

North Carolina Department of Health and Human Services Division of Public Health

Section/Branch: Women, Infant, and Community Wellness Section/Reproductive Health Branch

RFA Questions and Answers

RFA # A426, RFA Title: Adolescent Pregnancy Prevention Program
Addendum Number: 1

If applicable, Bidder's Conference(s) Date(s): September 1, 2026
Questions Received Until (date): September 9, 2026
Summary of Questions and Answers Release Date: September 16, 2026

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Questions and Answers *(list all questions and answers in numerical order)*

GENERAL QUESTIONS

1. Question: Is there a page limit on the cover letter?

Answer: No, there is no page limit on the cover letter.

2. Question: Will we receive acknowledgement of applications submitted via email?

Answer: Yes, NCDHHS staff will send a confirmation email to acknowledge receipt of the application.

3. Question: How do we type in the application and charts or are we supposed to recreate them?

Answer: Download the Word version of the Request for Application (RFA) A426 from the Teen Pregnancy Prevention Initiatives (TPPI) website: www.teenpregnancy.ncdhhs.gov/funding.htm. Enable editing after opening the document.

4. Are the DUNS number and the Unique Entity Identifier (UEI) the same thing?

Answer: The Unique Entity Identifier (UEI) replaced the DUN & Bradstreet (DUNS) number for Federal Funding Accountability and Transparency Act (FFATA) reporting on April 4, 2022. Now organizations that receive federal funds are required to have a Unique Entity Identifier (UEI), a 12-digit alpha

numeric. This includes agencies that receive Federal funds through the DHHS contracting process (subrecipients). Subrecipients who were registered in SAM.gov prior to April 1, 2022 were automatically assigned a UEI. New subrecipients that do not have a UEI can use the online registration to receive one free of charge at www.SAM.gov. Applicants are required to obtain a UEI before any funds are awarded. Please note that UEIs must be renewed annually. Please check www.SAM.gov if you are unsure of your agency's UEI status.

5. Question: Are we required to attend the North Carolina Sexual Health Conference (NC SEXCON)?

Answer: No, TPPI-funded agencies are not required to attend NC SEXCON.

6. Question: Will the slides for the AP3 RFA Conference held on September 1, 2026 be shared?

Answer: Yes. The slides will be posted on the TPPI website, alongside this Q&A.

7. Question: We've had interest from three different counties that would like to partner with my organization to implement AP3 programming. Would we be eligible to submit separate applications for each county, or would we need to select one county to apply for?

Answer: Yes, agencies may submit multiple, separate applications if they are planning to work in different counties. In that case, applicants would be competing against themselves, i.e. two applications from the same agency would be reviewed and scored separately and against each other. Submitting more than one application does not increase an agency's chances of being awarded funding. Successful applicants are ultimately subject to available funds. Applicants should consider capacity to manage multiple grants at one time.

8. Question: What happens if we did not complete the Notice of Intent by the deadline?

Answer: The Notice of Intent (NOI) is optional and non-binding. Agencies are not required to complete it order to apply nor are they obligated to submit an application if they complete and return the NOI. The TPPI team uses the NOI for planning purposes only.

9. Question: How many non-priority counties does TPPI currently work in?

Answer: TPPI funds many agencies in counties that are not on the priority county list. A list of current AP3 programs can be found on TPPI's website: <https://teenpregnancy.dph.ncdhhs.gov/appp.htm>

10. **Question: Page 49 of the RFA, #8 IRS Letter: Private Non-profits states: *“The organization's name and address on the letter must match your current organization's name and address.”***

What happens if the address on the original IRS determination letter does not match the current address of the organization? The organization has moved to a new address.

Answer: The agency should work with the IRS to receive an updated letter with the correct address, if they are not already in the process of doing so. We will accept IRS determination letters with differing addresses, as long as the application cover letter includes the reason(s) that the letters do not match and confirms the process of getting a corrected letter from the IRS is in progress. In this case, the agency EIN listed on the determination letter must match the agency's EIN on their [NC Substitute W-9 form](#), and the NC Substitute W-9 form must have the current address as it is listed on [USPS Address Lookup](#).

