



STATE OF TENNESSEE
DEPARTMENT OF CHILDREN'S SERVICES

WRITTEN QUESTIONS FOR ANNOUNCEMENT OF FUNDING
RFS: 35910-02117

FOR

BUILDING STRONG BRAINS: Adverse Childhood Experiences (ACEs) INITIATIVE PROGRAMS, PROJECTS AND ACTIVITIES

POINT OF CLARIFICATION: There were several questions about the Amendment to the AOF about training. To be clear: applicants are NOT to propose training of state agencies' staff. The state will retain a minimum of the funding for a *Train the Trainer* model and materials for training in state agencies that will also be made available to community providers and others.

| SECTION | QUESTION # | QUESTION | STATE RESPONSE |
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| 1. | 1. | Regarding Matching Dollars: We are in the process of seeking funding through our partnering organizations in our area for this upcoming school year. How do we address this, given the approaching application deadline(s)? | The Department is unable to provide direction based on the first question. As an entity you alone can determine whether or not the funding you are seeking from partnership organizations can be reasonably estimated. |
| | 2. | Regarding Indirect Costs: Is the term grant match and indirect costs being used interchangeably in the budget? Where is the line item for indirect costs? Where do we write it in? | The terms Grant Match and Indirect Costs are <u>not</u> interchangeable. Indirect cost is to be entered on line 22 of the Grant Budget. |
| | 3. | Regarding Insurance: At what point are we required to have the insurance--before submitting the application or after we are selected to receive funding? | Insurance must be provided during the signing of the contract. An award will be offered contingent upon a valid insurance document that is in effect October 01, 2016 in accordance with E.3. <u>Insurance</u> of the Pro Forma contract. |
| 2. | 1. | What is the maximum and minimum amount of funding being offered with the ACE's grant opportunity? | Maximum and minimum amounts have <u>not</u> been identified as the AOF scopes permits a wide range of ACEs-related activities to be proposed, not just one model for which estimated costs are known. There was purposefully no information provided for a minimum and maximum amounts provided so as not to stifle innovative ideas. With a \$1.25M allocation and an estimated 20 awards, it is anticipated awards will be granted from \$5,000 - \$10,000 on the low side and \$50,000 - \$100,000 on the high side but that might change if an application proposes a very innovative idea for \$250,000 or greater. No awards will be made for \$500,000 or \$1,000,000 to one application. |
| 3. | 1. | Does the Letter of Intent need to be less than one page or can it be two pages? | The letter of intent to propose should be a concise as possible and should not be more than one page. |
| | 2. | Will we be notified if we are accepted to | The letter of intent does not preclude an |

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| | | submit a full proposal based on the Letter of Intent? | applicant from responding to the Announcement of Funding (AOF). The Department uses the letter of intent to share updates and/or changes to the AOF with those expressing intent to propose. The letter of intent is not a screening method to determine who can submit a proposal. |
| | 3. | Is there a match requirement? It indicates match in the budget form but I haven't found the specific information. | On page 11 of the AOF in Section 1. E. Application Requirements, <u>Experience and Partnerships</u> , Item c) does mention a match amount. The match amount, if offered and reflected in the applicant's budget, will be assessed as part of evaluation factor of 15 points. |
| | 4. | Finally, is it possible to send budget forms that can be completed electronically? The forms in the AOF do not allow for completing in the computer. | The budget forms are attached to the e-mail notification as well as on the following website: http://www.tn.gov/dcs/topic/procurement |
| 4. | 1. | What is the range of funding per applicant? | <p>Maximum and minimum amounts have not been identified as the AOF scopes permits a wide range of ACEs-related activities to be proposed, not just one model for which estimated costs are known.</p> <p>There was purposefully no information provided for a minimum and maximum amounts provided so as not to stifle innovative ideas. With a \$1.25M allocation and an estimated 20 awards, it is anticipated awards will be granted from \$5,000 - \$10,000 on the low side and \$50,000 - \$100,000 on the high side but that might change if an application proposes a very innovative idea for \$250,000 or greater.</p> <p>No awards will be made for \$500,000 or \$1,000,000 to one application.</p> |
| | 2. | We will be requesting funding but know that within the next month we will be able to be more specific with numbers, outcomes, etc. as we have time to craft our ask and application. | This appears to be a statement rather than a question. The Department can only judge what is in a proposal and will not be able to evaluate a proposal based on future/possible numbers/outcomes. |
| | 3. | If a child is already being seen by DCS will we be exempt from including them in our outputs and budget? | No. |
| 5. | 1. | <p>Do you have additional information on the estimated funding available? For example:</p> <ul style="list-style-type: none"> • Estimated Total Funding for RFS: 35910-02117 • Award Ceiling • Award Floor • Average Projected Award Amount | <p>Maximum and minimum amounts have not been identified as the AOF scopes permits a wide range of ACEs-related activities to be proposed, not just one model for which estimated costs are known.</p> <p>There was purposefully no information provided for a minimum and maximum amounts provided so as not to stifle innovative ideas. With a \$1.25M allocation and an estimated 20 awards, it is anticipated awards will be granted from \$5,000 - \$10,000 on the low side and \$50,000 -</p> |

