

Notice of Funding Availability (NOFA)

Applicant Meeting #2 – Q&A

April 14, 2009

1. Can a program/FRC apply for both categories (Neighborhood and Population)?

Answer: Yes. You can submit an application to both.

Clarification: See response to question #48.

2. If your grant has a subcontractor, is there admin amount added to their subcontract amount or is their admin amount added to the lead agency's admin cost?

Answer: The overall administrative cost is the administrative cost from both the subcontractor and the lead agency. The total amount is limited to the 15% total.

3. Will there be another round of RFP for the FY2010-2011? Or will this RFP cycle be renewed for another 3 years?

Answer: This NOFA will be our RFP for a family resource center strategy for the next four years.

4. Will this funding become available again the next fiscal year for new programs?

Answer: See answer to Question #3.

5. How many FRCs are you intending to fund per neighborhood?

Answer: For each of the neighborhoods listed, our intention is to fund at least one FRC at each of the designated levels listed in the NOFA. After that, it will be based on the funds available and the applications received.

6. Parenting Curriculum: Which curriculums would be deemed acceptable for meeting your standards?

Answer: See page 55 in the Appendices under the "Parenting Education and Support" section for the definitions to "Curriculum-Based Parenting Series" and "Evidence-Based Parent Education Curriculum."

7. Do we have to serve children up to 18 years-old if we are applying for the Neighborhood FRC?

Answer: This is a strategy to create a Neighborhood-based FRC to meet the scopes, services and target populations that are articulated in the NOFA. Some of the FRCs may not be at that point in the beginning of this grant. It is expected that you develop the capacity over the life of this grant.

8. As a program with designated classroom space on elementary school campuses, providing one-on-one literacy tutoring services to students during and after school, can our site be considered a an FRC? Is there a clear definition of a "Family Resource Center"?

Answer: See the definition for a Family Resource Center on page 5 of the NOFA (the footnote). As far as whether or not your model meets those criteria, you will have to make a case for it in your application.

9. While programming currently happens at Sanchez Elementary School (Noe/Castro), with plans to expand 2-3 other schools in Bayview Hunters Point and Potrero Hill next year, our administrative office is in Oakland. Does this disqualify us from being considered?

Answer: We will get back to you on this question.

Clarification: As long as the service sites are located in San Francisco IAW the NOFA, the administrative offices can be located anywhere.

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10. For Population-focused FRCs, can an applicant seek less than \$150,000/year? (Is there an amount considered “too low”?)

Answer: The funding amounts that are being targeted by this NOFA is described on page 15 for Neighborhood-based and page 37 for Population-focused.

11. What is your definition of “Children with Special Needs?”

Answer: We will get back to you on this question. Historically, First 5 San Francisco has used the Maternal Child Health definition, but we would like to make sure the other funders use the same definition.

Clarification: Federal Maternal and Child Health Bureau – A child who has or is at increased risk for chronic physical, developmental, behavioral, or emotional conditions and who also requires health and related services of a type or amount beyond that required by children generally.

12. In the case of a partial award (less than the request), will you indicate which portion of the workplan you are supporting?

Answer: Those particular details will be determined during the negotiation process.

13. When you say capital expenses are not allowed, does this include mortgage and/or database?

Answer: We do allow an occupancy cost to be included in the grant. A database is generally not considered a capital expense, but we would look at the budgeted amount and may become a point in the negotiation process.

14. There is a contradiction in the posted answers for questions #24 and #25 (from the April 7, 2009 applicants meeting). Can you clarify please?

Answer: This has to do with the range, category and pricing. The Joint Funders will discuss this further. Ideally, the Joint Funders want to fund at the ranges listed. You can propose more or less than that. You may want to propose one for the Neighborhood-based FRC at that limit and one for the Population-focused for additional services. There a couple of different ways to do this. Propose what you want which may then be negotiated. The anticipation of the Funders is to fund at the limits listed. However, this is subject to negotiations.

Clarification: The NOFA states funding ranges for each service tier for Neighborhood-based FRCs on page 15 and for population focused FRCs on page 37. Each service tier for the Neighborhood-based FRCs has an associated essential service list that must be available through the neighborhood based FRC. An agency may propose services in addition to the essential services and request funding for those services. However, the funders intend to fund the FRCs at the funding levels listed in the NOFA. Population-focused FRCs are requested to propose a service model based on the Direct Services for Families and Children and Systems Level Services.

15. How does the funding amount compare to last year?

Answer: Across the departments there is approximately \$2 million less. (See answer to Question #49 from the April 7, 2009 applicants meeting notes).

16. How much funding is allocated to Population-focused and how much to Neighborhood-based?

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Answer: There is not a specific amount to each. If you look at the tiers, you can look at the amount allocated for each neighborhood. The Joint Funders will be funding up to \$450,000 for the Population-focused.

