RFA #01-22

Family Support Programs

Q&A

	RFA Section	Question	Answer
1	Part II II-4, A, 3 Page 17 & Part III J,3 Page 39	Is there an award ceiling or award floor for this RFA?	No. Applicants must justify that the overall cost they are proposing is sufficient, but not excessive, to complete all the services and activities outlined in the Applicant's Application.
	RFA Section	Question	Answer
2	N/A	If we are going to use Parents as Teachers as are evidenced based program, can we be a subscriber to PAT or do we have to be an affiliate?	This question should be directed to the EBHV Model Developer or their Representative to determine that the status meets fidelity requirements.
	RFA Section	Question	Answer
3	N/A	We would like to apply for the Family support grant for our School District families. Our district zip codes were not one of the ones highlighted in the PA-FSNA report. I have reviewed the RFA and was wondering if a district can apply to provide services for their families and not an entire county?	Yes. Applicants may apply to serve zip codes within counties rather than entire counties. Zip codes that are not identified as elevated need in the 2020 Family Support Needs Assessment are acceptable; however, they will not qualify for Need Score bonus points. In this case, the Applicant would list the counties the school district crosses and provide the specific zip codes in each for all relevant sections.
	RFA Section	Question	Answer
4	N/A	On page iv it states sending application to RA-PWRFAQUESTIOS@PA.GOV. Then on page 8 (I-11) it says to submit to RA-PWRFAQUESTIONS@PA.GOV and then on page 8 (I-12) it again says to submit to RA-PWRFAQUESTIOS@PA.GOV. Please clarify the correct address.	The correct address to submit applications is: RA-PWRFAQUESTIONS@PA.GOV

	RFA Section	Question	Answer
5	Part III F4 Page 26	On page 26 under F(4) it states we may not use funding to support any parent's position in custody or child support matters, financially or counseling or other support services. Does that mean that if a parent raises a question around possible or actual custody issues during a home visit we cannot explore with them what they might want to do or who they might need to contact for further assistance?	This does not mean a discussion on options for a family cannot occur, but that the funding itself cannot be used to support a parent's position in custody or child support matters.
	RFA Section	Question	Answer
6	Part III F6C Page 28	On page 28 under c. Program Enhancements: If we have home visitors providing the EBHV PAT model to families and one of those home visitors is a recovery specialist providing PAT services specifically to those with OUD/SUD issues, is this a program enhancement or does it fall under EBHV.	This question should be directed to the EBHV Model Developer or their Representative to confirm that the status meets fidelity requirements and to determine if it should be considered a model enhancement.
	RFA Section	Question	Answer
7	Part I I-12 Page 8	On page 10, under #2b the RFA states right and left margins of 1 inch. Are there parameters for top and bottom margins? Also parameters for double or single spaced?	It is preferred but not required that top and bottom margins be no less than one inch and that the applications are double spaced.
	RFA Section	Question	Answer
8	Part III G 2-5 Page 33	On page 33, 1. Staffing - It states that if applying for more than 1 EBHV model, the questions a – f must be answered. In previous sections where they wanted answers for all the questions in that section to be answered for each EBHV model, the directions followed the main category (e.g. Services, Assumptions). But for resources it is not after the resources section but within the staffing. So does that mean that questions 2 – 5 under resources would be answered based on the agency and not each EBHV program being proposed.	Yes, after the Staffing response, the remaining questions within that section can be answered for the Applicant's agency overall.
	RFA Section	Question	Answer
9	Part III L, XII, 1 Page 41	On page 41 regarding Centers of Excellence and Other local/county Drug and Alcohol Treatment Service Providers: Is it sufficient that the applicant agency has a relationship (MOU, referrals, etc) with local drug and alcohol providers or because it says "and" that there much be a relationship with both the center and local d/a providers in order to receive the bonus points.	Yes, either relationship would be appropriate to receive the points for this question. Applicants do not need to have a relationship with both the COE and local providers to receive bonus points.

Q&A

	RFA Section	Question	Answer
10	N/A	Only enhanced services to support an existing Evidence Based Home Visiting (EBHV) model they are implementing?	This question does not include sufficient information for DHS to provide an answer.
	RFA Section	Question	Answer
11	Part I I-22 Page 13	An EBHV model for year 3 only if they have existing funding to cover Years 1 and 2 and enhanced services for Years 1, 2 and 3.	No, the Applicant must implement one of the eligible Evidence-Based Home Visiting programs as specified in the RFA for all years of the grant award.
	RFA Section	Question	Answer
12	Part III J4 Page 39	Regarding cost per family, can we submit costs per child as families may have either single or multiple children which could skew the actual costs particularly because home visitors' caseload is based on the number of children	No, Applicants must provide the Cost Per Family. Applicants may check with the EBHV Model Developers or their Representatives to determine if there is a way to factor a family having multiple children into the cost calculation.
	RFA Section	Question	Answer
13	Appendix F	Appendix F, EBHV charts 2 and 3 shows, July 1 2021 to June 30 2022 as Year 1. Please clarify	This was an error. Please disregard the dates on the top of the chart. The chart itself is correct.
	RFA Section	Question	Answer
14	Appendix A	In Appendix A, is the Applicant Vendor Number assigned after award? If not, what number should be entered on that line?	Applicants can register for a vendor number here: https://www.vendorregistration.state.pa.us/CVMU/paper/default.aspx