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| | | | <p>\$100,000 on the high side but that might change if an application proposes a very innovative idea for \$250,000 or greater.</p> <p>No awards will be made for \$500,000 or \$1,000,000 to one application.</p> |
| 6. | 1. | <p>We see that a financial match is required. Is there a minimum match requirement (percentage)? Should this be cash match only or would in-kind or volunteer hours also be acceptable?</p> | <p>On page 11 of the AOF in Section 1. E. Application Requirements, <u>Experience and Partnerships</u>, Item c) does mention a match amount. The match amount <i>if offered</i> and reflected in the applicant's budget, will be assessed as part of evaluation factor of 15 points.</p> <p>In-kind and monetary match will be considered.</p> |
| | 2. | <p>Can the funding be used to enhance an existing program (e.g., enhanced training, expanded support for clients, additional parent activities/training, child development activities, etc.) to better support the mitigation of ACEs for a specific population?</p> | <p>The applicant is at liberty to propose program enhancements if that is thought to be best response to the AOF.</p> |
| | 3. | <p>We will be partnering with our sister agency in East Tennessee for this proposal to expand the impact and reach of the program. One agency will serve as the applicant/administrator/fiscal agent. Is this an acceptable approach to take with this funding opportunity? We have a track record of successfully working together on grant-funded projects in the past.</p> | <p>Yes, that is an acceptable approach to take with this funding opportunity. There must be one fiscal agent for each proposal.</p> |
| 7. | 1. | <p>I have reviews the AOF but did not see any information about the minimum/ maximum grant award or average grant award for successful grantees (or the total funding available for this competition). Would you be able to send this information over?</p> | <p>Maximum and minimum amounts have not been identified as the AOF scopes permits a wide range of ACEs-related activities to be proposed, not just one model for which estimated costs are known.</p> <p>There was purposefully no information provided for a minimum and maximum amounts provided so as not to stifle innovative ideas. With a \$1.25M allocation and an estimated 20 awards, it is anticipated awards will be granted from \$5,000 - \$10,000 on the low side and \$50,000 - \$100,000 on the high side but that might change if an application proposes a very innovative idea for \$250,000 or greater.</p> <p>No awards will be made for \$500,000 or \$1,000,000 to one application.</p> |
| | 2. | <p>Will there be a technical assistance call for interested applicants?</p> | <p>There will not be a technical assistance call for interested applicants.</p> |
| 8. | 1. | <p>IS this available to Public Schools? There was one line in the application that implied we couldn't because you couldn't apply if you receive other public funds. Did I read</p> | <p>Yes, this AOF is available to public schools.</p> |