Clarification: If you look at the tiers, you can see the minimum amount allocated for each neighborhood.

17. If a question has been answered in another section, can we refer to that section or should we repeat the answer?

Answer: Please put together the best application that you can. If you want to save room, you can do that if it answers the question. It may work. Please consider the readers of the applications and the ease in which they can obtain the information needed to effectively rank the application.

18. If awarded and also receiving funding from DCYF, can agency use the CMS or is First 5 going to have own system for maintaining monthly data?

Answer: First 5 also uses CMS to evaluate their programs. First 5 is currently working on a single CMS system for all of the funded applications as part of the joint FRC initiative. For any other funding sources outside of family support, you will continue to use the existing systems.

19. Minimum Qualifications: Please expand on Item #3, page 10. What constitutes experience providing family support services?

Answer: If you are an agency that feels you have experience in providing family support services to families, you need to include in your application how you do that. We cannot prescribe to you what family support services are. Please check the NOFA for the definition and submit an application and describe how you have been providing your services. You can use the Background section in the NOFA to describe your experience on providing these or similar services.

20. For visitation services, can you please disaggregate the target number of families served in each neighborhood?

Answer: This is a difficult question. The number of families served is by referrals. There is some historical data that is by families and children and not by neighborhoods. We will try to provide a bit more clarity. The guideline DHS intends is for you to have the capacity to serve 110 families for visitation which is also vague. This could be a large number depending on the complexity of the cases and a number of other variables. Currently, visitations are not tracked by neighborhood. They are tracked by families and children. Some of the visitations services are not happening in the neighborhoods the families are from, nor do we expect that to happen in all cases. We will try to get a better answer for you.

Clarification: The 110 families represent the prior citywide target for enhanced visitation cases contracted.

21. (Clarification on Question #20) Are these based on Intensive or Comprehensive?

Answer: This will probably be based on the Intensive if we are going to stick to that level. However, this is a gray area.

22. How many Differential Responses, TDM, and visitation cases do you want to be handled by each FRC at both the Comprehensive and Intensive levels?

Answer: It will be up to you to propose what you have the capacity to do. These are referral based. We tried to give you some raw data, but this data is citywide. We will try to see if we can

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narrow it down a bit. The best answer is that you should propose to provide those services that you think you have the capacity to propose based on the families that you are serving in your neighborhood. We will try to provide a bit more data, but the data is not sorted or segregated in that way.

Clarification: Please see response to Question #20. Applicants should propose services based upon their capacity to serve families.

23. (Clarification on Question #22) Is it fair to compare to data from previous years? *[RECORDED QUESTION FROM THE AUDIENCE WAS INAUDIBLE]*

Answer: People are at different stages. Some people have been doing it for three or four years. Some people are just gearing up to do it. We will get back to you on this issue.

Clarification: Please see response to Question #20. Applicants should propose services based upon their capacity to serve families.

24. Form C column for unduplicated number of children 0-5: If the activity is a parenting class, do we need to put the number of children even though the activity is meant to serve parents?

Answer: The Form Cs should reflect what your application says. Those columns are there to the extent that the activity is serving children, parents, and/or youth. Please fill out the columns. If the activity that you are proposing is targeted to just one or two of those, then fill the relevant column. It should match your application. They are not mandatory columns and should reflect what are proposing to do.

25. Does leverage form include only cash sources or also in-kind?

Answer: The form is only for cash sources. Please use the narrative section to explain in-kind.

26. Is there a target amount for the match?

Answer: No.

27. The coversheet asks for 1-year and 4-year budgets. Can we build in a COLA (Cost of Living Allowance)? Or are the budgets expected to stay level?

Answer: At this point, we want to see for 1-year, \$100,000, and for 4-year, \$400,000. The decision of the Mayor's Office to allow departments to give COLA's for non-profits changes from year to year. Propose a flat budget. If we are fortunate enough to get COLAs, we will augment the contract to provide COLAs.

28. For Population-focused proposal, is \$150,000 a minimum?

Answer: A written response will be provided.

Clarification: Yes. The \$150,000 - \$450,000 range is a guide set by the Joint FRC funders to support the population focused family resource center strategy.

29. For collaborative funding of Population-based work, how can we show leveraged funding of our subcontractors? Note: subcontractors are a significant portion of the whole request.

Answer: You can use the Narrative to explain this as well as the Budget forms. There are two columns for you to add the leveraged amount and the source of where the leveraged funds are coming from. If your subcontractors are not going to get funds from this grant but are part of your program and there are leveraged funds, then you can include it here as well.

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30. (Clarification on Question #29) If subcontractors are leveraging funds? *[RECORDED QUESTION FROM THE AUDIENCE WAS INAUDIBLE]*

Answer: If your subcontractors are leveraging funds for your program, include it in the Budget Narrative.