Q&A

	RFA Section	Question	Answer
15	Appendix F & Part II E3 Page 31	Our NFP program is one group but has two Supervisors which have separate teams. We serve several different counties. Considering this for Appendix F EBHV charts, should we use Chart 1 or Chart 2.	If providing services in multiple locations, please use Chart 2.
	RFA Section	Question	Answer
16	Part I I-12 Page 8	Electronic Response must be in Microsoft Office or Microsoft Office-compatible. Does this include pdf format? Can the Technical Submittal be sent as one pdf file (less than 10MB) rather than multiple files of Word narrative and Scanned documents? This excludes Appendix C Cost Submittal which is in Excel format.	PDFs are acceptable, except for Appendix C which must be submitted in excel format. The Technical Submittal can be sent as one PDF file.
	RFA Section	Question	Answer
17	Part III III-3 E Page 24	Regarding the RFA for Family Supports, would parent information sessions offered through ECE programs about child development, family protective factors, positive behavior support and ECE practitioner trainings to increase the effectiveness in home visits to increase parent skill and empowerment be considered services that would fall under this RFA?	No. The Applicant must implement one of the eligible Evidence-Based Home Visiting programs as specified in the RFA.
	RFA Section	Question	Answer
18	N/A	Can we submit non-Excel sections of the application, including narratives and attachments, in pdf format? Would this meet the standard of Section I-12 (page 8) Application Requirements that the electronic response be in Microsoft Office-compatible format?	Yes. Please see the response Q16.
	RFA Section	Question	Answer
19	Appendix F	In Appendix F, Year 1 is listed as July 1, 2021 to June 30, 2022. Can you please confirm Year 1 should be July 1, 2022 to June 30, 2023?	Please see the response to Q13.

RFA #01-22

Family Support Programs

Q&A

	RFA Section	Question	Answer
20	Part III 5 I. Enhancements Page 35	If we're applying for more than one Program Enhancement, does the 5-page limit apply to describe all Program Enhancements? In other words, if we have 2 Program Enhancements, will the page limit still be 5 rather than 10 (5 pages total rather than 5 pages per Program Enhancement)?	The limit is 5 pages per Enhancement Category. Applicants may thus utilize 5 pages for Category 1, 5 pages for Category 2, and 5 pages for Category 3. If an Applicant proposes a Program Enhancement in each of the three categories, the total page limit would be 15 pages.
	RFA Section	Question	Answer
21	Part III 5 L. Page 40	Priority score – 4-page limit. It says "questions answered in this section will not count towards page limit unless otherwise indicated as part of the question" and then in questions 1 – 4 it says MOUs/MOAs don't count towards page limit but doesn't mention what is counted. Can you please explain what does count as part of the page limit for this section?	This language is incorrect and should be disregarded. Please see revisions to this section set forth in this Addendum. There is a 4-page limit for the priority score questions in total. All Applicant responses to the questions will count towards the page limit. MOUs and MOAs will not count towards that limit.
	RFA Section	Question	Answer
22	N/A	Can you please confirm there is no overall application page limit and that page limits are only by section?	Yes, this is correct.
	RFA Section	Question	Answer
23	Part I Section I-12 B Page 9	Can you please clarify the application format and what is meant by a "Tab", Section I-12 B. (RFA page 9)? Does each "Tab" need to be distinguished somehow other than the headings?	The term "Tab" refers to the components of the Applicant's technical submittal that are listed in Section I-12.B.1.a. Headings are an appropriate way to distinguish tabs and Applicants do not need to distinguish tabs in any other way.

RFA #01-22

Family Support Programs

Q&A

	RFA Section	Question	Answer
24	Part I Section I-12 B. Page 9	In Section I-12 B. (RFA page 9), Project Narrative is Tab 4. On the application checklist (Appendix J), the Project Summary is Tab 5, and the Organization and Information Form is Tab 4. Can you please clarify which order and labeling we should follow?	Please see the revised Appendix J included with this Addendum.
	RFA Section	Question	Answer
25	Appendix B	Is Appendix B required if we are not including confidential information?	Yes, all Appendices are required unless otherwise noted within the Application. You may indicate on Appendix B that your Application does not contain confidential information.
	RFA Section	Question	Answer
26	N/A	If we are awarded funding through multiple funding streams, how will reporting work? Will we submit separate reports to each funding agency?	The Department will break out the awarded amount of available funding into the various funding streams at the time of award. The cost per family will be used to determine which number of families will be placed under which funding stream, which will then determine the number of applicable families served by funding and the state or federal reports. The funding will also be broken out in this manner to confirm it meets all funding requirements.
	RFA Section	Question	Answer
27	Appendix C	Can you please confirm that we can include administrative costs (10% of direct costs)? If so, can we apply admin costs to both EBHV and Enhancements?	Yes, administrative costs can be included. If a negotiated Indirect Cost Rate Agreement exists the applicant must apply that rate to any funding received or applied for. If an applicant has never received a negotiated indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. Costs

			must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The administrative costs cannot make the enhancement(s) cost exceed the percentage allowable in the application.
	RFA Section	Question	Answer
28	Appendix C	In the Instructions Tab on Appendix C, for Cost Submittal Narrative it says "Please provide pertinent information to explain the requested costs for the first year of the grant." In the RFA, Section III-5 J, 1 (RFA page 38) it says "Applicants must complete and submit the budget forms, along with a detailed budget narrative, for each year of the grant". Can you please confirm whether we must complete all Cost Submittal Narrative tabs, or just Year 1?	Applicants must complete the Cost Submittal Narrative tabs for all years of the grant.
	RFA Section	Question	Answer
29	Appendix C	Can you please confirm that all costs (EBHV and Enhancements) should be included together on the Cost Submittal Worksheet tab in Appendix C? On the Instructions tab it says "For each budget category specify which program type the cost is associated with". If we have budget categories in which costs for both EBHV and Enhancements are included, should we just specify that per line item? For example, for Salary/Wages, we will include both EBHV and Enhancement costs. Should we list the staff titles and note the program, e.g. "Nurse Home Visitor (EBHV)" and "Clinical Social Worker (Enhancement)"?	Yes, they are included in one single cost submittal. Yes, the costs for both EBHV and Enhancements should be specified per line item.
	RFA Section	Question	Answer
30	N/A	Can you please confirm that the application should be submitted to RA-PWRFAQUESTIONS@PA.GOV ?	Please see response to Q4.
	RFA Section	Question	Answer
31	N/A	Please confirm the email address to respondents to submit their applications. On page iv of the RFA for Family Support Programs, RFA # 01-22, the email address listed for applications' submission is RA-PWRFAQUESTIOS@PA.GOV. Should this be RA-PWRFAQUESTIONS@PA.GOV?	Please see response to Q4.