ELIGIBILITY

11. **Question: Would another nonprofit agency in our county be eligible for this funding, as we provide AP2 at our agency for our county? If we currently have an AP2 program funded through TPPI, are we eligible to apply for this program as well?**

Answer: Yes, TPPI can fund both AP2 and AP3 programs in the same county, either through the same agency or different agencies. As stated in Section I.1., *Eligibility* on p.4 of the RFA, agencies are not eligible to apply to more than one primary prevention TPPI program (i.e. PREP and AP3). However, AP2 is a secondary prevention TPPI program. Therefore, agencies are eligible to receive funding for both AP2 and AP3 simultaneously.

12. **Question: Can you provide more details on this criteria? Page 4 of the RFA states *“Entities must have at least 5 years of experience delivering youth programs in North Carolina, not limited to previous NCDHHS funding.”***

Could you give some examples or details on what types or specific youth programs would fit this criteria?

Answer: TPPI is requesting that AP3 RFA applicants have at least 5 years of experience implementing youth programs in North Carolina, not limited to NCDHHS funding (so by any funding source - other grants, federal grants, private funds, county funds). Eligible programming can include providing any services or education to youth ages 10-19 such as health education, adolescent healthcare, or youth engagement programs.

COMMUNITY DESCRIPTION

13. Question: Should agency data only be included if we were previously TPPI funded?

Answer: No, all agencies should include data from other related programs, pilots, focus groups, etc. that you have collected information, regardless of funding source. All data included in the application should be cited.

14. Question: I am using data from our FY26 TPPI survey in our application. How do I cite that?

Answer: The Modern Language Association (MLA) treats surveys as interviews, which use the following format: Agency Name. "Teen Pregnancy Prevention Survey." DD Month YYYY.

15. Question: Can you explain the rationale for changing from the teen pregnancy rate to the teen fertility rate as the basis for designating priority counties?

Answer: Years ago, TPPI switched from using the teen pregnancy rate to the teen fertility rate because of the low accuracy of pregnancy rates and higher accuracy rate of the fertility (birth) rates. Many pregnancies go unreported due to miscarriages early in pregnancy, making it difficult to compare counties using the teen pregnancy rate only.

PROGRAM PLAN

16. Question: Any advice on how you have approached schools on teen pregnancy education?

Answer: We cannot give one-size-fits-all advice on implementing reproductive health education programming with schools, as each local setting and school system are different. In general, it is important to start with the school system and the platforms that govern decision-making. Strong applications will demonstrate a deep understanding of your local setting, identify the needs of the community and its adolescent populations, and outline how you believe your agency's specific approaches to working in the selected setting will be effective.

17. Question: How have other county recipients been able to recruit and retain youth participation? Who are some successful counties that we can learn from in this respect (and reach out to)?

Answer: We cannot give one-size-fits-all advice on participant recruitment or retention strategies, as each local setting and its potential participant pool is different. In general, it is important to design and implement programs that are

youth-led and built on input from youth participants. Strong applications will demonstrate a deep understanding of your local setting, identify the needs of the community and its adolescent populations, and outline how you believe your agency's specific approaches to working in the selected setting will be effective.

A list of current AP3 programs can be found on TPPI's website:

<https://teenpregnancy.dph.ncdhhs.gov/appp.htm>

18. Question: Can we begin to provide instruction in September 2027 in order to maximize the number of students we reach and to help our relationship with school staff?

Answer: Plans for Year 1 should allow for sufficient time to work with your community, engage youth, and establish the Community Advisory Council (CAC) to select the curriculum that best fits your community's needs, with additional time allowed to train staff and CAC members and to secure Memoranda of Agreement (MOAs) from key partners. For new TPPI implementers, this may take as long as six months, where curriculum implementation should commence in the second half of Year 1. Repeat TPPI awardees, particularly those that have received AP3 funding in the past, may find they do not need six months to complete start-up and may start implementing the curriculum earlier in the year.

19. Question: Is there a possibility for Zoom training, instead of in-person training, so that we can cover the cost of travel for day-to-day programming at our schools?

