

## **RESPONSE TO QUESTIONS**

### **Family & Children's Trust Fund Pre-Proposal Conference**

January 17, 2011

Reference Request for Proposals: CVS-11-040

Title: Family Violence Prevention, Treatment and Public Awareness

Proposals Due: January 25, 2011

Pre-proposal Conference: January 12, 2011

#### **Questions and Answers**

1. **Reference Section 7: Is a separate Outcome Sheet (Attachment C) needed for each indicator?**  
Yes.
  
2. **Reference Section 7: Is there a certain number of indicators the Family & Children's Trust Fund Board expects in a proposal?**  
No.
  
3. **Reference Section 8: May organizations apply for more money if they are collaborating with another community partner?**  
No. The maximum award per proposal is \$15,000.
  
4. **Reference Section 3 and Section 10: If an organization is currently receiving FACT funds may they reapply? Even if the program has changed its name? Do current awardees have to re-submit a proposal to be considered for this RFP?**  
Yes. Organizations that are currently receiving FACT funding are eligible to re-apply. Selection for funding will be made of all applicants deemed to be fully qualified and best suited among those submitting proposals based on the evaluation factors included in the Request For Proposals. Each proposal meeting the specified guidelines set forth in the RFP will receive full consideration.
  
5. **Reference Section 3: Would a program focused on the development of a hospital based advocate to link victims to community services fit the funding priorities?**  
Programs that develop or enhance community efforts to prevent, treat or increase public awareness of all forms of family violence, including child abuse and neglect, adult abuse and neglect, domestic violence, sexual assault, teen dating violence and suicide will be considered.
  
6. **Reference Section 9: Who may sign the letter certifying the agency has sufficient monies to cover project expenses as award funding is on a cost-reimbursable basis?**  
It is preferred that the letter be signed by the fiscal officer of the organization; however, the letter may also be signed by individuals who have the organizational authority to sign contracts and payments.

7. **Reference Section 4: Do electronic copies of the proposals need to have signatures? Are all attachments to be included with each proposal?**  
Offerers are not required to submit scanned signatures with their electronic copies. All attachments should be included with both original and electronic copies.
8. **Reference Section 8 and Attachment D – Project Budget Summary: According to the RFP Administrative costs are unallowable; however, can administrative costs be listed as an in kind match?**  
Yes. However, matches are not required and additional consideration cannot be given to proposals with in-kind or monetary matches.
9. **Reference Section 8 and Attachment D – Project Budget Summary: Are receipts required for all budget items? What is the timeline for reimbursement?**  
Yes, receipts must be available for all requested reimbursements. All funds are awarded on a cost-reimbursable basis on a schedule to be determined by the project deliverables. Normally, quarterly reimbursements are provided.
10. **Reference Section 13 Part L – Specific Terms and Conditions: What is the ownership of material clause?**  
Ownership of all data, material, reports, studies, photographs, negatives, films, videos, or other documents submitted in accepted proposals shall belong exclusively to the Commonwealth and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Any materials produced under this contract must have prior approval of the Family and Children’s Trust Fund Board, have a statement that the project was supported by the Commonwealth and bear the Family and Children’s Trust Fund name and logo.
11. **Reference Section 4: What are maximum length/ minimum length of proposal in all its parts? Are there length maximums and minimums for individual sections?**  
There are no minimum or maximum lengths; however, it is the intent of the Family and Children’s Trust Fund Board that proposals be accurate and precise, but do not impose significant paperwork burdens on applicants. Proposals should be as thorough and detailed as possible so that the Family and Children’s Trust Fund Board may properly evaluate the organization’s capacity to provide the proposed services.
12. **Reference Section 6 and Attachment B – Project Description: Regarding partners and collaborations, how far do applicants need to go in arranging a Memorandum of Understanding (MOU)? When is an MOU necessary? Can a letter of support suffice for a MOU? For future collaborations, are MOUs needed?**  
A memorandum of understanding should be used to clarify the relationships between or among two or more cooperating or collaborating individuals or organizations. Letters of support will not suffice for a MOU. For future collaborations that will be developed past the contract period a memorandum is not needed. MOU’s should be recent and pertain to this project proposal.