	RFA Section	Question	Answer
32	Part I I-3 Page 7	Page 7 of the RFA for Family Support Programs, RFA # 01-22, states that, "[t]his Project combines the Commonwealth's existing Maternal, Infant, and Early Childhood Home Visiting ("MIECHV"), Nurse-Family Partnership ("NFP"), Promoting Responsible Fatherhood ("PRF"), Opioid Use/Substance Use Disorder ("OUD/SUD") Home Visiting and Family Support, and Home Visiting Expansion ("HVE") 1 and 2 programs and funding." 1. Does this statement mean that funding for these programs will be combined into one fund for disbursement? Will the Nurse-Family Partnership funding which is granted via the legislature through its own line-item, be used only for the implementation of Nurse-Family Partnership? 2. How will the state determine the funding source to allocate to applicants? Will previous funding history be considered?	1. Yes, this will be one grant award. Funding with specific requirements will be awarded to selected Applicants that meet those requirements. 2. Please see the response to Q26.
	RFA Section	Question	Answer
33	Part I I-4 A &B Page 7 Part III Page 22	1. In the Project Narrative, section C "EBHV Vision," it asks , how the EBHV model aligns with the priorities identified in this RFA, can you point out where these priorities are clearly identified ? 2. On page 18, Priority Score is discussed with 5 points, are these what are meant by priorities for alignment in the vision statement?	1. Part I, Section I-4 and Part III are the priorities of the RFA. 2. No. This is the priority score for at-risk counties.
	RFA Section	Question	Answer
34	Part III J, 3 & 4 Pages 38 & 39	1. In the years leading up to the release of DHS RFA for Family Support Programs, RFA # 01-22, the Office of Child Development and Early Learning encouraged provider organizations many times, that once the RFA was released, applicants should reflect the true cost of implementation of the chosen program in their responses. On page 39, J. Cost Submittal and Justification – EBHV and Enhancement(s) (3-Page Limit),3. Justification of Cost, please explain why respondents are asked to subtract the enhancement cost from the total request in the cost per family calculation.	1. This is due to the allowable uses of funding and the Cost Per Family for EBHV programs. Some funding sources the Department intends to use as part of the award limit what can be funded. It is broken out in this way to be able to designate specific allowable funding sources when awarding. Please also see the response to Q26.

	RFA Section	Question	Answer
		2. On that same page, 4. EBHV Cost per Family, respondents are asked to "explain the cost per Family." What is the source for the national average of EBHV programs (approximately $6,500 per family) and the relevance provider organizations have been encouraged to reflect the true cost of implementation?	2. This number was provided by the Health, Resources, Services Administration (HRSA). Applicants may exceed or be lower than the Cost Per Family of $6,500 if they provide sufficient justification. Please see the response to Q1.
	RFA Section	**Question**	**Answer**
35	N/A	This is more of a comment than a question. Nurse-Family Partnership network partners have the ability to bill Medicaid Fee For Service (T1002) for those clients funded via state investment If the funding source changes and a provider agency is no longer eligible to bill Medicaid for services this could have a significant impact on that provider agency's proposed budget.	The Department is aware of NFP's ability to bill MA and will take that into consideration when assigning state and federal funding sources as part of the awards. Please see the response to Q26.
	RFA Section	**Question**	**Answer**
36	N/A	If an agency is allocated state funds that fully cover the costs for funded families, are they able to continue to bill Medicaid for services? These additional funds could be used to provide additional training for staff, family engagement events, additional supports (ie. Lactation support, case management, legal partnerships, etc.), and items to be able to provide to families (ie. literacy items, diapers, safety supplies, etc.).	Please see the responses to Q26 and Q35.
	RFA Section	**Question**	**Answer**
37	Part I I-3 Page 6	Does Nurse-Family Partnerships' Expanded Eligibility Initiative – serving multiparous women, and those who enroll after the 28th week of gestation – qualify as a Model Enhancement by the Office of Child Development and Early Learning for the purposes of this RFA?	Please check with the Model Developer or their Designated Representative to determine whether this should be considered an enhancement.
	RFA Section	**Question**	**Answer**
38	Part I I-3 Page 6	If a Nurse-Family Partnership network partner not currently serving an Expanded Eligibility Population, but may have the opportunity to do so through a Randomized Controlled Trial, should that network partner include the enhancement in their application even if they may not be seeking any additional	Yes, the possibility to serve an expanded eligibility population may be included. Please check with the Model Developer or their Designated Representative to determine if this should be considered an enhancement.

		funding associated with the Expanded Eligibility Population at the time of application submission?	
	RFA Section	**Question**	**Answer**
39	Appendix I	Does the Health Habits Data Collection Form used by Nurse-Family Partnership nurse home visitors meet the criteria for an approved Substance Use Screening Tool as noted on page 34, H. Data Collection and Continuous Quality Improvement, 1. EBHV Data Collection, a., ii. (e)? Is the 5 Ps Screening Tool acceptable since it is the unpaid version of the 4P's Plus, which is listed on the OCDEL website as a validated tool?	Yes, the 5P's Screening Tool is an acceptable drug and alcohol screening tool. The Health Habits Data Collection form does not meet the requirements as a validated tool. NFP NSO provided communication on this matter, and Applicants may reach out to their Nurse Consultants to discuss.
	RFA Section	**Question**	**Answer**
40	Appendix A	Appendix A references an "applicant vendor number." Is this an applicant's current Office of Child Development and Early Learning vendor number? If not, please explain what this is.	Yes, existing Grantees may already have a vendor number. Applicants that do not have a vendor number can register for one here: https://www.vendorregistration.state.pa.us/CVMU/paper/default.aspx
	RFA Section	**Question**	**Answer**
41	Appendix L	With regard to Appendix L, if a provider agency is applying for an agreement valued less than $5 million does the provider agency need to complete a CPP?	Only grants exceeding $5 million, over the life of the agreement, are required to participate in CPP; however, all applicants must provide a CPP Submittal as part of their applications. If the grant does not exceed $5 million, the CPP requirements will not apply to that grant.
	RFA Section	**Question**	**Answer**
42	Part III III-5, B1&2 Page	Throughout the Project Narrative, there are times the question is posed to "The Applicant" such as in Section III-5 "B"-2 History subsections 1 and 2 Mission and History of Meeting Unmet Needs. Should these questions be answered from the perspective of the larger organization applying for the grant, or from the programmatic perspective? This is confusing because in other sections it clearly discusses the EBHV response perspective.	If the question does not specify a specific area to focus on, then the response can be provided in general.