Answer: Yes, some TPPI-offered trainings are held virtually. Most in-person trainings are 1-2 days and will only require 1 (one) representative from the agency to attend. We anticipate having five in-person 2-day trainings next year (including curriculum training). The exact location is determined on an event-by-event basis.

20. Question: Is there a preference for working with the schools or can we work with teens from youth groups?

Answer: TPPI funds agencies that implement both school-based and community-based programs. TPPI does not require school-based implementation for AP3 funding, so agencies are allowed to choose the implementation setting they think is most appropriate. TPPI does not have a preference for a specific implementation setting when reviewing applications, and applications will be scored based on their ability to showcase how the chosen setting and approach will lead to achieving the intended results.

21. Question: When filling out the Year 1 work plan in Section 2-6, are the pre-populated activities required or can they be removed? There are two empty rows at the bottom of the chart, can we add additional activities?

Answer: The pre-populated Year 1 activities are required. Please do not remove activities from the chart. Additional activities can be added if desired by the applicant and essential to program implementation.

22. **Question: If we are currently funded through TPPI with an Adolescent Parenting Program (AP2), can our community advisory council that serves our AP2 program also serve as the community advisory council for the Adolescent Pregnancy Prevention Program (AP3) since many of the organizations would be the same? Or do they have to be separate entities?**

Answer: We typically require that agencies that are funded for both AP3 and AP2 programs have a single Community Advisory Council (CAC), especially if the programs overlap in catchment area, community partners, etc. There could be some exceptions, but those are determined on a case-by-case basis. Applicants will only be scored on their ability to comply with requirements as listed in the RFA, specifically that the requested details on community partners, including the CAC, are thoroughly discussed. Additional program rules will be provided to successful applicants upon award.

23. **Question: Do programs with current Youth Leadership Councils (YLCs) have to wait until Year 2 to begin working with the YLC or do we write this up as an ongoing process?**

Answer: You can state that you have a current YLC and describe your recruitment process for Year 1, etc. By Year 2, your YLC should incorporate the requirements listed on p.11 of the RFA. In order to ensure fair scoring for returning AP3 agencies and new agencies, applications will only be scored on their ability to comply with the requirements listed in the RFA, which do not include intentions or ability to implement faster than the provided timeline.

24. **Question: Does the employee participating in the program have to be a Registered Nurse (RN)?**

Answer: No, there are no clinical licensing or clinical education requirements for AP3 program staff.

25. **Question: Are existing teachers within the school system able to provide the lesson/curriculum?**

Answer: The availability and interest of teachers as curriculum facilitators will depend on each school and what is allowed by each school district. TPPI has funded AP3 programs where external facilitators are used for the curriculum sessions and also programs where trained teachers have delivered the curriculum.

26. Question: Do all grades referenced in the program models have to be reviewed and taught?

Answer: No, all grades that are referenced in the program models do not have to be taught. It is common for AP3 programs to work with only 1 or 2 grade levels, though some do work in both middle and high schools.

27. Question: Historically or just from past experience, how much time should a supervisor be prepared to dedicate to the program?

Answer: This will vary depending on the agency and its needs. For example, sometimes supervisors will be listed as a backup facilitator or have additional implementation responsibilities. Historically, supervisors have dedicated between 5% and 25% of their time to the program. Your program consultant will review this with you when reviewing the budget at the time of contracting.

28. Question: What are the qualifications that the assigned staff member must have to coordinate and implement the program? For instance, if we contract with a community member or community partner to implement AP3, what is the minimum education and experience that they need to have?

Answer: TPPI does not stipulate specific minimum education and experience requirements for AP3 program staff, as hiring factors such as staffing classifications and salary scales may differ by agency. If helpful, as a guide, an example job description for a Program Coordinator for a primary prevention program can be found on TPPI's website:

<https://teenpregnancy.dph.ncdhhs.gov/infostats.htm>

If your agency plans to pass the programmatic work through to another entity, the application submitted should reflect that approach and that entity must be listed in the application as a subgrantee as directed in Section IV.12. *Subcontracting* on p.17 of the RFA.

