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## Pregnant and Parenting Adolescents Support Services Frequently Asked Questions

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**1. Which counties will be considered “high risk” as identified in the [2011 Pregnant and Parenting Adolescent Support Services Needs Assessment](#)?**

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|----------------|--------------|
| 1. Decatur     | 11. Vigo     |
| 2. Knox        | 12. Dearborn |
| 3. Lake        | 13. Putnam   |
| 4. Montgomery  | 14. Fayette  |
| 5. La Porte    | 15. Lawrence |
| 6. Fountain    | 16. Clay     |
| 7. Grant       | 17. Marion   |
| 8. Newton      | 18. Jennings |
| 9. Vanderburgh | 19. Allen    |
| 10. Scott      | 20. Starke   |

**2. Will an additional evaluation weight be assigned to those applicants who are proposing to serve identified “high risk” counties?**

Those applicants that serve one or more of the top 20 counties identified in the [2011 Pregnant and Parenting Adolescent Support Services Needs Assessment](#) will be assigned additional evaluation weight.

**3. How much additional weight will be assigned to those applicants who are proposing to serve “high risk” counties?**

Within the scoring too the "Target Priority Population" section is worth a maximum of 10 points. The criteria Schedule adjustments for this area include serving a high-risk county and serving a high-risk population. Applicants that serve a high-risk county will automatically receive 5 points in evaluation weight. Applicants can then earn an additional 5 points for a detailed description of how populations identified as high risk within the MCH Needs Assessment will be served.

**4. Can my application still be considered for funding if I am not proposing to serve “high risk” counties?**

Applicants will be considered compliant with eligibility requirements even if the proposed area to be served with requested PPASS grant funds is **NOT** included in the top 20 high-risk counties as identified within the MCH Needs Assessment. Regardless of whether participants to be served are primarily residents of or seeking services within the high-risk counties as identified by the MCH Needs Assessment, applicants must describe adequately the need for serving populations in each chosen community. Finally, please note that only applications purposing to serve pregnant and parenting adolescents within the high-risk counties as identified by the MCH Needs Assessment will receive additional weight in the scoring process.

**5. Can an applicant agency or organization use funds to supplement an existing program and can funds be used to serve teens that are already being served with preexisting funds?**

The applicant agency is able to request Pregnant and Parenting Adolescents Support Services (PPASS) grant funds to achieve the four required PPASS Priority Areas as well as the Additional PPASS Priority Areas.

Should the applicant’s request for funds be utilized to supplement existing programs, the applicant agency must ensure that PPASS grant funding is neither co-mingled, nor supplanting existing federal or federal pass-through funds. That is, for example, if the applicant agency chooses to supplement an existing federally-funded program, such as “Program X”, the applicant agency will be responsible for ensuring that “Program X” funding is accounted for separately than PPASS funds. The applicant agency and its partners are able to use the PPASS funds to serve the same teens that are enrolled in “Program X”; however, it is strongly encouraged that applicants request PPASS funds to add additional components to the services already provided through currently funded programs.

For example, if you are already providing services “to increase healthy birth outcomes,” then PPASS funds should be used to add program components that will address the other three required priority areas (i.e. decreasing repeat pregnancies, decreasing high school dropout rates, building infrastructure) and at least one of the additional priority areas.

**6. How much money can my agency/organization apply for to meet the objectives?**

Applicants should describe thoroughly the scope of the proposed project and justify the size of the budget request for each category of allowable services, for a total of no more than \$600,000 per fiscal year.

**7. Does the required “description of the plan for protection of clients/project participants” on page 16 of the RFP pertain only to confidentiality of clients/participants information, or should it also include a plan for the protection of clients at risk for domestic abuse?**

Applicants should provide a detailed plan of how they will ensure the protection of client/project participants’ personal information. This could include de-identifying client/project participants’ information, locking up client/project participant files, etc.

If domestic violence is addressed by the applicant organization/program or one of the collaborating partners, then the applicant organization should include a brief description of how client/project participants are currently or will be protected (i.e. an alarm system is in place, a police officer or guard is present, etc). Applicants are also encouraged to include any future plans to ensure the safety and well being of clients/project participants that may be experiencing domestic abuse.

If the applicant organization is funded and ISDH’s MCH division does not feel safety measures are adequate, then ISDH may ask that the applicant organization consider additional measures to modify the safety plan.

