

Addendum #1 to RFA 67-38

Healthy Youth PA

The purpose for this addendum is to provide answers to all questions per the RFA Potential Applicant letter and to correct Part One, C, 2, c) Budget; Part One, D, 2, d) Budget and provide an example of a Budget Narrative.

Addendum 1 for RFA #67-38 Healthy Youth PA

Question 1: My question pertains to the 4. Deliverables section of the RFA. I see that programs should include all 3 of the service components (mentoring/adult-supervised activities, adult-led group discussion sessions, and parent education). When it comes to the adult-led group sessions and the parent education, what is the expected number of hours for this kind of programming? Should these activities occur once a week or once a month throughout the grant period?

Answer 1: Per Part One, General Information, Section B., youth who participate in other project components (referring to Components 2 and 3 of Part One, General Information, Section D. ii and iii) should be exposed to a minimum of 14 hours of programming. The minimum of 14 hours of programming refers to a minimum of 14 hours over a calendar year. There is no language included in the RFA with regards to frequency of activities as applicants are to propose a plan that incorporates these services as they best fit the needs and resources of the applicant's proposed target community and population(s). The adult-led group sessions must be distinctly separate from the mentoring program described in Component 1.

Question 2: Section C, 4: Deliverables - How many workshop sessions should be held for youth? How many workshop sessions should be held of adults? I see a list of topics for workshops, but are there any preferred curriculums that already encompass these workshops or should we be developing our own materials?

Answer 2: Similar to the answer for Question 1, per Part One, General Information, Section B., youth who participate in other project components (referring to Components 2 and 3 of Part One, General Information, Section D. ii and iii) should be exposed to a minimum of 14 hours of programming. The minimum of 14 hours of programming refers to a minimum of 14 hours over a calendar year. There is no language included in the RFA with regards to the number of workshop sessions or if there is a preferred curriculum or materials that should be used. Applicants are to propose a plan that incorporates these services as they best fit the needs and resources of the applicant's proposed target community and population(s). The adult-led group sessions must be distinctly separate from the mentoring program described in Component 1. Information and materials presented must be evidence-based and medically accurate. Additionally, page 2, 2nd paragraph states "This program model will be titled Healthy Youth PA and will not utilize direct abstinence education strategies or a curriculum component." This means that a traditional abstinence education curriculum cannot be utilized to meet the requirements of this RFA.

Question 3: Section C, Application Procedures, 2: Evaluation of Applications, c: Budget - The RFA notes that this source cannot fund more than 56% of the project's total cost. Does "the project" refer generally to our mentoring program, or specifically to this project aimed at promoting abstinence. In other words, can we cover 100% of Components 2 and 3 of this project (i.e., youth and parent workshops) through this funding source, if we use other sources to fund the mentoring component, such that the total funds used from this source do not exceed 56%?

Answer 3: Per Part One, General Information, Section C.2.c., the project refers to the overall project proposed by the applicant. It is at the discretion of the applicant to determine what parts

of their proposal are funded through award funding and what parts of the proposal are funded through other sources. Funds used to satisfy the match requirement must be local government dollars, private dollars (such as foundation dollars), or in-kind support.

Question 4: Can office support be used in the match?

Answer 4: Per Part One, General Information, Section C.2.c., matching funds are a requirement of the program. Office support may be included as match as long as the office support is used directly for Healthy Youth PA programming and the funds used are local government dollars, private dollars (such as foundation dollars), or in-kind support.

Question 5: What is the target number of children you would like to reach in each county? What is the target number of families?

Answer 5: There is no specific requirement or estimate as to the number of youth to be served and it is up to the applicant to propose how many youth are expected to be served throughout the course of the project.

Question 6: First year is three months – can this be extended for the entire two-year period?

Answer 6: Per Part One, General Information, Section D.2.d., the first year budget period is July 1, 2015 through September 30, 2015. The reason for this is funding for Healthy Youth PA comes from the Federal Title V State Abstinence Education Grant Program, funding runs on the Federal Fiscal Year. Funds used for July 1, 2015 through September 30, 2015 come from the 2014 Federal Fiscal Year, which ends on September 30, 2015. Therefore, all funds must be used by September 30, 2015, or they will otherwise be liquidated and returned to the Federal Government.

Question 7: Application is due May 13th – notification says 8 weeks (July) – then we have 3 months for first year of program of 14 weeks. Is this the true period? Is there timeline flexibility?

Answer 7: Similar to the answer in Question 6, timelines are based on Federal Fiscal Years due to funding for Healthy Youth PA coming from federal funding. Therefore, there is no flexibility with regards to timelines.

Question 8: Do we need a letter of support from partnering agencies?

Answer 8: There is not a requirement in the Request for Applications in which applicants are required to submit letters of support from partnering agencies.

Question 9: So each county will receive \$63,000 for first year of three months?

Answer 9: Per Part One, General Information, Section D.2.d., the maximum award amount for the first year budget period is \$63,750 for the period of July 1, 2015 through September 30, 2015. Similar to the answer to Question 6, this is due to funding for Healthy Youth PA coming

from the Federal Title V State Abstinence Education Grant Program and timelines must follow Federal Fiscal Years.

Question 10: Is there a standard evaluation?

Answer 10: Per Part One, General Information, Section C.5., reporting requirements are listed for Healthy Youth PA. For the time being, data required to be reported will be the method of evaluating program implementation.

Question 11: What is the usual negotiation period?

Answer 11: Applicants who are selected for negotiations will be notified in writing. At that point, the applicant and Healthy Youth PA Project Officer through the Pennsylvania Department of Health will determine a suitable time for a meeting to negotiate a grant agreement. Per Part One, General Information, applicants are expected programming for Healthy Youth PA to begin July 1, 2015.

