

**Family Development and Self-Sufficiency Program (FaDSS) Council**  
**Request for Proposal (RFP)**  
**Project Period: July 1, 2022- June 30, 2025**  
**SFY 2023 - SFY 2025**

**Questions & Answers**

- Q1:** *For Section 9 – Fiscal Management is it ok to just include the link to the most recent independent audit of the financial statements? For my agency the report is 120 pages.*
- A1:** Yes, inserting a web link to the organization’s audit within the applicant’s response for Section 9 is acceptable.
- Q2:** *When using co-funding/in-kind dollars, which are used first...grant funds or agency funds?*
- A2:** Co-funding/in-kind are considered other supports in the FADSS program. In proposed budgets grantees outline a budget for these funds for the year and report the actual uses of these funds at the end of the contract year. Grantees do not report to the DCAA the use of other funds on a monthly basis. Grantees determine when these funds are used at the local level.
- Q3:** *When doing reimbursement requests/claims, how should the use of funds look on the request? Does the agency only list the reimbursement funds needed for FaDSS or must we show how we used our own funds also?*
- A3:** FaDSS grantees use the Monthly Expenditure Expense form to request FaDSS contract funds. FaDSS grantees only report the use of FaDSS contract funds on a monthly basis and have the ability to request up to 30 days of projected costs. Other Supports are reported to the DCAA at the end of the program year by completing and submitting the FaDSS Other Support Summary form.
- Q4:** *Are there any limitations as to who is able to propose a plan?*
- A4:** Part I Section 1.03 of the RFP identifies eligible applicants as: any government, for profit, or not for profit organization is eligible to submit a proposal in accordance with this RFP.
- Q5:** *The proof of Accreditation section what are most of those things? I have the CSBG org standard letter, but should we have the other things listed? I have never even heard of Council on Accreditation, Commission on Accreditation of Rehabilitation Facilities, Iowa Family Support Standards. Do you want our most recent review letter for the FaDSS Organizational Standards?*
- A5:** Documentation of compliance with the CSBG organizational standards is sufficient. Applicants need only provide documentation from one source. However if applicants choose to include

documentation from more than one source they must be included in a single attached document. Please see page 7 of the attachment labeled FaDSS Comprehensive Quality Assurance Process in Appendix C of the RFP for more information.

- Q6:** *Page 9 of the RFP says: "A Family Development Specialist shall only work for the FaDSS program if at all possible. If a Family Development Specialist will provide non-FaDSS services funded by another program within the Applicants organization this must be described. Services provided in the FaDSS program that are conducted in conjunction with other funded services by the same worker to the family are considered multiple services." Several of our Specialists, by design, are committed 50% to FaDSS and 50% to other family development services. This maximizes service coordination and facilitates service continuity when turnover occurs. We will explain our model fully in our response. Will we lose points in the scoring if we do not change our model since the RFP says, "A Family Development Specialist shall only work for the FaDSS program if at all possible"? The words "shall" and "if at all possible" seems to preclude our established model, even though the remainder of the paragraph invites us to describe our model.*
- A6:** Describe the model that will be utilized to provide FaDSS services if the applicant is award the contract to provide the FaDSS program. The applicant will not lose points solely based on having specialists assigned to other programs if it can be explained how this is a benefit to the FaDSS program.
- Q7:** *Page 14 of the RFP says: "The findings of the most recent independent audit of the Applicant's financial statements. This information must be appropriately labeled and included with Section 9." Are you asking us to include only the page(s) from our most recent audit report that details whether there are findings, and if so, what the findings entail, or are you asking us to include our entire audit report, or something else?*
- A7:** At minimum, the findings of the audit should be included in Section 9. A web link to the entire audit report is also sufficient in lieu of inserting the findings into Section 9.
- Q8:** *Page 15 of the RFP says: "The Applicant must attach to Section 10 their most recent accreditation letter(s) that demonstrates active, good standing status with an evidence-based model or proof of good standing and compliance with the National Standards for Community Services Block Grants (CSBG), Council on Accreditation, Commission on Accreditation of Rehabilitation Facilities, Iowa Family Support standards, or the FaDSS Organizational Standards." How do we prove good standing status with the FaDSS Organizational Standards?*
- A8:** Proof of accreditation or compliance with the CSBG organizational standards should be submitted as an attachment in accordance with the instructions in Appendix A. There currently is only one FaDSS grantee (Polk County) that uses the FaDSS Organizational Standards. Please see page 7 of the attachment labeled FaDSS Comprehensive Quality Assurance Process in Appendix C of the RFP for more information

