

**2022 PROUD PARENTING GRANT PROGRAM
REQUEST FOR PROPOSALS
~ FREQUENTLY ASKED QUESTIONS (FAQs) as of August 3, 2021 ~**

The information contained in this document has been compiled from current Proud Parenting Grant Program questions related to the Request for Proposals and the application process as well as questions from similar solicitations.

Note: due to the continuing coronavirus (COVID-19) pandemic, the requirement for original signatures is being suspended. The BSCC will accept electronic signatures on this grant application and required documents therein.

COE = County Office of Education
EBP = Evidence-based Practices/Strategies
NGO = Non-Governmental Organizations
PPGP = Proud Parenting Grant Program
RFP = Request for Proposals

APPLICANT ELIGIBILITY

Eligible applicants for funding must be:

- California County Offices of Education,
- California County Probation Departments,
- Federally Recognized Indian Tribes in California, and
- Non-Governmental Organizations (Not-for-Profit) in California.

Can our organization submit multiple proposals?

No. Eligible applicants may not submit more than one (1) proposal for funding consideration.

Can an organization apply for grant funding directly and be a subcontractor on another proposal?

Yes. Any applicant who applies as a direct grant recipient may also be listed as a subgrantee or collaborating partner on a different application submittal.

Can Tribal governments apply directly for these funds as lead applicants?

Yes. However, the Tribe must be listed in Appendix B as a Federally Recognized Indian Tribe.

We are currently receiving PPGP funds. Can we apply for this current round of funding?

Yes. However, the proposed project cannot be identical in the scope of work or in the targeted geographical area as in the previously funded project.

Are School Districts eligible to apply on behalf of the COE?

No.

Can PPGP funds be subcontracted to school districts or individual schools?

Yes.

Are First 5 Children and Families Commissions considered eligible to apply?

No.

Can First 5 Children and Families Commissions be subcontractors?

Yes.

Can individuals apply for funding?

No.

We are a 501c3 non-government not for profit organization that has foreign corporation status in California and will have had good standing in California for over 6 months by the time of the awarded grant funds, 01/01/2022. I just wanted to verify that we are eligible as far as these stipulations go.

Based on the information provided, yes.

PROGRAMMATIC ACTIVITIES:

What are the goals for the RFP?

The purpose of this grant program is to fund parenting services to young parents or expectant parents who are or were involved in the Juvenile Justice system and/or who are considered crossover youth within the child welfare system. This grant program assists participants and their children by supporting approaches that increase parenting knowledge, supports positive parent-child interactions, and improves co-parenting relationships. In addition, the grant helps to provide community linkages and encourages family-centered activities to strengthen generational bonding.

What is the age requirement for participants?

Participants must be 25 years old or younger at time of program enrollment.

Can eligible participants in the Proud Parenting Grant Program only have experience in the child welfare system?

No; youth must have had, or currently have, system involvement as well as experience in the child welfare system.

Is there an expected number of fathers to be served with an annual budget of \$100,000?

No.

How many participants is a grantee expected to serve in a year?

The number of participants would be based on the type of project and services being proposed.

Can projects be for a specific youth group such as "young fathers" or "young mothers" or does the project need to service both young mothers and fathers?

Participants can be mothers, fathers, or both.

Is there a cost analysis breakdown to identify cost per father served?

It is not a requirement of the RFP to do so.

Can a program be run inside a detention facility for young parents under the age of 25?
Yes.

Can support services such as a monthly bus pass card be provided to grant participants?
Yes.

Can funds be used for SWAG promotional items?
Items for participants would depend on the context in which the items are being used for.

Are advocacy services for parents navigating Juvenile Court dependency proceedings eligible?

This grant program assists participants and their children by supporting approaches that increase parenting knowledge, supports positive parent-child interactions, and improves co-parenting relationships. In addition, the grant helps to provide community linkages and encourages family-centered activities to strengthen generational bonding. The proposed project would need to detail how this activity fits in with the intent of the grant.

In addition to parenting classes, some of our participants need help with housing, psychological services, and access to employment. Can these services be included in this grant award?
Yes.

Do “service navigation” activities qualify as well as direct service provision (i.e., linking parents to other community-based services)?
Yes.

Can funding be used to expand a current program and start a new one both of which provide services the same population?
Yes.

Can services be provided virtually or using a hybrid model?
Yes.

What if we don't currently know the number of the eligible clients and part of our project is to assess from our client base which parents had Juvenile Justice experience previously?
Assessment costs are an eligible expenditure of grant funds.