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| | | that right? | |
| 9. | 1. | What is the average program budget amount for projects funded with the ACEs program? I didn't see that and wondered what the amount was. I also didn't know if there was an amount based on the number of people served and if the program was interested in serving more children or adults or a mix of both. We are interested in possibility applying but wanted to get a better idea of how the funding was set up. | <p>Maximum and minimum amounts have not been identified as the AOF scopes permits a wide range of ACEs-related activities to be proposed, not just one model for which estimated costs are known.</p> <p>There was purposefully no information provided for a minimum and maximum amounts provided so as not to stifle innovative ideas. With a \$1.25M allocation and an estimated 20 awards, it is anticipated awards will be granted from \$5,000 - \$10,000 on the low side and \$50,000 - \$100,000 on the high side but that might change if an application proposes a very innovative idea for \$250,000 or greater.</p> <p>No awards will be made for \$500,000 or \$1,000,000 to one application.</p> |
| 10. | 1. | Is this limited to one program or can we submit for multiple programs? We operate our programs in East Tennessee from Chattanooga to the Tri Cities. The program that we are interested in applying for is located in Chattanooga, Knoxville, Tri Cities and LaFollette. Can we submit one application that would cover all of these programs? | Yes, your proposal may cover multiple programs. |
| | | Is the funding amount or cap amount for this grant? | <p>Maximum and minimum amounts have not been identified as the AOF scopes permits a wide range of ACEs-related activities to be proposed, not just one model for which estimated costs are known.</p> <p>There was purposefully no information provided for a minimum and maximum amounts provided so as not to stifle innovative ideas. With a \$1.25M allocation and an estimated 20 awards, it is anticipated awards will be granted from \$5,000 - \$10,000 on the low side and \$50,000 - \$100,000 on the high side but that might change if an application proposes a very innovative idea for \$250,000 or greater.</p> <p>No awards will be made for \$500,000 or \$1,000,000 to one application.</p> |
| 11. | 1. | Can this be used with CB-Cap Funding? | Yes, so long as the contract provisions for CB-CAP funding are met. |
| 12. | 1. | Are universities eligible to apply? If so, are there any other parameters or considerations we should be aware of before applying other than what is detailed in the AOF? Are there any prohibitions on partnering with a community agency that receives state or federal funding? Or submitting an application with a partner | Yes, universities are eligible to apply. There are no prohibitions on partnering with a community agency so long as the respective partners continue to meet the expectations of the other state or federal funding requirements. |

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| | | agency? | |
| 13. | 1. | I received information regarding the Building Strong Brains funding announcement. However, unless I overlooked it, which that is entirely possible, I didn't see where it mentioned how much total funding was available or how much a typical grant might be. Also does the funding require any type of match of any kind? | <p>Maximum and minimum amounts have not been identified as the AOF scopes permits a wide range of ACEs-related activities to be proposed, not just one model for which estimated costs are known.</p> <p>There was purposefully no information provided for a minimum and maximum amounts provided so as not to stifle innovative ideas. With a \$1.25M allocation and an estimated 20 awards, it is anticipated awards will be granted from \$5,000 - \$10,000 on the low side and \$50,000 - \$100,000 on the high side but that might change if an application proposes a very innovative idea for \$250,000 or greater.</p> <p>No awards will be made for \$500,000 or \$1,000,000 to one application.</p> <p>Match:</p> <p>On page 11 of the AOF in Section 1. E. Application Requirements, <u>Experience and Partnerships</u>, Item c) does mention a match amount. The match amount <i>if offered</i> and reflected in the applicant's budget, will be assessed as part of evaluation factor of 15 points.</p> <p>In-kind and monetary match will be considered.</p> |
| 14. | 1. | We did not submit a Letter of Intent by the July 15 deadline. Do we still need to include a letter of intent in the final application package? | Yes, the final packet must include the letter of intent for all applicants whether you previously submitted a letter of intent or not, see Section 6. 1. Application Requirements. |
| | 2. | Is there a specific percentage of match funding that is required or expected? | <p>On page 11 of the AOF in Section 1. E. Application Requirements, <u>Experience and Partnerships</u>, Item c) does mention a match amount. The match amount <i>if offered</i> and reflected in the applicant's budget, will be assessed as part of evaluation factor of 15 points.</p> <p>In-kind and monetary match will be considered.</p> |
| | 3. | The instructions say to include 5 budgets (1 for each fiscal year). Does this mean we should submit a 9-month budget for the initial year, and 4 other 12-month budgets? Or should we include a budget for October 1, 2016 - June 30, 2017 and another for July 1, 2017 - June 30, 2021, as is demonstrated in the templates provided? | Correction: Section 1. Application Requirements:, G. <u>Budget and Budget Narrative [10 Points]</u> . Two (2) budgets and the associated detailed sections are required. One budget is for nine (9) months and the other budget is for an additional four years period if the Department decides to extend the term of the grant in accordance with the Pro Forma Contract, Section B. Term of Grant Contract, (B.1 and B.2). Also, see the dates on the budgets attached to the AOF. |
| 15. | 1. | The original AOF states that "the State intends to fund at least 1 application in | Yes, the State intends to fund at least one proposal in each of the areas of philosophy and |

