Positive Alternatives Grant Program 2021 Request for Proposal

Questions - #1

1. I spent the day reading the RFP and am wondering where the application forms are. Do we take them from the RFP and reformat or are they somewhere else I am not seeing the forms?

   ANSWER: All the forms needed for completing your PA proposal are listed with instructions beginning on page 23 of the RFP. All forms can be copied and pasted into your application. The Budget sheets, Forms B and C, are included in the attached Excel form provided with the Request for Proposal (RFP) materials and available HERE. Please complete the Excel Budget sheets to reflect your proposed budget. The Logic Model, Form F, is included as a sample logic model with instructions for how to complete it on page 16 of the RFP. You should copy and complete Form F by revising the form to describe your proposed activities/programs.

   Finally, use Form H, The Application Checklist (page 43), for a record and review of all required forms for your application. Also, be sure to complete the online survey with the provided link on Form H (page 43).

2. Can we include the part time salary of someone to help us with the required financial reporting the PA grant requires?

   ANSWER: It is strongly suggested that all grantees incorporate into their budget the costs of appropriate financial staff to provide oversight to the grant. This could be through contracting with an individual or organization or a direct hire.

3. It appears that these are sample Short-Term and Intermediate Outcomes, in the logic model. Can we write new Intermediate Outcomes?

   ANSWER: Sample short and intermediate outcomes are examples provided in the Logic Model. You are free to develop appropriate short and intermediate outcomes for your program. You are not allowed to edit the long-term outcomes; the existing ones in the RFP must be used in your logic model.

4. I am sending you my questions about how to calculate our "fair share" of expenses on the PA grant. In the past, I remember using the ratio of PA grant hours to total hours to calculate a percentage to use for "fair share" for all shared expenses. Is this an acceptable way, or is there another recommendation?

When figuring "fair share," is one percentage used for every shared expense? Or does each expense have its own calculation? (In addition to rent, we would have shared expenses of phone, internet, accounting services, office supplies, client tracking system, etc.) If there is a separate calculation, how do we know what to do for each one?

ANSWER: A reasonable base should be used for each expense so that costs are distributed equitably across all programs within your agency. Here are some examples of costs and their equitable bases:

- Rent: square footage or FTE's
- Motor pool costs: miles driven by each program
- Phone/Fax costs: the number of devices used by each program
- Internet costs: number of computers per program
- Office supplies: FTE's
- Accounting services: number of transactions performed for each program
- There are costs where it is not as easy to determine a base. In these cases, putting those costs in the indirect pool would be an option. See the RFP guidance on pages 29 and 30.
- Please note that Salaries/Fringe must never be used as a base. Not all employees make the same rate of pay and the result would be an inequitable distribution of costs.

5. Life Coaching Options – We are aware of a $6,000 certification class in the Twin Cities – Is that required for us to have life coaching? Can life coaching be considered the same as mentoring and done by staff at the pregnancy center?

   ANSWER: All grantees must ensure that any medical services provided meet standards defined by the appropriate professional organization or are broadly recognized within the medical community. Life Coaching has its own professional criteria for training and practice. It would not be considered the same as the typical mentoring provided by some Pregnancy Centers.

6. When submitting my budget, do I need to allocate for Indirect Costs?

   ANSWER: No, applicants are encouraged to directly expense all of their costs for supporting the grant program on the line items provided on the budget forms. If an applicant is unable to directly attribute the costs of doing business to the grant (time studies, Fair share/proportion of rent, phone, etc. attributable to the grant), they may cover these costs through indirect. Items that are included in an applicant's indirect charges cannot also be included under a line item.

7. Is there still limits on how much we can pay life coaches and Directors? I think it was limited to $30 an hour for our life coach.

   ANSWER: MDH does not place ranges on salaries as part of your salary category or for your contractual agreements. Salaries ranges and sub-contracts included in your budget should be determined as reasonable by your staff and agency's leadership/board of directors after researching fair rates of pay in your community for similar staffing positions.

8. Could you please explain what Restricted and Unrestricted funds are? How do they relate in importance to the grant? I don't think we have any "restricted" funds. Would that be considered a negative? And make us at risk?

   ANSWER: Restricted funds are funds that an organization has as a part of their budget that are earmarked for a specific program, expense, or purchase. The funds can be from donations, grant funds, or other funds. These funds must be spent under the conditions that they were given or in the way they are earmarked.

   Unrestricted funds are not constrained by any one donor, group of donors or by the stipulations of a particular grant. Your Board of Directors and staff are allowed to allocate those funds to various programs as needed.

   MDH financial management uses this information to determine the capacity of and the financial risk of any particular organization in becoming a state grantee.

9. What is a SWIFT vendor account?

   ANSWER: SWIFT is your registration with the state for payment of your grant activities. Log into the link to SWIFT and follow the directions to either create a username and password or retrieve your username and password (if you are a current grantee). If you encounter difficulties, you can call the number on the SWIFT home page given for help. MDH is asking all current grantees to confirm their information in SWIFT as part of the application process.

10. The application states that if awarded funding a grantee must not charge women for services provided under the grant program.

    If awarded funding can we charge the women's insurance for their PA service but not charge the client their copay? In other words can we collect for the insurance payment for services provided through the PA program and not charge the women for her copay?

    ANSWER: You can bill a client's insurance for components of service in your clinic that are not covered by the grant. You can bill a client's insurance for staff time when these components of service are not performed by grant-funded staff. You may not bill insurance for services covered by Positive Alternatives funding.

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To obtain this information in a different format, call: 651-201-3760.