	RFA Section	Question	Answer
43	Part I I-22 Page 13	On page 13, I-22. Terms of Agreement states that, "The Department, in its sole discretion, may extend the agreement on the same terms and conditions for up to two additional one-year periods." Do respondents need to submit budget information for those years as part of the RFA?	Yes.
	RFA Section	**Question**	**Answer**
44	Part I I-12 B Page 9	At the top of page 9, the RFA references: 1. "The electronic response should clearly identify the Applicant and include the name and version number of the virus scanning software that was used to scan the application before it was submitted." Where should that information be documented? 2. "The Applicant may not lock or protect any cells or tabs." Please confirm that this is reference to any submissions that contain an Excel document. Does this apply to other documents submitted in response to the RFA (ie. Word)?	1. Please include this information in the application submission email. 2. Yes, no other documents should be locked. This is primarily referring to the Cost Submittal (Appendix C), which must be submitted in Excel format.
	RFA Section	**Question**	**Answer**
45	Appendix L	Appendix L: Contractor Partnership Program: The EBHV Model Nurse-Family Partnership received a waiver for this program in the past due to the model requirement to hire BSN prepared nurses. Will that waiver remain in effect for NFP awardees?	Applicants should not assume that any CPP waivers will be in effect and must provide a CPP Submittal as part of their application. See response to Q41. After an applicant is selected, the Department will determine whether CPP requirements will apply to the agreement and may consider requests to waive the CPP requirements in the event they do apply.
	RFA Section	**Question**	**Answer**
46	Appendix F	Regarding Appendix F, Chart 2, Colum 1 "Location" - If an office location has staff that provide services to two or more counties do you record that same office location for each served County (Column 4)? For example, if DuBois (located in	Yes, this is correct.

	RFA Section	Question	Answer
		Clearfield Cty) provides services to Clearfield and Jefferson Counties is it correct to enter "DuBois" in the row for Clearfield AND in the row for Jefferson?	
	RFA Section	**Question**	**Answer**
47	Appendix F	Regarding Appendix F, Chart 2, Colum 7 "Zip Code" - If the service area for a county includes every zip code within that county is it correct to enter "Entire" in that cell rather than listing all of the zip codes individually?	Yes, "Entire" is allowable as a response.
	RFA Section	**Question**	**Answer**
48	Part I I-12 B Page 10	Section I-12 B.2d (pg.10) states that specified Tab headings must be used. We would like further clarification on the format expectations for the technical submission with "tabs". Is a PDF with "tabs" acceptable even though it is specified that "the electronic response must be in Microsoft Office or Microsoft Office compatible format" and "The Applicant may not lock or protect any cells or tabs" ? To our knowledge a WORD document does not allow for a format with tabs in the same manner that an Excel document does. Or is a document with hyperlinks/bookmarks an acceptable format for "tabs" ?	Please see the responses to Q23 and Q24.
	RFA Section	**Question**	**Answer**
49	Part I I-12 B Page 10	Also the tab headings in the RFA (pp. 9-10) do not exactly correspond to those listed on the RFA checklist (tab 4 and tab 5). Please clarify the order of tabs.	Please see the response to Q24.
	RFA Section	**Question**	**Answer**
50	Part I Section I-3 Page 6	In Section I-3 (pg. 6) it states that EBHV is intended to be delivered in the home; however, during our statewide emergency declaration, services may be delivered via Virtual Home Visit . . . Our understanding is that the COVID related emergency declaration ended in June 2021 via voter referendum and legislative action. Our program has continued to use a combination of in-home and virtual home visits according to client preference and staff safety needs. This hybrid	Yes, if virtual services continue to meet model fidelity and funding requirements (if applicable).

		pattern meets our EBHV model standards. Will virtual visits be permitted outside of an emergency declaration?	
	RFA Section	Question	Answer
51	N/A	As part of PAT, it is a requirement to provide family engagement activities. In the past we have gone to the zoo and to an amusement park. Is this something that we can continue to do with the families?	This would need to be reviewed in further detail by the Department if awarded. There are multiple factors which cannot be addressed in the response. Within the RFA only Enhancement funding is currently restricted from being used on trips. At a minimum it would need to be determined that this is an allowable use of the funding receives for award and is in line with model fidelity.
	RFA Section	Question	Answer
52	N/A	Will OCDEL consider awarding more than one of the same EBHV program to operate in Philadelphia due to the large population of the city/county?	OCDEL will select applications for negotiation and award in accordance with Part II, Section II-6 of the RFA.
	RFA Section	Question	Answer
53	N/A	Should current HEZ grantees include their HEZ programs in their response to this RFA, or will there be a separate application process for HEZ?	This RFA does not include funding for HEZ; however, Applicants should include HEZ funding received in the Work Statement and Cost Submittal of their applications.
	RFA Section	Question	Answer
54	Appendix L	In Appendix L, Contractor Partnership Program (CPP), it describes the reporting for awardees over $5 million. Can you clarify the reporting responsibility for the Contractor Partnership Program (CPP) for awardees of contract/agreement less than $5 million? Specifically do numbers 3 and 4 still apply to the grantee if under $5 million awarded?	Please see response to Q41.
	RFA Section	Question	Answer
55	Part III J2A Page 38	On page 38 of the RFA, under item J.2.a., it includes that "Applicants should use the same costs for all agreement years" when completing the budget form. Does this mean the same amount of annual funding for each year that is requested	The Applicant should request the same total amount of funding for all years. The line items