**8. If an applicant uses an evidence-based model that has already been evaluated and supported to be effective, then does the organization has to conduct a quasi-experimental study to support the program’s effectiveness?**

Applicant organizations utilizing an evidence-based model do not have to conduct a quasi-experimental study to support the program’s effectiveness. However, applicants with strong evaluation plans will receive additional evaluation weight as noted in the scoring tool located on page 44 of the RFP.

**9. What is the availability of PPASS funding?**

All grant awards will be contingent upon availability of federal funding. Grant awards will not exceed one year (12 months). At the end of the grant period, contingent upon continued federal funding, ISDH will make available funds for continuation of grant projects for one additional year.

Please note that ISDH has no guarantee of continued federal funding, including PPASS funding. ISDH will know at the beginning of each federal fiscal year if federal appropriations have allowed for continued funding.

**10. If a community level needs assessment has already been conducted, but not specifically for the proposed evidence based practice, then does a new needs assessment need to be conducted specifically for the proposed evidence based practice?**

If an applicant organization has completed a previous community level needs assessment and all needed information has been generated from it, then the applicant organization does not need to conduct an additional needs assessment specifically for the evidenced based practice. With respect to the primary purpose and goals of the grant program, applicants should ensure that their community level needs assessment provides them data to include the following in their Statement of Need:

- Describe and justify the *population* of focus (demographic information on the population of focus, such as race, ethnicity, age, socioeconomic status, geography must be provided).
- Describe and justify the *geographic area(s)* to be served.
- Use data to describe the need and extent of the need (e.g. current prevalence or incidence rates) for the population(s) of focus.
- Describe resources currently available to pregnant and parenting teens and identify gaps in service

Applicants should also ensure that the following is included in their Statement of Need:

- Sufficient information on how the data were collected so reviewers can assess the reliability and validity of the data.
- Cite all references (do not include copies of sources).
- Describe how the needs were identified.

**11. Do collaborative partnerships need to be finalized before the applicant organization’s proposal is submitted?**

- Applicant organizations **must** form traditional and nontraditional collaborations between agencies and organizations
- Applicant organizations and their partnering organizations **must** have an agreement in place that if the applicant organization is funded, then the organizations will partner to provide services
- Applicant organizations are *highly encouraged* to include letters of support from potential collaborating partners as **indication** that collaborative partnerships will be formed if funding is received.

**12. How many applicants does ISDH’s MCH division plan to fund with PPASS funding?**

ISDH’s MCH division recommends that applicant agencies budget for no more than \$600,000 per year. While a finalized number of awardees have yet to be determined, ISDH anticipates that the number of grants awarded will be reflective of:

- (1) Funding availability for sub-recipient awards

(2) Program budget requests for awarded applicants.

**13. Is September 1st both the expected announcement date and the start date? If not, can we have clarification on the expected announcement date for the awards?**

We *anticipate* that applicants will be notified of awards on June 3, 2011 and we *anticipate* that the program implementation start date will be September 1, 2011.

**14. Can PPASS funds be used for teen pregnancy prevention?**

Funding must be used to develop and implement programs to assist **parenting** adolescents between the ages of 15 to 19 and/or **pregnant** adolescents between the ages of 15 to 19 who have made the decision to carry their pregnancy to term.

PPASS funding cannot be used for pregnancy prevention *unless* it is used for prevention of a repeat pregnancy as outlined in the PPASS required priority areas.

**15. Can PPASS funds be used to pay for GED tests?**

In response to the federal government's Request for Proposal, ISDH's MCH Division outlined four PPASS grant Priority Areas for use of the Pregnancy Assistance Funds. These include:

1. Strengthen infrastructure to assist pregnant and parenting 15 to 19 year-olds
2. Reduce subsequent pregnancies among 15 to 19 year-olds
3. **Decrease school drop-out rates among pregnant and parenting 15 to 19 year-olds**
4. Improve birth outcomes among pregnant and parenting 15 to 19 year-olds

To achieve the third listed required Priority Area "Decrease school drop-out rates among pregnant and parenting 15 to 19 year-olds," MCH recommends that applicants consider offering a high school equivalency program as a suggested activity. These recommendations are outlined in the "Recommendations for Action Plan: Additional Priority Area." Therefore, MCH will allow PPASS funds to be used to pay for GED tests.

