Children's Trust Program Services RFA #9002-17

Frequently Asked Questions

January 15, 2016

Application Logistics

1. If we apply for two programs, is each program capped at $135,000, or is that amount the entire application cap?

   $135,000 is the limit regardless of how many programs the applications proposes.

2. Can you apply for and utilize two programs, such as IY and Circle of Parents?

   Yes, you can include multiple programs in your application. The cap remains at $135,000 regardless of the number of programs you include.

3. Is there a required font?

   No, there is no required font, but type size must be 12 point.

4. Is it possible to submit the application electronically?

   No. All application must be received in hard copy.

5. Will a copy of these slides be available?

   Yes, they will be emailed to each contact person listed on the letters of intent.

6. Do I need to include job descriptions for the in-kind positions such as supervisor or finance support?

   Yes, match positions are listed in the budget and all positions listed in the budget require a job description.

7. If we do one program in three counties, do we only submit one logic model, or one for each county? Our targets/completion rates will likely look different in each county.

   Please submit one logic model for each program, even if it serves multiple counties. The outputs and outcomes can be aggregated on the chart and explained in the application narrative.

8. Are points deducted if the program has already been in place and funded mostly by Smart Start

   No.

9. If our letter of intent included 2 programs, is it ok if we scale down to just one program?

   Yes, after considering your community's needs, it is fine if you modify your program plan in the application, including the number of programs.

10. How do I know if my agency is registered with the NC Secretary of State?

    If your non-profit agency has received state funding in the past, it is likely that it is already registered. Please see the following website to check your registration status: https://www.secretary.state.nc.us/search/index/corp.

11. What are the E-verify HB786 requirements?

According to the UNC School of Government:

"E-Verify is a free, web-based system operated by the U.S. Department of Homeland Security's Citizenship and Immigration Service (US CIS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the legal employment status of newly hired employees. Employers submit information taken from a new hire's Form I-9 (Employment Eligibility Verification Form) through E-Verify to the SSA and US CIS to determine whether the information matches government records and whether the new hire is authorized to work in the United States. The employer receives an electronic verification of the new hire's legal employment status."

12. Who is required to use E-Verify?

Also according to the UNC School of Government:

"Certain public and private employers are required to use the E-Verify system to electronically verify the legal employment status of newly hired employees. The public entities required to use the E-Verify system are:

- *All state agencies, departments, and institutions, public universities, community colleges, and local school boards (G.S. 126-7.1)*
- *Cities (G.S. 160A-169.1)*
- *Counties (G.S. 153A-99.1)*

Private employers subject to the E-Verify requirement are those who do business in this state and employ 25 or more workers in this state. The requirement applies regardless of the location of the employer's headquarters, but only for newly hired employees working in North Carolina (it does not apply to employees working in another state). Private employers with 24 or fewer employees are not required to use E-Verify, even if they employ 25 or more employees in other states. In addition, the E-Verify requirement does not apply to seasonal temporary employees who are employed less than nine months in a calendar year."

You can find more information about North Carolina's E-Verify requirement on the NC Department of Labor's website -
http://www.nclabor.com/legal/e_verify/e_verify_faq.htm.

13. We have already requested the update letter for 501(c)(3) status. What happens if they don't provide the update in time for submission?

Please submit your current IRS letter. If awarded funding, your agency may submit the updated letter as part of the contracting process.

14. Could you please tell us where the notary signs on the conflict of interest?

The Conflict of Interest Verification Form does not require notification or letterhead. There is a typo on application checklist.

15. Can we attach supporting documents? For example, we are going to mention the Fit Assessment in the text and thought that it might be useful to attach a sample.

    No, please do not attach additional documents not specified in the RFA.

16. Is a capacity checklist required for this grant as well?

    No, we do not require a capacity checklist.

17. Can you share how many agencies submitted letters of intent?

    NC DSS received 63 letters of intent for the Children's Trust Program Services RFA – 44 (70%) in the 80% category and 15 (24%) in the 20% category. In 4 of the letters (6%), the category could not be determined.

Background Checks

18. Are backgrounds checks required yearly or only at time of employment?

    NC DSS requires background checks just once for employees or volunteers having direct contact with clients.

19. Are background checks required for individuals already employed by agency?

    Yes, unless they have already had a background check previously.

Budget

20. Do we need to include peer monitoring costs in our budget now?

    No, the budget that is submitted with the application is only for the first year of the grant cycle, which does not include peer monitoring. The peer review will be included in the second year of the grant cycle.