	RFA Section	Question	Answer
		and/or the same amounts to each line item in the proposed budget? Can you clarify?	themselves may differ from year to year but the total must remain the same.
	RFA Section	Question	Answer
56	N/A	Are we completing a 3 year budget or 5 years?	Please see the response to Q28.
	RFA Section	Question	Answer
57	N/A	Will OCDEL fund startup costs and the timeline for implementation of a new EBHV model? How should an applicant present the costs and timeline associated with startup activities?	The Applicant should address these in their responses across all appropriate questions and include those costs within their Cost Submittal.
	RFA Section	Question	Answer
58	N/A	If an applicant is applying for more than one EBHV model, will the awards be separated? If awarded to implement two separate EBHV models, will there be separate contracts, budgets, reporting?	There will be one grant award. Please see the response to Q26.
	RFA Section	Question	Answer
59	N/A	If applying for more than one EBHV model, will funding amounts be based on the number of families projected to be served through each model separately, or will there be a combined amount for the grantee which will be allocated between models?	The Applicant through this RFA is requesting a single justified budget amount. Please see the responses to Q1 and Q26
	RFA Section	Question	Answer
60	N/A	Can an applicant apply to deliver two EBHV models within the same community/county/service area?	Yes.

Q&A

	RFA Section	Question	Answer
61	N/A	Are American Rescue Plan Act (ARPA) funds included in the funding sources for this project?	This information is not necessary for an applicant to prepare and submit an application in response to this RFA.
	RFA Section	Question	Answer
62	Part III III-1 Page 22	Are for-profit companies eligible to apply? The potential applicant is an early-intervention program that specifically targets low-income youth and families.	Yes.
	RFA Section	Question	Answer
63	N/A	There appears to be a discrepancy regarding Tab 4 in the RFA and Checklist (see below). In the RFA, Tab 4 is listed as: Project Narrative, in response to Part III, Section III-5 In the Checklist, Tab 4 is listed as: Appendix J – Organization Information Form and Requirements. Please clarify	Please see the response to Q24.
	RFA Section	Question	Answer
64	N/A	If the applicant proposes to provide services in a certain zip code within a county and is eventually awarded a contract, then will they be limited to that zip code or will they be allowed to provide services in other areas of the county as well?	The Applicant will be limited to the Zip Code for which they applied.
	RFA Section	Question	Answer
65	Appendix C	Clarification regarding budget: We submit one budget regardless of how many EBHV programs we are applying for?	Yes, this is correct. Please see the responses to Q28 and Q29.
	RFA Section	Question	Answer
66	Appendix C	If applying for more than 1 EBHV program do the costs have to be broken down for each program in the budget narrative? For example, if requesting money for office supplies do we need to break this out as to how much we anticipate each program using or can we just request an office supply amount for the entire family support program.	No, the Applicant would submit one cost submittal. Please see the responses to Q28 and Q29.

	RFA Section	Question	Answer
67	Appendix C	In the budget can we build in increases for years 2 and 3? For example, can we build in raises or other anticipated cost increases or is the total budget amount requested for year 1 the amount that we have to work with in years 2 and 3.	No, Applicants should budget the same amount for all years. Please see the response to Q55.
	RFA Section	Question	Answer
68	N/A	The RFA does not seem to connect substantively to the RFI released by OCDEL in early 2020, particularly the five options for awarding funds on which stakeholders were asked to provide feedback. What caused the current RFA to not reflect what was released in the RFI? Was the lapse in time part of the reason?	This information is not necessary for an Applicant to prepare and submit an application for this RFA.
	RFA Section	Question	Answer
69	Part I I-3 Pages 5-7	What is the intent in the delineation of the three enhancements (evidence-informed practices, evidence-based model enhancements and program enhancements)? Was this something that OCDEL heard from stakeholders or the field as a requested element? On page 23 of the RFA it states: *"Applicants may not use more than 25% of their total requested funding for any one or any combination of Enhancements and must use at least 75% of their total requested funding for EBHV Model(s) implementation."* Or, conversely, given this language's construction of a 75/25 split in funding, did OCDEL craft these enhancements to somewhat mirror the federal 25% allowable set-aside for promising practices in MIECHV?	The reasons for the delineation into the 3 categories are: funding requirements, federal definitions, current state funding, and allowed uses of funding. Please see the response to Q1, Q26, and Q34.
	RFA Section	Question	Answer
70	Part I I-3 Pages 5-7	On page 6 of the RFA, evidence-informed practices (EIPs) are described as: *"…intended to be implemented as secondary service delivery strategies for families enrolled in EBHV or instances in which EBHV does not meet families' needs."*	The Family should receive the most appropriate service or services that fit their needs. The order of receipt of each type of program does not factor into this decision.

		Specific to the latter situation, before utilizing an EIP, must EBHV services first be provided to a family and deemed not suitable? Or, can a grantee determine that a family is immediately eligible to receive EIP services without first receiving EBHV services, provided the grantee remains in the 75/25 funding allotment requirement?	
	RFA Section	**Question**	**Answer**
71	N/A	The national average for the cost per family is listed as $6,500 on page 39 of the RFA. Can you provide a citation on where OCDEL got that cost or the reasoning on why it was determined to use that figure? Given the geographic variability of the state, [identity of questioner withheld] is considering whether there may be areas that this will cause applicants to consider submitting applications counter to the true cost for fear fewer families may be served.	Please see the response to Q34 #2.
	RFA Section	**Question**	**Answer**
72	N/A	It does not appear the current RFA contains a funding award cap. Can OCDEL confirm this is the case?	Please see the response to Q1.
	RFA Section	**Question**	**Answer**
73	N/A	The RFA deadline is March 11, 2022. If contracts are awarded before the passage of the FY 2022-23 state budget and in the event that additional funding for evidence-based home visiting is included in the budget, how will that money be awarded? Or, will any decision on awarding contracts be held until the FY 2022-23 state budget is final?	The Department cannot answer this question at this time.
	RFA Section	**Question**	**Answer**
74	Part III III-3 E Page 25	On page 25 of the RFA, #5 states "*Selected applicants must provide early childhood education services and supports to strengthen parents and their young children (prenatal through age five) and to prevent child abuse and neglect prior*	It is possible that some grantees may be able to serve families with open CCYA cases. This will be reviewed as needed on a case-by-case

