

**RFA # 01-21**

**Children’s Trust Fund**

**Q&A**

	RFA Section	Question	Answer
1	N/A	We have an evidence-based home-visiting curriculum already in place (PAT), would we be able to apply to enhance the program using it? It does not have to be a new initiative or curriculum?	Yes. You may apply to enhance an existing program. It does not have to be a new initiative or curriculum. If an existing program is currently CTF funded any application for funds with respect to that program must be for an expansion, enhancement, or elaboration from the last round of funding.
	RFA Section	Question	Answer
2	Part I, Section I-13	Maternal and Child Health Consortium has not received a CTF grant but we do receive a grant through OCDEL. Would we still be eligible?	Yes, your organization would be eligible. An organization may only hold one CTF grant at a time. Having another non-CTF OCDEL grant award does not disqualify your organization from applying unless that language is included specifically in the non-CTF grant award agreement. To date, none of the non-CTF OCDEL grant award agreements include such language.
	RFA Section	Question	Answer
3	N/A	Are existing grantees encouraged to develop new and/or expanded approaches to their current project or will continued support for existing projects be considered?	CTF funding is not intended to be a sustainable source of funding for organizations to continue to implement the same program. CTF funding is intended to assist local organizations in beginning the implementation of either a primary or secondary abuse prevention program in their local community. If applying to continue the existing CTF program, the application must include an expansion, enhancement, or elaboration to the existing CTF funded program.
	RFA Section	Question	Answer
4	Part III Budget Guidelines	For the purposes of matching funds, is money received from a school district considered 'state or federal funding' as described in Attachment 7 to Rider 3?	Match funds must be dedicated to the provision of the CTF-funded program and may be derived from either private or local government sources. State or Federal funds cannot be used as matching funds. For this example, the school district would need to indicate that the specific matching funds at issue are derived from a private or a local government source.

**RFA # 01-21**

**Children’s Trust Fund**

**Q&A**

	RFA Section	Question	Answer
5	Part I, Section I-13 Part II, Section II-1	I am writing to ask if we would qualify as a primary or secondary primary prevention program. We are a pre-school and child care facility. We serve children from 6 weeks old until 13. We have a four star preschool program as well. Do we qualify?	Offering a childcare program, on its own, is not a primary or secondary abuse prevention strategy. No CTF-funded program may be implemented with children only. Please refer to Part I, Section I-13, and Part II, Section II-1 for program eligibility criteria.
	RFA Section	Question	Answer
6	Part I, Section I-12 Attachment 4	How do we access/submit the application?	You can access the RFA within eMarketplace under the attachments. Please review Section I-12: Submission Instructions of the RFA and Attachment 4, RFA Submission Checklist, on how to submit the application.
	RFA Section	Question	Answer
7	Part I, Section I-12 Rider 3	Should the application be submitted as one complete document, or should each attachment be submitted separately?	Please try to submit as one document. Rider 3 Cohort 29 CTF Budget should be a separate attachment.
	RFA Section	Question	Answer
8	Part I, Section I-12 Attachment 4	What is the format for the application? How do we submit our narratives?	Refer to the response to Q6.
	RFA Section	Question	Answer
9	Part I, Section I-12 Attachment 4	What are these riders, and what is their purpose? How do we respond to them? Should they be in Word documents, or PDF? If we’re supposed to fill in the PDF, these are not fillable forms. How do we attach them to the application? Where do I find the application online?	Each Rider’s purpose is listed within the RFA and within the Rider itself. Rider 2, specifically, is a place holder to which DHS will attach each Applicant’s separately submitted Work Statement. No action is required by the Applicants with respect to the Rider 2 PDF itself. PDFs may either be completed electronically through the “Fill & Sign” functionality of Adobe Acrobat or, if unavailable, may be printed and completed manually in handwriting or with a typewriter and then uploaded per the instructions provided in response to Q6.