**16. Does each activity an organization implements have to be evidence based?**

To be competitive for PPASS funding, applicants are asked to implement all or components of an evidence based model or promising practice. Applicants should address how the evidence based model or promising practice addresses the purpose, goals, and objectives of the proposed project. The evidence based model or promising practice should include activities and focus areas that have been shown effective in achieving the goals/objectives. Each activity selected by the applicant does not have to be an activity included within an evidence based model or a promising practice; however, the program in its entirety should be **based** on an evidence based model or promising practice.

**17. How do you record annual measures in the outcome tables located in the PPASS application?**

Please refer to “Outcome 4” in the below table for an example of how to handle annual measures. For annual measures, applicants can put an expected number of “0” or “NA” for quarters that a measure is not expected or will not be taken. For at least one of the quarters (in the example below, the 4<sup>th</sup> quarter has a measure for Outcome 4), put the expected annual measure for the outcome. For example, if an applicant’s outcome measure will be “number of women who graduated high school,” then only an annual measure would be expected. In this case an applicant would put “NA” for quarters 1, 2, and 3 and then include the expected number of women who will have graduated high school in the 4<sup>th</sup> quarter.

<b>Additional Priority Area:</b> Decrease the percent of pregnant 15 to 19 year-olds who smoke								
ACTIVITY: Smoking cessation education, counseling, referral and/or interventions to prevent use.	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual
Outcome 1: # enrolled in program	N/A		75		90		100	
Outcome 2: # counseled / referred	N/A		75		90		100	
Outcome 3: # of teens who quit smoking during pregnancy	N/A		20		25		30	
Outcome 4: # of teens who remained tobacco-free after	N/A		N/A		N/A		10	

pregnancy at follow up								
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**18. Is there a preference for applicants to submit a memorandum of understanding (MOU) versus a letter of support in their application?**

The PPASS RFP asks that applicants include letters of support, letters of agreement, and/or memoranda of understanding. The letters of support and/or agreement must include date, contact information of individual endorsing the letter, and involvement with the project or organization.

A letter of support implies a support, not an obligation, to the proposed project. A letter of agreement is a formal agreement, although not legal or binding, between two or organizations for work, collaboration, etc. While not contractual, a MOU generally describes an agreement between parties and indicates an intended common line of action and may include proposed budget figures anticipated for transaction between the two entities with deliverables for those services.

ISDH’s MCH division does not have a preference for whether applicants submit an MOU versus a letter of support or letter of agreement; however, an MOU may indicate stronger evidence for future collaborations between organizations.

**19. Can applicants state in their application that one activity will be used to serve more than one priority area?**

In the PPASS application, applicants must describe all proposed activities in the proposed project. These activities must relate to the objectives to be achieved. It is understood and will be accepted that in some cases, proposed activities will address more than one priority area. However, applicants should provide reviewers evidence of how the proposed activity will address multiple priority areas. For example, if an applicant proposed to provide parental education to pregnant and parenting adolescents and believes this activity will address the additional priority areas of (1) “Increasing percent of teens with knowledge of appropriate parenting-skills” and (2) “Increasing up-to-date well child visits,” then the applicant should provide evidence regarding why and how the proposed activity will address both priority areas.

**20. Will applicants lose points during the review process for not including in the Biosketches the graduation date or period of employment for potential grant staff?**

In Section 7-A of the PPASS application applicants are asked to provide a brief BioSketch for five key personnel (note: more than five may be listed, but please include only five BioSketches).

Information asked for in the BioSketch includes:

- Education and Training
  - Institution and location
  - MM/YY of Graduation
  - Degree (if applicable)
  - Field of Study
- Relevant Employment Experience
  - Agency/Company
  - Period of Employment
  - Position Title
  - Responsibilities

Applicants are encouraged to fill out all information of the five key personnel. If a requested component is not applicable to the applicant organization, applicants are encouraged to place “N/A” in its place. While applicants will not *lose points* during the review process for not including all information asked for in the Biosketch (i.e. MM/YY of graduation or period of employment of a particular employee), these factors may hinder the ability to gain all points for this section. If an applicant is chosen to receive PPASS funding, and that applicant has submitted Biosketches with missing information, then applicants may be afforded the opportunity to provide additional information at the request and satisfaction of ISDH’s MCH division. In this situation, once all Biosketch information is received and if MCH does not feel that the proposed staff is qualified, then negotiations between the applicant agency and MCH may occur.