21. The PCANC SFP sample budget lists $10 for adult meals and $7 for children's meals. We previously understood $8 per person as max. Are the PCANC numbers the new max.?

    The IRS has just decreased the mileage reimbursement rate to $.54, effective January 1, 2016. In terms of travel and group meal costs, grantees cannot exceed NC state per diem rates. It is also fine to use lower rates. As of July 1, 2015, the rates are:

Subsistence Type	In-State	Out-of-State
Breakfast	$8.30	$8.30
Lunch	$10.90	$10.90
Dinner	$18.70	$21.30
Total Food	$37.90	$40.50
Lodging (up to)	$67.30	$79.50
Total Food & Lodging	$105.20	$120.00

22. Are all fringe benefits included in the grant availability? I know we had discussions about dental being included or not.

Yes, you may include fringe benefits that your agency offers, including dental and life insurance.

23. What type of monitoring or documentation do we have to show for our match?

The federal government references "fair market value" when assigning a value to in-kind matches, such as volunteer hours, staffing, or cost of space. NC DSS recommends having your agency's finance director advise you on match values.

Examples: For rent and utilities, you can calculate the square footage that is allocated to this project and compare it to an overall estimate of the price per foot or you could research what similar buildings in your county pay for rent and utilities. Likewise, for salaries, volunteer hours, and fringe benefits, you can use the range for that position within the organization or rates consistent with those paid by other employers for similar work. In terms of travel, you can use NC per diem rates and agency/federal mileage reimbursement rates.

There are many ways to calculate and document these costs, you just need to make sure that you have some sort of defensible method that is not arbitrary.

For more information, you can conduct internet research or access a National Indian Child Welfare Association fact sheet on matching federal grants - http://www.nicwa.org/mental_health/SystemsOfCare/documents/MatchFactSheetApril2012.pdf.

24. In terms of the match, what if we do not receive funding that we currently receive through United Way or civic groups in future years?

If funding sources for the match change from year to year, you can revise the match in your budget during your annual renewal or through a contract amendment.

25. When budgeting for this RFA, we do not include the cost for the Prevention Network Fees. Is this correct?

Yes, it should not be included in your budget. PCANC Prevention Network memberships are provided as part of your agency's technical assistance fee if you offer Circle of Parents, Incredible Years Preschool, Incredible Years School Age, and/or Strengthening Families. If your agency does not offer one of these programs, then NC DSS pays for the Prevention Network Membership. Please do not confuse prevention network membership with PCANC implementation fees, which should be listed in your budget if you provide any of the four programs listed above.

26. Would the cost of a prepaid cellular phone be an allowable cost as another option to effectively communicate with families participating in services? This option would not be the only form of communication, but as an additional option for families who prefer communicating via text message.

    Yes, you could include this expense in your budget, but provide a clear justification for its need.

27. Indirect Cost: In last year's plan, indirect cost rates could exceed 10% if we had an approved indirect cost plan. In the webinar, on the budget slide, it states indirect costs are capped at 10%. Please clarify the maximum amount for indirect costs.

    The NC DSS Budget Office has provided instruction that the federal funding source rules supersede the Omni Circular rules. The funding for the Children's Trust Program Services states that no more than 10% can be spent on administration, so NC DSS has determined that local Contractors may request no more than 10% indirect costs.

MOA and Letters of Support

28. Is the DSS MOU required for the county (counties) where the service is being provided or the county(counties) clients are from. Clients often access service across county lines either because of a temporary move to a shelter or because the services they need do not exist in their home county.

    The wording on the face sheet is "Areas to Be Served" – this typically refers to counties where your clients live (which is often the same as where is the service is provided). If your agency serves clients from multiple counties, I would include them in your face sheet and application. This would mean that you would need to get MOAs from each county DSS.

29. If the plan includes grow to additional counties in future years, are the DSS letters required with this application or can that be provided when those counties are added?

    You can wait until your agency adds those counties in future grant years to submit the relevant DSS MOA.

30. Does the client letter of support need to be from a current client, served in a different, ongoing program, or any client the agency has served or a potential client?

    The client letter of support should be from an adult who has received direct services from your agency, either currently or in the past. Potential clients will not be able to speak to their experience with your agency, so please do not include them.

31. Can you provide more than 3 support letters?

    Yes, you can provide more than 3 letters of support.

32. Is there a maximum number of letters of support?

    No, there is no maximum number of letters of support. But, it does not necessarily add to your application to include more than three letters.

