

# **APPLICANT QUESTIONS & ANSWERS**

## **Kansas Strong Dads**

**1. Are you awarding this grant to just one organization or multiple?**

This grant will be awarded to just one organization.

**2. Is this a reimbursement-based grant, or do we get paid for services provided?**

This is a reimbursement-based grant. By the 20<sup>th</sup> of each month, the grantee agency must submit a monthly financial report itemizing costs incurred, and will be paid accordingly.

**3. We were unable to open the Budget Sheet (Attachment B) found on page 13. Could this be e-mailed to us?**

If you are unable to open the attachment (an Excel document embedded in a Word document), please contact Joy Bodyk at [joy.bodyk@dcf.ks.gov](mailto:joy.bodyk@dcf.ks.gov). Joy will email the document to you.

**4. Does the organization have to be located in Kansas? I'm currently located in Missouri.**

There is no requirement for the organization to be located in Kansas.

**5. Can I be provided information about the last contractor that was award this grant and is their information public?**

This is a new grant. There is not a previous contractor.

**6. Are all curriculums provided?**

The Strong Dads Curriculum is provided by DCF.

The evidence-based fatherhood curriculum is to be selected and purchased by the grantee. Grant funds can be used for this.

**7. The evidence-based fatherhood curriculum, the Strong Dads curriculum, and the mentoring training, are these the same curriculums?**

They are different. The evidence-based fathering curriculum is for the fathering class. The Strong Dads curriculum is used for training at the father-child events. The mentor training is additional training for the Community Trainer/Mentors in mentoring and the recruiting and retention of mentors.

**8. The evidence-based fatherhood curriculum, the Strong Dads curriculum, and the mentoring training, are they all evidence-based?**

Only the fathering curriculum is required to be evidence-based.

**9. Is there an online link to review the Strong Dads curriculum?**

An online link to review the Strong Dads curriculum is not available.

**10. How is the Strong Dads curriculum supplied to the grantee?**

The Strong Dads curriculum will be provided to the grantee by DCF.

**11. How will the training for the Strong Dads curriculum be provided?**

A DCF Strong Dads trainer will provide the Strong Dads curriculum training in conjunction with the fathering class curriculum training that the grantee will provide.

**12. In terms of the initial training, is all the training involved covered within the funding of the grant?**

It is anticipated that the grantee will coordinate with DCF to provide a training that will include the fathering class curriculum, Strong Dads curriculum, and mentoring training. Content and facilitators for the Strong Dads curriculum and mentoring training are provided by DCF at this training.

**13. What are the two father training curricula referenced in the first bullet of the Purpose, Goals and Objectives?**

A fathering class curriculum to be selected by the grantee and the Strong Dads curriculum.

**14. The RFP has been amended to say on page 5 in the fourth bullet of the Purpose, Goals and Objectives:**

“Deliver up to 100 six-session fathering classes...”

This is a correction from “four” to “six”.

**15. When the organization hires the Community Trainer Mentors with Head Start “approval”, how does that work?**

**The RFP has been amended to state on page 5:**

“2. The fatherhood organization will hire and employ community trainer/mentors (CTMs) that reside in the Head Start, Early Head Start and Kansas Early Head Start community and with their input.”

The grantee will ask the local site if they have recommendations for CTMs. The grantee will include those persons in their recruitment.

DCF will work with the grantee to design a process by which the sites will be informed of who has been selected as the CTM.

**16. Can the Site disapprove of a CTM?**

The selection of the CTMs is the responsibility of the grantee. The grantee shall have a process in place for a Site to submit any concerns about a CTM with the grantee and DCF.

(This answer is a correction from the Q&A meeting on October 21 where it was said that a Site could disapprove a CTM.)

**17. Is there an age limit to be a CTM?**

A qualified CTM applicant will be assessed to have the maturity to mentor fathers with young children.

**18. Does the CTM have to be a father?**

The CTM should be a male but would not be required to be a father.

**19. What are the outings and will they be specifically prescribed?**

DCF will work with the grantee to design the process for the outings.

**20. When will we have the sites listing?**

The final sites listing will be provided to the grant awardee.

The 50 sites will be located in most of the counties in the following list:

Ford, Sedgwick, Harper, Butler, Greenwood, Clay, Cloud, Ottawa, Republic, Washington, Shawnee, Douglas, Harvey, Cowley, Ellis, Rooks, Rush, Russell, Anderson, Coffey, Franklin, Lyon, Miami, Osage, Wyandotte, Sumner, Geary, Johnson, Dickson, Ellsworth, Saline, Finney, Grant, Seward, Riley, McPherson, Atchison, Jackson, Leavenworth, Marshall, Sherman, Thomas, Norton, Jackson, Reno, Crawford, Montgomery, Neosho, Bourbon, Cherokee

**21. What does the Head Start do?**

The sites will promote the program with materials made available by the grantee, and be available to work with the CTMs to schedule date and location for events.

