

## Sexual Risk Avoidance RFA Questions and Responses

RFA #15-002

May 29, 2015

**Question:** How can an applicant determine whether the county or counties intended for program services are currently receiving state or federal funding for SRA education?

**Response:** The prospective applicant is responsible for determining existing program resources by checking with local school districts, local county health departments and the federal website below that list funded agencies.

<http://www.acf.hhs.gov/programs/fysb/grants/florida-app>

**Question:** We are a State Agency – do we put N/A by Board of Directors?

**Response:** Yes.

**Question:** Is there a recommended parent curriculum? If so, please send in order for us to reference.

**Response:** Currently there is only one approved evidenced based parent program through *Choosing the Best*, titled “Parent Prep”. If awarded funding the prospective applicant is responsible for obtaining parent curriculum. If additional programs are identified or created they would need prior approval from the Department.

**Question:** Some of the forms are asking for a Contract Manager. Would this be our Talli Contract Manager, DOH Contract Manager in Contract Dept. or Contract Manager in the Division who submits reports?

**Response:** A contract manager will be assigned, by the Adolescent Health Program, once a prospective applicant is successfully awarded funding and there is an executed contract for community providers or scope of work initiated for local County Health Departments.

**Question:** Standard Contract – CFDA & CSFA Nos. are needed (not on form). Again, who would be the Contract Manager and Contract/Grant Number?

**Response:** The standard contract attached to RFA is an example of a contract. Once the prospective applicant is awarded funding the contract will be completed with all the pertinent information. Please note the local County Health Departments will have a Scope of Work in lieu of a Standard Contract.

**Question:** Federal Recipient/Subrecipient Form – how are the boxes supposed to be marked?

**Response:** Please note this form will be completed by the prospective applicant upon successful award of funding.

**Question:** Is it possible to request \$160,000 rather than what is mentioned in the grant application?

**Response:** No.

**Question:** On page 22, Appendix B7 asks for letters of support from an administrator/director of the local county health department if applicable. If the county health department is applying for the grant, do we still need to provide the letter of recommendation from our administrator?

**Response:** If the local county health department administrator/director is signing the application no letter of recommendation is needed.

**Question:** Page 22 Appendix C1 and C2 request letters of agreement or commitment from schools and local organizations where program activities will be implemented. If we are currently working with the school board and community partners in the 2012-2015 grant, will we need to provide new letters of support?

**Response:** Yes, you will need to provide new letters of support for the upcoming year or the duration of the grant.

**Questions:** Page 23 Statement of Need, letter G, requests the sources of all data and statistics used to validate the research. Is there a specific format for citing those resources i.e. (APA, MLA)?

**Response:** No, there is no specific format required.

**Question:** Page 9, Section 2.5.1, Section A, 2 states that “a provider will not provide evidence based SRA education curriculum in settings where other sources of federal or state funding are being utilized to deliver services during the same time period”. If another program is using federal funding to provide education to a limited group of students at a certain school, would we be allowed to educate a separate group (age or grade) of students at the same school?

**Response:** This statement is meant to prevent duplication of students or youths who receive Sexual Risk Avoidance or Sexual Risk Reduction education through different grants or funding streams. The prospective applicant would need to specify in their application what other programming is being offered in their specific setting and how they will ensure there will be no duplication of students or youths who receive Sexual Risk Avoidance or Sexual Risk Reduction education.

**Question:** Page 9, Section 2.5.1, Section A, 4 states that “programs for parents and guardians must be evidence based, receive prior approval for us from the contract manager...” Regarding this grant, is there a list of approved evidence based curricula for parents?

**Response:** Currently there is only one approved evidence based parent program, *Choosing the Best*, “Parent Prep”, however, if additional programs are identified or created they would need prior approval by the Department contract manager.

**Question:** Page 7, Section 1.7 states “If funding is available and performance is acceptable, contracts awarded under this RFA may be renewed or continued, in whole or in part, by the Department on a yearly basis for up to 3 additional fund period.” If this grant has the potential for being renewed for up to 3 additional funding periods then what is the exact length of the initial funding period? How does this relate to Page 10, Section 3.4 regarding the statement that “the initial project term will be for a funding period of three years”?

**Response:** The initial period is one year, and funding is renewable annually for up to 3 additional years for a total of four years.

**Question:** Page 8, Section 2.3 states “All classes are required to last at least one hour in duration, but may be longer. Page 10, Section B states that the number of minutes per lesson for 6 out of the 9 curricula is 50 minutes in length. If the specified length of a session is less than an hour (50 minutes), will this meet the requirement for class duration?”

**Response:** The statement that “all classes are required to last at least one hour in duration” applies to the parent classes. Please use the chart on page 10 for the number of lessons and number of minutes required per lesson for a particular curriculum.

**Question:** On page 10, the chart indicates the minimum number of unduplicated youth required for each funding level. Please clarify if it was intended to be the number of unduplicated youth who attend sessions or unduplicated youth who complete the minimum number of minutes/lessons for the evidence-based curriculum?

**Response:** The number of unduplicated youth who complete the minimum number of minutes/lessons for the selected evidence based curriculum.

**Question:** On Page 12, there is a reference to minimum background screening requirements for staff and volunteers, indicating that the screening must be done through FDLE and the FBI. As an agency which also manages afterschool and summer programs, we are now required to use the ACHA Clearinghouse and our DCF-assigned OCA number. As well, the Miami-Dade County Public School System requires any staff who works within the schools to complete their background clearance process. All of this results in our agency having to screen staff multiple times (and increases the costs). Will EITHER screening reports done by MDCPS or DCF be acceptable in place of the FDLE/FBI screenings?

