

**Home Visiting Expansion
RFA #25-17 – Q&A Log
1/4/2018**

Submitted		RFA Section	Question	Answer
Date Received	12/19/2017	RFA and Rider 2 Part II, Application Requirements and Rider 2 Work Statement Page 11	I think this question was asked before and I know we can expand in the counties we serve, but can we use this money to support the Multip Pilot as we are at capacity and if we take on Multips we would need to expand out 1st time slots	Yes, as long as there is an expansion of services associated with the Multips pilot, such as an increase in the number of families already being served or an expansion into a new county utilizing the pilot, also resulting in an increase in families being served.
Submitted		RFA Section	Question	Answer
Date Received	12/19/2017	RFA and Rider 2 Calendar of Events Page 3	Will the state consider extending the due date from January 22nd to the 30th, since the release falls over the holiday?	The deadline is extended to January 25th, 2018 , due to the delay in responding to these questions.
Submitted		RFA Section	Question	Answer
Date Received	12/19/2017	Addendum 1 Budget Clarification Page 1 RFA and Rider 2 Part III, Cost Guidelines Page 22	The dates of the grant are from February 1, 2018 to June 30, 2019, a period of 1 year, 5 months. Since this period is longer than the usual 12 month period, how do you anticipate programs allowing for that elongated first year in their budgets?	You will need to submit 2 budgets: one for February 1, 2018 - June 30, 2018, and one for July 1, 2018- June 30, 2019. The maximum total amount for this 17-month (two budget) period is \$250,000. Please use this amount when calculating the proposed families served. Because this is a limited funding award, you should budget carefully for the amounts for which you are applying.
Submitted		RFA Section	Question	Answer
Date Received	12/19/2017	N/A	When are the home visitation services required to begin? We would need to hire and train staff as well as provide prepare space for their offices, which may require some moves on our part.	The specific model you are applying to provide will have guidance on when new staff should start providing home visiting services. The Department will defer to the model's recommendation for startup time.

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Submitted		RFA Section	Question	Answer
Date Received	12/19/2017	RFA and Rider 2 Page 11	I've gone into various of the links associated with this RFA, but am having a hard time finding the actual description of what is required of applicants - i.e. the program description, goals etc. Please advise where I am missing this.	Please view Rider 2, Part II (Application Requirements and Rider 2 Work Statement), beginning on page 11 of the RFA.

Submitted		RFA Section	Question	Answer
Date Received	12/19/2017	RFA and Rider 2 Page 11	Would this also cover Nurturing Parenting?	Please refer to the website listed on Page 11 of the RFA to determine which models are eligible for funding. Nurturing Parenting is not an eligible model.

Submitted		RFA Section	Question	Answer
Date Received	12/19/2017	RFA and Rider 2 Page 11	I saw that an RFA is up on the site. However, am I correct in that it seems my organization won't be eligible? While we are the family center for the Easton Area School District, we do not receive state family center funds and are not currently running any programs on your approved list. We do run a Parent-Child Home Program, but that program isn't on your approved list. So if I'm understanding it, we wouldn't be considering "new" or "existing" Can you clarify/confirm so I am certain?	Please refer to the website listed on Page 11 of the RFA to determine which models are eligible for funding. Parent-Child Home Program is not an eligible model. Applicants need to already be offering one of the models on the list in order to be eligible to apply as either "new" or "existing."

Submitted		RFA Section	Question	Answer
Date Received	12/20/2017	RFA and Rider 2 Page 15	Under "Instructions" on page 15 of the RFA, it states that bold or italics	Bold or Italics may be used only for headings.

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			are not to be used. Please clarify whether bold or italics are permitted to be used for section or sub-section headings?	
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	Submitted	RFA Section	Question	Answer
Date Received	12/20/2017	RFA and Rider 2 Page 15	Is the Work Statement permitted to be single-spaced?	The Work Statement may be single-spaced; however, double-spaced is preferred.

	Submitted	RFA Section	Question	Answer
Date Received	12/20/2017	RFA and Rider 2 Page 11	Please clarify the distinction between the two types of applicants defined on page 11 of the RFA: (1) A New Home Visiting Program or (2) An Existing Home Visiting Program. The confusion steps from the description under New Home Visiting Program that states, “Agencies applying as “new” home visiting programs must already be implementing the approved model through other funding sources and are seeking to expand those services to meet community needs.” It sounds like this would be considered an existing program rather than a new program.	The distinction is that a “New Home Visiting program” is not currently receiving funds from the Commonwealth to implement an approved model.

	Submitted	RFA Section	Question	Answer
Date Received	12/20/2017	Attachment 2 Grant Agreement Page 4	For Attachment 2, Grant Agreement, applicants are instructed to sign and submit the third page only. However, the signature page is actually page 4 of the document as it was presented on eMarketplace. Should we actually sign and submit page 4?	Yes, please sign and submit page 4 (the signature page) of the Grant Agreement document.

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	Submitted	RFA Section	Question	Answer
Date Received	12/20/2017	RFA and Rider 2 Priority Populations Pages 11-12; 15; 20-21	If we work with a Center of Excellence in one county, but the county for which we propose to provide the Evidence-Based Home Visiting program does not have a center, would we still be eligible for the priority points?	No. If a Center of Excellence does not exist within the county the applicant serves or intends to serve, the applicant would not be receive the priority point.

