

**North Carolina Department of Health and Human Services**  
**Division of Public Health**  
**Section/Branch: CDI/IVP**

**RFA Questions and Answers**

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RFA # A-341, RFA Title: Rape Prevention and Education Program  
Addendum Number:

If applicable, Bidder's Conference(s) Date(s): September 28, 2017  
Questions Received Until (date): September 27, 2017  
Summary of Questions and Answers Release Date: October 4, 2017

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

**1. Can the community assessment be submitted as an attachment or does it go against the page limit?**

The Community Needs Assessment is Attachment# 3 on Page 51 of the RFA. Response to this assessment does not count as part of the page limit because it will be submitted an attachment to the application.

**2. Are there certain organizations that you would prefer MOU/MOA or letters of support from? (colleges etc.)**

Your organization would need to decide as to what agencies you would need letters of support and MOUs from. These letters need to be relevant to your proposal and should represent agencies that understand how your organization supports the priority population.

**3. Is there a target number or MOA's/MOU's you are requiring?**

There are three letters of support required. We anticipate at least one MOU for those who partner/work with school systems, but no minimum for the MOUs. The relevant section on page 27 from the RFA is:

*"Provide three Letters of Support and a MOU with partnering school or agency from other community agencies/organizations and individuals that show a strong commitment for this application and/or sexual violence primary prevention, as well as ongoing support of, and involvement with your agency."*

**4. The applications must be submitted electronically. Because we will have letters of support, documents, budgets, etc. can we submit the applications using more than one format? i.e. PDF and Excel and Word? Or must everything be printed and scanned as one single document and then submitted?**

You may submit your application in pdf format and the budget in Excel. Please refrain from several "individual pieces". The application and its other attachments should be **one pdf**. This makes it easier for the readers to score.

**5. Other than the specific MOU with local schools for the implementation of RPE Programming which we will be submitting for *Section IV: Community Support*, we don't have any MOUs specific to sexual violence prevention. Are these something we should submit? If so, they would not be current (within 6 months) because we renew them annually in January.**

Your MOU with your schools will be sufficient. Remember, Letters of Support and MOUs with other agencies in your community should be relevant to the populations you plan to serve and the programming you plan to implement with RPE funding. Be strategic in your submissions, as this will speak to the collaborative work you are doing in your community. For example: If you identify "individuals with disabilities" as your target population, then there should be a Letter of Support or MOU with a local agency that serves these individuals in your community. **These letters should be current (within the past 6 months), even if this means securing them for this specific grant.**

**6. Is this separate from the budget justification that is included in the right column of the line item budget in Open Window Budget? Or are they referring to the same thing? *Section VII. Project Budget and Justification – Page 31 – Question 3 – "Provide a budget narrative that clearly justifies each item listed in the budget and clearly links it to planned activities in support of the RPE Program. The budget narrative must include calculations used to arrive at the requested item amount."***

It is the same form, which includes a justification for each line item. For prior grantees, this is the same form used in your current grant. The link to the budget is included in the RFA and the RFA letter.