33. Do we need to supply the originals of our letters of support or will copies be OK?

Yes, if available, the original letter of support should be included in the one original application. Copies may be included in the three copies.

Program

34. Can you tell me where to find the definition of evidence-based, evidence-informed family support models and activities? Would Nurturing Parenting Program meet the required definitions?

The Children's Trust Program Services grant would fund Nurturing Parents Program. It has been classified as a promising practice. You can find lists of evidence-based, evidence-informed programs at the following websites (and there are probably others as well):

- *FRIENDS National Resource Center - http://friendsnrc.org/cbcap-priority-areas/evidence-base-practice-in-cbcap/evidence-based-program-directory*
- *Substance Abuse and Mental Health Services Administration - http://www.samhsa.gov/ebp-web-guide*
- *Compendium of Parenting Interventions - https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/family/docs/compendium-of-parenting.pdf*
- *California Evidence-Based Clearinghouse for Child Welfare - http://www.cebc4cw.org/*
- *NC Partnership for Children Evidence-based Resource Guide - http://www.smartstart.org/2015/05/29/evidence-based-resource-guide/*

35. Is there a required number of program participants for outcomes?

No, there is no required number of program participants. It depends on how many classes, groups, or home visits you plan to offer and how much funding your agency request. Within the 80% category, PCANC has guidelines for appropriate enrollment on their website - http://www.preventchildabusenc.org/services/implementation-support/nc-dss-rfa-materials

36. Regarding the parent engagement plan, should our plan be included in the grant application or is it to be developed the first year if we are awarded the grant?

Applications must speak to parent engagement, but a plan does not need to be included with the application. Parent engagement plans will be developed within the first year of the grant cycle.

37. For Strengthening Families, should we include the siblings attending child care in addition to the number of youth, ages of 6-11, served in our outputs?

Yes, you should include all children served in your outputs – both children participating in programming and children attending child care.

38. Could these primary and secondary prevention funds serve families with a previous substantiation that has already been resolved (no current interventions or supervision) and now the child (children) are now with non-offending family members or adoptive families?

    Under the Children's Trust Program Services, grantees may not serve clients who currently have an open substantiated child protective service case or a "services required" finding. This restriction does not include non-offending caregivers, closed cases, cases that are screened-out, unsubstantiated, or designated "services not needed"/"services recommended," or adoptive parents.

39. Age for Circle of Parents? Do you have to specify a specific population? Example: Grandparents raising grandchildren? Or special needs or can it be open to any parent?

    Circle of Parents serves families of children age birth to 18 years old. Although many COP groups have specific target populations, such as adolescent parents, single parents, grandparents, or families with children who have special needs, it is not a requirement. There are other COP groups that serve a general population of parents / caretakers.

Training

40. Does everyone that will be included in this grant have to attend the NCDSS Connecting with Families training or just the Project Coordinator?

    All direct services staff listed in the budget and their supervisor need to attend the NC DSS Connecting with Families training. Child care providers are exempted from this requirement. In addition, anyone who has attended the Connecting with Families training in the past is exempted.

41. Are we mandated to attend the Prevent Child Abuse conference as we have in the past?

    Although grantees are not mandated to attend the Prevent Child Abuse North Carolina (PCANC) conference, NC DSS strongly encourages attendance. To this end, NC DSS will provide scholarships for 1-2 staff members that includes registration fee, mileage, lodging for one night, and meals not included at the conference. If your agency wishes to send more than two people, you should include these costs under staff development and travel in your budget.

42. If we include salary for admin support, finance, etc into our budget, would they be required to attend the 6-day and on-line training as well?

    Administrative staff are not required to attend the 6 day Connecting with Families training – only direct service staff and their supervisor.

43. How often do we need to renew training for Circle of Parents facilitators and parent leaders?

NC DSS is not aware of any requirement to renew Circle of Parents training. Please check with PCANC to confirm.

44. Do you have to be certified for Circle of Parents before implementation?

It is helpful, but you should check with Kimberly Ingram at PCANC to determine if it is a requirement. Her email address is kingram@preventchildabusenc.org

45. All staff have currently completed Incredible Years and Circle training. However, to encourage ongoing staff professional development/training, can costs be included generally if we are unsure of the training and/or cost at this time?

Yes, page 8 of the RFA states "As a part of Continuous Quality Improvement practice, contractors are expected to encourage on-going staff development, which should be budgeted for accordingly." When developing a budget, please use your best estimates of training types and costs if you do not have exact information at the time.