Can the project include "training cost" for staff to be trained in a specific evidence-based parent education program?
Yes.

Is it appropriate to assume that the evidence-based curricula should be geared toward parents with children birth to 8 years old as many of the parents under the age of 25 would have children birth to about 8 years old?
This would depend on the targeted age of your parent participants.

Can we apply for a program we have previously used, but have not used in two years? Would that program be eligible?

Yes. However, if the previously used program was funded with PPGP funds, the proposed project must not be identical in the scope of work and in the targeted geographical area as in the previously funded project(s).

Are services restricted to the county the agency is in or can services be provided across counties?

There are no restrictions concerning service area.

Do "referral partners" need to be named in the proposal (partners who have committed to provide referrals but there is no monetary exchange).

There is no requirement to name non-funded partners.

Does an organization need to directly provide parenting services (i.e., parenting classes) to qualify or does an advocacy program that helps link parenting/expectant justice-involved youth also qualify?

Yes. Advocacy and linkage services are qualifying parenting services.

Provide clarity for criteria 1.3. Is it asking for us to describe who we are collaborating with and that process, or is it asking to describe the collaborative process we will use with our partners to determine whether a participant is a good fit for our project?

It is the collaborative process for determining that 1) there is an actual need in the community for these services/funds and 2) collaboration of how best to address the need/users of the services.

GRANT FUNDING AND BUDGETS

Grant Funding:

How many applications is the BSCC intending to award?

This will depend on the number of proposals received and the funding amounts requested by each applicant.

Is the max of \$100,000 for 3-years or \$100,000 each year for 3 years?

Dependent on appropriation in the State Budget Acts of 2021-22 and 2022-2023, the funding would be \$100,000 each year for 3 years.

Is this grant a one-time grant or is there a possibility of continued funding after the 3-year period?

This is a 3-year only grant solicitation.

Will there be an option to rollover unused funds?

Any funds not used in Year 1 will be available to use in Year 2 of the grant. The same will be true for Year 2 funds.

Will there be future rounds of PPGP funding?

Future funding will be determined by funds appropriated in the annual State Budget Act for this purpose.

How will I know when there is another RFP for this grant?

Subscribe to BSCC's email distribution list for RFP Availability at: https://www.bscc.ca.gov/s_bsccmailchimplisterserv/

Can PPGP funds be used to sustain existing programs or interventions given the knowledge that current program funds have been, or will be, discontinued independent of the awarding of the Proud Parenting Grant?

Yes. As long as that program isn't currently a PPGP funded project.

How often will funds be disbursed?

Grant funds are reimbursed on a quarterly basis.

For financial planning purposes, how is the grant funding specifically disbursed to the awarded organization?

Grant funds are paid in arrears after approval of invoiced expenditures.

Can funds be used for evaluation/ data collection activities?

Yes.

Are equipment purchases allowed?

Yes. However, purchases over \$3,500 per item will need pre-approval by the BSCC prior to purchase, regardless if originally written into the proposal.

Grant Budgets:

Does the budget table need to calculate for the full 3 years of the grant or only for the first year?

The budget table is for Year 1 only.

Does this grant require matching and/or leveraged funds?

No.

Are there any budgetary parameters concerning amounts allocated to Salaries and Supplies?

No.

Are there any maximum or minimum dollar amount limits associated with any of the line items?

Yes. The Indirect Costs line item may not exceed 10% of the total grant expenditures.

Is there a cap on administrative expenses?

Yes. The Indirect Costs line item may not exceed 10% of the total grant expenditures.

Are the indirect costs to not exceed 10% of the salaries/benefits or 10% of the total expenditures?

Total grant expenditures.

We have a federally approved Indirect Cost Rate. Can we budget to that approved percentage?

No. Indirect Costs may not exceed 10% of the total grant expenditures.

Does the Indirect Cost Rate percentage apply to each agency or organization that we subcontract with?

No. The Indirect Costs line item in the Budget Table is for the Grantee's costs. Indirect Costs for subcontracts are determined by agency/organization contracting policies.

Page 7 of the RFP states, "Expenses for this final audit may be reimbursed for actual costs up to \$25,000." Does this mean we need to include the cost of an audit in the budget?

The BSCC requires all grantees to provide a financial audit, performed by a Certified Public Accountant or a participating auditor that is organizationally independent from the participating agency's project financial management functions, at the end of the grant period. Costs for this audit can be reimbursed by the grant up to \$25,000. However, grantees may determine not to use grant funds to pay for this audit requirement.

