



State of California—Health and Human Services Agency  
California Department of Public Health



Information and Education Program  
Request for Applications (RFA) #19-10004

KAREN L. SMITH, MD, MPH  
Director and State Health Officer

EDMUND G. BROWN JR.  
Governor

Questions and Answers (Q&A)

December 7, 2018

**Contract-related Q&A**

**Q: Due to the Project Director's salary and benefits, would it be possible to use in-kind and apply the difference to the Health Educator's salaries.**

A: Yes, the Project Director can be in-kind and the difference may be applied to the Health Educator's salaries.

**Q: On page 53 of the RFA, second paragraph, regarding Personnel & Fringe Benefits...the language that staffing requires a "Health Educator at 100%FTE (no more than (2) staff) and a Project Director (no more than 1 staff)" ...could you please clarify. Does that mean no more than 3 total staff for the I&E project or just no more than 2 staff can make up 1 FTE 100%?**

A: Per page 25 of the RFA, while staffing structures vary by agency size and planned implementation activities, CDPH/MCAH requires, at a minimum, one (1) Full Time Equivalent (FTE) Health Educator and .25 FTE Project Director. The Health Educator FTE may be split between up to two individual employees at .50 FTE each.

**Q: The "Guide" worksheets mentioned in the RFA and listed in the "protected items" list of each Excel workbook template as downloaded from the link on the I&E RFA webpage are not shown in the set of worksheet tabs in either template. How can we obtain the needed Guide worksheets?**

A: This is an error. An addendum was posted on 12/7/18 and the correction was made in Attachment 5-1 and 5-2 so that the "Guide" is available to view.

**Title XIX-related Q&A**

**Q: Must projected allocations of Title XIX funds, described in the RFA as being based on program invoices, be calculated within the budget and justification?**

A: Yes, Title XIX funds must be calculated within the budget and justification.

**Q: What does the [Title XIX] time study involve?**

A: Each person listed on an agency's budget claiming Title XIX activities must complete daily time studies that document **100%** of their **paid** work time for a minimum of one month each

quarter and submit a CDPH/MCAH time study Data Summary Form or alternate summary form in a CDPH/MCAH-approved format.

**Q: How many times per year and for how long per each time does [the time study] need to be completed?**

A: A minimum of one month each quarter.

**Q: Are all program staff required to time study [if drawing down Title XIX]?**

A: All staff listed on the I&E budget must complete the time study if drawing down Title XIX.

**Q: What is the maximum award amount?**

A: The maximum and minimum award given to **each** applicants chosen for funding will be \$124,710 of State General Funds per fiscal year. The maximum amount of available funding for Title XIX draw down for **all** I&E funded agencies **combined** is up to \$558,026 annually. The Title XIX award amount will be determined based on the proposals of Awardees, requirements of the funding, and the total available Title XIX funding. The available funding is subject to the annual Title XIX allocation process at the state.

**Q: Do we have to meet both the criteria for Title XIX match listed on page 15 or can it just be one of the objectives?**

A: Awardees must meet one of the two objectives outlined on page 15 in order to be eligible to receive up to 50% federal match of state funding for the Title XIX Federal Financial Participation Program. Each county's Medi-Cal Factor is listed on page two (2) of Attachment 7 and will affect their 50% federal match rate.

**Q: How many people would we be expected to reach for the Title XIX matching funds?**

A: Per page 17 of the RFA, the target reach for each funded agency is to provide services to at least 250 youth per fiscal year.

**Q: If an agency is awarded a \$125,000 and elects to participate in the Title XIX Program; will those funds be in addition to the \$125,000? In other words, is Title XIX funding in addition to the MCAH awarded amount?**

A: Yes, Title XIX funding is in addition to the CDPH/MCAH State General Fund award amount.

**Q: Page 15 of the RFA discusses the Title XIX Program. Additional detailed information about the Title XIX Program and how it works within the I & E Program is requested to answer questions about the program.**

A: Per Attachment 7, Awardees choosing to participate in the Title XIX program are eligible to receive up to 50% federal match of state funding for activities that meet the following two objectives:

- a) Assisting Medi-Cal eligible individuals to enroll in Medi-Cal
- b) Assisting individuals on Medi-Cal to access Medi-Cal and/or Family PACT services

Awardees who participate in the FFP Program are required to participate for the entire award/contract period (July 1, 2019 - June 30, 2021). A written certification electing to participate in the Title XIX Program will be required by the agency and submitted as part of the agency's application. Agencies must adhere to Title XIX requirements, including, but not limited to quarterly FFP time studies documenting staff time spent on program activities captured in the I&E budget.

### **Program-related Q&A**

**Q: Appendix 1 - Population and Community Need Data (PDF) is supposed to include CASHNI scores from 2016 per the RFA. However, all the tables are labeled "2014 CASHNI Scores". Will Appendix 1 be reissued with 2016 scores or are the tables mislabeled with the incorrect year?**

A: This is an error. The RFA should reference CASHNI scores from 2014. An addendum was posted on 11/21/18 and the correction was made in the RFA.

**Q: Is there anything that prohibits an organization that is already receiving CA PREP funding from applying for and receiving Information and Education Program funding?**

A: If an organization meets the eligibility criteria in the RFA, as outlined starting on page 9, they may apply for Information and Education Program funding. I.e., If a CA PREP agency or any other agency meets this criteria, they may apply.

