

**Prevention Partnership Grant  
Potential Applicant Conference Call: Questions and Answers  
May 25, 2012**

**Budget and Funding**

Q-1. What is the number of grants to be awarded?

A-1. There is no specific number to be awarded. Awards will be based upon a projected “base” funding per region and will be adjusted as the need arises.

Q-2. Will there be a certain number awarded per region?

A-2. There is no specific number to be awarded. Awards will be based upon a projected “base” funding per region and will be adjusted as the need arises.

Q-3. Is there a requirement of the in-kind portion match origin to be Federal State or Local?

A-3. Applicants should target use of state and local resources, however, federal match may be allowed if not received from the Department of Health and Human Services or one of its branch agencies.

Q-4. Can it also be volunteer hours?

A-4 Yes.

Q-5. What if those volunteer hours are paid by other federal, state or local agencies?

A-5. The PPG views volunteer as an in-kind process that does not tie back to any funding source. Make sure to show them as volunteers at a comparable hourly rate for the skills they’ll be performing.

Q-6. Is there a rural set-aside?

A-6. There is no set aside specifically for rural counties; however, there exists an ability to be awarded extra points if the proposal addresses priority areas where the county is ranked above the state level of use or misuse. This includes numerous rural counties. See the chart on page 24 in the grant application for a listing of the counties and prevalence rates.

Q-7. If multiple partners apply together, does the budget need to reflect their participation in one budget, such as subcontracted services or in each section?

A-7. Subcontracted.

Q-8. Are administrative costs allowed and at what rate?

A-8. According to the Substance Abuse Prevention and Treatment Block Grant retirements, there is a restriction of 5% for administrative costs; this applies only to the State Administrative office of Substance Abuse.

For purposes of the Prevention Partnership grant application, any indirect cost line item that proposes a percentage of allocated overhead in excess of 10% of the total cost of the grant must be supported by a grant specific indirect cost proposal which includes a cost allocation plan that provides a narrative description specifically detailing how the proposed indirect costs provide a derived benefits to the services. The grant manager may not accept an approved indirect cost plan or an approved indirect cost rate that is not specific to the services being delivered.

Q-9. Can funds be subcontracted to a coalition?

A-9. Yes, as long as services requiring a license to perform are done by a licensed entity, i.e., the coalition can provide non-direct services in support of a program, admin services or training.

Q-10. Are there any award set asides?

A-10. No. There exists an ability to be awarded extra points if the proposal addresses priority areas where the county is ranked above the state level of use or misuse. See the chart on page 24 in the grant application for a listing of the counties and prevalence rates.

Q-11. If the maximum amount per award is \$150,000, is it possible to be awarded less?

A-11. Yes, any amount under this cap is fine. In some cases, the region may negotiate a lesser amount based upon the total need for the region even if the provider submits a program at the \$150,000 rate.

Q-12. What is the total funding?

A-12. The total funding for the PPG project is \$4.5 million.

Q-13. How is the funding provided?

A-13. The funding is from the Substance Abuse Prevention and Treatment Block Grant. It will be awarded to the regions based upon a comparison of proposals across the state.

Q-14. What are the number of grants awarded?

A-14. There is no minimum or maximum number of awards; rather, the Regions will negotiate the agreements based upon a base level of funding made available to them. The negotiation process will determine final funding amounts for each program.

Q-15. Can an agency receive more than one contract for the state or region?

A-15. Yes. It is possible for an agency to receive more than one award but a separate proposal must be submitted for each "contract".

Q-16. Will receiving other Substance Abuse Prevention and Treatment Block Grant funding adversely affect this award or vice versa.

A-16. No. They are totally separate.

Q-18. Please clarify the \$150,000 award.

A-18. Applicants may apply for up to \$150,000.00 in funding. This is the maximum amount that an applicant may be awarded. Applicants may propose smaller programs if they so choose.

## **CCAP**

Q-1. Can you apply for a county that does not have a Comprehensive Community Action Plan (CCAP)?

A-1. Yes. The footnote included reads:

"If a Community Needs Assessment Logic Model, Community Resource Assessment, and a Community Action Plan have not been approved for your community, the applicant will work with the local community substance abuse coalition to obtain approval. In the absence of a functioning community substance abuse coalition, an applicant partnership will initiate coalition activities for the community. The Department provides guidance for conducting assessments through the *Substance Abuse Response Guide* (SARG). Technical assistance for completing a logic model is available by calling (850) 717-4416."

Q-2. Some coalitions have multiple CCAPs. Are only the latest to be used?