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| | | each of the 4 areas". Due to the amendment distributed on 7/15/16 at 1:20 pm is it still the case that the State intends to fund at least 1 application in each of the 4 areas? | approach, policy and funding, programs and services, and professional practices contingent upon proposals being made in each of those areas and the quality of the proposals. The State will not fund a proposal because it might be the only one in a given area unless the technical proposal is evaluated to be of high quality. |
| | 2. | The amendment states: "Priorities for this funding opportunity are targeted to the following: training for all state agencies, leveraging the funding to draw down foundation and federal dollars and proposals in response to the AOF." Does this mean that there are now 3 major categories as listed below? 1. Training for all state agencies 2. Leveraging the funding to draw down foundation and federal dollars 3. Proposals in response to AOF (addressing the four levels of concern) | No, as stated in 2.1 & Point of Clarification above, the estimated total funding will be \$1.25M minus an amount to be used to fund ACEs-related training in state agencies that will extend to community providers. The costs for training will be kept to a minimum but sufficient for quality materials that will be made available for extensive use in community. |
| | 3. | If answer to question number 2 is yes, does that mean the third category (c) above) will include the 4 areas of concern as listed in the original AOF? | There is only one category of activity, i.e., responses to the AOF addressing the four areas of concern. |
| | 4. | Does our letter of intent (submitted via email to Ms. Newman on July 15, 2016) need to be revised for submission with our proposal as described in the AOF, section 4, page 8 – application information? | No, the initial letter of intent should be included in the proposal as indicated in the application requirements. |
| | 5. | The wording of the amendment appears to describe 3 categories of funding opportunity now: a. Training for all state agencies b. Leveraging the funding to draw down foundation and federal dollars c. Proposals in response to AOF (addressing the four levels of concern). Is this still correct? | No, as stated in 2.1 & Point of Clarification above, the estimated total funding will be \$1.25M minus an amount to be used to fund ACEs-related training in state agencies that will extend to community providers. The costs for training will be kept to a minimum but sufficient for quality materials that will be made available for extensive use in community. |
| | 6. | Is the total funding available through this AOF \$1,250,00/year for a total of \$6,250,000 (1 year with 4 possible renewal options) or a total of \$1,250,000 for the entire possible 5 year period? | The \$1.25M available for expenditure in FY17 is for a nine {9} month period (10/1/2016 – 6/30/2017) and is not reoccurring. If the Department continues to fund this project beyond 6/30/2017, the maximum amount over a <u>five-year period</u> could potentially be \$6.25M. <u>Note:</u> Additional funding is contingent upon annual appropriations. For this reason, proposals must include a sustainability plan. |
| | 7. | Will the responses to all written comments | The responses to questions will be transmitted |

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| | | be emailed to us directly, or will they be posted on DCS website? If posted what is the specific web address where they can be found by July 27, 2016? | both by e-mail and will also be posted at: http://www.tn.gov/dcs/topic/procurement Note: Only those submitting a letter of intent will be e-mailed the responses but the responses will be available to all potential applicants at the web address above. |
| | 8. | In what format (CD, flash drive, etc.) should the digital copy of the technical and budget proposals be submitted? | CD or flash drive is acceptable. |
| 16. | 1. | Is there a cash match? If so, how much? | On page 11 of the AOF in Section 1. E. Application Requirements, <u>Experience and Partnerships</u> , Item c) does mention a match amount. The match amount, if offered and reflected in the applicant's budget, will be assessed as part of evaluation factor of 15 points. In-kind and monetary match will be considered. |
| | 2. | Since there is a request for a budget for "Five Budgets for each Fiscal Year", (page 11 of Funding Announcement) does the application need to describe the plans for each of the five years? | <u>Correction:</u> Section 1. Application Requirements:, G. <u>Budget and Budget Narrative [10 Points]</u> . Two (2) budgets and the associated detailed sections are required. One budget is for nine (9) months and the other budget is for an additional four years period if the Department decides to extend the term of the grant in accordance with the Pro Forma Contract, Section B. Term of Grant Contract, (B.1 and B.2). Also, see the dates on the budgets attached to the AOF. |
| 17. | 1. | Are organizations required to commit to a funding match in order to apply for the funding? | Match is not required however; it would be construed to be an asset. |
| 18. | 1. | Can the funding be used to enhance an existing program (e.g., enhanced training, expanded support for clients, additional parent activities/training, child development activities, etc.) to better support the mitigation of ACEs for a specific population? We will be partnering with our sister agency in for this proposal to expand the impact and reach of the program. One agency will serve as the applicant/administrator/fiscal agent. Is this an acceptable approach to take with this funding opportunity? We have a track record of successfully working together on grant-funded projects in the past. | The applicant is at liberty to propose program enhancements if that is thought to be best response to the AOF. Yes, that is an acceptable approach to take with this funding opportunity. There must be one fiscal agent for each proposal. |
| 19. | 1. | Did not see any information about the minimum / maximum grant award or average grant award for successful | Maximum and minimum amounts have not been identified as the AOF scopes permits a wide range of ACEs-related activities to be proposed, |

