

Parent Leadership RFA Questions

1. *Once you complete all the Sections, Attachments and Required Docs/Forms and it is too big to email as one email as pdf docs...what is the applicant supposed to do?*

If the application file is too large to email, the applicant can send the completed package in multiple email submissions that are clearly labeled with the Applicant's name, name of project applying for, and the submission number (i.e., 1 of 4).

2. *THIS LINK DOES NOT WORK: Complete the Certification of Debarment and Suspension (Document E) with your application, which also certifies that the Applicant is not listed on the Excluded Parties Listing System (<https://www.epls.gov>).*

The OCAP has verified that the link for the Excluded Parties Listing System is correct. If you receive a security message, click on "continue to this website". The site can also be accessed here: <https://www.sam.gov/portal/SAM/#1>

3. *Document B: Budget Forms 2nd page. For The sections: Program Expenses, Subcontractors, Operating Expenses and Indirect it does not total in the last column and treats these line items as the Personnel Section like full base salary, % etc. will not add up last column??*

The OCAP would like to apologize for difficulties with the forms and we are working with CDSS Forms Management to repair form issues. For Program Expenses, Subcontractors and Operating Expenses, inputting 1.0 in the percentage of time column will allow the totals to calculate correctly. The indirect cost is automatically calculated as 10% of the total.

4. *Do you want 3 separate Doc B: Budgets completed for each year of the 3 year grant cycle or combined?*

Applicants should provide a high level overview of the total anticipated budget for the entire term of the grant. Once the grant is awarded, OCAP will work closely with the grantee to determine the budget details per fiscal year.

5. *When writing in the Budget Narrative section of page 1 of Document B: text does not expand beyond the line to write a complete explanation on the role and responsibilities of each staff person and the other line items?? What should we do??*

Applicants can attach a separate page(s) as a word or excel document to include additional text for the Budget Narrative. OCAP is working with CDSS Forms Management to repair the issue.

6. *Can we submit support letters and if so in which section?*

Letters of support can be submitted but are not required and will not be included in scoring. Letters of support can be submitted in the Application Appendix.

7. *What is Read Notification? How long until you receive this? How do you verify complete Application Submission?*

A “Read Notification” is a tracking mechanism confirming the recipient viewed the message. Applicants who send their application email with the “read notification” or “read receipt” option selected will be automatically notified by their email carrier when the email has been viewed by the OCAP. The OCAP does not provide notification the application was received and incomplete applications will not be accepted. Therefore, it is the responsibility of the applicant to ensure a complete application is submitted.

8. *What is the attachment size limit for your email inbox? If my application attachment size is over your limit, what should I do? Do I need to split the submission into several emails and make the subject like “Organization’s Name or Name of Project or RFA: Submission 1 of 6”?*

The attachment limitation is 20MB. If the application file is too large to email, the applicant can send the completed package in multiple email submissions that are clearly labeled with the Applicant’s name, name of project applying for, and the submission number (i.e., 1 of 4).

9. *My question is whether there will be just one award, or might there be multiple awards?*

The OCAP reserves the right to award grant funds to applicants based on quality of applications and availability of federal funding. Applicants that wish to apply as a collaborative (two or more organizations) are able to do so by submitting a joint application clearly conveying how they will work in a collaborative capacity to accomplish the goals per the Purpose of Grant Opportunity outlined in the RFA. The joint application must adhere to the page limitations outlined in the RFA.

10. *Please provide actual scoring sheet with questions and rating system to be used by Reviewers*

The OCAP would like to apologize for the error in the “Table of Contents.” The Rating Form was not included in the RFA. Eligible applications received by the deadline are generally rated by a team of evaluators. The rater scores are averaged and applications are then ranked numerically. Please refer to page 14 of the RFA for the point values assigned to each category.

Applications will be scored based on whether the Applicant answered the question as requested as well as on the quality, clarity, depth, relevance and thoroughness of the responses provided.

11. *In the RFA Section D. Budget Narrative: is very extensive and could not be addressed on the one line space provided on Document B. where should we be addressing these questions:*

“D. BUDGET NARRATIVE

The Applicant is required to submit a narrative with the project budget (Document B). The budget narrative provides a brief narrative that justifies the appropriateness and necessity of each expense. In addition, the narrative should also describe each personnel position, its role in performing these activities, and qualifications to do so. The narrative must be typed and placed in the identified electronic form, and describe:

- *Describe how the project’s proposed budget supports the Program’s objectives and activities and the intent and requirements of the program;*
- *The duties of project-funded staff, including the experience or education level necessary for the job assignment;*
- *How project-funded staff duties and time commitments (FTE) support the proposed objectives and activities; Include formula for each position (wage x hours x number of months); in addition to time allocated to this indicate the proposed staff percentage of time to other efforts in the agency;*
- *The necessity for subcontracts and unusual expenditures; and*
- *Any salary range adjustments anticipated during the grant period.*
- *Attach job descriptions and resumes for all project staff and subcontractors, if available “*

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