

Community Engagement Request for Proposal 2008-2009
Questions and Answers
(3/26/08)

- 1. Available funding - Is the possibility of receiving up to \$50,000 only available to consolidation grant applications? The instructions do not specify if renewal applications could request more funds than our current amount.**

Renewal applications may request up to \$50,000 for single county CEGs and up to \$100,000 for multi-county CEGs.

- 2. Should current multi-county community engagement groups submit as a Renewal or as a Consolidation/Innovation.**

Current multi-county community engagement groups that will not make any changes to the number of counties or Lead Agency should submit as a Renewal application.

- 3. How would it work if we were to consolidate with another county? If for example, we were to consolidate with another county, would we be able to apply jointly for \$100,000? Or would we only be able to apply for \$50,000 to split between the two of us?**

In this example, you would be able to apply jointly for \$100,000.

- 4. Can a consolidation occur mid-year?**

OCDEL will entertain this possibility. If opportunities present for a consolidation to occur at some point between July 2008 and July 2009, entities should contact their Regional Key to discuss the process for this to occur.

- 5. Is there a limit on the number of CEGS that can join together?**

We have not specifically limited this however we are not encouraging huge consolidations. We are interested in maintaining the local essence of community engagement while at the same time providing an opportunity of more efficient practices. There are places where CEGs are already working together or where it may make sense to come together more formally in an effort to be more effective.

- 6. Can consolidation structures cross Regional Key boundaries?**

No, consolidation models are restricted to the Regional Key boundaries.

- 7. Can a Regional Key be a Lead Agency? No.**

- 8. Is it correct; to renew the Community Engagement Grant all we need is a letter of intent and to fill out the application of renewal. We do not need to fill out any of the other forms such as budgets and fiscals all over again, right?**

Applicants regardless of whether submitting under the Renewal option or the Consolidation/Innovation option will need to submit a letter of intent and a full application including a budget and all forms identified in the RFP instructions.

- 9. Is it possible to receive the Match Commitment form as a Word document? It would be extremely helpful if to type on the Match commitment form and email it to all of the folks that would need to fill this out.**

The Match Commitment form will be posted to the PA Key website as a Word document.

- 10. Can the Match Commitment form be faxed back? Or do I need the original signatures to be submitted with the proposal?**

The Match Commitment form may be faxed back to the CEG for inclusion in the application. All Match Commitment forms should be included with the application at the time of submission.

- 11. Regarding the match, do we need to include letters of support to illustrate match or do we just complete the Form Appendix 7-c and submit with the proposal?**

Form Appendix 7-c will take the place of a letter of support and serve as the documentation for the match. This form is to be signed by the organization/individual committing to the match.

- 12. On budget summary form (Appendix 7-a) instructions, page 11, it states to show current grant amounts and the new grant requests. However, there is no where to show the new grant amounts.**

This instruction should read, "The purpose of this form is to provide a summary of the program expenses by category. This form will show the **Grant Amount** request and the **Match Amount**. Amounts entered in each category in the Grant Amount and Match Amount column should correspond with amounts in the Budget Narrative."

- 13. Please clarify which sections of the proposal are included in the 20 page maximum. Is it a 20 pages rather than 15 pages? Page 3 of the Request for Proposal under "II-11 Economy of Preparation" states in the last sentence that "Proposal contents listed in Part IV, Sections IV-1 through IV-8 may not exceed twenty (20) pages." The Proposal Cover Sheet states that the "Proposal Requirements" are not to exceed 15 pages.**

Sections IV-1 through Section IV-7 shall qualify as the "Proposal Requirements" and are to be included in the 20 page limit. The Section IV-8 Cost Submittal is to be submitted as Appendices 7a, b, and c and will not be counted toward the 20 page limit.

14. What are applicants expected to include in Section IV-8 in addition to the completed Appendices 7 a, b and c? Are the appendices 7 a, b, and c included in the 20 page total?

In Section IV-8, there is no expectation to include anything more than Appendices 7a, b and c. These pages are not to be counted in the 20 page limit.

15. Can we pay for advertising?

Yes, as long as the expenses support the activities presented in the proposal.

16. Please elaborate on what the state considers professional development. Is it simply receiving instruction on a topic or does it include serving on boards, providing training, developing new initiatives? For example, does it include serving on the Leadership Council of the Northeast Regional Key?

Professional development is receiving instruction on a topic that is relevant to the work to of the community engagement deliverables. The intent is to further your on professional growth and development in order to be more effective in your work.

17. Since the grant amount increased this year, will there be a separate RFP for a transition grant like there was this year or will the 2 grants be considered one in this proposal?

As in the past this years application does include a deliverable to facilitate school linkages for the purpose of creating community action plans to facilitate successful kindergarten transition experiences. The increase in the funding amount for the community engagement grants is not related to the availability of additional funding to support transition activities in Title 1 schools.

While we are interested in pursuing additional funds for transition grants again this year, we do not know at this time if there will be a separate RFP for additional transition activities.

18. Report Card – Several counties expressed the concern about not being able to meet the requirement about posting the Report Card to the Community Engagement intranet section of the PA Key website since the report card is published in the newspaper.

In this instance there are several options to consider. When negotiating with the newspaper you might see about negotiating for little or no cost a PDF version of the document or a link to the newspaper. If costs are prohibitive, then it is acceptable in this instance to post the Word version that you send to the newspaper with a description of what paper it is published in and your contact information if someone would like to receive a paper copy of the report.

19. By signing the proposal, do you mean actually signing the last page of the proposal or is the signature on the cover letter submitted with the proposal sufficient?

A signed cover letter submitted with the proposal is sufficient.

20. Can ELS Services Announcements for the Keystone Stars listed in the material be accessed somehow? I do not have them and would like to know where I can find them?

ELS Service Announcements for Keystone Stars are primarily intended for the Regional Keys in order to effectively administer the program. These are primarily operational in nature.

21. For clarification, the objective is the purpose of the specified activities of the plan, the reason for implementing them. The outcome is the desired result or effect of the activity; we are projecting the end result. Also we could have several activities under one objective to reach the desired outcome.

Objectives are the end point you are working towards. They are specific and measurable. An objective describes What will change; When it will change; How much change; Who will change. It might be helpful to think about objectives in the following way:

Key components of a good objective are **SMART**:

S – specific

M- measurable

A – attainable

R – realistic

T – time-bound

Activities are the actions you will use to accomplish the objectives. This is the work you will do.

Outcomes are the qualitative and quantitative measurements you will use to evaluate if the objectives are accomplished. Changes that occur among people being served by your program. Some commonly measured outcomes are: knowledge, attitudes/beliefs, behaviors.