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| | | grantees (or the total funding available for this competition). Would you be able to send this information over? | <p>not just one model for which estimated costs are known.</p> <p>There was purposefully no information provided for a minimum and maximum amounts provided so as not to stifle innovative ideas. With a \$1.25M allocation and an estimated 20 awards, it is anticipated awards will be granted from \$5,000 - \$10,000 on the low side and \$50,000 - \$100,000 on the high side but that might change if an application proposes a very innovative idea for \$250,000 or greater.</p> <p>No awards will be made for \$500,000 or \$1,000,000 to one application.</p> |
| | 2. | Will there be a technical assistance call for interested applicants? | There will not be a technical assistance call for interested applicants. |
| 20. | 1. | Is it possible to send budget forms that can be completed electronically? The forms in the AOF do not allow for completing in the computer. | The budgets are attached to the e-mail notification as well as on the following website: http://www.tn.gov/dcs/topic/procurement |
| | 2. | Can an organization submit more than one proposal for different Counties/regions? | Yes, an organization can submit more than one proposal. |
| | 3. | If you can apply for more than one county/region do you need to submit separate proposals for each? | There is no clear answer to this question as it would depend on whether the proposal would be to implement the same ACE-related activity in each county/region or different activities in each. |
| | 4. | Is this a 5 year contract? | <p>No. The \$1.25M available for expenditure in FY17 is for a nine {9} month period (10/1/2016 – 6/30/2017) and is <u>not</u> reoccurring.</p> <p>If the Department continues to fund this project beyond 6/30/2017, the maximum amount over a <u>five-year period</u> could potentially be \$6.25M.</p> <p><u>Note:</u> Additional funding is contingent upon annual appropriations. For this reason, proposals must include a sustainability plan.</p> |
| 21. | 1. | The AOF indicates “Length of the proposal is limited to 12 pages exclusive of Table of Contents and Budget Narrative.” Does this mean that the actual Budget spreadsheets ARE counted in the 12 pages? Or are both the Budget and Budget Narratives excluded? | The Budget and Budget Narrative are excluded from the 12 page limit. |
| | 2. | Are the LOI and Cover Letter both counted in the 12 pages? | The LOI and Cover Letter are excluded from the 12 page limit. |
| 22. | 1. | What is a DUNS Number? | D-U-N-S, which stands for data universal number system, is used to and maintains accurate and timely information on +250 M global businesses. |

