



Healthy Families Florida Home Visiting Service Provider

Brevard County

RFA# 2425-01

Questions and Answers (Q and A) Document

Question: Has HF Brevard conducted a workforce analysis or staffing review within the last three to five years?

Answer: Every two years each Healthy Families Florida site is required to complete a staff satisfaction and retention analysis. Sites must develop strategies to address satisfaction and retention challenges. Annually, the Healthy Families Florida central office provides a statewide staff retention analysis.

Question: Current staffing levels and positions all filled?

Answer: There are 5 current vacant home visitor positions.

Question: Can confirm the employees of HF Brevard become employees of Lead Agency with full HR/Labor/Workplace responsibility to Lead Agency?

Answer: The current HF Brevard employees are employed by the current lead agency – United Way of Brevard County. Retention of staff is encouraged to promote retention of families. Past lead agency transitions have included strategies such as interviewing current staff for fit with the new lead agency, onboarding all staff with a probation period, and conducting open interviews including current staff and new applicants to select best candidates. Staffing decisions will be the responsibility of the new lead agency. HFF can provide technical assistance if needed.

Question: Are DCF travel/mileage forms and policies used and what is percentage the total budget used for current mileage and travel expenditures?

Answer: Mileage is reimbursable with HFF grant funds at the state rate. Healthy Families follows all state allowances for mileage and travel per the current DFS expenditure guidelines. Any amount over the state rate must come from another funding source. Lead agencies may use their own travel forms and must follow the HFF Fiscal Manual for all expenses. Lead agencies determine the amount of funds allocated to

travel based on estimates for training-related travel, travel to the HFF annual Leadership Meeting, home visiting travel, and any other travel deemed necessary.

Question: Are the current office leases in good standing and what is renewing period for both?

Answer: This is outside the scope of this grant application and would have to be addressed with the current lead agency.

Question: Staff equipment – phone and laptops – newest models? Inventoried as assets? Do they convey to Lead Agency?

Answer: Furniture, technical equipment, and supplies/materials purchased with HFF grant funds belong to HFF. An appropriate transition plan will be negotiated with the new lead agency to transfer any equipment. Additional funds may be available to cover unanticipated costs for technology if the expense is deemed necessary and appropriate.

Question: Business and Employee auto insurances – current and monitored?

Answer: The new lead agency will be responsible for purchasing the required insurances and ensuring that employee-required coverage is adequate and current.

Question: What is current status of all HF Brevard records documentation and when was last document destruction plan instituted?

Answer: Records are retained for 7 years per contract. The current lead agency is responsible for retaining all records in accordance with the contract for 7 years after the end of the contract period. The new lead agency will be provided with all relevant documentation for open families to ensure continuity of services.

Question: Can ELCB review last two years of Financial Statements, Audit reports and Compliance reports submitted to OPFF?

Answer: The current lead agency is a non-profit organization. This information is publicly available. Federal single audit can be found on the Federal Audit Clearinghouse. State single audit can be found on the Florida Auditor General website. In addition, interested parties may reach out to the current provider to ask for a copy of their audit report. The Ounce will not release this information.

Question: Is there any additional funding or in-kind donations received within last 24 months, and if so, what are amounts received?

Answer: Cash and in-kind contribution requirements are described on page 16 of the RFA. Questions regarding contributions to the current lead agency are better addressed directly to that agency.

Question: Has the local HF Brevard Advisory Committee been given training, meeting regularly and providing oversight as needed? How often does Advisory Committee meet?

Answer: At the time of the last quality assurance review, HF Brevard met fidelity requirements related to their community advisory committee. They meet quarterly, which is the required frequency and minutes reflected that the community advisory committee provides input on site activities for improvement.

Question: Does HF Brevard have Strategic Plan separate from Operating Plan? If so, when was the last update and review of the Strategic Plan?

Answer: This is not a requirement of the HFF model and is outside the scope of this RFA.

Question: What data analysis systems are used to track and analyze outcomes and impact goals?

Answer: Healthy Families Florida uses data systems developed and provided by the Ounce of Prevention Fund of Florida's Research Evaluation and Systems Unit. Use of these web-based systems to enter data and track site performance are a requirement of the grant. Access to and training needed to use these systems will be provided to the grantee by the Healthy Families Florida Central Office.

Question: Who will be on the RFA review team? And who should all the RFA documentation be addressed to?

Answer: The RFA will be reviewed by an independent team of reviewers with community and home visiting knowledge. Submission guidelines for application documentation can be found on page 13 of the RFA.

Question: Can a private, community-based mental health agency apply for this grant?

Answer: Eligible applicants are described on page 7 of the RFA.

Question: Does this grant allow that services be provided by a Subcontracted agency?

Answer: Use of subcontracted agencies is allowable but not preferred.

Question: What is the required education level for staff under this program?

Answer: Professional qualifications for staff under this grant are listed in section C-2.2 (page 40) of the HFF Subcontract Template

Question: Would staff salary be supported by grant?

