Children's Trust Fund
RFA #24-18 – Q&A Log
2/4/2019

Question #	Date Received	RFA Section	Question	Answer
1	1/21/2019	Rider 2 Part I Section I-14 Pgs. 7-8 Part II Section II-1 Pgs. 12-13	I'm reaching out to get a bit more information about the Children's Trust Fund. I work for a non-profit, the Meadville Neighborhood Center (MNC) who recently, under the direction of local teenagers, started the Meadville Area Teen Lounge. This youth driven program provides teens in the area a safe place to connect and heal. Many of the students that attend have high adverse childhood experiences (ACES) scores. Of course, we know, without programs that heal these traumas, these teens will most likely carry on the cycle of childhood traumas such as abuse and neglect. I'm reaching out to you to see if our project might be appropriate for the Children's Trust Fund. We are seeking funding to support staff costs as well as area improvements, transportation, and programming.	We cannot advise if a specific project is appropriate, please review the requirements within the RFA to determine if this specific project would meet those requirements. Please see Part I, Section I-14 for General Eligibility Criteria.

2	1/28/2019	Rider 3 Budget and Budget Narrative	Does page 1 of the budget and budget narrative excel spreadsheet need filled out for the application. It looks like it is just for expenditure reports?	Yes, Columns B (Grant Budget), F (Cash Match) and G (In-Kind Match) need to be completed along with the budget narrative. Please ignore the CTF Only designation related to Columns F and G and complete all Columns specified above.
3	1/28/2019	Rider 3 Budget and Budget Narrative	Can administrative expenses be written into the "other" line on the budget? Such as "indirect administrative expenses 10%", or does each administrative expense line item have to be described and included, not totaling more than 10%?	Only the indirect cost line has a percentage tied to it (10%). If a cost is not in the indirect cost line, the items must be described and itemized. Examples of indirect costs include payroll services, HR services, IT services, janitorial, and mail services. These are costs that are shared equally across the organization. If staffing is cost allocated, staff salaries must be broken down by percentage of grant covering cost. This is an example of an Administrative Cost. Administrative costs do not have a cap. The staff member is only allocated to a few grants and not all across the organization.
4	1/28/2019	Rider 3 Budget and Budget Narrative	Do in-kind donations have to be written into page 2 and 3 of the budget and budget narrative excel spreadsheet?	Columns B (Grant Budget), F (Cash Match) and G (In-Kind Match) need to be completed along with the budget narrative. The in-kind and Cash Matches do not have to be broken down within the narrative.

5	1/29/2019	Rider 2 RFA and Work Statement	Are letters of support allowed or encouraged?	Letters of Support will not be reviewed and will not affect the overall score.
6	1/29/2019	Attachment 1: Applicant Information Form RFA and Rider 2 Pg. 14	Is a letter of support required from our county's children and youth agency?	A signature is required from the Children and Youth Agency Administrator or their Representative. A letter of support is not required.
7	2/4/2019	Pre-Application Webinar	Will this presentation PPT be made available to us?	Yes, it will be posted on the eMarketplace website at the same time as the Q&A document.
8	2/4/2019	Rider 2 Work Statement Section 8 Pg. 23	RFA p 23 prefaces a sustainability question with a statement that CTF funding is not renewable, does this mean a prior CTF grantee award recipient would need to propose something unrelated to their prior CTF-funded project in order to be eligible to reapply?	Yes, the project proposed must be different than the previously funded program. It may be the same program focused on a different population. The purpose of the CTF funds are not to sustain programs but to establish programs and other innovative primary and secondary abuse prevention programs and approaches.
9	2/4/2019	Rider 3 Local Match Verification Letter	Can funds from Children and Youth's Needs-based budget be used for the cash portion of the local match?	No. If the question is referencing a county's needs based budget from DHS, it cannot be used for the cash match since funds are both federal and state funds. If the county agency has a source of local funds not derived from either federal or state funds, the funds may be used for the cash match; however, the applicant must include an explanation of the source of the funds.

10	2/4/2019	Rider 2 Work Statement Calendar of Events Pg. 3	Am I missing the application deadline?	It is due by 12:00 pm on March 6th, 2019.
11	2/4/2019	Rider 2 Work Statement Calendar of Events Pg. 3	The due date for the grant was changed from the date on the calendar of events on the application? The date on the application states it is due by 12:00pm on March 6th.	The Calendar of Events has a due date and time of 12:00 pm on March 6th, 2019.
12	2/4/2019	Rider 3 Budget and Budget Narrative	Could the rent value of building/office space be used as part of the in-kind match if no actual rent is being paid for the space (owner occupied).?	Yes, the Applicant may use the fair market value to determine the in-kind cost. A question to ask for in-kind/match: Would a person TYPICALLY pay for the item you are trying to count as match/in-kind…and is it reasonable.
13	2/4/2019	Rider 2 Work Statement Part I Section I-14 Pgs. 7-8 Rider 2 Work Statement Section II-1 Pgs. 12-13	Can we use the Strengthening Protective Factors (SFPF) frame work alone with activities we know are effective in our community as a promising practice?	We cannot advise if a specific project is appropriate. Please review the requirements within the RFA to determine if this specific proposed project would meet those requirements. Please see Part I, Section I-14 for General Eligibility Criteria. The SFPF is an approach and not a program.
14	2/4/2019	Rider 2 Work Statement Question 13	In the multi-year scenario where we are seeking to maintain a caseload, how is that reflected since the number of families must be unduplicated?	The Applicant will provide the number of families that will be served per year. The Applicant should explain the carryover of families from year to year.

15	2/4/2019	Rider 2 Work Statement Question 13 Pgs. 17-18	When reporting numbers served, why can't there be more children than family-units? Won't some families have multiple children?	There cannot be more families than caregivers/children. You can have more caregivers and children than families in the chart.
16	2/4/2019	Rider 2 Work Statement Part I I-14 Pg. 7	I had sent in a question asking about how it works for the present Cohort to write for this grant.	Yes, Cohort 26 is allowed to apply for Cohort 28 due to the change in grant year to match the state fiscal year.
17	2/4/2019	Rider 3 Local Match Verification Letter	Just confirming match must be 1/2 cash per year (and not from state/fed sources)	Match dollars cannot come from state or federal sources. Year 1 – Local Match minimum is 25% (Cash and In-Kind) and Year 2 and 3 – Local Match minimum is 50% of the award (Cash and In-Kind). At least 50% of the Local Match must be in cash and not in-kind services.
18	2/4/2019	Rider 3 Budget and Budget Narrative	Can the costs for printing, phones, electric be included in matching funds?	If the agency is providing those costs, it must be the percentage allocated to the program.
19	2/4/2019	Rider 3 Local Match Verification Letter	Confirming that City of Philadelphia DHS funds are eligible for the match requirements?	Without more specifics on the source of the funds, we cannot answer. The local funds cannot be from either state or federal funds.