	Submitted	RFA Section	Question	Answer
Date Received	12/20/2017	RFA and Rider 2 Priority Populations Pages 11-12; 15; 20-21	For applicants who apply to expand a home visiting program in county that does not have a Center of Excellence, aren't they in a sense being penalized because they do not have the opportunity to collaborate with such a Center and would not be able to be awarded the additional priority points?	No. Priority points are not a requirement for eligibility.

	Submitted	RFA Section	Question	Answer
Date Received	12/20/2017	RFA and Rider 2 Page 18 Question 11	We are a current Early Head Start provider. However, the role of the "model developer" is different for this program than with some other evidence based programs, such as NFP or PAT. Please clarify what you would be looking for from the Office of Head Start in the response to Question #11 in this application, or item 9 in the General Instructions section of the work plan that states, "The Grantee has received approval from the State or National Office for expansion, if applicable."	Some home visiting models require prior approval before expanding services. All Applicants should refer to the model requirements and/or guidelines concerning expansion. For Early Head Start, please refer to Addendum 2, which provides an approval for all Early Head Start Applicants. Early Head Start Applicants must be the grantee and cannot be an affiliate of the grantee.

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Date Received	12/20/2017	N/A	Is this RFA state or federal funds?	These are State funds.
Submitted				
Date Received	12/21/2017	N/A	Question Just to be certain, is this expansion only intended for serving families with children birth to age 3? (I ask because we are PAT affiliate/Family Center using the prenatal through kindergarten curricula and serve families with those aged children.)	Answer This is dependent on the model that an Applicant is applying to provide. Services are generally Pregnancy through kindergarten entry/ first year of kindergarten.
Submitted				
Date Received	12/21/2017	N/A	Question Would the QERs and other reports for this grant be separate from our regular Family Center reporting, or would these funds get rolled into our Family Center grant?	Answer For Fiscal Reporting: If you already have a Family Centers or MIECHV grant, funds awarded through this RFA will be added to the existing grant agreement, and reporting schedules will coincide with existing schedules. Budgets you submit for this RFA should only include this expansion funding. For Program Reporting: Program Reports will remain separate. All reports listed on pages 13 and 14 of the RFA must be completed within the appropriate timeframes.
Submitted				
Date Received	12/21/2017	RFA and Rider 2 Page 16 Question 5	Question Where would we get the information needed on risk factors for the RFA (maternal, health care, birth outcomes, health, economic, academic, behavioral)? (I ask this because I think as a non-MIECHV program these specific factors have not been part of our community needs assessment, and with the	Answer OCDEL conducts a Reach and Risk Assessment, which can be viewed at: https://www.pakeys.org/pages/get.a.spx?page=earlylearning_reach Data may also be found from other sources, such as the U.S. Census.

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			quick submission turnaround, I am concerned about having to spend a lot of time on searching the information for the first time for us.)	Information may also be found within the MIECHV Needs Assessment, which can be viewed at: www.OCDELresearch.org
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	Submitted	RFA Section	Question	Answer
Date Received	12/21/2017	N/A	Are we to report on the cost-per-family/child in the budget for the extension, and, if so, could we explain the cost-per in terms of our total families served (our existing grant program + this extension)? (I ask this because we want to improve our quality staff retention via a long waited pay increase and professional development, along with our proposal to increase our area and number of families served and our staff employment level, but the extension funds would be relevant for all of our families, not just the ones we would add on if we receive the extension grant.)	The cost per family must only reflect the current expansion funds that are being applied for. The dollar amount applied for must be divided by the newly-proposed families slots requested.

	Submitted	RFA Section	Question	Answer
Date Received	12/21/2017	RFA and Rider 2 Page 21 Question 31	We have a Parent-Child Home Program in our county, which does not use PAT or the other approved evidence-based home-visiting program. Would we need to collaborate with the agency offering PCHP in our county to make sure we do not duplicate families? (I am hoping we wouldn't have to, as the programs are different in their depth of parent education.)	As a best practice, a MOU/A should be established with all Home Visiting Programs in the communities you intend to serve. A family should not be receiving more than one OCDEL-funded evidence-based home visiting service at the same time. Based solely on the information provided in this question, because the goals and current funding of the

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				PCHP are different than the goals of the EBHV program you plan to provide, families would be eligible to receive both services.
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	Submitted	RFA Section	Question	Answer
Date Received	12/21/2017	RFA and Rider 2 Page 11	Our question is whether it would be possible to apply for a subset of those other Family Center sites to use Family Check Up. To be clear, we would need NO startup costs in any of these situations because they are fully staffed family support centers, but we would use the funding to hire masters-level clinicians to do Family Check Up with a caseload of families in a set of centers. We have been thinking about how to fund this opportunity for some time, so this could be perfect if it is possible to apply for these centers.	Please refer to the website listed on Page 11 of the RFA to determine which models are eligible for funding. Parent-Child Home Program is not an eligible model. Applicants need to already be offering one of the models on the list in order to be eligible to apply.

	Submitted	RFA Section	Question	Answer
Date Received	12/27/2017	N/A	If an existing Family Center wants to increase the number of Parent Educators to address their waiting list, is that an eligible expansion for this RFA? Would this applicant also receive the priority points for an existing Family Center?	Yes, based solely on the information provided in this question, increasing the number of staff would be an eligible use of these expansion funds. Priority points are available to current state-funded Family Center Grantees seeking to expand into a new community or implement an additional evidence-based model.