A-2. Applicants should use the latest CCAP available for the priority they propose to address. The CCAPs should be recent enough to reflect data from the Florida Youth Substance Abuse

Survey of 2010. If this information is not reflected, the coalition can update the CCAP and submit to the Evidence Based Practice Workgroup for approval. Updates can be accomplished quickly by updating the Logic Model and CCAP with the most current data from all data references noted and sent to the department for approval. A 2009 CCAP would not have updated FYSAS data. ALL documents must be approved with new data which addresses the Target Population. Please submit documents to Nathan Huba. Be sure to indicate in your email that this review is associated with the PPG grants and it will be flagged for priority review. Nathan's contact information is: [Nathan\\_huba@dcf.state.fl.us](mailto:Nathan_huba@dcf.state.fl.us) or 850-717-4416

Q-3. There are a lot of coalitions that have multiple CCAP's. Can you work at a 2009 CCAP with an updated FYSAS?

A-3. The CCAP that reflects the intervening variable to be addressed should reflect the latest information available. The 2010 FYSAS should be used. A 2009 CCAP would not have updated FYSAS data. ALL documents must be approved with new data which addresses the target population.

Q-4 . We have 2 CCAP's, one approved in 2009 and another recently approved with STOP Act. Would we have to apply under the STOP Act or could we use the one from 2009?

A-4. The applicant should use the CCAP that addresses the intervening variable they wish to address. A 2009 CCAP would not have updated FYSAS data. ALL documents must be approved with new data which addresses the target population.

Q-5. Do you have to have all of the documents (CCAP, Resource Assessment and Logic Model) submitted in order to apply and approved by the state.

A-5. The Logic Model and CCAP must be approved by the Science Based Prevention Review Panel (formerly known as the Evidence Based Practice Workgroup) at the Department in order to be used by applicants.

Q-6. Are there any priority considerations?

A-6. The applicant must address one or more of the three state priorities as listed in the grant application.

Q-7. Is there any priority considerations?

A-7. There exists an ability to be awarded extra points if the proposal addresses priority areas where the county is ranked above the state level of use or misuse. See the chart on page 24 in the grant application for a listing of the counties.

Q-8. Can you include more than one CCAP that is targeting the issues within the PPG Gant?

A-8. Yes. Please include the CCAP that is relevant to the intervening variables that you propose to address.

Q-9. Can more than one county be included in the proposal?

A-9. Yes. Please submit the required information separately for each county that you propose to serve.

Q-10. Can an applicant propose to serve a neighboring county?

A-10. Yes. Please submit the required information separately for each county that you propose to serve.

### **Target Population**

Q-1. Can the target population include college and vocational schools?

A.-2. Yes. The target population is aimed at youth age 20 and younger. This can encompass a variety of settings that are educational in nature.

### **Evidence Based Programs**

Q-1. Will reviewers understand that if an Evidence Based Program is not specified in the CCAP, is it acceptable?

A-1. We will ensure that reviewers are aware that Evidence Based Programs may not be specifically named in the CCAP. Applicants should demonstrate in their proposal that the program meets the need identified.

Q-2. On pg. 15, the application asks for detail of Prevention Strategies and Prevention Programs. Is the Prevention Strategies in reference to the CSAP Strategies?

A-2. Yes.

Q-3. If a program has been accepted by NREPP but not yet on the website, can it be used as an Evidence Based Program for PPG application purposes?

A-3. Yes. Include supporting documentation from NREPP that it has been accepted

Q-4. Can more than one Evidence Based Program be used?

A-4. Yes; however, we do not suggest blending the programs as it will adversely affect fidelity, which will be assessed through the Fidelity Assessment required at the end of each state fiscal year.

Q-5. Are Social norms campaigns acceptable?

A-5. Yes. They must be related to one of the three priorities. Please note that if you are addressing a college campus that is part of the Florida CSI, you must partner with them. If you are addressing school districts that fall within the Partnership with Success project, then you must partner with them.

### **Coalitions**

Q-1. What is the role and scope of coalitions working with providers? Is it possible to receive funding to carry out some activities?

A-1. - The primary interaction between providers and coalitions is to work collaboratively in order to effect community change. Providers have historically provided programs in schools but are able to participate with coalitions to address broader perspectives. For purposes of this grant, the provider should ensure that the programs or strategies they propose address a need identified in the CCAP.

Q-2. Do you have to have support from a coalition?

A-2. A provider should work collaboratively with the coalition to support change. In that sense, a coalition should support a provider. It is not necessary to have "letters of support" from a coalition.

