

ADDENDUM 1 QUESTIONS and ANSWERS

Date: February 5, 2024

To: All Applicants

From: Office of Procurement and Grants
Department of Health and Human Services

RE: Addendum for Request for Applications Number 6413, due February 26, 2024

Questions and Answers

Following are the questions submitted and answers provided for the above-mentioned Request for Applications. The questions and answers are to be considered as part of the Request for Applications. It is the Applicant's responsibility to check the DHHS website for all addenda or amendments.

Question Number	RFA Section Reference	RFA Page Number	Question	DHHS Response
1	2.3		If we focus on child abuse prevention, is it reasonable to provide education, training, and activities to parents and caregivers?	Yes, providing parents and caregivers with the necessary tools to help prevent child abuse can be considered as providing services to the children population ages 1-9 address the priority need of child abuse prevention.
2	3.2	9	Will the POC for RFA #6413 consider extending the deadline for submission of questions?	The deadline for questions closed on 02/01/2024 and will not be extended.
3	3.4	10-11	Is the time-of-day deadline on February 26th, 2024, 11:59p.m. Central Standard Time for electronically submitted application?	Applications must be time stamped no later than 11:59pm Central Standard Time on February 26, 2024.
4	3.4	10-11	Must mailed applications be postmarked or received on February 26th and must hand delivered applications be received by the close of business (5:00p.m.) on February 26 th ?	All mailed applications must be postmarked on or before February 26, 2024, to be considered for funding. Hand delivered applications must be received by the Office of Procurement and Grants before the close of business (5:00pm Central Standard Time) on Monday, February 26, 2024

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5	3.5	11	Do graphs, charts, and other visual depictions that include words count in the word limits?	Graphs, charts, and other visual aids themselves do not count as words. However, the words within graphs, charts, and other visual aids will be counted as words.
6	1.2	4, 17	Can the POC provide an example of correctly calculating the 20% of total project costs match requirement?	<p>When total project cost is \$100,000 The match portion would be $\\$100,000 \times 20\% = \\$20,000$ required match. To elaborate further if an entity has identified they need to receive federal funding in the amount of \$80,000 but needs to identify a 20% match portion to determine total project cost. The entity would need to use the following two formulas to determine the required match portion:</p> <p>a) Federal Award Amount / Federal Share Percentage = Total Project Costs a. $\\$80,000 / 80\% = \text{Total Project Costs}$ b. Total Project Costs = \$100,000</p> <p>b) Required Recipient's Match Percentage x total Project Costs = Required Match a. $20\% \times \\$100,000 = \\$20,000$</p>
7	2	12, 8	Why is it stated that the Applicant's Essential idea and Work Plan (Form 3) "shall feature the linkage between one or more RFA priorities..." if applicants are restricted to addressing only one (1) of the four (4) priorities identified	The RFA has been updated to allow applicants to submit one application for multiple RFA priorities. RFA 6413 section 2.6 Eligibility of Applications has been amended to remove the following language "Applicants may only submit one application per RFA priority (max of four applications)."
8	2	12,8	It is understood that a single applicant can submit a max of four applications – one for each priority area. Should an applicant cross-reference another application being submitted for a different priority to show linkage?	The RFA has been updated to allow applicants to submit one application for multiple RFA priorities. RFA 6413 section 2.6 Eligibility of Applications has been amended to remove the following language "Applicants may only submit one application per RFA priority (max of four applications)."
9	4	12,17	Are stipends or gift cards utilized to support the meaningful engagement of stakeholders who are representative of the community an allowable budget expense?	The use of stipends and gift cards are considered high risk and will need to be considered within each applicant's submission. Alternatives to gift cards are recommended to ensure an exchange for goods and services occurs within the period of performance of the award.

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10	3.11	13	Are Letters of Support, Commitment, or other more binding agreements such as Memoranda of Understanding (MOU) desired or required by the POC for joint applications involving two or more separate legal entities eligible to apply for these funds? If yes, where in the application package submission should they be included – after Form 6 Additional Required Information?	The above documents are not required for submission in the RFA packet. However, each applicant must complete Form 2 and the application must clearly identify each partner's role in administering the grant and said supporting documents can be referenced in Form 2. The referenced documentation in the question can be included to provide source documentation to Form 2 but is not required for the submission.
11	3.11	13, 17	Can a Subrecipient contract with Community Based Organizations (CBOs) or other entities eligible to apply for RFA 6413 to carry out activities proposed in the Subrecipient's application? If yes, do these partner entities need to be identified at the time of application submission on February 26, 2024? If yes, can contractors of the Subrecipient apply their federally recognized indirect cost rate or de minimis to the contract award between the subrecipient and said contractors?	Yes a subrecipient may contract (follow link to definition of contract in 2 CFR §200.1) with Community Based Organizations (CBOs) as long as the subrecipient stays in compliance with applicable law, regulations, and guidance listed in the potential subaward. A subrecipient is not required to disclose contractors at the time of application. Unless entities are seeking to do a joint venture or create a singular entity the entity(ies) will need to complete the necessary application documents referenced in RFA 6413. If a contractor has a federally approved indirect cost rate the subrecipient typically must allow the contractor to charge their indirect cost rate.

RFA Language Update

Following are updates to the above-mentioned Request for Applications. It is the Applicant's responsibility to check the DHHS website for all addenda or amendments.

Section 2.6 Eligibility of Applications has been amended to remove the following language "Applicants may only submit one application per RFA priority (max of four applications)."

This addendum will become part of the Application and should be acknowledged with the Request for Applications response.