	Submitted	RFA Section	Question	Answer
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Date Received	12/27/2017	RFA and Rider 2 Priority Populations Pages 11-12; 15; 20-21	If a County Department is currently the grantee of the County's Family Center grant and subcontracts for Family Center services, would the Department be an eligible applicant for this RFA? Would the Department receive the priority points on its application?	Based solely on the information provided in this question, the Family Center providing the services would be eligible for the priority points. At this time, the county that operates as a pass-through would not be eligible for priority points.
Submitted				
Date Received	12/27/2017	Addendum 1 Budget Clarification Page 1 RFA and Rider 2 Part III, Cost Guidelines Page 22	Question	Answer
Date Received	12/27/2017	Addendum 1 Budget Clarification Page 1 RFA and Rider 2 Part III, Cost Guidelines Page 22	The maximum grant award is \$250,000 for a year, but the term of the grant is for 16 months. Are we supposed to submit a budget for the 16 months and can it be over the maximum limit if it is a 16-month budget?	Please see Addendum 1, Budget Clarification, which addresses the budgets for the 17-month period.
Submitted				
Date Received	12/27/2017	RFA I-23. Applicant's Representations and Authorizations. Page 10	Question	Answer
Date Received	12/27/2017	RFA I-23. Applicant's Representations and Authorizations. Page 10	Start date is February 1. Is this date that services must begin? If not when is that date?	The start date for services depends upon the Applicant and the requirements of the model they are applying to provide. Until the selected Applicant receives a fully executed and approved written agreement from DHS, there is no legal and valid agreement, in law or in equity, and the Applicant shall not begin to perform any work as described in its Application.
Submitted				
Date Received	12/27/2017	N/A	Question	Answer
Date Received	12/27/2017	N/A	\$250,000 is the cap for one year of 18 months?	\$250,000 is the cap for the 17-month period from February 2018 to June 2019.

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Submitted		RFA Section	Question	Answer
Date Received	12/27/2017	N/A	Will these funds need to be tracked and reported separately from our current MIECHV grant?	If you already have a MIECHV grant and you are awarded expansion dollars through this RFA, the expansion dollars will be added to your existing grant agreement. You will need to track internally the use of these expansion dollars, but will report on expenditures aggregately.

Submitted		RFA Section	Question	Answer
Date Received	01/02/2018	RFA and Rider 2 Part III, Cost Guidelines Page 22	If an agency has an approved federal indirect cost rate can that rate be used instead of identifying separate administrative costs in budget?	There is a 2% maximum for indirect costs for these State funds. Administrative costs are separate from indirect costs. Please identify all costs requested in the budget.

Submitted		RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2 II-2 Eligible Applicants Page 12	I wanted to clarify that a county that is not on the targeted counties on page 12 can apply for the Home Visiting Expansion RFA. We are an existing Nurse Family Partnership site and would like to apply for expansion in Lancaster County, PA.	The counties listed on page 12 of the RFA are priority counties, and an Applicant would receive 1 priority point for applying to serve one of those counties. The application is open to all 67 counties in Pennsylvania at this time, although not all counties are eligible for priority points. Expansion within a county that is already being served is an appropriate use of these funds, and could include converting a part time staff to full time and/or hiring additional staff to address the need in that county.

Submitted		RFA Section	Question	Answer
Date Received	01/03/2018	Rider 3	The Budget Form and Narrative, Rider 3 in the RFA is the same form	There is no match required for this award.

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			used for MIECHV funding. RFA #25-17 does not have a required match?	
	Submitted	RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2 Rider 3	In addition to the required allocation of at least \$500 within each budget year to attend professional development, will it be appropriate to request funding for NFP required training, e.g. an increase in FTE from 0.75 to 1.0 FTE, if the nurse is a newly hired Nurse Home Visitor? The 0.75 FTE, presently vacant, is funded under OCDEL, the expansion is the 0.25 FTE to serve seven additional families.	Yes, all training required and/or mandated by the model in order to successfully implement the model would be an appropriate use of funds.
	Submitted	RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2	A request for a Nurse Supervisor, (with a caseload), will also require NFP training. Can this cost be covered with the expansion grant?	Yes, based solely on the information provided in this question, as long as that supervisor is also providing services this would be considered an expansion.
	Submitted	RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2	If applying for Nurse-Family Partnership expansion, am I correct in assuming we will be able to bill Medicaid under the current process?	We are unable to answer this question at this time. The answer may depend on the number of NFP Applicants and the availability of funds for the Medicaid match.
	Submitted	RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2	Am I correct in assuming there is no match requirement?	There is no match requirement.
	Submitted	RFA Section	Question	Answer