**21. The needs assessment – is this a community-wide needs assessment, or would it pertain specifically to our current client base?**

With respect to the primary purpose and goals of the grant program, applicants can collect information at the community or client level as long as it provides the applicant data to include the following in the “Statement of Need” required in the PPASS Application:

- Describe and justify the *population* of focus (demographic information on the population of focus, such as race, ethnicity, age, socioeconomic status, geography must be provided).
- Describe and justify the *geographic area(s)* to be served.
- Use data to describe the need and extent of the need (e.g. current prevalence or incidence rates) for the population(s) of focus.
- Describe resources currently available to pregnant and parenting teens and identify gaps in service.

Applicants should also ensure that the following is included in its “Statement of Need” required in the PPASS Application:

- Sufficient information on how the data were collected so reviewers can assess the reliability and validity of the data.
- Cite all references (do not include copies of sources).
- Describe how the needs were identified.

**22. On Appendix C (county rankings, p.35 in the PPASS Needs Assessment), we understand the percent and numbers, but we are unclear as to the meaning of the color key (with numbers 200-700).**

To identify highest-risk counties in Indiana, a series of 12 indicators linked to the PPASS target population were identified. The 12 indicators with established rates and percentages were used to rank the 92 counties in Indiana. Rankings ranged from 1 through 92 (to account for all 92 counties) and were based on the composite scores calculated from the 12 indicators. The map in Appendix C on page 35 of the PPASS Needs Assessment contains the composite high-risk indicator scores that range from 200 to 700. These scores correspond with the scores located in the table on pages 36, 37, and 38 of the PPASS Needs Assessment. The higher the high-risk indicator score of a county, the darker the color displayed on the map on page 32. Therefore, the color indicates the level of risk as determined by the twelve identified indicators with darker colors indicating higher risk and lighter colors indicating lower risk. For example, calculations indicated a score of 613 for La Porte indicating that the county is one of the highest risk counties in Indiana, so its color on the map is the darkest blue.

**23. Can you give us an idea of a good target number or range for the Additional Priority Areas?**

MCH is aware that a number of factors are important to consider when developing an effective program that supports pregnant and parenting teens. Based on examination of several

resources, including current literature, a needs assessment conducted by MCH, and input from community organizations, MCH developed a list of *Additional Priority Areas*. These priority areas are listed on page six (6) of the PPASS RFP. **It is expected that all funded grantees will have activities in place to achieve ONE OR MORE of the additional priority areas.**

Although measurable outcomes for each grantee's selected additional priority areas will *not* be uniform (i.e. each grantee may select best measures to indicate its success in achieving each additional priority area), it is expected that each grantee will submit quarterly and annual reports to indicate its success at expected vs. actual outcomes.

Grantees are encouraged to have activities in place to achieve as many additional priority areas as the applicant and its partners deem valuable for its specific program. However, each organization should identify those additional priority areas that will be sustainable and most beneficial to the proposed program.

**24. Sustainability – we are not clear on what expectations are here. We expect to have the continued support of United Way and will continue seeking out additional funding sources. Is this the type of information that the reviewers would be looking for?**

Applicants should outline a plan for how their organization and their partners will sustain program activities at the conclusion of PPASS funding. This could include:

- Contribution of monetary funds
- Plans to ensure dedicated staff after the conclusion of PPASS funding
- Plans to continue collaborating partnerships
- Contribution of resources such as time, location, tools, etc.

Continued support of "Organization X" and plans to seek out additional funding sources are the type of information that reviewers will expect. Please note, that the stronger the plans for sustainability (i.e. Plans to set aside a specific amount of current funds for continuation of the program at the conclusion of the grant) the more points the application will receive during the review process. Other forms of sustainability include in-kind support and monetary support that partnering organizations can continue to provide for the program activities. The goal of this question is to help reviewers understand that your organization has a goal to and a plan for continuing its services for pregnant and parenting teens after the ISDH federal pass through funding has been extinguished.

**25. Can PPASS funds be used to pay an outside individual to come in and do program training?**

PPASS funds must be used for activities found in evidence based models or promising practices. In some cases, applicants may decide it beneficial to have an expert train their program staff on the activities included in the selected evidence based models or promising practices that have been selected for implementation. PPASS funds may be used to pay a *fee* to an outside individual or entity to provide program training however; PPASS funding may not be used to pay for transportation for this trainer, or any consultants to the program. Additionally, PPASS funding may not be used to pay for anything included on the list of “Expenditure Items That Will Not Be Allowed” included on page 21 of the PPASS RFP.

