

Notice of Funding Availability (NOFA)

Family Resource Center Initiative

Questions Submitted via Email

April 24, 2009

1. How should multi-agency proposals complete the budget forms and budget narrative? Are sub-contractor budgets submitted in the same way as lead agency budgets? For example, should staff and operational expenses under all contracts be listed together or separated out per agency?

Answer: No specific format for describing subcontractor expenses has been made. However, responses to the budget section should be clearly presented to facilitate reader and staff review and understanding of budget items and the allocation of funds among partners in a proposal. Subcontractors are expected to be held to the same general budgeting requirements as the prime contractor and this is the responsibility of the prime contractor.

2. I have a question regarding the "resumes of key staff" that must be included in our proposals. Should we include the resumes of Teachers and Teacher Assistants, since they are direct program staff? How about our Administrative Manager?

Answer: The NOFA requests that the proposal packet include "resumes and position descriptions of key staff." It is up to the agency to determine whether individual staff members' resumes should be included.

3. Will the FRC Funders prioritize a Population-focused proposal to serve parents whose trauma histories adversely impact healthy functioning? We understand that this population is not included in your stated priority list, but the population is at risk of not receiving support due to gaps in services or reluctance to engage.

Answer: Please see question #57, 58, 62, and 64 from the Q & A of April 7, 2009.

4. Section I. Agency Background, you ask for experience and qualifications of specific staff. We have more than 30 staff members working on services we are proposing. Given a 4 page limit, it would be impossible to be responsive to all the requirements of this section. May we simply say that we will have x number of case managers, x number of peer mentors, etc. and explain what their do and a general description of the experience of people in these positions?

Answer: We cannot provide specific guidance in regards to this question.

5. Please clarify your answer to Question # 46 from the April 7 Bidder's Conference. Specifically, which evidence-based parenting curricula will the joint funders be offering training on in the upcoming year? When will the trainings be offered? The timing information is important in terms of costing out staff time to dedicate to the parent education component of our work and to determining the number of workshops we can offer and number and types of parents (i.e., age of children) we will serve through our classes. In addition, the information on which curricula the joint funders will be offering training on is important for our budgeting of the cost of purchasing the licensure and course materials.

Answer: At this time, we cannot be more specific than our response in #46 and 47 of the April 7 2009 applicant meeting.

6. Can you provide a list of S.F. agencies that are Family Resource Centers?

Answer: You may be able to obtain a list from the San Francisco Family Support Network. You may also wish to consult the following document:

<http://www.dcyf.org/WorkArea/showcontent.aspx?id=2716>