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Date Received	01/03/2018	RFA and Rider 2 Rider 3	Will the renewal be the amount of the 2nd budget if applying for the full \$250,000? For example: if 1st budget Feb 2018-June 2018 was for \$50,000 and 2nd budget July 2018-June 2019 was for \$200,00 would the renewal for 19-20 then be for \$200,000?	In this example, for 19-20, you would be eligible for the full \$250,000, depending on the availability of funds at the time of renewal.
Submitted				
Date Received	01/03/2018	N/A	What is the total amount of funding available? How many grants do you expect to award statewide beyond projects in the four target counties mentioned on page 12 of the RFA?	We are unable to answer this question at this time.
Submitted				
Date Received	01/03/2018	Attachment 2 Grant Agreement Page 4	Is there a specific application signature form, or should we create our own?	Attachment 2, Grant Agreement, includes the signature page related to the grant. Any additional signatures may be on a signature page of your own. This would not count against the 20-page limit.
Submitted				
Date Received	01/03/2018	Attachment 2 Grant Agreement Page 4	The instructions state that the Application must be signed by an individual(s) who is (are) authorized to bind the Applicant to the grant provisions. I assume one of the two required signatures on the Grant Agreement form (RFA Attachment 2) will be our nonprofit agency executive director, a board-authorized signatory. Do you want any specific officer of the Applicant's board of directors to co-	The individual signing the agreement must be authorized by your organization to sign for contracts/agreements. The Department has no preference as to any specific individual, provided that individual has the authority to legally bind the Applicant to the terms of the agreement.

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			sign the Grant Agreement form with the executive director?	
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	Submitted	RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2	<p>RFA Section IV-4.a. Criteria for Selection states that all parties involved in the planning of the program must sign the signature page. Who might these parties be?—[e.g., key collaborating/cooperating organizations and referral partners with whom we do not have formal MOUs?]</p> <p>If we currently receive state Family Center funds passed through our county Department of Human Services, is the county DHS director's signature necessary for any expansion within the existing county</p>	<p>If they are involved with the delivery of Home Visiting services, they must be represented on the signature page. If there is a specific partnership with an organization mentioned within the application, they should also be included on the signature page.</p> <p>Based solely on the information provided in this question, if the county is applying for these funds on your behalf, then yes. If you are applying separately from the county, then no. If your county is awarded, and they have an existing Family Centers grant, then these funds will be looped into that existing grant agreement. If the Family Center is applying separately and is awarded, then this would be a separate grant agreement.</p>

	Submitted	RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2 Question #11	<p>In regard to Question #11 (Model Developers): Our agency received Parents as Teachers Blue Ribbon Affiliate approval in October 2017. Will a copy of the recent Blue Ribbon Quality Endorsement letter from the PAT National office suffice as verification that we are in regular communication with the</p>	<p>Please contact the Pennsylvania Parents as Teachers state office to determine what would be appropriate documentation in response to Question #11 of the RFA. Each model developer may have different requirements.</p>

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			developer and qualified to expand the PAT model?	
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Submitted		RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2 Question #28	In regard to RFA Section VII – Priority Populations (Q28): Is it considered an "expansion to a new community" if an existing program adds staff or a satellite location to reach more families in an under-served part of a county that currently receives state Family Center funds?	As long as no other program is serving that community, it may be considered for priority points.

Submitted		RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2 Question #28	Again, in regard to RFA Section VII – Priority Populations (Q28): Will an application receive priority points if the existing Home Visiting program hires new staff to reach an under-represented at-risk population in the same county? [e.g., add new staff capacity to serve additional limited-English speaking families or children with special needs]	No, this specific example would not receive priority points.

Submitted		RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2 Questions #7 and #8	Do you want us to include letters of support/cooperation or other attachments to substantiate our responses regarding Community Assets and Community Support (RFA Q7 and Q8)?	You may include these letters as you deem necessary; however, they are not required and will count against the 20-page limit if included.

Submitted		RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2 Questions #7 and #8	When mentioned about the targeted counties Beaver, Juniata, Warren,	The counties listed on page 12 of the RFA are priority counties, and

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			Washington does that exclude every other county?	an Applicant would receive 1 priority point for applying to serve one of those counties. The application is open to all 67 counties in Pennsylvania at this time, although not all counties are eligible for priority points. Expansion within a county that is already being served is an appropriate use of these funds, and could include converting a part time staff to full time and/or hiring additional staff to address the need in that county.
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	Submitted	RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2 Questions #7 and #8	Applicants applying as “new” are those agencies that are not currently implementing a state-funded Nurse-Family Partnership, state-funded Family Center, or Maternal, Infant & Early Childhood Home Visiting (“MIECHV”)-funded grant. If we are using our own funding mixed with other grants to carry out some of these services is our agency eligible?	Any agency currently providing evidence-based home visiting services using one of the approved models on the list (see link on page 11) is eligible to apply. The applicant must have the appropriate status with the model, such as being an affiliate with PAT or the Grantee for EHS rather than an affiliate. Based solely on the information provided, the application would be submitted under new agency.

	Submitted	RFA Section	Question	Answer
Date Received	01/03/2018	N/A	We are planning to apply for an expansion of our NFP program in Delaware County. Based on our prior experience and needs of our NFP families, we would like to add funding for supportive services, such as a part-time clinical social	As long as an expansion of home visiting services is the main focus of the application, agencies may apply to fund a portion of or an additional staff member such as those mentioned in the question.