31. How are you defining a neighborhood – by its zip code, supervisorial district, or real estate map? In other words, can you give the boundaries of the neighborhood?

Answer: Generally we use the zip code definition for neighborhood.

32. How many families do you want/expect each Neighborhood-based FRC to serve annually at the Basic, Comprehensive, and Intensive level?

Answer: We have not set floors or ceilings for this. You should include the information as to what you think your capacity is to serve with the resources that has been allocated in your application.

33. Are you allocating the budget based on number of families served or level of family need/risk factors?

Answer: As far as the Neighborhood-based FRCs, there was an analysis done on the risk factors. Each of the neighborhoods was assigned to a tier level based on that analysis and a dollar amount was assigned.

34. (Clarification on Question #33) Let's say that our families have higher levels of risk factors, so it will cost more to serve them. Are you interested in that or are you interested serving more families with the services provided? *[PART OF THE RECORDED QUESTION FROM THE AUDIENCE WAS INAUDIBLE]*

Answer: We will have to get back to you this question.

Clarification: Please see response to Question #14.

35. Is there a dollar amount allocated per neighborhood?

Answer: No. However in the Neighborhood-based FRC strategy, we expect to fund at least one FRC at the appropriate level for each neighborhood.

36. For visitation, is any FRC currently serving 110 families? If so, who?

Answer: That is our expectation or most optimistic wish. No, we don't think any FRC is serving 110 visitations. Right now, they are spread out. We are trying to match visitation need with facilities in hopes that they can handle it.

Clarification: The 110 figure included in the earlier Q & A response was a citywide target. Agencies should describe their capacity to provide child welfare linked services in their proposals.

37. (Clarification on Question #36) Accuracy of the number of families served? *[RECORDED QUESTION FROM THE AUDIENCE WAS INAUDIBLE]*

Answer: We will revisit this issue.

Clarification: Please see response to question #36.

38. For parent education, if we want to work with the city to do Triple P or Incredible Years, how do we budget the costs if we don't know how much the training will be?

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Answer: First 5 San Francisco is trying to bring Triple P training to the city, and we intend to pay the training costs for this. However, there are other costs associated with delivering the curriculum for consumables and whatnot, which should be budgeted into your programming expenses.

39. Can you provide fixed rates to include in our budgets for such programs like Triple P and/or Incredible Years?

Answer: We will try to look it up and see if we can provide it, but we are not sure we will be able to do that.

Clarification: Agencies should investigate this issue and budget according to their individual needs.

40. As far as demonstrated capacity, what is the pre-requisite for Population-based services?

Answer: Again, there is no ceiling or floor that has been pre-conceptualized. Include what you believe you can do in your application and include those in your Logic Model and the Program Description that you are asked to provide.

41. Is there a percentage of leveraging funds that you want to see?

Answer: No. There is no minimum on leveraging of funds. However, the more you can demonstrate leveraging the stronger your overall application will be.

Clarification: Proposals and proposal budgets (including leveraging) will be reviewed by proposal reviewers, who will make recommendations for funding to program staff. The reviewers and staff will evaluate the contribution of leveraged resources to a specific proposal on a case by case basis.

42. Within the scope of services, you list two interventions. Are you supposed to achieve each or either? (This is regarding the Neighborhood-based FRC. *[RECORDED CLARIFICATION QUESTION FROM THE AUDIENCE WAS INAUDIBLE]*)

Answer: You can apply for the Neighborhood-based or the Population-focused or both. On Page 17, there is a list of "Essential Service Clusters and Activities Frameworks". For each of those activities or services would be expected to be addressed in your application.

43. Is it your intent to fund at least one proposal serving each identified population-based group?

Answer: Yes. At least one will be funded, and depending on remaining available funds another may be funded for that specific population.

Clarification: The Joint Funders intend to fund at least one proposal to address each of the identified population based groups. The actual funding recommendation will depend upon the proposals received, proposal review recommendations by proposal readers and staff, and available funds.

44. If two qualified organizations apply for Intensive, will one be denied or will one be funded at Comprehensive level?

Answer: This is similar to the previous answer. There are a certain number of neighborhoods in the Intensive level, so we will fund four FRCs in those neighborhoods at that level. Depending on remaining available funds, there may be room to fund another FRC in the Intensive level in that neighborhood or we may need to do more with Comprehensive.

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Clarification: The Joint Funders intend to fund at least one FRC at the tier level identified for each neighborhood as described in the NOFA. The actual funding recommendation will depend upon the proposals received, proposal review recommendations by proposal readers and staff and available funds.

45. (Clarification on Question #44) Negotiating at the Comprehensive level? *[RECORDED QUESTION FROM THE AUDIENCE WAS INAUDIBLE]*

Answer: Yes.