29. Question: Will implementation be based off of # of clients or # of sessions offered each year? Are there specific annual numbers for AP3 participants?

Answer: Implementation requirements are outlined in the Scope of Services on pp.8-15 of the RFA. AP3 programs are measured by both the number of youth (clients) reached and by the completion of the chosen curriculum (number of sessions).

We have not specified a required number of participants for AP3 applications. This is to allow applicants to tailor the program to their community and their implementation setting (schools, non-profit orgs., etc.). In the past, the

minimum number of participants has been 100. Applicants should propose the anticipated number of youth to be reached that is based on their knowledge of the community, the needs/willingness of the partnering organizations (such as schools), and agency resources/available funds. The specific number of youth to be served per year will be finalized at the time of contracting.

Specific curriculum requirements, such as the number of sessions, are unique to each curriculum. In special cases with prior approval, adaptations may be made to the curriculum sessions/lessons offered, but we do not require that applications specify these details. Among the tasks required during the first half of Year 1, agencies will form their CAC and work with their community partners to select an adolescent pregnancy prevention curriculum, determine the setting of program delivery, and get DPH approval for any required adaptations. At this point, the number of sessions to be offered each year is finalized.

30. Question: What is an appropriate number of participants to serve in the AP3 program per year? How many young people are other sites serving through this grant?

Answer: See answer to question 29 above. In the past, AP3 has required reaching a minimum of 100 youth participants, with some agencies serving over 500 youth per year.

Applicants should propose the anticipated number of youth to be reached that is based on their knowledge of the community, the implementation setting (such as in a school), and agency resources/available funds. The specific number of youth to be served per year will be finalized at the time of contracting.

31. Question: Does the program supervisor also have to be trained in the curriculum?

Answer: Yes, because the supervisor will be responsible for conducting observations of the evidence-based program at least twice per year. The supervisor can also serve as a backup facilitator when needed.

AGENCY READINESS

32. Question: Can the program coordinator position be less than 1.0 Full Time Equivalent (FTE)?

Answer: No, the program coordinator position must be 1.0 FTE. 1 FTE can be calculated in more than one way; for example, two program coordinators at 50% time equal 1 FTE and would meet the program requirement.

33. Question: If working with a school system, we understand a MOA can cover all schools if from the superintendent. Will you require a letter of support from the school principals?

Answer: No; however, the MOA should list the schools you will work with and describe their level of participation in program activities.

34. Question: Will we need letters of support from partners, or just listed partners?

Answer: Letters of Commitment/MOAs are not required at the time of application but will be required within the first 6 months of the first year of funding. The MOAs should be submitted for any agency or community organization that is integral to the success or implementation of the proposed activities. Examples of such agencies include those that will provide outreach services, financial support, meeting space, transportation, access to participants or comparison group members, or services to participants beyond the scope of the applicant entity. Letters of support from the Local Health Department(s) will be required by the end of Year 1; if the Applicant is a Local Health Department, letters of support from community organizations that can support the project will be required instead.

35. Question: In the table requested in Section 3-6, do you also want FTE information for administrative staff in addition to program staff and supervisor?

Answer: Yes, please include the position in the table if the grant will support a portion of the administrative staff position. For example, you may include your fiscal manager and their FTE if this person will support the AP3 grant by preparing financial itemization and contract expenditure reports among other administrative duties. However, this is not required, or it may be provided as local match.

BUDGET

36. Since Local Health Departments (LHDs) are not allowed indirect, can we add a piece of admin salary (for example – finance staff who will work on the budgets and reports)?

Answer: For entities that use cost allocation instead of an indirect rate, the entity should follow their cost allocation plan. In other cases a portion (generally 10% or less) of administrative costs such as financial duties, or program supervision may be included in the Human Resource costs of the budget and/or be included in the Local Match section of the budget. This applies to any application budget that does not claim indirect costs.

37. Can we use the grant funds for stipends to recruit the Community Advisory Council (CAC) or the Youth Leadership Council (YLC)? If not stipends, what are other allowed expenditures for incentives?