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			worker and civil legal services. Is this acceptable?	
Submitted				
Date Received		RFA Section	Question	Answer
01/03/2018		RFA and Rider 2 Rider 3	Are we understanding correctly that if awarded a \$250,000 grant for the 17-month period, the grant amount in Year 2 will be \$250,000 for the 12-month period?	Yes, dependent upon the Department exercising its option to renew the Agreement and the availability of funds.
Submitted				
Date Received		RFA Section	Question	Answer
01/03/2018		RFA and Rider 2 Appendix B	Is the data collection form (Appendix B) for our information only?	The Demographics Data Collection Form included as Appendix B does not have to be submitted with the RFA. The form is provided to show the demographics that would need to be collected on each Primary Caregiver and Child if awarded. This information once collected would then be put into our custom data system.
Submitted				
Date Received		RFA Section	Question	Answer
01/03/2018		RFA and Rider 2	Can an applicant organization apply for more than one the evidence-based program listed?	Yes, an applicant can apply to provide more than one evidence-based home visiting model, but may only submit one application.
Submitted				
Date Received		RFA Section	Question	Answer
01/03/2018		RFA and Rider 2	If an applicant organization is allowed to apply for more than one approved evidence-based program, does each program require a	Applicants may only submit one application. An application may be submitted for more than one model.

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			separate application or can one joint application be submitted that includes each program?	The total award applied for cannot exceed \$250,000.
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Submitted		RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2	In our county, we have a set of family support centers funded through this OCDEL stream. We also have several additional centers that are funded through other sources and the centers all also do home visiting. Since no start-up costs would be required to bring additional home visiting services to these centers, we are inquiring to see if we can apply for funding for any of these centers.	As long as they are providing one of the evidence-based models listed on page 11 of the RFA, they would be eligible for expansion funding.
Submitted By	Amy Malen			
Assigned To	Andrew Dietz			

Submitted		RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2	I am unable to type in the attached RFA #25-17 document. I have converted it to a word document and I remain unable to type in the text boxes as they do not expand to accommodate text. Will a type able document be provided?	You may copy and paste the questions from the RFA and Rider 2 into a separate document for your response. Please be sure to follow all formatting requirements.

Submitted		RFA Section	Question	Answer
Date Received	01/03/2018	RFA and Rider 2	Are we able to expand by 1 nurse in Luzerne and Lackawanna counties with this expansion -Even if we are receiving funding from OCDEL for those sites?	Yes, as long as there is an expansion in services.

Submitted		RFA Section	Question	Answer
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Date Received	01/03/2018	RFA and Rider 2	Are funds for the first year of the grant prorated for the full 17 months? For example, if the full \$250,000 is awarded to a grantee, will the funded amount be \$354,166.66 for the 17 month period from 2/1/18 through 6/30/19?	No, these funds are not prorated. The two budgets (one from February 2018 to June 2018, and one from July 2018 to June 2019) should not exceed \$250,000 combined.
Submitted				
Date Received	01/04/2018	Rider 3	My question about the budget sheet is where it says current quarter expenditures and year to date expenditures, do we use our actual current quarter and year to date expenditures (through our FC Grant) or are you wanting the projected numbers for the grant year?	Please submit a budget and budget narrative for the total amount you are applying for. Please do not include any other funding streams within your submitted budgets.
Submitted				
Date Received	01/04/2018	RFA and Rider 2	Will there be a new attachment to the eMarketplace website for the Grant Agreement Signature page? It is currently listed as a PDF which can't be typed into.	Not at this time. Handwritten entries are acceptable for the signature page if necessary.
Submitted				
Date Received	01/04/2018	Rider 1	Rider 1 letter F states that indirect costs are to be a maximum of 2%. The budget forms request the you identify direct service or administrative costs. Would you be able to clarify the difference between administrative costs and indirect costs?	Indirect costs are those that benefit all programs at your location equally (i.e., rent, payroll staff, etc.) A portion of these funds may be included in the budget as indirect costs.

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				Administrative costs are costs directly for the evidence-based home visiting program.
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	Submitted	RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	We are a current Early Head Start Provider using the Parents as Teachers model. However, with this RFA/grant, our intent would be to use Parents as Teachers to expand into a home visiting model to serve children outside of the EHS model/income criteria to support children with other risk factors and a wider age range (over 100% FPL and potentially prenatal to age 5). This expansion could be within the same county as we currently provide EHS and/or within other counties. In other words, it would NOT be our intention to expand our current EHS slots. Would this be an acceptable use of these funds?	Yes, PAT is an approved model and this specific example would be an appropriate use of these funds because it increases the number of families served.

	Submitted	RFA Section	Question	Answer
Date Received	01/04/2018	Appendix A	Do you want us to complete the zero-three home visiting community planning tool—typed or handwritten?	You do not need to complete the Zero to Three Home Visiting Community Planning tool for the application. That document was uploaded as a resource to help sites plan for expansion if needed.

	Submitted	RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	If a Family Center has been paying for a supervisor through non Family Center funds but anticipates those	Yes, these funds may be used to cover the cost of a supervisor if necessary; however, the main focus

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			going away this year, would this be an allowable cost in the expansion. Can you only pay that part of the supervisor’s salary that covers the expansion or could the entire salary for the program be paid with these funds.	of these funds should be on expansion of evidence-based home visiting services.
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Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	Appendix A	Is utilizing the Community Demographic data sets on pages 4 and 5 of the “ZERO TO THREE HOME VISITING COMMUNITY PLANNING TOOL” sufficient data collection points for the RFA?	Yes, the data sets on pages 4 and 5 of the ZERO TO THREE HOME VISITING COMMUNITY PLANNING TOOL can be used in your responses to the questions within the RFA.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	If our program is currently operating, do we still have the option to submit a \$0 budget for the Feb to June budget and submit July 1 to June 30 for the full award?	Yes, a program may submit a budget for zero dollars from February to June 2018 and apply for the full \$250,000 for July 18 to June 19, if appropriate.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Many Head start enrolled families receive 3-5 year old home visitation services under this RFP? Is this considered a duplication?	No, this would not be considered duplication of services.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	If an organization serves multiple counties. Can that organization submit more than one application for each county it serves?	No, an organization may only submit one application.