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| | | | <p>The D&B D-U-N-S[®] Number is a unique nine-digit identifier for businesses. It is used to establish a business credit file, which is often referenced by lenders and potential business partners to help predict the reliability and/or financial stability of the company in question.</p> <p>The federal government and DCS require all vendors conducting business with the Department to apply for and receive a DUNS number.</p> <p>The following website will provide information on applying for A DUNS number http://www.dnb.com/duns-number.html</p> |
| 23. | 1. | <p>“Priorities for this funding opportunity are targeted to the following: training for all state agencies, leveraging the funding to draw down foundation and federal dollars and proposals in response to the AOF.”</p> <p>First, does “state agencies” mean State of TN government agencies?</p> | Yes, it means State of Tennessee government agencies. |
| | 2. | Are these hierarchical categories, equally important priorities, or a single priority presented as a list? | The priority is to keep the greatest amount possible available to fund proposals made in response to the AOF. |
| 24. | 1. | How should the digital copy of the Technical and Budget Proposals be submitted? | The digital copy of the proposal and budget must accompany the proposal packet. |
| | 2. | What does "applicant's track record" refer to? | Track record refers to experience, credentials, successful partnerships or other evidence of the applicant's ability to perform or support the proposed activities. |
| | 3. | If we have any further questions, who do we contact? | The Schedule of Events identifies each step of the AOF process, Section 2 of AOF. The time period for submitting questions has expired (July 20, 2016) |
| 25. | 1. | Is there an anticipated average amount of a grant award? If so, what is this? | Maximum and minimum amounts have not been identified as the AOF scopes permits a wide range of ACEs-related activities to be proposed, not just one model for which estimated costs are known. There was purposefully no information provided for a minimum and maximum amounts provided so as not to stifle innovative ideas. With a \$1.25M allocation and an estimated 20 awards, it is anticipated awards will be granted from \$5,000 - \$10,000 on the low side and \$50,000 - \$100,000 on the high side but that might change if an application proposes a very innovative idea for \$250,000 or greater. No awards will be made for \$500,000 or \$1,000,000 to one application. |
| | 2. | Within the approximately 20 grants to be | No. The State welcomes a variety and range of |

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| | | funded across the four levels of concern with ACES, can you give examples of the types of projects to be funded within each of the four areas? | proposals since there is no one model or activity that can address the complexity of ACES prevention, mitigation, recovery or policy approaches to address ACES. |
| | 3. | For projects proposing to provide program and services that incorporate the Five Protective Factors, is there a targeted age range of children that should be served through the program and services? | The applicant is at liberty to propose the age of children to be served. |
| | 4. | When the application content asks us to address, "Describe what the applicant intends to do and how the proposed action plan will help prevent ACEs and toxic stress from affecting the brain architecture of young children or reduce community and environmental conditions that are or contribute to ACEs ? What age range does the Department consider "young children"?" | Generally the State considers "young children" to be the earliest years before a child learns to read and/or third grade. |
| | 5. | Will preference be given to organizations who can document an in-kind or cash match to the program (referencing section E.3. Under Application Proposal to detail "Resources contributed as match (match should be reflected in the budget) to leverage the requested amount for the application? Is there a required match amount?" | On page 11 of the AOF in Section 1. E. Application Requirements, <u>Experience and Partnerships</u> , Item c) does mention a match amount. The match amount <i>if offered</i> and reflected in the applicant's budget, will be assessed as part of evaluation factor of 15 points. In-kind and monetary match will be considered. |
| | 6. | Can you explain the "F. Long Term Systemic Contributions (a) Recommendations for growth and expansion that might lead to policy change and b) Policies and regulations that need to be drafted or modified to accelerate the implementation and success of action plans" that the state is trying to achieve with these funds. For projects that are programs and services using the five protective factors, can programs that are small-scale in nature potentially be funded or do the projects have to be large-scale to where they can create systemic change / policy change for regions and/or the state? | The State wants to learn from implementation of the proposals where there are opportunities to eventually bring the ACE activities to scale and obstacles, if any—setting aside greater funding, to doing that. Relative to funding of small scale projects refer to 2.1. |
| | 7. | What are the expected outcomes and impacts to be achieved with those who receive funding? | Expected outcomes and impacts are to be defined by the applicant in the proposal. |
| | 8. | What are the reporting requirements for those who are funded? | The Technical Proposal requires the applicant to describe project deliverables and state what will be reported quarterly. |
| | 9. | What level of support will funded grantees receive from the funder in terms of implementing the program to the satisfaction of the funder (will there be | On a periodic basis, as determined by DCS, conference calls and other forms of communication will be offered to discuss progress and challenges related to the |