		to or at the beginning of any involvement with a county children and youth agency (CCYA)." Please elaborate on this. Will grantees be able to serve families with open CCYA cases?	basis to best serve families. This requirement is specific to certain types of funding and is thus dependent upon the funding an applicant receives if awarded. Consequently, the Department cannot provide a firm answer for individual applicants at this time without additional information.
	RFA Section	**Question**	**Answer**
75	Part I I-3 Page 7	On page 7 of the RFA, the language notes: "*This Project combines the Commonwealth's existing Maternal, Infant, and Early Childhood Home Visiting ("MIECHV"), Nurse-Family Partnership ("NFP"), Promoting Responsible Fatherhood ("PRF"), Opioid Use / Substance Use Disorder ("OUD/SUD") Home Visiting and Family Support, and Home Visiting Expansion ("HVE") 1 and 2 programs and funding.*" Does OCDEL define all of the above as exclusively being in the Community-Based Family Center line item that are being competitively awarded as part of this RFA, or are there other appropriations line items – and their funds – also being pooled into the awards of this RFA? Also, it does <u>not</u> appear this includes federal stimulus funds from the American Rescue Plan specific to Community-Based Child Abuse Prevention (CB-CAP) services. Can you confirm this is the case?	This information is not necessary for an Applicant to prepare and submit an application for this RFA.
	RFA Section	**Question**	**Answer**
76	N/A	Should the Technical Submittal be emailed in Microsoft Word, not converted to a PDF format? Should I restrict the word document to read only before submitting? a. The electronic response must be in Microsoft Office or Microsoft Office-compatible format and any spreadsheets must be in Microsoft Excel.	Please see the response to Q16. The document(s) must remain unlocked.

Q&A

	RFA Section	Question	Answer

77	NA	Can you clarify the use of "tabs" in a Microsoft Word document? Are these sections? Or a format that allows the reader to move easily from one section to another? If so, can you provide guidance on this format?
		
		1. **Technical Submittal**, consisting of the following:
		  a. Applicants must format their responses to Part III, Technical Submittal, as follows:
		    i. Tab 1: Application Cover Sheet (**Appendix A**)
		    ii. Tab 2: Table of Contents
		    iii. Tab 3: Financial Capability, in response to **Part III, Section III-4**
		    iv. Tab 4: Project Narrative, in response to **Part III, Section III-5**
		      a. Section III-5.A /Appendix F – Organizational Information and Program Requirements
		      b. Section III-5.B – History
		      c. Section III-5.C – EBHV Vision
		      d. Section III-5.D – EBHV Population Served
		      e. Section III-5.E – Services
		      f. Section III-5.F – Assumptions
		      g. Section III-5.G – Resources
		      h. Section III-5.H – Data Collection and CQI
		      i. Section III-5.I – Enhancements
			Please see the responses to Q23, and Q24.

	RFA Section	**Question**	**Answer**
78	N/A	On the RFA Checklist, is "Tab 4" referring to "Appendix F Organizational Information and Program Requirements"? ____ **Tab 4: Appendix J – Organization Information Form and Requirements.** Please complete all portions of this form. Please note that representatives from the Applicant agency are required to sign this form.	Please see the response to Q24.
	RFA Section	**Question**	**Answer**
79	Appendix C	Can we use the same total award amount while planning for increased wage rate for years 2,3,4 and 5? a. Applicants must complete and submit the budget forms, along with a detailed budget narrative, **for each year of the grant**. These forms are included as **Appendix C** of this RFA. At this time, Applicants should use the same costs for all agreement years. Adjustments to future years' budgets and funding may be made prior to each new grant year if necessary and appropriate.	Yes.
	RFA Section	**Question**	**Answer**
80	N/A	Where on the application would you like the virus scanning software to be labeled?	Please see the response to Q44.

		a. The electronic response should clearly identify the Applicant and include the name and version number of the virus scanning software that was used to scan the application before it was submitted.	
	RFA Section	**Question**	**Answer**
81	Appendix F	Appendix F, EBHV Chart 1 We will serve the entire county but have two zip codes that are elevated need in all three areas. When filling out Chart 1, I understand that I will receive 2 points for the Average Need Score for Blair County. Two of the zip codes within Blair 16602 and 16625 are elevated and each receive a 3; do we receive additional points for these two zips because they are within the county and we are serving the entire county? How should this be marked on the chart?	Applicants applying to serve an entire county must use the average need score for the county as a whole and are not eligible for additional bonus points for elevated need zip codes within that county. Note that the maximum amount of bonus points available is 3% of the total points for this RFA.
	RFA Section	**Question**	**Answer**
82	Part I I-12 Page 8	For actual Submittal, under I-12.B.2. describing the technical submittal 8 ½ by 11 inches with right and left margins of one inch Arial or Times New Roman font 12 but what is the style? May it be "No Spacing"?	Please see the response to Q7
	RFA Section	**Question**	**Answer**
83		Under III-4 Financial Capability, can you spell out the actual past three fiscal years? Is this complete fiscal years or does it include the current? Is it FY 18-19, FY 19-20, and FY 20-21 OR is it FY 19-20, FY 20-21, and current FY 21-YTD 22?	The past three fiscal years would be FY 18-19, FY 19-20 and FY 20-21. The financial statements should be audited if available. If not, please include tax forms, SEC filings, etc.
	RFA Section	**Question**	**Answer**
84	Appendix C	For Appendix C, if each year in the Cost Submittal Narrative Worksheet is the same, is it okay to simply explain, Same as Yr. 1 Submittal Narrative?	No. Please complete each in full detail.