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Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	N/A	Please forward the map you referred to on the webinar today that outlines the current home visiting providers in each county since there is not a link with this information available.	The Map only highlights the programs that are available, it does not list specific agencies that are providing these evidence-based home visiting services. Specific models such as Parents as Teachers and Nurse-Family Partnership have search features on their national websites to find locations within Pennsylvania. The Early Learning PA Map can be found at: http://earlylearningpa.org/

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	I am writing to request a list or link to the home-visiting programs in our county (Luzerne County) pertaining to the expansion RFA. I hope I understood the comment correctly in the webinar in requesting this. Thank you!	The map only highlights the programs that are available, it does not list specific agencies that are providing these evidence-based home visiting services. Specific models such as Parents as Teachers and Nurse-Family Partnership have search features on their national websites to find locations within Pennsylvania. The Early Learning PA Map can be found at: http://earlylearningpa.org/

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	Attachment 2 Grant Agreement	Who needs to be the signatories for the grant proposal? If your agency has been an affiliate program in the past, but let their affiliation lapse due to funding constraints, can we apply to implement as a Parents as Teachers	The individual signing the contract must be authorized by your organization to sign for contracts/agreements. The Department has no preference as to any specific individual, provided that individual has the authority to

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			Program and then renew the affiliation as a new grantee?	legally bind the Applicant to the terms of the agreement. Yes, you must apply for and retain affiliate status.
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Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	<p>I was wondering if we are a current HS & EHS program providing services in Juniata County and we would like to apply for a grant to implement PAT would we be considered a new home visiting program?</p> <p>Also, if we primarily focus on serving birth to age 3 as we implement PAT, could we possibly utilize some enrollment opportunities to provide services up to children up to age 5?</p>	<p>Yes, based solely on the information provided in this question, you would be considered a new home visiting program.</p> <p>Yes, PAT allows for services from Pregnancy through the first year of kindergarten and as long as the model is implemented with fidelity for those specific age ranges.</p>

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	How do I apply for funding less than the 250,000 to expand our PAT program? For example, I may need \$75,000 for a full year but only 37,500 for 1/2 the year. Do I apply for 112, 500 knowing that in future years I will only need the \$75,000 for a full year?	An applicant may submit a budget for the total amount they need to successfully implement the program. An applicant does not have to apply for the maximum amount of \$250,000. This is just the maximum amount any one applicant may be awarded under this RFA.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	If a Family Center is currently receiving state funds and functions at less than full capacity as far as	This is not factored into this RFA.

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			family count is concerned is it less likely that they would receive these additional funds? (Even though the funds have been cut and not re-established)	
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Please describe the difference between health and health care risk data that you want.	Information can be found within the MIECHV Needs Assessment, which can be viewed at: www.OCDELresearch.org
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	Appendix B	The demographic data collection forms I through VI are listed as Appendix B. They are just blank forms, correct? No expectation of filling them out with the application?	Appendix B does not need to be submitted with the application. Appendix B is for reference on what the required data collection will be if the Applicant is awarded these funds.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Our agency was implementing the PCHP program in Juniata County and now we seek to apply for this grant and wish to implement the PAT program. Juniata County does not receive any state funding for home visiting services so there's no investment from the state. Our agency is responsible for providing HS & EHS services but we do not wish to expand EHS services but seek to provide another model. We wish to apply to implement PAT.	Based solely on the information provided in this question, a new home visiting program Applicant.

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			What type of applicant would we fall under?	
	Submitted	RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	What is the state wide approved cost per family?	There is no official statewide cost per family. Each model has a specific cost per family. Please confer with model developers or the Technical Assistants within the state.
	Submitted	RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	I am meeting with our county's Centers for Excellence director next week to discuss our collaboration. Do we need to prepare a written agreement to submit with the application?	No, you need only describe your current coordination with the Center of Excellence. Attachments do not need to be included.
	Submitted	RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	If we are an existing Early Head Start grantee, do we need written approval from OHS to be able to expand our EHS home base program?	OHS for EHS provided a blanket approval. It can be downloaded from the eMarketplace website.
	Submitted	RFA Section	Question	Answer
Date Received	01/04/2018	N/A	I don't know what you mean by local Center of Excellence?	Information on Centers of Excellence can be found at: http://www.dhs.pa.gov/citizens/substanceabuseservices/centersofexcellence/
	Submitted	RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Are the PowerPoint slides available?	They will be available via the eMarketplace website as an addendum to the RFA.

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Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	N/A	Will there be another opportunity to apply for this grant at the end of this 17 month grant period?	We are unable to answer this question at this time. The RFA allows, but does not guarantee, up to 3 one-year extensions of the agreements awarded pursuant to this RFA.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	You mentioned if applicant requested more than average cost per family for the intended researched evidence model a detailed explanation would need provided. Where is that average per family cost found?	Each model has a specific cost per family. Please confer with model developers or the Technical Assistants within the state to determine your model's average cost per family.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	When are actual home visit services required to begin?	The specific model you are applying to provide will have guidance on when new staff should start providing home visiting services. The Department will defer to the model's recommendation for startup time.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Is there a small Diverse Business goal or commitment?	No.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	What is the national average cost per family for home visitation? Is there a particular source we should use for this figure?	Each model has a specific cost per family. Please confer with model developers or the Technical Assistants within the state to determine your model's average cost per family.

