See page 20 of the RFP)</i>
To whom are the letters of support addressed?	Kara Anderson Teen Pregnancy Prevention Consultant Michigan Department of Community Health 109 W. Michigan Ave., 4 <sup>th</sup> 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?	TPPI 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 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 of the 5 letters of support if appropriate	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.

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<p>language is included in the letter to support both requirements of the RFP?</p> <p>Can this one letter also include language providing evidence that our project has access to the target population?</p>	
TARGET AREA / AUDIENCE	
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.
What are the ages of youth that can be served?	Youth <b>MUST</b> be 10-18 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 250 and 1000 ( <b>not 400-2500</b> ) youth for the first full implementation period (10/1/09-9/30/10). A consistent increase of youth must be served each of the next two (2) years. <i>(See note at the top of this document)</i>
What is the required number of hours for parent programming? Is it 14 hours?	Parent programming is optional, therefore, there is not a required number of direct contact hours. It is <u>recommended</u> 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 10/1/09-9/30/10.
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.
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) is <u>excluded</u> from this limit.