

**INDIANA STATE DEPARTMENT OF HEALTH
MATERNAL AND CHILD HEALTH DIVISION**

**Request for Applications to provide
Abstinence Education Grant Program (AEGP)**

Email Forum #2 Questions & Answers

Q1. "In reviewing the questions and responses on the email forum for the RFA, it came to my attention that the Evidence-Based Curricula, Positive Potential is not on your list."

OAH recognized the *Positive Potential* curricula as an evidence-based program following a 5 year rigorous evaluation as a TPP Tier 2 grantee followed by a Mathematica Evidence-Based Review in 2016. You may also find the *Positive Potential* curricula on the OAH website at the following link:

<https://www.hhs.gov/ash/oah/evaluation-and-research/grantee-led-evaluation/evaluated-programs-effective-at-changing-behavior/index.html>

A1. Our apologies for not highlighting this program in the RFA. As a program that is included in the list of evidence-based programs found through the link provided on the RFA, this program would definitely qualify as an approved program to use. In addition to the link to the list of evidence based programs found in the RFA, we are including the link you provided that highlights the newly approved programs that qualify as evidence-based in this forum: <https://www.hhs.gov/ash/oah/evaluation-and-research/grantee-led-evaluation/evaluated-programs-effective-at-changing-behavior/index.html>

Q2. The RFA on page 11 Letter v. Does not indicate how many pages staffing Pattern are allowed. What is the maximum number of pages for Section v. Staffing pattern section of application?

A2. Thank you for bringing this to our attention. The page limit for Section v. Staffing Plan is 1 page.

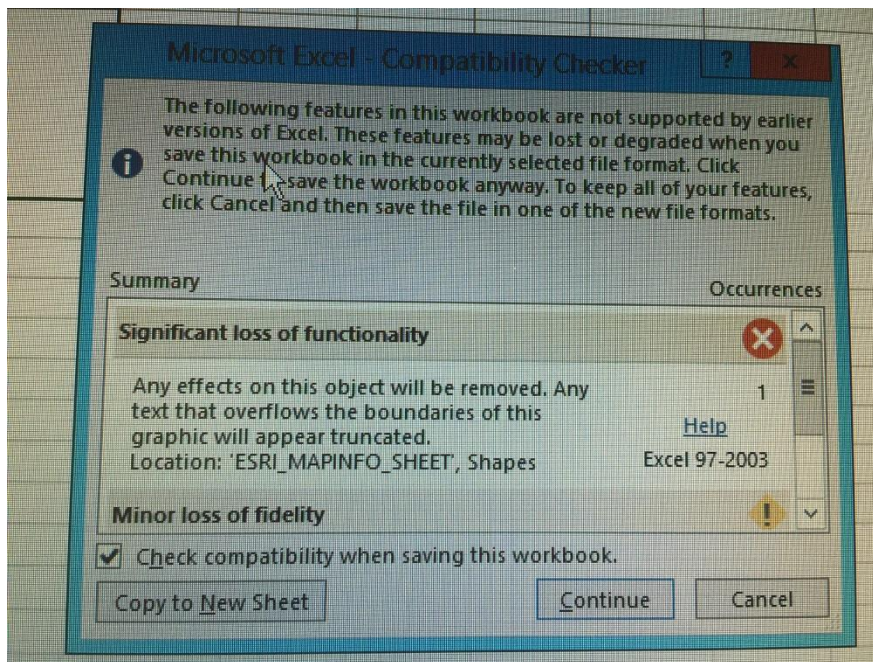
Q3. 1) Under Eligibility Criteria: applicants must complete forms for the Indiana Auditor of the State (W-9, Direct Deposit Form, Bidder Registration, Business Entity Report). If those items are up-to-date do we need to provide proof of that in the application? If the W-9 and Direct Deposit Form was completed in the past do these need to be updated/renewed in some way?

A3. If an entity has an active vendor registration with the state, these forms are not required to be resubmitted. If an entity's vendor registration has become inactive, we'll need a fresh set of forms to reactivate. We can provide specific entities with their status as needed.

Q4. 2) If copies of the program curriculums have been provided in the recent past (within the past year) and there have been no changes to the curriculum, must we include in this application again? Also, one curriculum our organization utilizes is Making A Difference. The curriculum is a licensed product. Are we required to submit a copy of that curriculum/videos, etc. as well?

A4. All applicants must submit a complete application, with all required documentation. This includes all proposed curricula and any supplemental materials being used (includes videos, skits, activities, pre/post-tests, etc.). If your curriculum is on the list of HHS designated evidence-based curricula, you do not need to provide the curriculum, but you do need to provide a complete citation of the curriculum/program you are proposing to use.

Q5. As we open and try to save the budget template, we receive a message stating what you see below. What version of excel are you using? What file format does the file need to be saved as? We use Excel 2016.



A5. Our organization is compatible to read/covert all versions of Excel. When saving budget template, under the “File Name” you may have a dropdown menu option to “save as type” of “Excel 97-2003” version if it won’t allow the document to be saved as Excel 2016. Regardless, we will be able to read it in any version of Excel that you are able to save it in.

Q6. As we are completing the budget template, there are several questions. Please see below:

1. Summary

a. Are these numbers supposed to flow forward from the subsequent tabs of the spreadsheet, like they have in prior years?

b. Salaries and fringes are separate on Tab 1, but on Tab 2 they are combined.

c. Formulas are not there.

A6. a. The budget template is new and is not set up to work like previous years. There are no formulas embedded into the document and all information from one tab to the next must be either manually entered or the applicant will need to embed the formals for numbers to “flow forward” if they prefer for it to function as it did in prior years.

b. The “Fringe Benefit Cost” total from Tab 2, column J can be used to determine the “Fringe” total on Tab 1, row 9.

c. There are no formulas embedded into the document.

Q7. 2. Personnel & Fringes

a. The way the spreadsheet is built, I cannot determine the amount of Fringes (separate from salaries) that are required for Tab 1.

b. Formulas are not there.

A7. a. The “Fringe Benefit Cost” total from Tab 2, column J can be used to determine the “Fringe” total on Tab 1, row 9.

b. There should not be any formulas embedded into the document, all information must be manually entered or the applicant is welcome to embed their own formulas into the document.

Q8. 3. FTE, Consultants & Contracts

a. Formulas are not there.

A8. a. There should not be any formulas embedded into the document, all information must be manually entered or the applicant is welcome to embed their own formulas into the document.

Q9. 4. Other Costs:

a. Mileage rate says \$.38, but the formula uses \$.36 to calculate.

b. Many formulas are not there.

A9. a. This is an error on the excel spreadsheet template, there should not be any formulas embedded into the document. The Rate of .38 is correct and the formula has been removed from the most current version of the spreadsheet updated on May 18th 2017.

b. There should not be any formulas embedded into the document, all information must be manually entered or the applicant is welcome to embed their own formulas into the document.