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Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	On page 15 it discusses the page #, font size, etc. Is this single or double spaced?	The Work Statement may be single-spaced; however, double-spaced is preferred.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	We are looking at a multiple county proposal, how do you prefer data on needs, etc. included in the grant for multiple counties? A chart or table?	There is no preference, provided the information can be easily understood.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Will this grant continue after the 17 th month funding period?	We are unable to answer this question at this time. The RFA allows, but does not guarantee, up to 3 one-year extensions of the agreements awarded pursuant to this RFA.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Can we apply for funding for clinicians to deliver a particular model (e.g. Family Check Up) to Family Support Centers on an "as referred" basis or do they have to center specific to apply?	As long as the model is being followed with fidelity, we will defer to the model on how delivery of home visiting services is supposed to occur.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	We sometimes refer our pending graduates to Early Head Start and do co-visits with EHS in order to facilitate transition to EHS. We have also referred higher acuity families to EHS and have concurrently visited. What are your thoughts about this?	This question is not relevant to submitting an application.

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Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Are current Early Head Start providers that have Federal head Start funding eligible?	No, the program must already be providing home based early head start.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Is this money dependent on the current administration or do you anticipate it being available for renewal or recomplete for the additional years regardless of any changes in administration?	All Commonwealth agreement renewals or re-issues are dependent upon the availability of funds, regardless of administration changes.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	We currently have private funding for February through June 2018. Are we to still submit a budget for these months even though we wouldn't need funding until July 1 2018?	Yes, please submit two budgets. If you do not need funding for February to June 2018, the budget for this time period would be \$0.00.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Please restate the cost per family budget calculation. I can not find where it is written in the RFA. Thank you.	Cost per Family is the total budget you are requesting divided by the number of families that you are applying to serve. Applicants who do not include this information will not have points deducted because it is not specifically requested; however, this

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				information may be included in your answer to question 9.
	Submitted	RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Can you clarify the age range for eligible children? The RFA states infant toddler but during the presentation it was stated up to kindergarten.	The age range of children is dependent upon the evidence-based home visiting model. All models on the list have ages that range between pregnant and the first year of kindergarten.
	Submitted	RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Is there a match requirement?	No, there is no match requirement.
	Submitted	RFA Section	Question	Answer
Date Received	01/04/2018	Rider 3	Which document is the budget? IS rider 3 the budget for the RFA?	Yes, Rider 3 is the budget.
	Submitted	RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Could a center apply for expansion funds to serve specifically MIECHV eligible families due to their county's perceived need for these types of families?	Yes, this would qualify under home visiting expansion; however, families do not have to meet the same standards as the MIECHV funding in order to qualify to be served through these funds.
	Submitted	RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	How will the model developers be able to handle training requests? For example, PAT will they be able to plan for the great demand to have staff and programs entered into their affiliated system? This could possibly impact budgets. Would the budgets allow for out of state travel?	Yes, any training required by the model can be included within the appropriate line within the budget.

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Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	What is the average cost-per-family for home visiting?	Each model has a specific cost per family. Please confer with model developers or the Technical Assistants within the state to determine your model's average cost per family.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	What is the average cost-per-family for home visiting?	Each model has a specific cost per family. Please confer with model developers or the Technical Assistants within the state to determine your model's average cost per family.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Our understanding is that for the EHS model, the cost per child is typically determined by the local program and then approved by OHS. Should we go with the cost that we have determined locally or is there a general cost per child established for the EHS home base program?	Each model has a specific cost per family. Please confer with model developers or the Technical Assistants within the state to determine your model's average cost per family.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Is an expansion in services defined by increasing the number of families you serve, or by increasing the services you can provide to the current number of families you serve?	Increasing the number of families served.

Submitted		RFA Section	Question	Answer
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Date Received	01/04/2018	RFA and Rider 2	Is there a website that shares what state home visiting programs are currently in each county?	No, not at this time.
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Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	What data entry will be required in the data system? Performance measure items? Demographics?	Demographics, which are included as Appendix B, will be the only information required to be entered into the data system as this time for these funds. Program and Fiscal reports will eventually also be entered into the system.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	As a lead agency for a state funded family center, since our agency is not getting funded directly from OCDEL would we be considered a new home visiting program or an existing? Is the agency allowed to apply for the grant independent of the county that received the money directly from OCDEL.	Yes, Family Centers are eligible to apply for this grant independent of the county if they choose to do so. In this example, they would be considered existing applicants.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Can you clarify what indirect costs are and how those are different from administrative costs?	Indirect costs are those that benefit all programs at your location equally (i.e., rent, payroll staff, etc.) A portion of these funds may be included in the budget as indirect costs. Administrative costs are costs directly for the evidence-based home visiting program.

