

FFY2022 Technical Assistance Q & A (Part 3)

31. Q: Is there a page limit to Form #4, Services, Part B. Services & Service Delivery?

A: There is no page limit for Form #4, each service should have its own "S" form and page breaks inserted at the end of that service; however, any one service should not need more than 2 pages. Additionally, Form #5, Service Delivery Schedule, will have the corresponding service named under 'Description Service or Activity' and S# listed in the 'S' column of the excel spreadsheet.

32. Q: On Form #2, Current Contractor's Report, under Section A, the instructions refer to a "FFY2022 SoN# Column", but there is no such column, and the SoN# column is actually marked "FFY2021 SoN#". Is this a typo and we should enter our SoN# we received for FFY2022 in this field?

A: Yes, this is a typo in Section A of Form #2, Current Contractor's Report. The column on the left should be 'FFY2022 SoN#', and the column on the right should be FFY2021 PSSF ID. Please adjust to input accordingly.

33. Q: Why does the Form #3, Narrative, 10-page limit now include page breaks?

A: The main reason is to keep the narrative concise and not verbose. The Review Team is not looking for a complete dissertation of your program. It is looking for completeness and appropriateness for each section. In addition, page limits keep file sizes from being too large that they impede upload/download speeds.

For the Narrative Form, if you are measuring the 10 pages without the page breaks, you are not going to be "disqualified" for this reason alone, but we do encourage you to be concise where possible, removing what is not relevant to the question.

34. Q: Our program uses the Family Resource Scale (FRS) and the Family Needs Scale (FNS) for initial intake assessment. It is not listed as a choice this year. Are we still able to use these assessment tools?

A: Please see SoN Section D, pages 61-64 for more information regarding the Initial Assessment and assessment instruments. While the Initial Assessment given at intake must use a recognized assessment instrument, you are not limited to the assessment and screening tools listed on the chart on page 64, but yes, both the FRS and FNS are considered nationally recognized assessment tools. Assessment at intake should incorporate assessment tool(s) that are effective in evaluating the needs of the target population for PSSF services and in facilitating the development of an individualized service plan.

35. Q: Our assessment tool used during the initial intake assessment is not listed on page 64 of Section D, can we only use those on the list?

A: The Initial Assessment must include the use of a [nationally] recognized assessment instrument. Programs are not limited to the list of assessments and screening tools listed in the chart on page 64 of Section D. All proposals should provide support which demonstrate effectiveness in evaluating the needs of the target population for PSSF services and in facilitating the development of an individualized service plan.

36. **Q: For the Service Model FPS/PPS, Option B, one of the Core services listed, #6 Therapy is new to this model. Do we need to hire a therapist to meet this core service requirement?**

A: You are required to offer therapy services, but you can do so by contracting the service with a qualified licensed therapist or hiring one as a staff. Assessing the client's needs for various services, including therapy, must be included as a component of their intake assessment.

37. **Q: In Section B, page 16, it states there is a 25% cash match for the COVID Supplemental Aid funds, but the PowerPoint from the Informational Meeting states no cash match is needed. Please clarify which is correct.**

A: The department's decision to not require a cash match for COVID Supplemental Aid was provided to PSSF on the day of the Informational Meeting (3/11/2021), and the SoN and forms had previously been uploaded. Only certain forms have been revised and are available for those applying for COVID Supplemental Aid on the Funding Opportunities website page. These include Form #1, Cover, Form #8, Cash Match Commitment, Authorization Template (public entities only). Pages 2, 16, & 67 of the SoN have also been updated.

38. **Q: Should our proposal's service plan design be formatted to align with COVID-19 restrictions and guidelines (virtual, shorter duration but increased frequency, limited in-person class size, etc.)?**

A: Evidence-Based Models are most effective for clients when delivered in-person, virtual has not yet been evaluated for effectiveness. Therefore, your services should be proposed as your program will strive to provide them and in the most effective way (in-person). Be realistic in attendance when considering a group's size, yet any group format should have enough participants for the gathering to be effective. Some programs may choose to have separate services for the same type of activity allowing them to provide it as an individual service and a group service, giving them the flexibility to overcome social distancing guidelines and other restrictions. Proposals incorporating virtual options for any service will need to consider how the differences impact resource needs (location and format), costs to provide services (staff, travel expenses), along with duration and frequency in comparison to the established preferred service delivery.