**26. Should applicants provide the budget for the program or for the entire organization in the PPASS application?**

Applicants for PPASS funding are asked to fill out Section 6-A Budget Revenue and Section 6-B Budget Narrative located in the PPASS application. In these sections applicants should provide the budget for the **proposed project**. Applicants do not need to include the budget of the entire organization, unless, of course, the budget for the entire organization mimics the budget for the proposed project.

While matching funds are NOT required for PPASS funding, if an organization is able to match the grant request or leverage with existing funds, applicants are encouraged to indicate such support in Sections 6-A and 6-B of the PPASS application. Therefore, all dollars, either MCH or the applicant organizations, that will be used in the **proposed project** (not the agency in its entirety) should be included in budget Sections 6-A and 6-B of the PPASS application.

**27. Are PPASS applicants required to match funds?**

Applicants are asked to provide a Sustainability Plan in Section 5-I of the PPASS application. While matching funds are NOT required for PPASS funding, applicants should provide a plan for how the applicant organization and its partners will sustain program activities at the conclusion of PPASS funding. This could include:

- Contribution of monetary funds from internal and external sources, including partners
- Plans to ensure dedicated staff after the conclusion of PPASS funding
- Plans to continue collaborating partnerships
- Contribution of resources such as time, location, tools, etc.

**28. Do we need to list three activities for each measurable outcome, (not priority area) in section 7-D, or if we can just list one per measurable outcome. Should we have three to five activities listed in each section of the chart?**

Please ensure that each Required Priority Area and Additional Priority Measure you wish to address has **at least three**, but **no more than five major activities** with associated measurable

outcomes. (Additional activities can be conducted; however, please only list a maximum of five major activities). Each measurable outcome does **not** need to have at least three activities, but each addressed Priority Area (either required or Additional) needs to have **at least three** listed activities.

**29. Do applicants need to write out word for word the Required Priority Areas and Additional Priority Areas in the goals/objective section of the PPASS application or can they be shortened to save characters?**

Applicants do not need to write out word for word each outlined Required Priority Area or Additional Priority Area in the goals/objectives section of the PPASS application. The Required Priority Areas and Additional Priority Areas can be shortened to save characters, however applicants must ensure that reviewers are able to identify which required or Additional Priority Area the applicant is referring within the goals/objectives section of the PPASS application.

**30. Can PPASS funds be used to purchase food for food demonstrations?**

The following may not be claimed as project cost for Maternal and Child Health projects and may not be paid for with MCH Funds:

1. Construction of buildings, building renovations;
2. Depreciation of existing buildings or equipment;
3. Contributions, gifts, donations;
4. Entertainment, **food**;
5. Automobile purchase;
6. Interest and other financial costs;
7. Costs for in-hospital patient care;
8. Fines and penalties;
9. Fees for health services;
10. Accounting expenses for government agencies;
11. Bad debts;
12. Contingency funds;
13. Executive expenses (car rental, car phone, entertainment);
14. Client travel; and
15. Legislative lobbying

As noted in the list above, MCH cannot allow PPASS funds to be used for food. Food is not an allowable expenditure of PPASS funds including for use in food demonstrations.

**31. We would like to offer childcare to mothers participating in our programming, is this an allowable item?**

MCH is aware that a number of factors are important to consider when developing an effective program that supports pregnant and parenting teens. Based on several sources, including examination of current literature, a needs assessment conducted by MCH, and input from community organizations, MCH developed a list of Additional Priority Areas. Included in the list of Additional Priority Areas is “Increase availability and/or access to childcare.” According to community stakeholders, lack of child care is a barrier to teen parents completing high school, pursuing secondary education and working. According to the 2011 Pregnant and Parenting MCH Needs Assessment, only 19.7% of respondent programs were providing programs that included childcare. Due to the importance of both education and employment for teen parents’ financial stability, MCH encourages potential sub-grantees of the PPASS Program to consider ways to increase the availability of childcare to teen parents. In line with this, MCH will allow applicants to request funds to provide childcare for no more than 5 hours at a time onsite to the children of teen parents participating in the program. Childcare arrangements/facilities on site must meet minimum standards of the Bureau of Childcare. If an applicant choosing to provide childcare is selected to receive funding, then MCH may choose to negotiate the applicant’s childcare plan to ensure it meets the standards of the Bureau of Childcare. As with all requested line items, the applicant must ensure a mechanism for tracking use of all funds, including provision of childcare for parents enrolled in the PPASS program. Applicants must also include in their activity plans how they will teach their parenting adolescent population to locate and secure childcare so that once adolescents complete the PPASS programming they are able to obtain childcare on their own.

