FFY2022 Technical Assistance Q & A

1. **Q: Because there is no cash match requirement if we apply for the additional COVID Supplemental Aid, did any forms have to be revised?**

   A: Forms that included references to the cash match requirement had to be revised for FFY2021 programs ONLY, if they apply for Covid Supplemental Aid. This includes:

   Form #1 Cover

   Form #8 Cash Match Commitment

   Authorization Template (public entities only)

   Pages 2,16, & 67 of the SoN have been updated as well

   These revised forms have been posted here.

2. **Q: Do community-based organizations qualify for PSSF funding if they are not for profit but do not have 501c3 status?**

   A: Only nonprofits and public entities registered in the state of Georgia are eligible.

   Agency must have a minimum of 2 years' experience serving at-risk families.

   See "Who may apply", SoN Section A page 2.

3. **Q: We provide group services for adults and for youth. Do we need to identify these as two separate services on the Service Delivery Schedule and complete separate S Forms describing them?**

   A: Yes, see Section D for service delivery guidelines on each service you choose to include on your proposal.

4. **Q: We have applied previously bud did not receive an award. If this is our second time applying are we still limited to submitting one proposal with a limit of $50,000?**

   A: Yes, See SoN Section A page 2 for eligibility.

5. **Q: In the Narrative, when I respond to Organization Information #5/e is in purple and italics. Are we to leave it that way or change to Arial 10 point like the rest of the narrative?**

   A: Please edit your answer text so that it is in Arial 10 point (black).

6. **Q: Program Model: FPS/PPS, Option B**

   If we only refer clients out to therapists, but do not provide the service ourselves, would this satisfy the EBM requirement for FPS/PPS core services?

   A: Referrals to mental health services would not satisfy the core service requirement for FPS/PPS. As a core service it would have to have an associated expense on the budget. See Section D, "Therapy" for service delivery guidelines.

7. **Q: Where do I find an example of the Federal Excluded Parties List screenshot?**

   A: See SoN Section E, page 109-111 for instructions as well as acceptable screenshots (examples) of the Federal Excluded Party List (SAM registration).

8. **Q: Should all submissions use the updated COVID forms, or just those seeking additional COVID funds?**

    A: If you are choosing to include COVID Supplement Aid, you should be using the updated forms.

    If you are a new program, OR you choose not to include COVID Supplemental Aid, you do not have to use the new forms (because it won't affect any of the calculations).

    If you are still unsure, use the most recent, updated forms for all proposals.

9. **Q: If we are requesting funding for a new program, does it have to be fully operational at the time we submit our proposal?**

    A: The proposal must demonstrate that program will be ready to start on October 1, 2021 with appropriately trained staff in place to provide services. The proposal must also demonstrate that the Agency has valid experience (at least 2 years) as a non-profit or public entity providing services to at-risk families.

    Proposals should demonstrate that the EBM chosen (in this case TBRI) well supports the needs of the target population to achieve PSSF Outcomes defined by the service model chosen.

10. **Q: We have implemented TBRI at our organization. Can we use this to satisfy the EBM requirement for a proposal?**

    A: Proposals must satisfy the evidence-based requirements for core services as outlined for the proposed service model. If TBRI does not satisfy the EBM requirement, it would be limited to an 'additional' service and would need to demonstrate that it enhanced core services in meeting the unique needs of the target population and/or removed barriers to achieving outcomes.

11. **Q: We would like to use TBRI for a FSS/PEI service model. However, it is not one of the evidence-based parenting models on the list. It is a promising evidence-based model. Can we use it?**

    A: TBRI is an attachment-based, trauma-informed intervention that is designed to meet the complex needs of vulnerable children and can be a valuable tool when working with families who have experienced trauma. However, it is not a parenting curriculum, so it does not meet the core service EBM parent education requirement.

12. **Q: If you are an existing program planning to add a program, what is the maximum amount that can be requested for the second program?**

    A: The maximum amount for new proposals is a total cost of $50,000.

13. **Q: Which pages in the SoN were revised as a result of the change in the cash match requirement for COVID Supplemental Aid?**

    A: Pages 2,16, & 67 of the SoN have been updated – changes were highlighted.

    The following forms changed, related to COVID. This is only for FFY2021 programs interested in including COVID Supplemental Aid on their FFY2022 proposals:

    Form #1 Cover

    Form #8 Cash Match Commitment

    Authorization Template (public entities only)

    These updates were posted on the Funding Opportunities page on Tuesday, March 15, 2021.

14. **Q: How do I obtain all of the documents needed to submit a proposal?**

    A: The FFY2022 Statement of Need, along with all forms, documents, and templates necessary to submit a proposal are available to view and download on the Funding Opportunities page of our public site (pssfnet.com).

    Instructions for obtaining a username and password necessary to submit a proposal were given out during the Informational Meeting on March 11, 2021.

    See SoN Section E for instructions on submitting proposal documents.

15. **Q: The only 2 options on "S" form, Q4 to identify each service is 'Core' or 'Additional'. However, 'Required' is also a dropdown option on the Service Delivery Schedule. What do we identify as 'Required'?**

    A: On the Service Delivery Schedule, select 'Required' for Assessments and Case Management services ONLY. Identify only those services as 'Core' services if they satisfy the core service requirement for the service model. All other services are identified as 'Additional'.

16. **Q: Do we need to specify the specific program in the corporate resolution if we apply for more than 1 program or just use the wording in the sample?**

    A: You should use the "Resolution Template" provided for your corporate resolution. It does not disclose the program, but it does allow the Agency to enter into a contract and authorizes officers who are allowed to execute (sign) the documents on the Agency's behalf.

    If your agency plans on submitting multiple proposals, you need to <u>prepare a separate corporate resolution for each proposal you submit</u>. They can all be identical, but they do have to be separate, individually signed documents.

17. **Q: On all of the forms and templates, do we use our existing program ID or will a new one be assigned when we receive the three SONs?**

    A: If you are a current provider, and are re-applying for FFY2022, you will use your existing program ID. Your program ID can be found on your programmatic invoice, just below your agency name in the top right section of the first page.

    If you are not a current provider, or if you are applying under a different service model this year, you can leave the program id field blank.

    Your SoN number changes and is assigned each year. You will receive your SoN number along with your username and password via email.

18. **Q: Can additional COVID funding be used for subcontracting tutoring services?**

    A: COVID Supplemental Aid is only to be used for what is outlined in Section D "COVID Supplemental Aid" pages 67-68. This does not include using COVID supplemental aid to expand any other PSSF services.

    If you are an existing FFY2021 provider and choose to include COVID Supplemental Aid on your FFY2022 proposal, you will select either $5,000 or $10,000 as COVID Supplemental Aid. If you choose $5,000 you will select the option for 200 units on your SDS; if you choose $10,000 you will select the option for 400 units on your SDS. Units of COVID Supplemental Aid will be reported in increments of $25.00.

19. **Q: Can COVID funding be used for grocery store gift cards, or should they be used as a reimbursement?**

    A: See Section D, Page 68 where eligible disbursements are listed and how gift cards are to be receipted by eligible families.

20. **Q: Please explain Using 200 or 400 units for COVID funding on the SDS?**

    A: Because COVID Supplemental Aid is reported in $25 increments, a request of $5,000 would equal 200 units on your Service Deliver Schedule, and $10,000 would equal 400 units.