Is the Audit Requirement an annual requirement or is it for all 3 years in total?

The financial audit requirement is for the full 3 years of grant activity.

Is the audit referred to in Audit Requirements, the audit our organization does annually, encompassing the organization as a whole? Or is it referring to another audit that would have to be done specific to the Proud Parenting program only?

The Audit required is specific to the Proud Parenting Grant Program funds. However, if the Proud Parenting grant project is identified and fully audited within the full organizational audit, it would meet the audit requirement, as long as the audit is performed by a Certified Public Accountant or an auditor that is organizationally independent from the grant project's financial management functions.

Given the COVID pandemic, should we budget "real" travel or is it safe to assume there will be no travel for a while?

The budget should include anything that may occur during the first year of the grant period, including potential travel.

Are there any restrictions on the program evaluation regarding specific percentages set aside in the budget?

No. However, evaluation costs should be considered reasonable.

DATA AND EVALUATION:

Is there a minimum number of total goals required for a project?

The Work Plan (Attachment J – Proud Parenting Grant Program RFP) must identify at least one goal and corresponding measurable objectives.

When the RFP talks about the Local Evaluation Plan (LEP) (p. 59 of the RFP) and what it should address, is the idea that these elements should be discussed within a number of the narrative parts of the application and not just in the context of the one-page Evaluation Plan? Or is that one-page Evaluation piece the same thing as the local LEP? The LEP information on page 59 is an example of the LEP components that will be required as a separate document, if awarded grant funds. It is up to the applicant to determine whether to address any of the elements within the Proposal Narrative, Section 4.

Is there a survey designed or recommended to capture increased knowledge in 8 measures (Early Child Development and Care, Stress Management, Financial/Economic Literacy, Safe Sex, Parent Child Activities, Anger Management, Substance Use and Self-Care)?

Staff cannot recommend interventions or evaluation mechanisms pre-award.

Who is responsible for data collection and management related to progress reporting if we use subcontractors?

The grantee/awardee has the ultimate responsibility for grant requirements and would be the single point of contact for the BSCC. However, subcontractors and/or NGO's must be responsible for compiling any data under their purview.

Where can I learn about what data needs to be collected and reported to the BSCC in order to determine how to collect data as part of the proposed intervention?

A sample Quarterly Progress Report template is provided in Appendix F of the RFP.

REQUIRED DOCUMENTS

Do we need to submit a resolution with our application?

No. However, a resolution must be submitted prior to entering into a Grant Agreement, if awarded.

Is there anything specific that needs to be included in our resolution from our Governing Board?

Yes. Appendix E contains the minimum language required within the resolution. Additional language is optional depending on organizational requirements.

If our organization will be subcontracting with another agency and they in turn will be subcontracting, do we need to list the sub-subcontractors on Appendix C?

Yes. If awarded, updates to App C will be made throughout the life of the grant.

DEFINITIONS

For consistency with understanding the type of parent, can you define 'crossover youth?'
Young people who have had or have contact with both the child welfare and juvenile justice systems.

Define financial audit.

A financial audit provides assurances that an organization's financial statements are free of material misstatement based upon the application of generally accepted accounting principles. The financial audit shall be performed by a Certified Public Accountant or a participating auditor that is organizationally independent from the participating grantee's project financial management functions.

What does good standing mean for an NGO?

An organization must be registered with the California Secretary of State's Office and have a status of "ACTIVE." (<https://businesssearch.sos.ca.gov/>)

The RFP definition for "Community-driven" seems to specify "traditional practices of a particular racial, ethnic, or cultural community". How is this to be applied?

The intent of the definition is to ensure services/projects remain in the community being served which, in part, may be determined by the culture of the community or the race/ethnicity of that community and those individuals participating in the grant.

In the scoring rubric for the 0-5 range, the table indicates that a section will be scored a "5" or "Excellent" if the "response addresses the criteria in an outstanding way". Please define "outstanding" in this context.

Outstanding is defined as the response addressing the rating factor criteria is extremely strong and has few, if any, weaknesses. The strengths clearly outweigh weaknesses (i.e., there is nothing to critique nor are there any assumptions to be made).

In the scoring rubric for the 0-5 range, the table indicates that a section will be scored a "4" or "Good" if the "response addresses the criteria in a substantial way". Please define "substantial" in this context.

Substantial is defined as the response addressing the rating factor criteria is strong but has some minor weaknesses. The strengths outweigh weaknesses.

GENERAL RFP QUESTIONS

Is the Bidder's Conference recording and PowerPoint available on your website?