**Response:** Yes, as long as the screening is at least a Level 2 background check.

**Question:** On Page 17 it says, “Providers will be responsible to coordinate services and activities with programs provided by the Department of Health’s Division of Community Health Promotion to facilitate implementation of the contract” Could you release a list of contacts (by County) or send a website link so that we can get in touch with this Division to begin collaboration?

**Response:** If awarded funding the prospective applicant would be responsible for coordinating with the Sexual Risk Avoidance Education Program which is part of the Adolescent Health Program, Bureau of Family Health Services within the Division of Community Health Promotion and will be provided the contact information needed.

**Question:** It is stated that “Provider will not provide the evidence based SRA education curriculum in setting where other sources of federal or state funding are being utilized to deliver services during the same time period.” Does this mean that if there is a school that has a Students Working Against Tobacco organization with the Bureau of Tobacco Free Florida, we can’t implement SRA education curriculum in said school?

**Response:** This statement is meant to prevent duplication of students or youths who receive Sexual Risk Avoidance or Sexual Risk Reduction education through different grants or funding streams. The prospective applicant would need to specify in their application what other programming is being offered in their specific setting and how they will ensure there will be no duplication of students or youths who receive Sexual Risk Avoidance or Sexual Risk Reduction education.

**Question:** Is there a list of evidence based programs for adults? Are other Health Departments who have the SRA grant willing to share their adult programs?

**Response:** Currently there is only one approved evidence based parent program, *Choosing the Best*, “Parent Prep”, however, if additional programs are identified or created they would need prior approval by the Department. The prospective applicant, if awarded, would need to approach other programs on an individual basis regarding the sharing of programs.

**Question:** It is stated that the provider is responsible for the cost of the curriculum training. Does this mean we can't use grant funds to attend training including the associated costs?

**Response:** No, it is appropriate to use the costs associated with curriculum training as expenses using grant funds.

**Question:** Training for the *Choosing the Best* is located in Louisiana. One of the "unallowable costs" is out of state travel. Does this mean for this program the Provider is responsible for the travel cost?

**Response:** Most curriculum companies will bring trainers to your local area or offer trainings in different regional locations. Please contact the curriculum company you select for specific information and questions regarding their curriculum training.

**Question:** Is there a train the trainer approach for any of the curriculum? If so, are there trainers in Florida?

**Response:** Please contact the curriculum company you select for specific information and questions regarding their training options.

**Question:** Does "staff" mean anyone whose salary is supported by the grant or does it include youth leaders and volunteer?

**Response:** Staff refers to anyone whose salary is supported by this funding, facilitates curriculum or plays a role in program management of this grant.

**Question:** Do volunteers and youth leaders have to attend the Annual SRA Education Program Technical Assistance Training?

**Response:** Anyone whose salary is supported by this funding, facilitates the curriculum or plays a role in program management of this grant should attend the Annual SRA Education Program Technical Assistance Training.

**Question:** If targeted youth are in detention or in locked units, is there an expectation of parent involvement or parent education?

**Response:** The goal is to provide education to parents and significant adults, who have influence on the youth's life, with the intention of producing a stronger impact from the Sexual Risk Avoidance message.

**Question:** Do parents who receive education need to be parents of children attending SRA education?

**Response:** Ideally the parent education would be for the parents of youths who are attending the SRA program. The goal is to provide education to parents and significant adults, who have influence on the youth's life, with the intent to produce a stronger impact from the Sexual Risk Avoidance message.

**Question: Is a protocol to train youth leaders available from other funded projects? If not, where can guidance be found to develop protocols?**

**Response:** No. It is the responsibility of the prospective applicant to create guidance for their youth leaders. If prospective applicant is awarded funding, the program office will be available to offer technical assistance.

**Question: Is the operational email account that of the grant lead or of an individual assigned to monitor communication?**

**Response:** An email account holder needs to be a person who will check emails daily (weekdays) and is responsible to distribute information to staff funded by the program.

**Question: Is a paper time sheet required?**

**Response:** For community based providers - a paper time sheet is required to be attached to the monthly invoice as part of the expenditure report. For local County Health Departments – information will be verified through the financial information system (FIS) or employee activity report (EAR) monthly.

**Question: On page 8 of the RFA there is a statement that says the following: “Providers receiving funds from other sources that focus on issues other than SRA education must not perform or promote activities that are inconsistent or conflict with SRA education program requirement. Other activities may not promote, endorse, distribute, demonstrate or provide instruction on the use of contraceptive or condoms. Information on contraception or condoms, if provided, must be age appropriate and presented only as it supports the Sexual Risk Avoidance message being presented.” Our agency has been a provider with the Florida Department of Health as an abstinence education agency for 6+ years, serving only the middle school age population. But we also received federal PREP funding which reaches a different population (high school age youth) and different schools. For the PREP funded program we have provided information on contraception and encouraged abstinence, as the evidence-based curricula required. But we need to be sure that with the new contract cycle that our agency is ineligible now for FL Dept. of Health contracts?**

**Response:** You would be considered ineligible if the curriculums you are facilitating under other funding are in conflict with the following statements: “Providers receiving funds from other sources that focus on issues other than SRA education must not perform or promote activities that are inconsistent or conflict with SRA education program requirement. Other activities may not promote, endorse, distribute, demonstrate or provide instruction on the use of contraceptive or condoms. Information on contraception or condoms, if provided, must be age appropriate and presented only as it supports the Sexual Risk Avoidance message being presented.”