**Q: Can we apply as an agency (submit 1 application) to serve multiple counties listed in the RFA (ex: 5 counties) or do we need to submit an individual application for each county we will serve as an agency?**

A: An individual application must be submitted for each county to be served.

**Q: We have a question regarding Attachments 6 and 8 of the application. Both of these attachments have a line designated for "contract number." As a current I&E Agency do we put our contract number for our current grant or do we leave this line item blank since we do not have a contract number for the current RFA.**

A: Please leave this line item blank. A contract number will be assigned to the agency if they are awarded funding under this RFA.

**Q: a. As a current I&E provider utilizing a customized curricula based on EBPM/EIPMs not specifically named in the table on page 20, but currently accepted by CDPH/MCAH for I&E services, would the curricula currently in use (that meets the requirements listed in the RFA) continue to be acceptable or must one or more of the EBPM/EIPMs listed in the table be substituted for the existing curricula?**

**b. If the program selects to augment its activities through participation in training and the addition of one or more of the listed EBPM/EIPMs, will it continue to be permissible to continue to use the current CDPH/MCAH- accepted curricula along with any of the models selected?**

A: a. Per the RFA page 19, Awardees are able to propose alternative curriculum other than the five (5) approved by CDPH/MCAH. Applicants must be able to certify that the proposed curriculum: complies with all I&E requirements; complies with California laws listed in item 5 (pages 21-22), when applicable; meets a well-defined need of the target population; and is an evidence-based or evidence-informed model. Awardees will be required to provide detailed justification within their application, which will be considered through the review process. After the time of application, if an agency wants to change or select a curriculum other than the five approved, they will need to submit detailed justification for approval by CDPH/MCAH prior to implementation.

b. Per the RFA page 19, after the Final Notice of Award, CDPH/MCAH will review the selected program model(s) with the agency to ensure that it will meet the needs of the target population(s) and setting(s). Implementation may not begin until CDPH/MCAH approves the program models and implementation plans. Awardees may add supplemental information and/or activities (such as an activity on puberty and physical development, or a course on healthy relationships) to EBPM/EIPM with prior approval from CDPH/MCAH.

**Q: Partnerships with multiple coalitions and collaborative efforts currently ensure input and leveraging of resources for I&E services inclusive of all required stakeholder representation listed in the RFA. If these groups all meet at least quarterly, would continued participation in and collaboration with such multiple existing stakeholder groups that fulfill the objectives shown for the Local Stakeholder Coalition, satisfy this requirement?**

A: Yes, participation in the existing stakeholders groups would satisfy this requirement.

**Q: Can you please confirm that there is no requirement for submission of MOUs documenting “formal partnerships” with PACT providers within the application packet?**

A: Correct. There is no requirement for submission of MOU’s documenting formal partnerships with Family PACT providers within the application packet.

**Q: Is it possible to obtain a set of the IRB Approved required I&E Entry and Exit Surveys at this time for review by partners and stakeholders?**

A: No, we are unable to provide the required Entry and Exit Surveys at this time.

**Q: Is there a maximum number of attendees allowable for the annual required training?**

A: No there is no maximum number of attendees allowed for the required annual training. However, Awardees must follow the requirements in the RFA and SOW. The staff attending the trainings must be on the I&E budget.

**Q: Will there be only one (1) mandatory “all I&E” 2-3 day staff meeting during the entire two-year cycle?**

A: The Scope of Work, Goal 2, Major Objective 2.2.3, includes a required Orientation and up to annual statewide meetings, as determined by MCAH.

Per the RFA, starting on page 54, applicants must include sufficient expense allocation for the meetings and trainings outlined below:...

- ii. ...FYs 2019-21: One in-person meeting, 2-3 days, for all I&E staff.

In other words, up to annual (one per year), 2-3 day, in-person meetings for all I&E staff.

**Q: Staff capacity building trainings described here do not include any guidance for allowable numbers of occurrences, or numbers of staff participating.**

- a. **What do you anticipate to be the typical number of such trainings offered each year?**
- b. **Would there be any limitations on the number of staff permitted to attend?**
- c. **Do these trainings typically last longer than one day?**
- d. **Would these be trainings held at various locations, at provider sites, or would they also be held in Sacramento or the Bay Area?**

A: Per the RFA page 20 and the Scope of Work, Goal 2, Major Objective 2.2.1, Awardees will be required to attend curricula training provided by CDPH/MCAH or the program developer as directed for their selected EBPM/EIPM(s) prior to implementation.

- a. The number and type of available trainings will vary based on need.
- b. There are not any limitations on the number of staff who can attend these trainings. However, Awardees must follow the requirements in the RFA and SOW. The staff attending the trainings must be on the I&E budget.
- c. Yes, the EBPM/EIPM trainings are typically 2-3 days, as outlined on page 54 of the RFA.
- d. The location of the trainings will be based on a number of factors with an attempt to host the trainings in or close to locations with high need.

**Q: Will the 12/27/18 webinar be made available for review either visually online or by telephone?**

A: The webinar was recorded and posted, along with the slide deck, to the I&E RFA website.