**22. In addition to the Head Start/Early Head Start/Kansas Early Head Start fathers, are the fathering classes opened to the community?**

The fathering classes are for fathers with children participating in Head Start/Early Head Start/Kansas Early Head Start.

**23. How are the evaluation surveys and attendance data collected?**

The grantee will be responsible to coordinate the collection of evaluations surveys and attendance data.

**24. Can you tell us who the evaluator of the data is?**

This information is not available at this time.

**25. On page 7 under Award Amount and Length, the funding period is listed as December 1, 2013 through December 31, 2014. Is this a 13-month grant?**

This is a 12-month grant. The end date is November 30, 2013. This has been modified in the RFP.

**26. Under the Post-Award Requirements on pages 10-11, it states that applicants should provide the names and total compensation for the five most highly compensated executives of the organization. Is this a required part of the application?**

Although the RFP uses the term "applicants", this is not required during the time of application. This is a post-award requirement only necessary from the agency awarded the grant.

**27. In the Attachments listed under the Resources section on page 11, it requires a List of Board Members and a Board Member Conflict-of-Interest Statement. Is this the organization's internal Conflict-of-Interest Statement?**

The request for a copy of the Conflict-of-Interest Statement is referencing the organization's internal Conflict-of-Interest Statement.

- 28. On page 11 of the RFP, you require an attachment as follows: "List of Board Members and a Board Member Conflict of Interest Statement". Is it permissible to use the conflict of interest statement from our agency by-laws and a list of agency Board members in order to fulfill this requirement?**

Applicants must submit a Conflict of Interest Statement, signed by each Board member. Board members can sign individual forms, or they can all sign the same form. Scanned/faxed signatures are acceptable.

- 29. In the Attachments listed under the Resources section on page 11, it requires a Transmittal Letter for Audit, Form 990, or most recent Year-End Financial Statement. Are all of these documents required?**

Only one of the documents is required.

- 30. At the end of the Assurances (Attachment C) on page 15, it lists Officer's Name and Title. Who should be signing this paperwork?**

The Assurances should be signed by someone who is in a decision-making capacity at the agency. Typically, the top level individual at the agency signs this form.

- 31. What happens if our narrative section is more than 40 pages?**

The narrative section can be no more than 40 pages – it includes the 5 items with \*s on page 11. Any pages after page 40 are disregarded by the reviewers.

- 32. Do we have to include in the proposal the compensations of the 5 most highly compensated in the organization?**

No, this is post award information to be shared.

- 33. What is the goal in terms of the sustainability plan?**

This is part of our agency-wide RFP template and we don't have a specific goal for this. It will be up to the creativity of the applicant.

- 34. On page 5 of the RFP, #4 under Purpose, Goals, and Objectives states "The Fatherhood Organization will facilitate the sixteen hours of CTM training in the Fatherhood Curriculum, Strong Dads Curriculum, and mentoring." Is 16 hours a required number of hours of trainings or will the grantee be able to determine the actual # of hours of training based on the requirements of the selected evidence based curriculum and the Strong Dads Curriculum?**

The CTM training is envisioned to be a two-day training.

**35. Is there a suggested or required number of training hours for implementation of the Strong Dads Curriculum and if so what is that number?**

The Strong Dads curriculum and training will be provided by DCF and will require 4 hours.

**36. It was mentioned in the pre-bid conference that the grant period was from 12/1/2013 to 12/31/2014. However, on page 6 of the RFP under the Program Implementation Timeline it states that the fall session ends November 30, 2014. Could you please clarify if there would be an expectation for service provision from November 30, 2014 through December 31, 2014?**

This is a sample timeline that will be finalized with the grantee.

**37. On page 6 of the RFP the Program Implementation Timeline indicates that there is a Spring Session and a Fall Session with no events, classes, or outings being held during the months of June and July. Can you clarify the expectations for service during those two months? We would assume mentoring and recruiting of fathers for the Fall sessions may occur during those months.**

This is a sample timeline that will be finalized with the grantee.

**38. Could you please clarify the requirement for Letters of Support and how many Letters of Support you would like submitted?**

The letters of support is your opportunity to communicate your connection to the community and the total number of letters of support you submit is your decision.