13. **Reference Section 7 and Attachment D – Project Budget Summary: Are applicants allowed to include a Project Director? Fiscal Manager?**  
Yes, however, it is often difficult to quantitatively demonstrate how such positions directly impact family violence in a local community. Each budget item should be tied to the project outcome and justification in the narrative section of the proposal.
14. **Reference Section 7 and Attachment D – Project Budget Summary: Where are applicants to list in-kind contributions? Are in-kind contributions recommended?**  
In kind contributions are always a way of leveraging additional resources and services. If Offerors choose to provide in-kind contributions they should be listed on the justification and the total project cost columns. However, matches are not required and additional consideration cannot be given to proposals with in-kind or monetary matches.
15. **Reference Section 7 and Attachment D – Project Budget Summary: What defines a consumable item?**  
Consumable items would be items needed for the project that cannot be reused. Examples would include items such as: art supplies and workbooks.
16. **Reference Section 7 and Attachment D – Project Budget Summary: How do you list a facilitator or a contracted therapist on the Budget Sheet?**  
In most cases the cost of a facilitator or a contracted therapist will be listed under the salary or other category.
17. **Reference Section 8, Activities/Outcomes Plan and Attachment C Activities/Outcomes Plan: Is the Family & Children’s Trust Fund interested in receiving information about all of the applicant’s services and then are applicants to describe the project in this attachment?**  
In regard to Attachment C, most agencies have program outcomes for each of the services that are provided by that agency. The Family & Children’s Trust Fund is not interested in receiving information concerning each of the agencies’ program outcomes but is interested in the program outcomes of the proposed project. Proposal outcomes should answer the question “What difference did the activities of this Family & Children’s Trust Fund proposal make in the behavior/lives of family violence victims?” All outcomes must be tied to the local indicators found in *Violence at Home: The FACT Report*.
18. **Reference Section 8: Are technical services - e.g. video recording and editing - allowable?**  
Technical services are allowable; however, such costs must be closely aligned with the project, stated outcomes and explained on the Budget Summary (Attachment D).
19. **Reference Section 8: Is rental of space or lodging allowable - e.g. for meetings? Overnight lodging for a consultant?**  
Rental space or lodging is allowable; however, such costs must be closely aligned with the project, stated outcomes and explained on the Budget Summary

(Attachment D).

20. **Reference Section 8: Are stipends or honorariums allowable - e.g. for community members participating in a task force to develop projects and education and outreach products?**  
Yes, however, costs such as stipends or honorariums must be closely aligned with the project, stated outcomes and explained on the Budget Summary (Attachment D).
21. **Reference Section 8: Are printing costs for posters, flyers, placards, and informational cards allowable?**  
Yes, however, costs such as printing must be closely aligned with the project, stated outcomes and explained on the Budget Summary (Attachment D).
22. **Reference Section 8, Activities/Outcomes Plan and Attachment C Activities/Outcomes Plan: If an applicant is currently receiving funding from this source and wants to apply again this year, but with different outcomes because of learning experiences, do the applicants have to address/compare the differences in the project outcomes in their proposals from last funding period to this one?**  
Organizations that are currently receiving Family & Children’s Trust Fund grant funds are eligible to reapply. Applicants are not required to address/compare differences in the project outcomes in their proposals from the last funding period to this one.
23. **Reference Section 8, Activities/Outcomes Plan and Attachment C Activities/Outcomes Plan: If an applicant is submitting a proposal that is for training, with respect to outcomes, as an example are they to show first the training and then that the trainees received a certificate?**  
There are several ways to measure outcomes for trainings; however, applicants should always try to answer the question: “What difference did the training make in the behavior/lives of family violence victims?” All outcomes must be tied to the indicators found in *Violence at Home: The FACT Report*.
24. **Reference General: Regarding MOUs, if an applicant has standing MOUs with such entities as Sheriffs’ Departments, do they need to “repeat” them?**  
Depends on the proposal and the amount of clarification that is needed concerning the roles of each of the parties in this particular proposal. MOU’s should be recent and relevant to the proposed project.
25. **Reference General: Regarding MOUs, if an applicant has collaborations with other similar entities in the area and provides such items as brochures, etc. should this information be placed in the proposal?**  
Depends on the proposal and the amount of clarification that is needed concerning the roles of each of the parties in the Family & Children’s Trust Fund proposal. Just because an agency has a MOU with another group doesn’t mean that it is pertinent to the project that is being proposed.