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| | | orientation meeting for grantees, ongoing consultation and technical assistance for the program, specific trainings we must attend and include in our proposed budget? | implementation of proposals. DCS will also identify a Coordinator(s) that can provide technical assistance and consultation. |
| | 10. | For formatting requirements, may we use any font we choose? | No, see Section 5 Application format & Content, bullet #5 for the font requirements. |
| | 11. | For formatting requirements, the table of contents, budget, and budget narrative are not included in the 12 page limit for the narrative, correct | Correct. |
| | 12. | For formatting requirements, may charts and tables within the application be single spaced? May footnotes be a smaller font size and single space (such as a 10 point font)? | Yes, charts and tables may be single spaced; footnotes may be smaller font size. |
| | 13. | Are attachments, such as the logic model, counted in the 12 page limit for the narrative? Can the attachments (such as the logic model) be single spaced and in a smaller font (such as 10 point)? | The Logic Model may be a size 10 font. The Logic Model, Budget and Budget Narrative, and letters of support do not count toward the 12 page limit. |
| | 14. | Are additional attachments allowed in addition to the logic model and three letters of support from project partners? | No, attachments other than the Logic Model, Budget and Budget Narrative and letters of support are allowed. |
| 26. | 1. | Is the match requirement one dollar for every dollar in grant funds or some other ratio? | On page 11 of the AOF in Section 1. E. Application Requirements, <u>Experience and Partnerships</u> , Item c) does mention a match amount. The match amount <i>if offered</i> and reflected in the applicant's budget, will be assessed as part of evaluation factor of 15 points. In-kind and monetary match will be considered. |
| | 2. | One (1) digital copy of both the Technical and Budgets proposals is required for the submission. Should the digital copy be submitted to you via email attachment or some other method, such as a flash drive? | No, the digital copy should be included with the proposals. |
| | 3. | Where should attachments, such as the Logic Model and Letters of Support, be placed within the sequence of application pages -- with the section calling for the attachment or at the end of the application? | Please follow the formatting outline starting on page 10, 1. Application Requirements. All supporting documents should be referenced and placed at the end of the proposal. |
| | 4. | Does the Table of Contents follow the Letter of Intent and Cover letter in the application sequence? | The table of Content should follow the Letter of Intent at the beginning of the proposal. |

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| 27. | 1. | <p>On page 11, paragraph D (see below italicized and highlighted) there is a statement regarding “young children” as the population of interest for this AOF. Is the funding exclusive to <u>young children</u> or may we submit projects that would relate to young children through adolescents? We understand that adolescence is another time of rapid synaptical brain growth and ACEs can be mitigated in older childhood and especially in adolescence.</p> <p>D. Application Proposal and Expected Outcomes [40 points]</p> <p>The proposal must:</p> <p>a) Describe what the applicant intends to do and how the proposed action plan will help prevent ACEs and toxic stress from affecting the brain architecture of young children or reduce community and environmental conditions that are or contribute to ACEs.</p> | Yes, proposals may address adolescents. |
| | 2. | <p>Are there any restrictions involving using grant money to pay for partial salaries? In other words, must a grant paid employee dedicate all their time exclusively to the grant or may they be paid for a percentage of their time to go toward the grant?</p> | Grant monies may be used for a percentage of one's salary. |
| | 3. | <p>On page 29 E.15 of the AOF, the definition for EBP is given and it appears to be at the highest level of EBP (e.g., “ programs must have demonstrated with two (2) or more separate client samples that the program improves client outcomes central to the purpose of the program.”). We would like to use a tried and true National Child Traumatic Stress Network (NCTSN) curriculum as our centerpiece for changing a culture to trauma-sensitive care for children. The curriculum is evidence-informed and certainly highly vetted in content by the NCTSN and is used by the TN COEs currently. It has not, to our knowledge, however, reached the highest degree of what would be considered “evidence-based” (e.g., with randomized control group trials). Will you clarify if this type of curriculum by NCTSN would be “evidence-based” enough to count in this proposal? (see full paragraph below).</p> <p>E.15. Evidence-Based Programs. Pursuant to Tenn. Code Ann. § 37-5-121, the Department of Children’s Services is</p> | The provision about Evidence-Based programs cited as E.15 above applies only to youth adjudicated delinquent (Juvenile Justice Programs) and is required by statute. The AOF Technical Proposal, Section C.a, addresses requirements for identifying program credentials. |