RFA #01-22

Family Support Programs

Q&A

	RFA Section	Question	Answer
85	N/A	Is there a maximum award amount per year that organizations can apply for?	Please see the response to Q1.
	RFA Section	Question	Answer
86	Part I I-22 Page 13	Are the awards for three years? Is there the possibility of renewal beyond three years?	Yes, the initial term of the grant is three years. The Department may choose to renew the agreement for two additional one-year periods. Please see Section I-22, Term of Agreement, on Page 13 of the RFA.
	RFA Section	Question	Answer
87	N/A	Is there a list of current OCDEL funded family support programs by location and model?	Yes, there is an interactive map available at: http://www.eita-pa.org//uploads/presentations/pafamilysupport/index.html#/lessons/UXYAWLQd091DXlJ5mlZM0VN72k9Tk-rY
	RFA Section	Question	Answer
88	N/A	Can the application be to provide program enhancements only for one EBHV and then model implementation for another EBHV?	Yes, if an eligible EBHV model is being provided and the enhancements are for or support an eligible EBHV Model.
	RFA Section	Question	Answer
89	Part III III-3, D Page 23	Can the maximum 25% of funds for program enhancement be used to enhance one EBHV program and the 75% of implementation funds be used to implement another EBHV program? Or for each EBHV program, is 25% the maximum allowed for program enhancement?	25% of the overall award is the allowable amount for program enhancement. It is not dependent on model.
	RFA Section	Question	Answer
90	N/A	Can we apply for two different EBHV models that serve overlapping geographic regions?	Yes.

	RFA Section	Question	Answer
91	Appendix F	Can the population served be smaller than the county level? For example, all county residents who delivered at a particular hospital. If so, for appendix F, chart 1, the column "Zip Code, Service Areas Include Names of Communities Within County or Entire," how would we specify this answer if our region being served is all zip codes in our county who delivered at a certain delivery hospital?	Yes, Applicants may apply to serve specific zip codes rather than entire counties. Applicants may not propose a service area smaller than a zip code.
	RFA Section	Question	Answer
92	N/A	For implementing new EBHV models, can the first year be a planning year?	No.
	RFA Section	Question	Answer
93	Appendix L	Does the Contractor Partnership Program submittal only need to be submitted if the grant request is for over $5 million?	Please see response to Q41.
	RFA Section	Question	Answer
94	Part III III-2, B Page 22	For the requirement that New Grantees must submit a letter of approval from the Model Developer before applying, is this applicable if we are a new grantee but are already implementing the EBHV model?	A letter from the model developer would not be required if already implementing the model in a community. This Applicant would fall under B, AN EBHV Program Provider, on page 22.
	RFA Section	Question	Answer
95	Appendix C	For the staffing section, if the EBHV program already exists and we are applying to the RFA to expand the program, should we only describe the new staff that would be hired or all program staff?	Yes. Only include the staff that would be funded by the grant award if received.
	RFA Section	Question	Answer
96	Appendix F & Part III III-2, B Page 22	For appendix F, chart 1. If the program already exists but this is the first application for OCDEL funding, do we categorize it as a "new" or "existing" program?	Refer to Part III, Section III-2 of the RFA (page 22). This Applicant would fall under B, An EBHV Program Provider.

	RFA Section	Question	Answer
97	Appendix F	For appendix F, chart 1, if we are already implementing the EBHV through alternative funding and are applying to expand the program, should the family capacity be those that would be served by the expansion? Or by the program as a whole?	Only the families that would be served through the grant funds awarded under this RFA. Families that will not be served using funding awarded under this RFA should not be included.
	RFA Section	Question	Answer
98	Appendix F	For appendix F, if it is a new EBHV program, is the answer to existing service area "No"? What if we already operate different programs in that area?	The correct response would be no if already providing services in the area.
	RFA Section	Question	Answer
99	N/A	Can letters of support be submitted in place of MOUs/MOAs for the different service partners listed under priority scores? If so, would those letters contribute to the priority scores?	Yes, they may be provided in place of an MOU/MOA as long as they serve the same purpose of demonstrating a collaborative relationship.
	RFA Section	Question	Answer
100	N/A	Are letters of support from other partner organizations and community groups permissible attachments?	These are not allowable attachments unless otherwise noted in the RFA.
	RFA Section	Question	Answer
101	N/A	Do we need to submit MOUs/MOAs for any potential subcontracting agency?	These are not necessary attachments unless otherwise noted in the RFA.
	RFA Section	Question	Answer
102	Part III IX, K2 Page 40	Section K. 2) Sub-county analysis Should this question be completed for applicants with existing county-wide EBHV programs that typically serve large numbers of families from a subset of zip codes within the county?	No, if the Applicant is applying for an entire county, they don't need to fill out sub-county analysis. They only need to fill that section if they are applying for a smaller service area.

	RFA Section	Question	Answer
103	Part III III-3, D Page 23	The RFA gives a rate per child, and also indicates that enhancements should be no more than 25%. Are the enhancements expected to be 25% of the base per child funding, or the budget for the enhancements should not be larger than 25% of the total for the number of kids served?	Enhancements are restricted to no more than 25% of the overall requested award amount.
	RFA Section	Question	Answer
104	Part III E7 Page 26	On p. 26 of the RFA it says: "Applicants applying as New Grantees must receive approval from the Model developer before applying, if applicable." How do we get Model Developer approval?	The specific Model Developer's website should provide contact information you may use to discuss this question with them.
	RFA Section	Question	Answer
105	Part II II-4, 2 Page 17	If we apply to service the entire state of Philadelphia, will we receive bonus points for each elevated zip code within Philadelphia?	No. Please refer to the response to Q81.
	RFA Section	Question	Answer
106	Part II II-4, 2 Page 17	Will we receive additional bonus points for each elevated zip code that we apply for in other countries or is it capped at a 3% bonus?	The maximum amount of Need Score bonus points is capped at 3% of the total available points.
	RFA Section	Question	Answer
107	N/A	What are the total funds available for this opportunity?	This information is not necessary for an Applicant to prepare and submit an application for this RFA.

