

North Carolina Department of Health and Human Services

Division of Public Health

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

RFA Questions and Answers

RFA # A424, RFA Title: PREPare for Success

Addendum Number: 1

If applicable, Bidder's Conference(s) Date(s): October 2, 2025

Questions Received Until (date): October 9, 2025

Summary of Questions and Answers Release Date: October 17, 2025

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

GENERAL QUESTIONS

1. **Question: Is this a new grant? Or are there examples from prior years to draw upon?**

Answer: PREPare for Success (PREP) is not a new grant and NCDHHS has received funding since 2011. More information about the PREP program can be found on our website: <https://teenpregnancy.dph.ncdhhs.gov/prep.htm>.

2. **Question: It is our understanding that this is a separate grant opportunity apart from the traditional Title X grant. Is that correct?**

Answer: Correct, the grant opportunity for RFA #A424 is separate from Title X funding.

3. **Question: Is it possible to apply for the PREPare for Success (PREP) funding if an agency already receives funding for the Adolescent Pregnancy Prevention Program (APPP)?**

Answer: Agencies can receive funding for both APPP and PREP; however, they will not be awarded funding to serve the same counties. An organization that currently receives funding for APPP is encouraged to submit an application for PREP funding that will be implemented in a different county. It is only possible to be awarded funding for both grants if an agency plans to serve more than one county.

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

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

5. **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.

6. **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) A424 – PREPare for Success Template from the Teen Pregnancy Prevention Initiatives (TPPI) website: www.teenpregnancy.ncdhhs.gov/funding.htm. Enable editing after opening the document.

7. **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 will be awarded.

8. **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.

COMMUNITY DESCRIPTION

9. **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.

10. **Question: As a previous recipient of PREP funding, I would like to use data from our PREP Evaluation Report in our needs assessment. 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.

PROGRAM PLAN

11. **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 is 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.

- 12. Question: If all the sites we do programming are under one county school system, will 1 (one) MOU suffice? Or will we need MOUs for each school we are implementing?**

Answer: One MOU from the superintendent or other authorized signee from the county school system can be submitted to cover all planned implementation sites within that school system. Any planned additional implementation sites not under the county school system will require their own MOU. Each MOU should clearly list the planned implementation sites and describe their level of participation in program activities.

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

Answer: See answer to question 12. Only one MOU per school system is required for all planned schools within that school system. Additional letters of support are not required.

- 14. Question: Can the MOU be a form document?**

Answer: Yes, however the details of the agreement on behalf of both agencies should be specific to what both the supporting agency and applicant agency will provide. For example, your local high school may provide different services and support for your program than your local health department. Although the template may be similar, the services they commit to providing to support your program may differ.

- 15. Question: If our program is based out of a local health department, will we need an MOU with the local health department?**

Answer: No, your agency (the local health department) is applying for the funding. Your level of commitment and services that will be provided to support this program should be expressed throughout your application.

- 16. Do MOUs have to be in place by October 30th or can that be done later?**

Answer: No, MOUs do not need to be in place by October 30th. Agencies will need to have MOUs in place with any anticipated implementation site before you begin implementing. **This answer is a correction to the RFA**, which as written, requires MOUs to be submitted at the application phase. Discussion of MOUs with potential sites

is strongly encouraged during the application phase and MOUs may be attached to applications as instructed, but applications that do not include MOUs will not be penalized in their scoring.

- 17. Question: Can we begin to provide instruction in September 2026 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 MOU(s) 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 PREP 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.

- 18. Question: How strongly in the application do I need to affirm that we have really worked through all curriculum opportunities, reviewed some of the actual plans, review process? Can we just go ahead and state that we are choosing? Can we plan to implement as early as September 2026?**

Answer: See answer to question 17. Please review the questions provided in the RFA carefully (VIII. Application, #3. Applicant's Response, Section I. Community Description, Q1-1 through 1-6) and provide detailed answers. You can include the anticipated curriculum selection; however, it is not required until after the completion of the needs assessment and engagement of the Community Advisory Council (CAC). New TPPI implementers may find they need as long as six months to sufficiently complete start-up tasks, and curriculum implementation may not commence until the second half of Year 1. Repeat TPPI awardees, particularly those that have received PREP 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 the curriculum training). The exact location is determined on an event-by-event basis.

- 20. 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.

21. Question: Do you also want FTE information for administrative staff in addition to program staff and supervisor?

Answer: Yes, applicants are required to include the FTE (represented as a decimal out of 100% total time) of each position that the grant will support, including administrative, financial, and/or executive positions. For example, you may budget to include time for your finance manager if this person will support the PREP grant by preparing expenditure reports among other administrative duties. Including time in the budget for this position is not required, but if an applicant chooses to include any salary coverage for any optional or required positions, then the FTE must also be provided.

22. 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.

23. 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 PREP 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.

24. Question: Is there a minimum number of youth that are expected to participate each year?

Answer: Generally, programs should aim to serve 100 youth. There is flexibility in terms of the number of classes, enrollment groups, and/or cohorts that are utilized in either school- or community-based organizations. Applicants should clearly outline how they arrived at the proposed number of youth to be served.

BUDGET

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

Answer: Budgets should include all expected costs needed to implement the program and achieve the proposed results. Applicants are instructed to submit a budget with a total

budget amount that equals the grant amount provided in the RFA (\$110,000 per year). Additional funding is possible, but it is not 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.

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

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

27. 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 three curriculum options that are acceptable for implementation. Each curriculum has different training requirements, some virtual or in-person options, most offered through TPPI, and one offered specifically by the developer of the curriculum. 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.

28. 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 can be estimated; however, make sure they do not exceed the state approved rates. We anticipate having five in-person 2-day trainings next year (including the curriculum training). 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.

29. 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 Year 1. You will not need to budget for the training itself, but you will need to budget in 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.