**32. If PPASS applicants are able to address a large number of PPASS Additional Priority Areas should they include all of them in their PPASS application?**

In the Goals/Objectives section of the PPASS RFP applicants should clearly describe each selected Additional Priority Area and objectives for achieving each priority area goal. Applicants are required to address **at least one** Additional Priority Area. Due to the character limit for the Goals/Objectives section (2000 Character Limit), it is suggested that PPASS Applicants choose a few of the Additional Priority Areas they deem they can provide the strongest support for in their application. While addressing more than one *Additional Priority Area* is recommended, applicants are only required to show it can meet at least one. The more areas addressed, the stronger the program will be. However, it will be important that PPASS applicants provide strong evidence of how they will address their selected Additional Priority Areas. If space does not allow for these descriptions in full, please determine which are most important to detail in the application.

**33. For the five required Biosketches in the PPASS application should they be Biosketches for staff from the applicant organization or should they include staff from collaborating partners?**

In Section 7-A of the PPASS application, applicants are asked to provide a brief BioSketch for five key personnel (note: more than five may be listed, but please include only five BioSketches). Information asked for in the BioSketch includes:

- Education and Training
  - o Institution and location
  - o MM/YY of Graduation
  - o Degree (if applicable)
  - o Field of Study
- Relevant Employment Experience
  - o Agency/Company
  - o Period of Employment
  - o Position Title
  - o Responsibilities

Applicants are encouraged to include at least one Biosketch of a key personnel from the applicant agency. For the remaining four Biosketches, MCH encourages applicants to include Biosketches that they believe will inform MCH the best of the program staff that will be involved.

**34. Should applicants provide different numbers for the individuals they propose to serve annually and over the entire project period with grant funds?**

PPASS applicants are asked to clearly state the unduplicated number of individuals they propose to serve (annually and over the entire project period) with grant funds, including the types and numbers of services to be provided and anticipated outcomes.

**35. In section 6-B Budget Narrative on page 8 of the PPASS application, what is the difference between the last two columns on the right that state “Total to be charged to MCH” and “Total cost charged to MCH”?**

In section 6-B Budget Narrative on page 8 of the PPASS application there is a typo. The last column of the table should state "Total Cost" not "Total cost charged to MCH." We apologize for this inconvenience. The PPASS application will be updated without the typo on the ISDH grants opportunity web page and will be available for potential applicants. Either form (the originally posted PPASS Application or the newly updated PPASS Application) will be accepted for review. Therefore, if the applicant organization has already begun filling out the PPASS Application originally posted on the website—which contains the typo—please do not feel obliged to re-enter the information into the new format. Both versions will be accepted for review. Again, we apologize for this inconvenience.

While matching funds are NOT required for PPASS applicants, if PPASS applicants choose to match funds, then the total amount of funds PLUS the total amount of matching funds should be placed in this column. If there are no matching funds for the proposed project, then only the amount to be charged to MCH (i.e. the total dollars proposed for the project) should be placed in this column.

In the column "Total to be charged to MCH" (second column from the right), applicants should place the total dollar amount they are asking for in PPASS funds.

**36. Can PPASS applicants charge indirect costs? If so, at what percent?**

Facilities and administration (indirect) costs are those cost related to institutional infrastructure, both physical and administrative, that are necessary for research to be conducted (can include space, utilities, custodial services, security, library services. animal facilities, information systems, payroll, purchasing, grant management etc). These costs are not itemized in grant applications and are calculated as a percentage of all or part of the direct cost.

Administrative costs are all those cost associated with the management of grant programs and is capped at a certain percentage of the direct costs of the grant. For MCH, this rate has been set at 10%. PPASS applicants can request indirect costs up to 10% of their total budget for items that have not already been deemed unallowable on page 21 of the PPASS RFP. Because PPASS funds are federal dollars, an organization must have a Federally Negotiated Indirect Cost Rate in place that has been approved by the Federally Government.