	RFA Section	Question	Answer
108	N/A	What is the maximum amount individual organizations can apply for?	Please see the response to Q1.
	RFA Section	Question	Answer
109	N/A	Should agencies apply for the true cost per family if it is higher than the allocated amount of $6,500 per family?	Please see the responses to Q1 and Q34 #2
	RFA Section	Question	Answer
110	Part III J3 Page 39	Is the cost for Enhancements separate from the EBHV cost per family or does it need to be included in the overall cost per family?	It should be calculated separately.
	RFA Section	Question	Answer
111	N/A	As many questions will be submitted, we are wondering about the determination for MIECHV vs OCDEL families for sites with both federal and state funding. How will MIECHV and OCDEL be assigned to families? Are we expected to use the Community Risk Assessment tool and request according to low and moderate risk, with moderate risk being MIECHV?	Please see the response to Q26.
	RFA Section	Question	Answer
112	Part III J3 Page 39	This question is related to the equation used to calculate the cost per family without enhancements as part of the Justification of Cost (Page 39). According to the RFA, Family Capacity is defined as: the maximum number of families that could be served at one time based upon a full complement of home visitors. First, please confirm that the total requested budget would reflect the budget for one year. If that is the case, for some models, the maximum number of families that can be served at one time is different than the number of families that can be served in one year. Using the equation as written does not accurately capture the number of families that can be served in that timeframe. Should the denominator reflect the number of families served in a year instead of "family capacity"?	The calculation must use the Family Capacity. We understand that selected Applicants may serve beyond the capacity number, however we must align the calculation with our funding requirements.

Q&A

	RFA Section	Question	Answer
113	Part III J2a Page 38	On page 38, 2a, the RFA states that "at this time, applicants should use the same costs for all agreement years." To account for implementation of a new model, overall costs in year 1 would be different than subsequent years to reflect costs associated with start-up. Is this allowable?	Yes, the same overall total is required. The breakdown for each year does not need to be the same.
	RFA Section	Question	Answer
114	Part III III-5 L Pages 40-41	For the priority Score section – Part III, Section III-5.L of the RFA, #2-5, please define what "coordinated efforts" must consist of in order for the applicant to receive the bonus point.	A working relationship between organizations that benefits families receiving services from both organizations.
	RFA Section	Question	Answer
115	N/A	Does the RFA funding award include monies to implement new models that is **in addition to** the funding necessary to maintain the current home visiting network?	The Department cannot answer as this would be determined by the available funding at the time of award and the eligible applications selected for award.
	RFA Section	Question	Answer
116	N/A	Is there a publicly available map or list of current EBHV **implementing agencies** under the Family Support program and their catchment areas?	Please see the response to Q87.
	RFA Section	Question	Answer
117	Appendix F	What if an applicant has multiple service locations in one area (i.e. satellite offices). Can more than one location be listed per model in Chart 2 of Appendix F?	Yes.
	RFA Section	Question	Answer
118	Part I I-23, E Page 14	Can applicants discuss plans for the application and implementation among one another? In order to best serve the interests of families, communities, and the existing system of care, it would be important for implementation discussions to be collaborative and intentional, especially for models that would be new to the Family Support Programs system.	No. Applicants may not discuss the information contained in their applications with one another. Such communications may result in disqualification. Please refer to Part I, Section I-20 of the RFA, Restriction of Contact. Applicants may engage in discussions only after award.

Family Support Programs

Q&A

	RFA Section	Question	Answer
119	Received after Q&A Deadline	We recently applied for a Children's Trust Fund grant to launch a PAT program. This grant would essentially ask for funding for the same program but would be used to expand our geographic area, should we receive the CTF. Can we apply for both (with the understanding that we may not get the CTF grant.)	Yes.
	RFA Section	Question	Answer
120	Received after Q&A Deadline	Is there a minimum or maximum request per family cost or any guideline for determining costs?	Please see the response to Q1.
	RFA Section	Question	Answer
121	Received after Q&A Deadline	How does the BAFO work? We are unfamiliar with this process.	The Department will initiate BAFO discussions by contacting the applicant to request an oral presentation, revised application, or to enter into pre-selection negotiations. In the event the Department elects to engage in BAFO discussions, it will provide further instructions to the applicant(s) with whom it is engaging in such discussions.
	RFA Section	Question	Answer
122	Received after Q&A Deadline	Is this a renewable grant following the three-year period?	Please see the response to Q86.
	RFA Section	Question	Answer
123	Received after Q&A Deadline Part I I-3 Page 6	Would another example of an acceptable program enhancement be an in-person school readiness event?	This would be determined upon review of the Application. Please check with the Model Developer or their Designated Representative to determine if this should be considered an enhancement.

Q&A

	RFA Section	Question	Answer
124	Received after Q&A Deadline	Can you provide clarification on Section 111-5 J-2a Cost Submittal and Justification? *"Applicants should use the same costs for all agreement years. Adjustments to future years budgets and funding may be made prior to each new grant year if necessary and appropriate."*	Applicants should budget the same amount for all years of the grant. Please see the response to Q55.
	RFA Section	Question	Answer
125	Received after Q&A Deadline	Can you clarify if the same cost for all agreement years is in reference to the total amount requested or does each individual line item need to be the same dollar amount each year.	Please see the response to Q55.
	RFA Section	Question	Answer
126	Received after Q&A Deadline	We currently have staff funded through another funding source. That funding ends in June 2023. There will be an overlap of 1 year. Is it possible to include them in year 2 and 3 if the funds are reallocated from another category? Keeping the same total amount requested by redistribution of funds.	Yes, please see the response to Q55.