- Q9:** *Page 15 of the RFP says “Letters of support must be attached to Section 10 of the application.” Application Instructions (Appendix A) says Letters of support should be sent as separate attachments with the grant application. Should the letters of support be attached at the end of Section 10 as described in the narrative, as three separate PDF attachments as described in Appendix A, or both?*
- A9:** Letters of support should be appropriately labeled in accordance with the instructions in Appendix A and attached to the grant application submission.
- Q10:** *The Application Instructions (Appendix A) says: “Part II: Sections 1 through 10 must be submitted in Arial size 11 font, single-spaced. Applicants must properly label each section in their responses.” Is there a page limit? Do charts (such as an organizational chart), graphs, tables, and illustrations have to use Arial size 11 font? This is challenging, especially for an organizational chart.*
- A10:** There is no page limit. Images and inserted documents such as an organizational chart do not need to comply with the font requirements.
- Q11:** *Can we include a table of contents or an index to make it easier to find content in our RFP? If so, where can we include this?*
- A11:** The RFP already includes labeled sections. It is preferred that applicants include information as instructed into each section. Creating a separate table of contents is not preferred.
- Q12:** *Can we use color on graphs and illustrations? If you are going to print our responses on a black and white printer, or if you plan to use a copy machine, we would rather avoid color.*
- A12:** Yes, applicants may include graphs and illustrations. Printing will include color.
- Q13:** *Will you accept electronic signatures for the Assurances?*
- A13:** Yes, electronic signatures are acceptable.
- Q14:** *Can the same name be used on multiple lines in the narrative below? Some agencies have people in multiple roles. In line 5 should every person within the agency who has the family development certification that could be a potential FaDSS specialist be listed here? At a minimum, Applicants must identify the following key personnel: 1. Executive Director 2. Program Administrator or other leadership staff involved in the FaDSS program 3. Information Technology Administrator 4. Program Coordinator/Supervisor(s) 5. Family Development Specialist(s)*
- A14:** Yes, applicants may include personnel who could potentially serve in multiple roles.

- Q15:** *In the description below for number one should it be the number or the percentage of staff turnover and should it be by FaDSS grant year or the past three calendar years. Describe or provide the following information: 1. Agency staff turnover rate for the last three years 2. Ongoing efforts to reduce staff turnover 3. Efforts to recruit a diverse workforce*
- A15:** The rate should include the total number of staff hired and the number of staff who have vacated their roles during the prior program year (July 1, 2018-June 30, 2021).
- Q16:** *Per appendix A, Application Instructions, submissions are to be emailed to DCAA. 427 Iowa Administrative Code Chapter 15, 427-15.6(2) states: "Applications shall be submitted by mail or hand delivery to the Bureau of Community Services, Division of Community Action Agencies, Department of Human Rights, Second Floor, Lucas State Office Building, Des Moines, Iowa 50319, by the date and time indicated in the request for proposals." Should applications be both emailed and mailed?*
- A16:** Applications should be emailed in accordance with the instructions included in the RFP.
- Q17:** *Instructions state only documents listed in the table in Appendix A will be accepted as attachments to the email submission. Section 2: Program Summary, Program Overview, Background instructs to include an organizational chart. Does the organizational chart need to be included in the body of the application?*
- A17:** *Yes, the organizational chart should be inserted into Section 2 in accordance with the instructions. The chart may be inserted as an image.*
- Q18:** *Instructions state all required and optional application documents must be submitted in PDF format, appropriately labeled according to the table in Appendix A, and submitted as attachments to the same email. Application (Part II: Sections 1-10), Letters of Support, and Proof of Accreditation/Compliance with Organizational Standards are listed in the table as separate attachments. Under Section 10: Assurances/Other: Letters of Support and Proof of Accreditation/Compliance with Organizational Standards, the instructions state letters of support and proof of accreditation must be attached to Section 10 of the application. Please confirm whether Letters of Support and Proof of Accreditation/Compliance with Organizational Standards should be included within Section 10 in the Application (Part II: Sections 1-10) attachment, included as an attachment to the Application (Part II: Sections 1- 10) PDF, or included as separate attachments to the email.*
- A18:** Letters of support and proof of accreditation should be submitted as attachments. See Application Instructions in Appendix A for required documentation titles.
- Q19:** *Is there a specific subject line required for the email submission?*
- A19:** There is not a specific required subject line though applicants should include a subject indicating that the email contains the RFP submission.