46. Similarly if two apply for Comprehensive, will one be funded at Basic?

Answer: See answer to Question #44.

47. If an FRC applies for both categories, would it be ok to creatively restructure pages as long as it's within the page limit of both categories' amount of pages combined?

Answer: No. You will have to submit two separate applications.

48. (Clarification on Question #47) Are you recommending that agencies apply for two categories? *[PART OF THE RECORDED QUESTION FROM THE AUDIENCE WAS INAUDIBLE]*

Answer: That is an interesting strategy. You should apply for the category that you think you are the strongest in. You could apply for the other category for other services you may want to add to the other one. This will be a tough decision for the panel as they go through each tier. Then there will be the negotiation phase. There are only so many funds that can be awarded. Once the initial priorities of the Joint Funders have been met, there will be a second round based on those applications. The advice is to submit two applications if you have the services to fit the Population-focused and the Neighborhood-based. There might be parts that are duplicative.

Clarification: Proposals submitted in response to the Neighborhood-based and Population-focused strategies will each be reviewed against the particular review criteria for that strategy.

49. (Clarification on Question #47) Same proposal/same services? *[RECORDED QUESTION FROM THE AUDIENCE WAS INAUDIBLE]*

Answer: The services may be the same, but where you want to provide these services is the difference between the Population-focused and Neighborhood-based. The Population-focused also has a system level service requirement that the Neighborhood-based does not have. You could get funded for a Neighborhood-based and portions of the Population-focused or possibly vice versa. We will post a more concise response.

Clarification: See clarification for Question #48.

50. Will you accept a proposal that provides Linkages with Child Welfare Services (DR, TDM, and Visitation) only, with a focus on visitation citywide? If so, should it be Neighborhood or Population? *[RECORDED CLARIFICATION QUESTION FROM THE AUDIENCE WAS INAUDIBLE]*

Answer: We will provide a more concise written response. If you are going to do just that, then the best guess would be Population-focused application. You would have to have a site.

Clarification: See response for Question #48.

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51. If you wrote a proposal in tier 2 and asked for more than \$500,000, what would happen to your proposal? Services taking it beyond \$500,000 are DR and EV) (WAS NOT READ DURING THE Q&A)

Answer: Each proposal will be reviewed against the review criteria established by a panel of proposal readers. We cannot predict their response to your proposed approach. You can propose any amount you feel is appropriate. Also see answer to Question #14.

Clarifications for April 7, 2009 Q & A

11. Why is the youth served capped at age 18 instead of age 24 as DCYF is now serving transitional aged youth?

Answer: DCYF does fund up to age 24, but those funds are from the City's General Fund and not the Children's Fund.

Clarification: HSA also serves former foster care youth up to age 24.

Correction: The funds of this NOFA shall only be used for services to families with children 0 – 18 years old or expecting parents.

22. Given child welfare will determine numbers. How would you suggest we present targets for TDM, DR, Enhanced Visitation to reflect staff and funding?

Answer: We will get back to you on this question. Take what your experiences have been now on an average and just put average targets as you know them now. Case loads and intensity of services vary.

Clarification: The DHS expectation is that each Neighborhood-based FRC Intensive plus Comprehensive to some degree should manage on average 110 families at any given time for visitation services. Our 2007 data indicates that total TDMs citywide are approximately 1,000 per year. In 2007 the Department had 1,070 substantiated cases of child abuse. This is probably a good indicator of the number of DRs that could be anticipated citywide on an annual basis.

Correction: The 110 families represent the prior citywide target for enhanced visitation cases contracted. Also see response to Question #20 from the April 14, 2009 applicant meeting.

23. (Clarification on Question #22) If you are designating a staff person for that position, is there an expected average of what they would serve in a year?

Answer: We will get back to you on this question. This information is not needed in the form. Please describe this in the narrative.

Clarification: The 110 families represent the prior citywide target for enhanced visitation cases contracted. Also see response to Question #20 from the April 14th applicant meeting.

71. Can Neighborhood-based grantees use the SFFSN assessment tools that the Population-focused grantees are prescribed to use? (i.e., Self Assessments and Participant Program Assessments)

Answer: We will get back to you on this question.

Clarification: Please see response to Question #3 from the April 7, 2009 applicant meeting.

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72 To clarify, all areas of services should serve children 0-18 (as opposed to 0-5) and their families, not just the school-linkages area of service? And this range can be through direct and indirect services (through contracted organizations) of the lead agency?

Answer: ~~You may provide population based services to all ages 0-24 and if you have specialty services for different subpopulations in your neighborhood-based proposal you should clearly define them and any specific services provided to that age group.~~

Correction: The funds of this NOFA shall only be used for services to families with children 0 – 18 years old or expecting parents.