**37. The grant makes mention of a health educator. It is our position that our parent educators and family support specialists will meet those requirements as they will provide information on healthy pregnancy behaviors, child health and safety, secondary abstinence and family planning. The information comes from evidence-based programs that routinely employ para-professionals (those without formal medical training). Does this seem like it would meet the needs of PPASS?**

PPASS applicants are ***strongly encouraged*** to implement evidence based models or promising practices. In Section 5-D of the PPASS Application applicants are asked to identify the evidence based service(s) or promising practice(s) that they propose to implement and discuss how it addresses the purpose, goals and objective of the applicant’s proposed project. Applicants should provide the following information in Section 5-D:

- ☐ Briefly describe the needs assessment your organization conducted and how the information from the needs assessment guided you to the selection of risk and protective factors that will be addressed by this practice.
- ☐ A program is considered evidence based once it has been evaluated using a rigorous research design (e.g. using an experimental or quasi-experimental evaluation design). Show

support that this practice is evidence based and discuss why it will be effective with your population(s) of focus.

- ☐ If the evidence is limited or non-existent for the population(s) of focus, provide other information to support your selection of the intervention(s) for the population(s). Identify and justify any modifications or adaptations you will need to make (or have already made) to the proposed practice(s) to meet the goals of your project and why you believe the changes will improve the outcomes.
- ☐ If a practice is not evidence based, it must be a promising practice. A promising practice is one that has not been evaluated formally, but has most of the characteristics of programs shown to be effective.

An applicant organization can choose to use parenting educators and family support specialists *if* they provide support that it is an evidence based model and discuss while it will be effective with their population of focus in Section 5-D of the PPASS Application.

**38. On page 8 of the application, section Budget Narrative Fiscal Year 2012 Schedule A the column requesting description and justification it is wanting a personnel name. We have not hired for the positions, how should we complete the information? May we just submit the title for that column?**

In the Budget Narrative on page 8 of the PPASS application, applicants are asked for each personnel entry to include name, title, and brief description of their role in the project. If an applicant has yet to hire for the position, then applicants can place "TBA" for the personnel's name and include only the title and brief description of what that personnel's role will be in the project. If the applicant is selected for funding then MCH may choose to ask for further information regarding the personnel that will be hired for that position. Once the personnel is hired the applicant must provide MCH with the staff person's name and their qualification via Biosketch before they can bill for the position.

**39. How would services be billed through the grant?**

All state contracts/grants are reimbursable meaning ISDH will reimburse for expenses monthly in arrears.

**40. Can applicants provide more than one activity per Required Priority Area?**

Based on numerous requests from applicants to provide more than one activity for the Required Priority Areas, ISDH's MCH Division has made the decision to provide applicants with additional Outcome Tables for the Required Priority Areas. Outcome Tables should only list one activity per table and include the required reporting measures associated with the chosen activity. Applicants can choose to use as many or as few of the supplementary Required Priority Area tables as they choose. The supplementary tables should be included in the appendix of the PPASS application. Including the added Required Priority Area Tables, PPASS Applications **should not exceed 100 pages**. Additional Outcome Tables for the Required Priority Areas will be located on the MCH grants opportunity website: <http://www.in.gov/isdh/22430.htm>

**41. How should applicants complete the Timeline? Can applicants insert additional lines? Can applicants copy and paste the provided Timeline so that they have an additional Timeline form?**

Please use the PPASS Application (Section 7-C) to fill out the required Timeline information:

- List activities to occur within each of the Phases (Planning, Implementation, Evaluation)
- Indicate in which quarter(s) each activity will occur
- Please ensure these activities and dates of occurrence correspond with the activities and dates listed in the activities narrative of the PPASS Application document

MCH understands that PPASS applicants are being provided limited space to outline proposed activities. However, due to the number of applications that MCH expects to receive for the PPASS grant opportunity additional Timeline forms cannot be included nor can additional lines be added to the Timeline form. It is suggested that PPASS Applicants choose a limited number of activities that they deem can provide the strongest support for their application. Applicants will not lose points if every activity detailed in the activities narrative of the PPASS Application is not included in the Timeline, however those *activities that are included* should have dates of occurrence that correspond with the activities and dates listed in the activities narrative of the PPASS Application.

**42. It was my understanding that applicants must have at least 3 activities for each Required Priority Area, which would require the completion of at least 3 Outcome Forms per Required Priority Area. Since the original application only allowed for completion of 1 Outcome Form per Required Priority Area then we must use the additional outcomes table you sent today for the other 2 activities. Is my understanding correct?**

Applicants can choose to use as many or as few of the supplementary Required Priority Area Outcome Forms as necessary. Applicants can and are *encouraged* to use the additional Outcome Forms to provide information regarding all activities they note in their Action Plan Tables. The supplementary tables should be included in the appendix of the PPASS application. Including the added Required Priority Area Tables, PPASS Applications ***should not exceed 100 pages***.