Q-3. What are the Sustainability Plan requirements?

A-3. The sustainability plan requirement is found in the "Scope of Work" section.

No specific information is suggested but the narrative should explain how you intend to maintain PPG activities after grant expiration. It can be inserted after "Evidence Based Strategy Detail" section.

Q-4. Is the sustainability plan to be included now or can it be submitted at a later date?

A-4. The sustainability plan must be included with the proposal.

Q-5. For counties that do not currently have a coalition, may they look at their neighboring county of managing entity that has data?

A-5. Yes.

Q-6. What is the difference between a prevention objective and a capacity objective?

A-6. A prevention objective is related to the community action plan and the proposed activities of a coalition. The capacity enhancement objective is an objective related to the enhancement of the provider's current program or strategy.

Q-7. What are the type of activities awarded?

A-7. Evidence Based Programs and Environmental Strategies related to one or more of the three priorities listed.

Q-8: What is the difference between "Direct Prevention program" and "Targeted Programs?"

A-9. Direct prevention programs are delivered to participants via face-to-face interaction. They typically "target" a specific population to be served.

"Targeted Prevention" is synonymous.

### **Definitions**

Q-1. What is the difference between a strategy and a program?

A-1. A program is a structured Schedule of Activities (by instructors and participants) designed so that participants will attain so far as possible, certain educational and behavioral objectives. (similar to a history or math class).

A strategy is a plan of action or policy designed to achieve a major goal.

Q-2. What does the acronym " FYSAS" stand for?

A-2. Florida Youth Substance Abuse Survey. The Department of Children and Families (Department) has a requirement to track youth drug use and related risk and protective factors through the Florida Youth Survey. The results of this survey of 6<sup>th</sup> to 12<sup>th</sup> grade public school students are used by many state agencies to determine needs related to substance abuse and violence prevention programs, services, and resource allocation.

Youth Substance Abuse Survey Reports, 2000-2011:

<http://www.dcf.state.fl.us/mentalhealth/publications/fysas/>

Q-3. Definitions do not include "indirect prevention" can this be added.

A-3. Indirect Prevention: describes strategies and activities aimed at changing community conditions related to substance abuse. It includes environmental strategies designed to change one or more community conditions. Indirect prevention is aimed at larger universal populations and selected sub-populations and does not track specific individuals. Indirect prevention seeks to impact community conditions through media, policies, policy enforcement, or other similar methods. Strategies utilized in indirect prevention may include education, information dissemination, alternatives and environmental activities. Environmental strategies may also be known as Environmental Prevention, Environmental Programs, or Environmental Practices.

### **Managing Entity**

Q-1. Will the managing entities or DCF staff negotiate the PPG agreements?

A-1. In those regions with a Managing Entity, the Managing Entity will negotiate the agreements. In those regions that do not have a Managing Entity, DCF staff will negotiate the agreements.

Q-2. Can there be an update of the Managing Entities around the state?

A-2. Access Behavioral Health (Circuit 1); Central Florida Behavioral Health Network (Suncoast Region); South Florida Behavioral Health Network (Miami-Dade). Others are in negotiation for start dates in July 2012 including Northeast Region, Broward County, Central Region.

### **Administrative**

Q-1. Will reviewer comments be published?

A-1. Reviewer comments may be requested from the Department

Q-2. The 2009 applications called for specific detail. Will this PPG application call for the same specific details to be listed.

A-2. Yes. The application has several sections with additional information. Many of these additional sections will satisfy Department of Financial Services criteria so that we can ensure prompt payment.

Q-3. Who do we contact to determine what documents are on file with the state?

A-3. Contact Nathan Huba. [Nathan\\_huba@dcf.state.fl.us](mailto:Nathan_huba@dcf.state.fl.us) or 850-717-4416

Q-4. Where would I find information regarding circuit information?

A-4. The easiest method is to view the Department's internet site at <http://www.dcf.state.fl.us/contact.shtml>  
Click on the tab labeled "regions/circuits."

Q-5. Is the 20 page limit included in the master schedule and budget?

A-5. No. The limit is the narrative regarding the need and the scope of the project. The master schedule and budget are not included in this limitation.

Q-6. Is a Word version of the grant application available?

A-6. Yes. It will be attached to this Question and Answer document.

Q-7. Are extensions to the deadline available?

A-7. No.

Q-8. Can one agency or provider apply for other counties?

A-8. Yes. The required information must be submitted separately for each county.

Q-9. Please clarify if an applicant in a county without a CCAP can apply.