Answer: Grant funds may not be used to provide cash to program participants, YLC members, or CAC members. Grant funds may be used to reimburse CAC or YLC members for travel or parking costs incurred and to provide meals for meetings. Grant funds may be used to purchase promotional items and/or incentives for program participants, YLC members, and CAC members. Grant funds may be used to purchase gift cards for completion of duties, as determined by the agency and approved by TPPI. **For example**, grant funds may purchase gift cards for YLC members who complete requirements such as attending all meetings or participating in the service project, etc. or for CAC members who attend three out of four meetings annually.

Applicants will only be scored on their ability to comply with requirements as listed in the RFA. Additional program rules will be provided to successful applicants upon award. As such, application budgets are illustrative only, non-binding, and are subject to change upon selection of award. Prior to the execution of an award agreement, TPPI will review and negotiate specific budget lines for allowability.

38. What is the total budget for the grant including the local matching funds?

Answer: Applicants may submit a budget of up to \$135,000 for Year 1 with an additional \$25,000 of local matching funds, as outlined on pp.43-44 of the RFA. In this case, the total value of the grant when the DHHS funds and the local match funds are added together would be \$160,000. Funding for additional years is subject to availability.

39. Question: Can we put training costs in our budget?

Answer: Yes, training costs can be included in the budget.

40. Question: Is the cost of the curriculum and training provided and listed in the RFA to help give an estimate? Does this include the cost of travel, hotels, registration fee, and curriculum?

Answer: We do not list the cost of the curriculum in the RFA, but they are listed on the curriculum websites. The RFA lists two curriculum options that are acceptable for implementation. Each curriculum has different training requirements and TPPI offers some virtual or in-person options. Therefore, you may use estimated costs for training activities, but the application budget must include any anticipated curriculum-related costs and should clearly outline the estimates used for specific costs as well as the number of staff that would need to be trained. Application budgets are reviewed as part of the selection process and are subject to change upon selection of award, but prior to the execution of an award agreement, during which time TPPI may negotiate specific budget changes.

- 41. Question: Regarding staff training, if we don't know where the training will be, what do we put in the budget? How many in-person trainings will take place?**

Answer: Travel costs may be estimated; however, please ensure they do not exceed the state approved rates listed on pp. 41-42 of the RFA. We anticipate having five in-person 2-day trainings next year (including the curriculum trainings). The exact location is determined on an event-by-event basis. Application budgets are reviewed as part of the selection process and are subject to change upon selection of award, but prior to the execution of an award agreement, during which time TPPI may negotiate specific budget changes.

- 42. Question: Do we need to budget the training fee for FLASH curriculum into our budget for our program coordinator and the supervisory staff to be trained?**

Answer: TPPI will organize FLASH curriculum training for program coordinators and supervisors during the first half of Year 1. You will not need to budget for any training registration costs, but you will need to budget for any curriculum costs and travel expenses for the trainings. FLASH curriculum costs can be referenced here: <https://flash.braincert.com/lms/listproducts>. Agencies are responsible for the travel expenses (mileage, food, and lodging) of their staff during the training. Application budgets are reviewed as part of the selection process and are subject to change upon selection of award, but prior to the execution of an award agreement, during which time TPPI may negotiate specific budget changes.

- 43. Question: Will there be additional funding added to better support the YLC with gift cards, food, and supplies?**

Answer: Application budgets should include all expected costs needed to implement the program and achieve the proposed results. The maximum grant amount available is \$135,000 for Year 1. Additional funding cannot be guaranteed at this time. Application budgets are reviewed as part of the selection process and are subject to change upon selection of award, but prior to the execution of an award agreement, during which time TPPI may negotiate specific budget changes.

- 44. Question: If you are given space at the school or church for the program, where do you include that on the budget?**

Answer: Donation space is considered in-kind and can be included in the Local Match section of the budget. If the agency does not plan to count the donated space as local match, then it can be referenced in the Statement of Work but does not need to be included in the budget.

45. Question: If the Supervisor time is in-kind, do I need to include details in the budget narrative (salary, fringe, etc.)?

Answer: Yes, please include all the details for every position in the budget (Requested Amount or Local Match). The details must demonstrate how you calculated the dollar amounts listed in the budget.