26. **Reference General:** If an applicant is collaborating with a partner and one entity is a for-profit and the other a non-profit, is that acceptable?  
Yes, however please see Section 3 of the RFP for specific instructions on who is eligible and not eligible to apply.
27. **Reference General:** For community collaboration opportunities--will Family & Children's Trust Fund send out the names and contact information of the pre-proposal conference participants?  
Yes. See attached.
28. **Reference General:** Can agencies apply for more than one grant?  
No.
29. **Reference General:** If an applicant is notified prior to July 1 that it is to receive funding, can it begin spending funds at that time or prior to July 1?  
No. The contract period runs from July 1, 2011-June 30, 2012.
30. **Reference General:** Does the proposal need to be for a new program project?  
No.
31. **Reference Section 6 and Attachment B – Project Description:** Can Offeror use more pages and space than what is provided for the Project Description (Attachment B)?  
Yes.
32. **Reference Section 3:** Our agency has a project that fits your funding, and would like funds to continue the project. Do funds need to be for NEW projects, or can you request funding to continue and grow a project?  
Current project will be considered. Selection for funding will be made of all applicants deemed to be fully qualified and best suited among those submitting proposals based on the evaluation factors included in the Request For Proposals. Each proposal meeting the specified guidelines set forth in the RFP will receive full consideration.
33. **Reference General:** What are some examples of technology services that support local family violence programs or public awareness?  
Examples could be hardware, software, web design, etc.; however, it must be clearly demonstrated that the technology services support the work of the proposed project.
34. **Reference General:** Does this RFP include any federal money?  
No.
35. **Reference General:** Is a match required for this RFP?  
No. The Budget Summary (Attachment D) requests information about the total project costs. If other funds will be used to support the proposed project, include that information in the budget summary.

36. **Reference General: Are there any particular services that are more likely to be funded than others?**  
No. Please refer to the Section 3—Scope of Services in the RFP.
37. **Reference General: Are letters of support required?**  
No.
38. **Reference General: Are proposals that address particular cultural groups more likely to be funded?**  
No, however, the proposed project must be culturally relevant and include services, activities and/or materials that reflect the cultural, linguistic, racial and ethnic diversity of the population to be served.
39. **Reference General: Who evaluates the proposals?**  
Proposals will be reviewed by a review committee consisting of members and staff of the Family and Children’s Trust Fund Board of Trustees.
40. **Reference Section 7 and Attachment C – Project Budget Summary: If my proposed project involves direct services do I need to address salary in the Budget Summary (Attachment D)?**  
If none of the amount requested is for salaries, there is no need to address in the proposed budget.
41. **Reference General: How are FACT funds dispersed?**  
The contract period will be twelve months, July 1, 2011- June 30, 2012. Payment will be on a cost-reimbursable basis on a schedule to be determined by project deliverables. Quarterly reports are required for all projects.
42. **Reference General: Is food an allowable cost?**  
No.
43. **Reference Section 7 and Attachment D – Project Budget Summary: On the budget page do I need to include my entire agency budget?**  
No. The budget should only include the project budget.
44. **Reference Section 7 and Attachment D – Project Budget Summary: Would it be helpful to include matching funds in my proposal?**  
The Family & Children’s Trust Fund Board of Trustees likes to see organizations that are able to leverage FACT funds; however, it is not required, and the evaluation criteria does not specify additional consideration for in-kind matches.
45. **Reference Section 7 and Attachment D – Project Budget Summary: Can the Family and Children’s Trust Fund be used to pay for governmental employee salary?**  
No.