A-9. Yes. Please see the below footnote language from the grant application

"If a Community Needs Assessment Logic Model, Community Resource Assessment, and a Community Action Plan have not been approved for your community, the applicant will work with the local community substance abuse coalition to obtain approval. In the absence of a functioning community substance abuse coalition, an applicant partnership will initiate coalition activities for the community. The Department provides guidance for conducting assessments through the *Substance Abuse Response Guide* (SARG). . Technical assistance for completing a logic model is available by calling (850) 717-4416.

Q-10. Does anything preclude a school district from applying?

A-10. No. The statutory intent is school district application; however, an applicant must also be licensed as a prevention provider. This has historically resulted in licensed providers applying in partnership with school districts. Please note that a school district does not have to be licensed at the time of application but must be licensed before the grant is awarded. Licensing is obtained through the local DCF region/circuit office licensing specialist.

Q-11. Application format: final bulleted point references Title page or Fact Sheet

A-11. The title page is synonymous with the Cover page.

Q-12. Application format: is the application narrative to be single spaced or double spaced?

A-12. Single spaced. See section "Application Format", bullet number 5

Q-13. If the current MOU with a school district expires June 30, 2012, is the provider eligible to apply for the grant.

A-13. Yes. The MOU is current for application purposes. We expect the Region to request the updated MOU to be submitted to them upon completion.

Q-14. Are a minimum or maximum number of schools expected?

A-14. There is no minimum or maximum number of schools to be included.

Q-15. Is there a chance to have an Excel version of the budget form?

A-15. We do not have an excel version of the budget form.

Q-16. Given that only Ellen and Kim can be contacted for questions during the procurement phase, what may or may not be addressed to Nathan Huba?

A-16. Nathan will be able to receive those SARG documents that need review by the Science Based Prevention Review Panel (formerly known as the Evidence Based Practices Workgroup). He will ensure any documents submitted for review for PPG purposes are given priority review.

Q-17. Where will addendums be posted?

A-17. The Department shall publish the "Notice of Solicitation of Applications for Prevention Partnership Grants," on the Department of Children and Family Services Substance Abuse Program Office website. <http://www.dcf.state.fl.us/mentalhealth/sa/prevention.shtml>

In addition, all notices, decisions, intended decisions, and other matters relating to this procurement will be electronically posted on the Department of Management Services' (DMS) Vendor Bid System (VBS) website located at: <http://vbs.dms.state.fl.us/>.

In order to find postings at such location:

1. Click on Search Advertisements
2. Under "Agency" select Department of Children and Families
3. Scroll down to the bottom of the screen and click on "Initiate Search"

It is the responsibility of prospective vendors to check the VBS for addenda, notices of decisions and other information or clarifications to this ITN.

Q-18. Please clarify pagination regarding the title page. Is it included or excluded?

A-18. The pages of the final proposal must be numbered in the bottom right hand corner, beginning with the title page.

Q-19. Is there a link or opportunity for posting questions regarding the conference call for a later date?

A-19. No.

Q-20. The format listed on pgs 22-23 are difficult to cross walk against other sections of the Grant application, including the scoring criteria.

A-20. The reviewer section encompasses the information we have requested although not in the order we specified. Please prepare your proposal for submission using the order specified on pages 22-23.

Q-21. Is the resource survey needed for this application? If so, can a coalition update the 2009 information using that format or should a new format be used?

A-21. No resource assessment is needed. Only the Logic model and CCAP from a coalition are needed.

Q-22. How do you calculate the number of participants that are expected to be part of group events?

A-22. Depending on the type of group event, it may or may not be evidence based. We are focusing on those programs and activities that are evidence based.

For programs, calculations are made by the number of cohorts (or classes) you expect to offer via this funding x the number of anticipated participants per class.

For environmental strategies, it is the anticipated number you expect.

Q-23. Pg. 29, Exhibit B, 4F, please clarify. Is it a narrative?

A-23. Yes.

Q-24. Is it OK to name an external evaluator in the proposal?

A-24. Yes

Q-25. Pg. 23, Exhibit D, please clarify Award Negotiations...typo?

A-25. Yes. There should be no reference to an exhibit.

Q-26. When will the answers be posted?

A-26. Tuesday, May 29, 2012.

Q-27. What is the email link for prevention?

A-27. Questions should be addressed to:

Ellen Piekalkiewicz

[ellen\\_piekalkiewicz@dcf.state.fl.us](mailto:ellen_piekalkiewicz@dcf.state.fl.us)

or

Kim Munt

[kim\\_munt@dcf.state.fl.us](mailto:kim_munt@dcf.state.fl.us)