**Q20:** *Is the budget detail limited to 1 page?*

**A20:** No, there is not a page limit for the budget detail.

**Q21:** *Does the formatting of the budget detail need to stay consistent with the Word template (can margins, font size, etc. be adjusted to fit everything appropriately)?*

**A21:** Applicants should use the template but may use discretion with formatting choices on the budget detail attachment.

**Q22:** *Are applicants permitted to submit more than one of the items listed? For example, can an applicant submit proof of good standing and compliance with the National Standards for Community Services Block Grants (CSBG) and proof of good standing and compliance with the FaDSS Organizational Standards? If so, should these be included in the same attachment?*

**A22:** One document demonstrating accreditation should be included as an attachment. Multiple documents are not necessary. If an applicant chooses to include documentation from more than one accrediting body it must be included in a single attachment. There is only one current FaDSS grantee (Polk County) that uses the FaDSS Organizational standards for accreditation. Please see page 7 of the attachment labeled FaDSS Comprehensive Quality Assurance Process in Appendix C of the RFP for more information

**Q23:** *Section 4: FaDSS Personnel Structure*

*“If a Family Development Specialist will provide non-FaDSS services funded by another program within the Applicants organization this must be described” .....“Applicant must outline procedures of how these other services are being provided separately from services provided in FaDSS”.*

*Question:*

*I am a FaDSS coordinator who also provides supervision of the Parents as Teachers program at our agency. Does this apply to the FaDSS coordinator position as well?*

*Same question in regards to our Center Director who provides direct supervision to me.*

**A23:** This question pertains to all personnel with time dedicated to the FaDSS program.

**Q24:** *Section 7: Service Delivery*

*Bullet point 6 under Home Visiting states:*

*“ The circumstances that would lead to the provision of visits outside of the home (quality visits). Include information regarding any organization policies that address when a family should be*

*seen outside of the home when in-person visits are required and the modes the program utilizes to conduct virtual visits. Refer to FaDSS Draft Virtual Visit Policy in Appendix B”.*

*Question: Home visits are not currently required by the state due to the pandemic and we have not yet implemented the Virtual Visit Policy found in Appendix B”. Am I to write the grant assuming that the Virtual Visit Policy shall be implemented in the future, or describe our current practice in regards to virtual visits? (or include both).*

- A24:** Applicants should address section 7 assuming the virtual visit policy is implemented and the FaDSS program has returned to in-person contacts.
- Q25:** *Since agencies are merging, is the turnover rate based on the agency applying or combined?*
- A25:** The turnover rate is based on the applicant's organization.
- Q26:** *Are the letters of support intended to be internal or external? (DHS, PJ, other agency programs), (community partners) or testimonials from families served*
- A26:** Letters of support are optional. It is the sole discretion of the applicant to choose the organization(s), if any, they submit letters of support from.
- Q27:** *Is current equipment to be turned over to the current grantee? Some items not solely purchased with FaDSS funds.*
- A27:** The Division of Community Action will provide direction to any current FaDSS grantee that is not awarded the contract for FY2023 on the process for closing the FaDSS program.