

Addendum to RFA# 67-158

Unintentional Injury Prevention Program

Date: April 17, 2023

Addendum Number: 1

Addendum Changes:

- 1) This addendum is to provide answers to all questions per the RFA Potential Applicant letter.

Section A. Information for Applicants

Focus Area 2: (Reduce Motor Vehicle Occupant Injuries/Deaths) MyMobility promotion and follow up is part of the section for older adults; however, I couldn't find anything on MyMobility follow up. Is there something specific that the funder would like to see done as far as follow up goes?

Response: Yes, the follow up is assisting with home or other safety supplies based on the individual needs identified in the MyMobility plan.

- 2) **Section B. Application Procedures**

4. Deliverables

- a) If we already have a minimum of 2 staff trained in a particular focus area, does that count? Or do we need to be re-trained and/or have 2 NEW staff trained in that particular focus area? (ex. My PHE and I are already trained in CARFIT, MOB, and we have 2 car seat technicians on staff as well)

Response: A total minimum of two staff must be trained in each selected program from each focus area. If staff are already trained in a selected program, they are included in the two minimum requirement.

- b) Are subcontractors permitted? Are we able to train people in community orgs to do the community work in some of these focus areas?

Response: Yes, subcontractors are permitted. Yes, staff in community organizations can be trained in a focus area program to meet the 2 staff training requirement.

- c) Is the minimum of 100 participants needed for each focus area per fiscal year? And since there are multiple targets/programs for each focus area, can the 100 participants be spread amongst the programs? (ex. 50 participants for impact teen drivers program, 50 child seat safety distribution and education participants)

Response: Yes, the minimum of 100 participants is needed for each focus area per each fiscal year. The number can be prorated based on the contract execution date. Yes, if there is more than one program available per focus area, the 100 participants can be spread amongst each focus area's programs. The example provided is accurate.

- d) What type of program data on participants would need to be collected?

Response: The data to be collected on program participants is basic demographic information including age, ethnic identification, gender identity, and household income range.

- e) Would we create a client satisfaction sheet for participants to fill out or would the department provide this?

Response: The Department will provide a client satisfaction sheet for participants to awarded applicants.

- f) What type of client satisfaction data and feedback has the Department established?

Response: The basic client satisfaction data and feedback required includes the following questions:

- Did the instructor present the course material clearly and effectively?
- Was the instructor willing to answer questions to aid your understanding?
- Were the instructor's expectations clearly defined at the beginning of the course?
- Did you receive helpful feedback on assignments?

- g) Is this verification as simple as making sure everyone obtains their clearances?

Response: The verification in this section applies to the required child abuse clearances required at the time of the contract to be in compliance with the Child Protective Services Law.

5. Reporting Requirements

- a) For the annual report, what exactly does the term de-duplicating refer to?

Response: De-duplicating means the elimination of any redundant data so as not to affect the final data set.

- b) Are we expected to report on something different than is found within the quarterly reports?

Response: The quarterly reports reflect similar information that is required in the annual report. The annual report requirements are dependent on the Preventative Health and Health Services Block Grant reporting requirements, which are subject to change.

- c) Is this section saying that we are to submit one giant final report after year three?

Response: No, there is not one giant final report after year three. The report requirements are dependent on the Preventative Health and Health Services Block Grant reporting requirements, which are subject to change.

- d) Who provides the parameters for the pre and post test data?

Response: Pre and posttests are established by the specific evidence based program being utilized and are available for use with those programs. If there is not a specific pre and posttest for a program, one does not need to be developed.

- e) Do we need to collect demo data for all participants in all focus areas?

Response: Yes, the expectation is that basic demographic data for participants including age, ethnic identification, gender identity, and household income range will be collected

from program participants as feasible. There are some exceptions, for example, collecting demographic data on social media views of educational material or on public service announcements may not be feasible.

Section C. Application Instructions

2. Application Format

- a) Certifications Form- who would this official be in our organization, the director of the dept?

Response: This is dependent on each applicant's organizational structure.

- b) Worker Protection and Investment Certification Form- would this be someone in HR or the director of the dept.

Response: This is dependent on each applicant's organizational structure.

- c) Budget detail and narrative- for the overall summary, am I correct in assuming that the \$150,000-\$450,000 is for ALL THREE YEARS total depending on how many focus areas we choose to implement? For each year the summary is \$50,000-\$150,000. Does this mean that if we choose one focus area the budget is \$50,000, if we choose 2 focus areas the budget is \$100,000 and if we choose 3 focus areas the budget is \$150,000 per EACH fiscal year?

Response: Yes.

3. Definitions

Supplies- this section states that this category will reflect costs for general office supplies. Is that all this line item will cover? Will there be a line item for program supplies?

Response: The supplies category covers any and all approved office, program, and educational supplies needed to fulfill the RFA requirements.

If we apply for all three focuses, can we be approved for just one or two?

Response: Yes, that is possible.

If we are planning to apply for one or two of the focuses, would we be passed over for another provider who applies for all three?

Response: No, there is no preference for an applicant applying for all three focus areas..

*Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the RFA and any previous addenda, remain as originally written.