Submitted		RFA Section	Question	Answer
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Date Received	01/04/2018	N/A	Where can we find the RFP?	The RFA can be found on the eMarketplace website. http://www.emarketplace.state.pa.us/ Under “Solicitations,” Solicitation Number 25-17
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Submitted	RFA Section	Question	Answer
Date Received 01/04/2018	RFA and Rider 2	In what section is the cost per family reported? I am not seeing it.	<p>Each model has a specific cost per family. Please confer with model developers or the Technical Assistants within the state to determine your model’s average cost per family.</p> <p>Cost per family is the total budget you are requesting divided by the number of families that you are applying to serve.</p> <p>Applicants who do not include this information will not have points deducted because it is not specifically requested; however, this information may be included in your answer to question 9.</p>

Submitted	RFA Section	Question	Answer
Date Received 01/04/2018	RFA and Rider 2	If the Family Center, which operates based on pass thru funds via County CYS, applies directly for this expansion grant will these funds be bundled with the existing grant that passes through the County or will it be reported on separately?	<p>Yes, if the county applies on behalf of the Family Center they can be bundled with the existing grant through the county.</p> <p>If the Family Center applies on its own then they would have need to have a separate agreement.</p>

Submitted	RFA Section	Question	Answer
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Date Received	01/04/2018	RFA and Rider 2	Please clarify the COE priority if not in county	If a Center of Excellence does not exist within the county you serve or intend to serve the applicant would not be eligible for the priority point.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Can you submit a renewal budget for more than the original as long as it is 250,000 or less?	Technically yes; however, this should be discussed with fiscal TA and OCDEL prior to doing so. Granting any funds in any renewal period is dependent upon the availability of funds.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Can you tell us what reporting, monitoring and evaluating would look like and what system would this be recorded through?	Reporting would be done through our custom data system, Excel, and Word documentation. At this time we are still determining what monitoring may look like.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	If a county is receiving OCDEL funds for one model, can another vendor in the same county apply for funding to implement a different evidence based program or must the same vendor apply	Yes, another agency may apply to implement a difference evidence-based home visiting model in a county that already has OCDEL funded evidence-based home visiting services, provided that the applying agency is already administering a program on the approved list.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	We are a state funded FC under both a county social service department and a local non-profit. If we apply under the non-profit to get more points, do we still use the	No, there is no grant number associated with this application until Grantees are awarded.

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			grant number which is affiliated with the county office	
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	The data that is being required to be kept would this be at all related to entering information into the Pelican system or another system?	No, this would not be entered into the Pelican system. There is a custom system built specifically for OCDELs Family Support Programs.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	What is the cost portion of the application and where can it be found?	Part III of the RFA (page 22) and Rider 3 – Budget and Budget Narrative. Additionally, Addendum 1 to the RFA (available on eMarketplace) provides a budget clarification.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Please explain a little further what interactions are required with model developers?	This would be dependent upon the model for which you are applying to implement.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Is there any research required or associated with this new funding? (ie such as MIHOPE)	No, there is no mandated research at this time; however, DHS and OCDEL may to request additional data and research participation as necessary (allowing for a budget revision if required). There may also be opportunities to participate in voluntary research through receiving these funds.
Submitted		RFA Section	Question	Answer

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Date Received	01/04/2018	RFA and Rider 2	If our program is currently operating, do we still have the option to submit a \$0 budget for the Feb to June budget and submit July 1 to June 30 for the full award?	Yes, this is allowed.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	It is acceptable to re-type the work statement in our own document correct?	Yes, please follow the directions within the Work Statement regarding formatting.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	May programs talk with one another (no matter the model) to produce more coordinated response to serve families in the county/region without violating confidentiality described in the RFA?	Programs may apply jointly, but would be limited to the maximum of \$250,000 if they choose to do so. If programs are not applying jointly, any discussion of the contents of their applications, including cost, is strictly prohibited.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Where can you find Part 3, Cost Portion of the Application, of the RFA?	Part III of the RFA (page 22) and Rider 3 – Budget and Budget Narrative. Additionally, Addendum 1 to the RFA (available on eMarketplace) provides a budget clarification.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	We are the EHS provider in one county, but would like to implement PAT in other counties where we are not the EHS provider? is that permitted?	Based solely on the information provided in this question, yes.
Submitted		RFA Section	Question	Answer

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Date Received	01/04/2018	RFA and Rider 2	I thought I heard earlier that subsequent grants (after June 30, 2019) could be the full \$250,000 per the 12-month time period. Is this correct?	Yes.
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Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Will the opportunities for research you mentioned be required or optional?	No, there is no mandated research at this time; however, DHS and OCDEL may to request additional data and research participation as necessary (allowing for a budget revision if required). There may also be opportunities to participate in voluntary research through receiving these funds.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	If a multi-county site applying to expand NFP can the area be split--2 NHVs in 2 separate counties?	Yes.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	Previously it was stated that you could apply for a current agency to add a social worker to visit current clients, this would not be expanding the number of clients, but that rather expanding the services you provide to your current clients this is why I am confused about the definition of expansion.	The main focus of the application must be on expanding the evidence-based home visiting services, but applicants may choose to fund a portion of the full amount of another staff member, such as a social worker if warranted. However, this should not be the main focus of the application.

Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	If we are a current Head Start grantee, but do not operate Early	No, you must currently be offering Early Head Start.

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			Head Start, would we be eligible to apply as a "new home visiting program?"	
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	If a program is operating NFP funded by private funding can this be used to expand that program.	Yes.
Submitted		RFA Section	Question	Answer
Date Received	01/04/2018	RFA and Rider 2	We are an EHS provider and a state-funded family center in one county, and are considering expanding EHS in another county. Would we be a new or existing applicant?	Existing.