Yes. <https://www.bscc.ca.gov/proudparentinggrantprogram/>

Do we have to use Workspace?

No. PPGP is a state general fund grant. Workspace is for federally funded grants.

Please explain what an e-signature is and how to place them in the proposal document.

An e-signature is an electronic signature provided through a computer program such as Adobe or DocuSign. If you do not have the availability of an e-signature, you may print the pages needing a signature, sign by hand in blue ink, and then scan those pages for email submission.

Is it acceptable to print out the completed pages of the application form, get real signatures on those pages where relevant, and then create a PDF just of the application pages?

Yes. The submittal package must contain all the required pages and attachments (see the Proposal Checklist on page 64) for submittal. Real signatures must be in blue ink.

Do we need to submit the results of a fiscal audit with our application?

No.

If we cite resources, is there a particular citation format we should use? Or can we provide a web link? Are the additional 2 pages allowed by the RFP where we would summarize relevant data which shows our model is evidence-based? The research is over 2 pages. There is no specific format for citations. References to data may be cited within the narrative sections or in the Additional Request for Proposals Information pages. However, Raters are not allowed to use any outside information for scoring, including links provided.

Is the BSCC able to provide an unlocked version of the fillable template or just the application portion?

No. The application is a fill-in format and therefore, locked.

Is there a way for the BSCC to send a copy of the RFP information separate from the actual application packet?

No. The entire RFP document must be available to all applicants and users.

Can the document be unlocked so different sections can be sent to different people within my organization (e.g., the budget section to our fiscal unit)?

No. Staff advisement is to gather all information/narrative and copy/paste responses into the final document for submittal.

Can we download the fill-in form to draft wording then cut/paste back into the online form?

Yes. However, the application is not an online form. It is required to download the application and submit to the BSCC by email at: PP_Grants@bscc.ca.gov.

Should the application be submitted as a Word document or as a PDF?

Although the RFP did not specifically state the submittal should be in a PDF, page 3 of the RFP states *“Applicants must submit one (1) complete proposal package electronically to the BSCC by 5:00 p.m. on August 6, 2021. A complete proposal package includes a copy of the originally signed proposal (e-signatures will be accepted) and all required attachments as described on the Proposal Checklist (page 64).”* Typically, to provide an original signature or e-signature, the document will need to be in a PDF.

I cannot delete the pages of the proposal package that come before the application itself. Are you expecting to receive the document with all the pages of the RFP?

Once you complete the Word version of the RFP, you will need to save the document as a PDF before submitting with signatures. Once it is a PDF, you can remove the excess pages, or you can submit the PDF application in its entirety, and we will delete any excess pages from the application.

On page 17, the Project Description rating criterion 2.2. is this asking for a description of goals/objectives/impact. Is this separate from information provided in the Work Plan itself? Or would we simply refer the reader to the Work Plan in the narrative portion?
Rating criterion 2.2 includes both the narrative and the Work Plan. It is up to the applicant to determine how to provide the information given section page limits.

In the program rating factors and point values, no point value is given for the work plan. However, the work plan is referenced on page 12 and page 16 of the RFP. Please confirm the point value for the work plan.

The Work Plan is part of the Project Description Rating Criteria (2.2).

If our proposal includes multiple community partners, do we have to have all partners identified by name in our application or can we do a competitive process to identify them after being awarded funding?

Community partners do not need to be identified by name. However, the applicant will need to identify partners' roles and responsibilities for the grant.

What can we include on the two additional numbered pages for the additional information?

Additional RFP information pages may only include endnotes, tables, charts, graphs and/or graphics, must be cited/referenced within the Proposal Narrative, must directly support the Proposal Narrative, and must be legible.

Is the Letter of Intent optional?

Yes.

Does the Letter of Intent need to be included in the final proposal submittal?

No.

Who should sign Appendix C? Should it be signed by the authorized signer who is applying for the grant?

Yes. The document must be signed by the person who is vested with the authority to enter into a contract with the BSCC.

Can the BSCC provide feedback on the applications before the due date?

No.

Can we submit our application earlier than August 6, 2021?

Yes. It is recommended applicants do not wait until 5pm on August 6, 2021 to submit their application as there may be a delay due to the additional server activity.

Resources for additional BSCC Grant Administration activities:

- Grant Administration Guide
<https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2020-Final.pdf>
- Comprehensive Monitoring Tool
<https://www.bscc.ca.gov/wp-content/uploads/CMV-Tool-Fillable.-FEB-2021-Sample-webpage-use.pdf>