Question 12: If negotiation is beyond August, will the 14 hours for the first year still be held to task?

Answer 12: Per Part One, General Information, Section B., youth who participate in Components 2 and 3 of Part One, General Information, Section D. ii and iii should be exposed to a minimum of 14 hours of programming with regards to these two components. The minimum of 14 hours of programming refers to a minimum of 14 hours over a calendar year. Therefore, since the expected start date is July 1, 2015, there must be a minimum of 14 hours met by July 1, 2016. If the Healthy Youth PA start date is a date later than July 1, 2015, then the minimum of 14 hours must be met by one calendar year from the new start date.

Question 13: Can you collaborate with another agency to provide adult-led group sessions or parenting education to the parents, guardians, and other adult caregivers of youth?

Answer 13: Yes, applicants may collaborate with other agencies to provide any service the applicant is not able to provide.

Question 14: Can you add money in the budget to cover the cost of travel to the orientation?

Answer 14: Per Part One, General Information, Section C.2.c., applicants are required to dedicate funds for at least the project director/coordinator to attend an awarded applicant orientation. Healthy Youth PA award funds may be used to cover the costs of travel for this meeting.

Question 15: Is the \$148,750 per award covering two years?

Answer 15: Per Part One, General Information, Section D.2.d., the maximum award amount is \$148,750 and covers July 1, 2015 through September 30, 2016. The maximum award amount covers a 15 month period.

Question 16: How are awardees reimbursed?

Answer 16: The Pennsylvania Department of Health has a standard invoicing process which will be explained thoroughly to awarded applicants at the orientation meeting. Programs submit an invoice with supporting documentation once a month for that month's expenses. The program is then reimbursed after review and approval of the invoice.

Part One, General Information, Section C.2.c. will now read as follows:

- c) **Budget:** The budget template provided by the Department must be used and the budget should be reasonable for the work proposed. The budget must demonstrate that the applicant has dedicated funds for at least the project director/coordinator to attend an awarded applicant orientation, which will be held in an area that is centrally-located to the 9 priority counties. In addition, if additional Federal funds are awarded and grants are extended, an awarded applicant meeting will be held once a year in a similar area as the awarded applicant orientation. This area will be determined at a later date once programs are selected; however, the area will likely be in the central part of Pennsylvania as the priority counties reach both required trainings will be provided for programs related to mentoring, ethical issues in mentoring and adult supervision, developmental assets, bullying, LGBTQ issues, and confidentiality and child abuse reporting.

Additionally, the funding requires that awarded applicants must fund at least 44 percent of the project's total cost with non-Federal resources while the Department will fund no more than 56 percent of the project's total cost. For example, if the applicant's total program cost is \$100,000, the Department allotment \$56,000 then the applicant must provide a match of \$44,000. The formula to calculate the match requirement based on the given award amount is: $(\text{award amount} \div 56\%) - \text{award amount} = \text{match amount}$. The match may be local government dollars, private dollars, such as foundation dollars, or in-kind support. Federal funds may not be used for the match. Applicants must demonstrate how much matching funds they intend to provide and identify the sources of the matching funds.

In addition to the downloadable budget format, a two-page budget narrative should be provided and should include justification supporting the need to allocate funds for items in the spreadsheet of the itemized budget. The justification should provide a clear description of how the budget items directly relate to the completion of project activities.

BUDGET NARRATIVE

Applicants should submit a budget narrative along with their application that will provide justifications of costs for each of the budget categories. The justifications should provide a clear description of how the budget items directly relate to the completion of project activities. If a budget narrative is not submitted with an application, any applicant that is selected for grant negotiation will be required to submit during the grant negotiation period.

The following is the anticipated timeline as a reference for implementation of Healthy Youth PA:

Anticipated Project Period: July 1, 2015 - September 30, 2016
Anticipated Grant Period: July 1, 2015 - September 30, 2015
Anticipated Grant Period: October 1, 2015 - September 30, 2016

Personnel Services, Fringe Benefits

Personnel salaries for staff that are performing tasks directly related to the project. Fringe benefits include the amount paid by an employer to cover non-wage benefits. This includes (but is not limited to) health insurance, disability insurance, retirement, pensions, life insurance, and dental insurance.

Consultant Services

Services that are charged to an outside agency as part of programming for the project. This category is used when the outside agency charges an hourly rate as opposed to a flat rate.

Subcontract Services

Costs of subcontracts for services and goods.

Patient Services

This budget category is not relevant to this RFA

Equipment (Only items over \$5,000)

Tangible and nonexpendable personal property having a useful life of more than one year and acquisition cost of \$5,000 or more per unit would be included in this category.

Supplies

All items required to start up the program should be included in this category. The items included in this category would be office supplies, binders, postage, envelopes, pens, pencils, etc.

Travel

Mileage, Lodging, Airfare, Subsistence, Parking/Tolls, and Ground Transportation costs for out of town meetings and trainings for salaried personnel only (not consultants and contractors)

Other Costs

Such costs, where applicable and appropriate, may include but are not limited to insurance, food, professional service costs, space and equipment rentals, printing and publication, computer use, training costs, tuition, stipends, staff development costs, furniture, fuel, program supplies, local travel, accounting, evaluation, and administrative costs. Federal indirect costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, program, or activity but are nevertheless necessary to the operations of the organizations are also included in this category. For example, the costs of operating and maintaining facilities, administrative services, etc. An indirect cost rate cannot exceed the providers federally approved indirect rate cost schedule. We do not need to see what is included in indirect costs. The website for requesting instruction on how to obtain an Indirect Cost Rate: <https://rates.psc.gov/> Website of contacts for assistance in obtaining and Indirect Cost Rate Agreement: <https://rates.psc.gov/fms/dca/map1.html>