**43. We understand that 3-5 activities are needed per priority area, however, we don't understand how many measurable outcomes are required per priority area. Please clarify # of required measurable outcomes.**

In Section 7-D Action Plan Tables, measurable outcomes are provided for each Required Priority Area. For each Additional Priority Areas, please ensure that each Additional Priority Measure you wish to address has at least three, but no more than five, *major* Activities with *associated* Measurable Outcomes. Therefore, applicants are *encouraged* to provide between three to five measurable outcomes with associated activities.

**44. On page 6 of additional priorities, is the 11<sup>th</sup> priority referring to secondary education (high school) or post-secondary education (college)?**

On page 31 of the PPASS RFP there is a typo. The Additional Priority that states “**Increase number of teens who enroll in secondary education**” should state “**Increase number of teens who enroll in post-secondary education**”. This additional priority area is referring to support of pregnant and parenting adolescents in pursuing higher education including 4-year College, Community College or trade training.

**45. Can PPASS funds be used to pay for paternity tests?**

The Indiana Department of Child Services lists a number of reasons why individuals should seek paternity testing. *Some* of the listed benefits include:

- **IDENTITY:** It is important for a child to know where they come from and the knowledge of knowing who both their parents are will instill a sense of belonging in them.
- **FINANCIAL:** Indiana law requires that both parents provide financial support for their child. Establishing paternity will allow both parents to determine and understand the financial obligations required for their children by the court.
- **MEDICAL:** It is important for a child to have knowledge of who both their parents are, so that they have a complete medical history.
- **RELATIONSHIPS:** Establishing paternity allows both parents to be positive of who fathered the child and allows for growth of the parent and child relationship.

Please see “Establishing Paternity” by the Indiana Department of Child Services which further details some of the benefits associated with paternity testing:

[http://www.in.gov/dcs/files/4728\\_paternity\\_for\\_fatherWEB.pdf](http://www.in.gov/dcs/files/4728_paternity_for_fatherWEB.pdf)

Due to the number of benefits associated with paternity testing, MCH will allow applicants to request funds for reimbursement of paternity testing. However, paternity testing is only reimbursable if the test was NOT court ordered. In addition, these tests will NOT be reimbursed if the funds were requested by a state or local governmental agency. All agreements listed in the PPASS application will be reviewed quarterly and annually by the PPASS Coordinators to ensure compliance. Any discrepancies found in fund allocations may result in the applicant returning funds misappropriated or violating the terms of the agreement.

**46. In section 5-H (performance measures evaluation), there is a section titled Objective Outcome Evaluation. Do we need to restate what is in our action plan tables and outcome forms or simply refer to them?**

Section 5-H: Performance Measures Evaluation Plan of PPASS RFP consists of three subsections:

1. Performance Measures Evaluation
- 2. Objective Outcome Evaluation**
3. Overall Outcome Evaluation

The Objective Outcome Evaluation asks applicants to list specific measurable outcomes for each *additional priority area* in Sections 7-D (Action Plan Tables) and 7-E (Outcome Forms). This subsection is to allow applicants to expand in narrative form on the information provided in Sections 7-D and 7-E. Applicants do not need to restate explicitly what was stated in 7-D and 7-E, but should refer to it in this section.

**47. How do I insert my electronic signature into the PPASS Application?**

All potential grantees should be aware that electronic signatures will indicate understanding of PPASS RFP contents, and adherence to all PPASS RFP terms and conditions. Please use the **PPASS APPLICATION** document, which includes the Cover Page in Section 3. Signatures may be typed in the space provided in the PPASS RFP.

Please list Name, Title, and signature\* of the following individuals within the applicant agency:

- Authorized Executive Official
- Project Director
- Person Authorized to make legal and contractual agreements

**PLEASE NOTE: There is a typo in SECTION ONE of the PPASS Grant Application Scoring Tool. Applicants are *NOT* required to include the signature of the Authorized Financial Official. However PPASS applicants are required to include:**

- Project Title
- Agency Name
- Agency Contact Information
- Primary Contact Information
- Authorized Executive Official