46. **Reference General: Are collaborations encouraged?**  
Yes, if it allows you a better opportunity to improve your community's response to family violence.
47. **Reference General: Do ongoing existing programs have a better chance of receiving FACT funding?**  
No. Each proposal which meets the specified guidelines set forth in the RFP will receive full consideration.
48. **Reference General: Where can I find a list of my Virginia Senators and Delegates?**  
Local Senator and Delegate information can be found at <http://legis.state.va.us>.
49. **Reference General: Could public awareness include various media costs such as TV, radio or billboards?**  
Yes; however, such costs must be closely aligned with the project, stated outcomes and explained on the Budget Summary (Attachment D).
50. **Reference General: If my proposal is too large for a staple may I use a binder clip?**  
Yes; however, with this grant it should not be necessary.
51. **Reference General: If I include equipment as a budget item, should I attach the estimate from a vendor?**  
No, but justification on how costs were determined should be explained on Attachment D.
52. **Reference Section 7 and Attachment C – Project Budget Summary: On Attachment D-the budget summary, is there a limit in each budget category?**  
No, with the exception of equipment. Total line item cost for equipment shall not exceed \$500 and must be clearly required for the success of the project.
53. **Reference General: What does the letter from the fiscal agent need to include?**  
All applicant agencies must provide a signed statement from the fiscal officer on agency letterhead certifying the agency has sufficient monies to cover proposed project expenses as the award is on a cost-reimbursable basis on a schedule to be determined by the proposed project deliverables.
54. **Reference General: Where can I obtain information on projects that have been funded in the past?**  
Information on funded projects can be found on the Family and Children's Trust Fund website: [www.fact.state.va.us](http://www.fact.state.va.us)
55. **Reference Section 1: We are interested in providing violence prevention programming targeting a particular at-risk community. Does FACT have any preference for programs that target the broader public or wider geographical areas, versus more restricted programs that target particular at-risk communities within specific neighborhoods or particular public housing communities?**

The purpose of this funding is to develop or enhance community efforts to prevent, treat or increase public awareness about all forms of family violence, including child abuse and neglect, adult abuse and neglect, domestic violence, sexual assault, teen dating violence and suicide. All projects should develop outcomes around the community indicators found at

<http://fact.state.va.us/pdfs/TheFACTReportAppendix.pdf>

56. **Reference Section 3: Is a local government agency eligible to apply as a "public entity?"**  
Yes.

57. **Reference Section 11: Could you briefly review the content of the quarterly reports?**

The quarterly report consists of an invoice, financial report and narrative. With good recordkeeping the quarterly report should not take more than 30 minutes to complete.

58. **Reference Section 3: Will grants be made for new agencies who are establishing funding for overall operations or do we need to define a specific project?**

FACT funding is designed to impact the indicators found in *Violence at Home: The FACT Report*. The report presents a unified portrait of the extent and impact of family violence across the life cycles of individuals, ranging from the very young to the elderly. Projects should clearly demonstrate outcomes that will impact a community's response to family violence.

59. **Reference Section 3: Is there a preference for grants to support direct services vs. grants to evaluate programs and create "models" or "in the box programs."**

All proposals that develop or enhance community efforts to prevent, treat or increase public awareness about all forms of family violence, including child abuse and neglect, adult abuse and neglect, domestic violence, sexual assault, teen dating violence and suicide will be considered.

60. **Reference Section 3: Will you consider programs that have been successful in the community but that funds have been cut by the government?**

Selection for funding will be made of all applicants deemed to be fully qualified and best suited among those submitting proposals based on the evaluation factors included in the Request For Proposals. Each proposal meeting the specified guidelines set forth in the RFP will receive full consideration. The purpose of the Family and Children's Trust Fund RFP is to fund projects designed to impact the indicators found in *Violence at Home: The FACT Report*.