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| | | prohibited from expending state funds on any juvenile justice program or program related to the prevention, treatment or care of delinquent juveniles, including any service model or delivery system in any form or by any name, unless the program is evidence-based. "Evidence-based" means a program or practice that is governed by a program manual or protocol that specifies the nature, quality, and amount of service that constitutes the program; and scientific research using methods that meet high scientific standards for evaluating the effects of such programs must have demonstrated with two (2) or more separate client samples that the program improves client outcomes central to the purpose of the program. | |
| | 4. | May we solicit letters of support from others who may be submitting proposals? | The only stipulation relative to letters of support is that they are limited to three (3). |
| 28. | 1. | If we propose a project that is larger in scale (and so asks for more money) and the grantors like the project but want it to be smaller in scale (less money) will there be a process of negotiation? | Yes, page 7 of the AOF states: The Department of Children's Services reserves the right to further negotiate grant proposals submitted for consideration. |
| | 2. | We are considering cross-training colleagues outside the agency and wonder if funds in this AOF may be used to compensate their time for attending trainings? (e.g., School teachers, CASA, YSO's , Judges, GALs, etc.)? | No, unless it can be rationalized in the proposal. |
| | 3. | We are considering the various building blocks of a project that will take us to our ideal goals. Each year we expect to add to our trauma-responsive cultural change in ways that will require some change in resources and design. Is this funding designed to allow for such changes to occur in years two, three, and four such that a new proposal would be written with each funding cycle and would not have to be identical to the project as it was laid out in year one? | Yes, enhancements to the original scope of services and budgets are possible in succeeding years, contingent, of course, on availability of funds and DCS' approval. However, potential changes to the scope of work in subsequent years must be indicated in the proposal. |
| 30. | 1. | If an agency submits a budget for a specific amount of money and the state decides to award a different amount, will the agency have the opportunity to revise the project activities and budget to fit the award? | Yes. |
| 31. | 1. | Section D, f) states "Describe a Sustainability Plan and Impact Evaluation Plan." Can you provide a definition and/or | Many examples/descriptions of Impact Evaluations are available online. |

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| | | example of an Impact Evaluation Plan? | |
| | 2. | Section E, c) regarding resources contributed as match to leverage the requested amount for the application. Is a match required? Is it required at a specific percentage? | On page 11 of the AOF in Section 1. E. Application Requirements, <u>Experience and Partnerships</u> , Item c) does mention a match amount. The match amount <i>if offered</i> and reflected in the applicant’s budget, will be assessed as part of evaluation factor of 15 points. In-kind and monetary match will be considered. |
| | 3. | Page 33 – Notice of Audit Report and Parent Child Information form – Are these forms required to be submitted with the application or only if selected as a grant recipient? | No, these forms are only required once a contract has been fully executed pursuant to the requirements outlined in D.19 <u>Audit Report</u> of the Pro Forma contract. |
| | 4. | In the amendment to the announcement it states “Priorities for this funding opportunity are targeted to the following: training for all state agencies.....” Can you clarify – does this mean priority is given if you propose training <u>all</u> state agencies or priority is given if you propose training one or more state agencies? | No, the state will train state employees. This is not an expectation of applicants responding with proposals to this AOF. |
| | 5. | Is there a conflict of interest in proposing provider training to DCS staff? | Providers will not be training DCS staff. |
| | 6. | Does Section B., the Cover Letter, count in the 12 page narrative limit? | The Cover Letter does not count toward the 12 page narrative limit. |
| 32. | 1. | Based on Technical Application section of the FOA, we need to submit Letters of Support from no more than three sources; however, I could not find any reference to partnerships in the other sections. What specific content should partner agencies include in their Letters of Support? | A letter of support may demonstrate the integrity of the applicant as well as their credentials and offer evidence as to why the applicant is the best candidate for the award. |
| | 2. | The Amendment to the FOA lists three priorities for this funding opportunity: training for all state agencies, leveraging the funding to draw down foundation and federal dollars and proposals in response to the FOA. Will you please define each of these priority areas? | The information provided in the AOF about the funding priorities has no bearing on proposals. The priorities are only an explanation of how the funds will be utilized. Maximum and minimum amounts have not been identified as the AOF scopes permits a wide range of ACEs-related activities to be proposed, not just one model for which estimated costs are known. There was purposefully no information provided for a minimum and maximum amounts provided so as not to stifle innovative ideas. With a \$1.25M allocation and an estimated 20 awards, it is anticipated awards will be granted from \$5,000 - \$10,000 on the low side and \$50,000 - \$100,000 on the high side but that might change if an application proposes a very innovative idea for \$250,000 or greater. |

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| | | | No awards will be made for \$500,000 or \$1,000,000 to one application. |
| | 3. | Does all of the priority areas defined in the Amendment to the FOA need to be addressed? | This question is unclear; however, if it relates to your previous question the information provided about the funding priorities has no bearing on proposals. The priorities are only an explanation of how the funds will be utilized. |