**RFA # 01-21**

**Children’s Trust Fund**

**Q&A**

	RFA Section	Question	Answer
10		What does Rider 2 mean: DHS will attach the Work Statement here. The Work Statement will consist of Part II to this RFA and the selected Applicants’ Technical Submittal.	Refer to the response to Q6.
	RFA Section	Question	Answer
11	Part III Budget Guidelines Rider 3	What kind of documentation is needed to verify the cash match? If the match is coming from the organization’s general fund, what kind of documentation is needed? If the match will come from an upcoming fundraising campaign, what documentation is required?	As provided in Part III Budget Guidelines, each Applicant must submit a Local Match Verification Letter, included with <b>Rider 3 Budget</b> , for all match contributions to be provided during the <b>first year of the grant only</b> . Funding must be available for the first year of the grant award at the time the application is submitted and cannot be anticipated funding. Selected Applicants must submit Updated Match Verification letters prior to the beginning of Years 2 and 3, if applicable to the Grant Awards.
	RFA Section	Question	Answer
12	Part III Budget Guidelines	Can the indirect costs be used for the cash match?	Match funds must be dedicated to the provision of the CTF-funded program and may be derived from either private or local government sources. See 11 P.S. § 2235(5)(i).
	RFA Section	Question	Answer
13	Appendix E	Who is supposed to sign Appendix E? Do the signatures have to be wet signatures, or can they be electronically pasted into the document? What do we fill in for Document No. and Document Type?	Per Section I-12. Submission Instructions of the RFA “An official authorized to bind the Applicant to its provisions must sign the application and grant signature page. If the official signs the Application Cover Sheet (Attachment 6) and the Application Cover Sheet is attached to the Applicant’s application, this requirement will be deemed met.” Electronic signatures may suffice. You may leave the Document Number and Document Type fields blank.

**RFA # 01-21**

**Children’s Trust Fund**

**Q&A**

	RFA Section	Question	Answer
14	Attachment L	Who is supposed to sign Attachment L? Why is this not a fillable PDF form?	The designated signatory of the applicant. If needed, the Disclosure of Lobbying Activities within Attachment L is a fillable PDF.
	RFA Section	Question	Answer
15	Attachment 4	Do we need to attach the checklist?	The checklist is for applicants to use as a guide, it is not required to be submitted back with the application.
	RFA Section	Question	Answer
16	Attachment 5	How do we attach Attachment 5 to the application?	Refer to the response to Q6 and Q7.
	RFA Section	Question	Answer
17	Audit Clauses A and B	What are we supposed to do with Audit Clauses A and B?	Audit Clauses are provided for informational purposes, as they are incorporated by the Grant Agreement. All resulting agreements will be subject to audit in accordance with the applicable Audit Clause.
	RFA Section	Question	Answer
18	Part I, Section I-4 Attachment 5 Appendix D	Is it required for the project to include home visits? Our program does not include home visits, but instead works with parents as a group. Are home visits required? Please explain this sentence from Attachment 5: The Grantee must provide training for home visitors and family support staff in explaining informed consent for families.	<p>No, home visits are not a requirement of this award. Due to required state and federal data reporting, OCDEL divides programs into two categories: Category 1 – Evidence-Based Home Visiting (EBHV) Programs and Category 2 – Family Support Programs. EBHV Programs are those that meet the federal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) definition of being evidence-based which can be found here: <a href="https://homvee.acf.hhs.gov/implementation">https://homvee.acf.hhs.gov/implementation</a> (Models with the green checkboxes are approved EBHV models). All other programs are categorized in the Family Support Program category which would include primary and secondary abuse prevention group-based parenting programs.</p> <p>Family Support Staff are those staff that are not providing EBHV, so the requirement to provide informed consent for families would apply to all programs.</p> <p>Informed consent of families is required as demographic and other data is collected on all individuals (Primary Caregivers and Children) enrolled in either</p>

**RFA # 01-21**

**Children's Trust Fund**

**Q&A**

			<p>an EBHV Program or a Family Support Program. Please see <b>Appendix D</b> titled OCDEL Family Support Data Collection Requirement for a list of all data points being collected at this time.</p> <p>Selected Applicants must use Evidence-Based or Evidence-Informed programs that focus on the parent or primary caregiver, and their child, or the whole family. The program <b>MAY NOT</b> focus solely on the child.</p>
--	--	--	--