Answer: Yes. As listed in the Program Budget section of the RFA (page 15), salaries and benefits shall reflect market-rate salary estimates for the core positions for the HFF program.

Question: What are the expectations about hours per week per family?

Answer: Home visits are expected to last about one hour. Families enter the program and receive weekly home visits until they meet the criteria to move to less intensive visits. This typically lasts about six months after the birth of the baby. Visits then reduce in frequency to every other week, once per month, and finally once every three months. While on the most intensive level, home visitors can expect to spend 2-3 hours on the family per week which includes preparing for the home visit, traveling to the home visit, conducting the home visit, documenting the home visit and receiving supervision on the home visit.

Question: Can referrals be made to an outside programs/services and be covered by grant?

Answer: Referrals to external partners/services are a requirement of the program and based on each family's unique needs. However, services by outside programs may not be paid for with HFF grant funds.

Question: Also, is there a possibility that our team can virtually meet with you in order to further discuss how this programs looks and its expectations?

Answer: Healthy Families Florida developed a short explainer video to give more information about what services look like. You can find that video here: [Healthy Families Explainer Video \(youtube.com\)](https://www.youtube.com/watch?v=...)

Ongoing training and technical assistance will be provided to the agency that is awarded the grant to ensure the program is implemented to fidelity.

Question: On page 3 of the 'subcontractor template' the last sentence states ... will be equitably adjusted by the OPFF to the extent that it prescribes a fixed price (previously called "fixed fee") payment method or does not provide a method of payment for added tasks but on page 4, 3.1 Method of Payment it states This is a cost reimbursement contract... Can you please clarify?

Answer: This is a cost reimbursement contract.

Question: If the invoice is correct and submitted by the 15th as required, when will the lead agency paid?

Answer: As noted in the HFF Fiscal Manual (pg. 8), payments are issued by the OPFF within 30 days of receiving an accurate invoice.

Question: Will questions specific to the current system of care be allowed between April 5-19, 2024?

Answer: No. The pre-application question period closes on March 29.

Question: Is there a cost that should be budgeted for the required curriculum?

Answer: Curriculum manuals are provided by the HFF Central Administration. Sites should budget \$170 per family support and engagement specialist to attend the required virtual training.

Question: What is the current staff salary (minus benefits)? It is important to keep and maintain current staff for continuity.

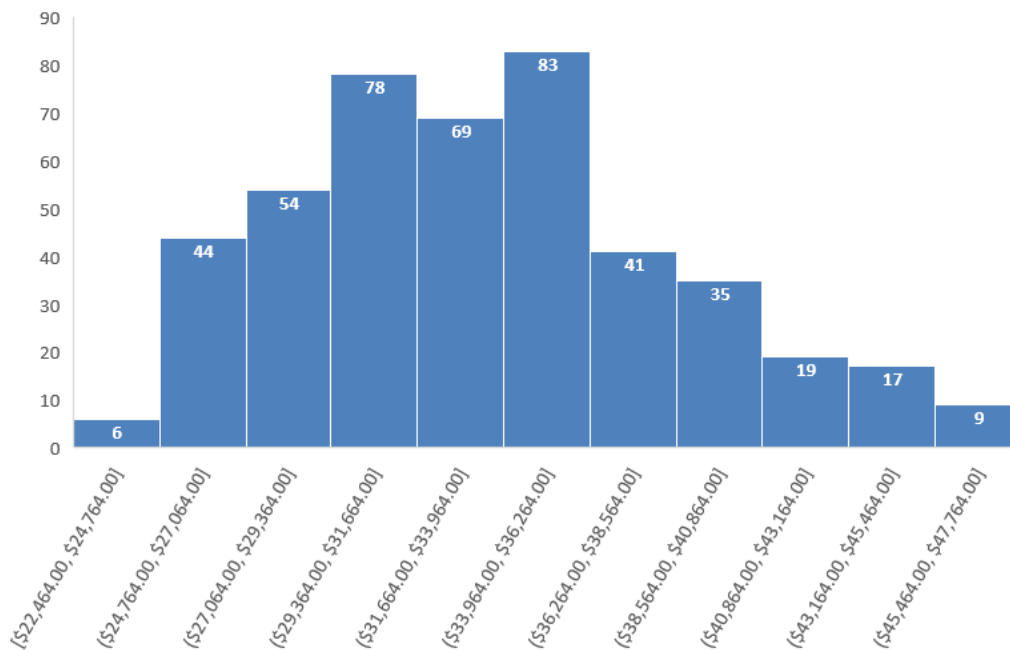
Answer: At HF Brevard, current FSES salaries range from \$32,500 – \$37,900. Below is an expert from the HFF annual staff attrition and demographic report that shows the statewide salary range for all HFF home visitors. This data is from FY 2022-2023:

Home Visitors: Salary Range

The salaries of all full-time home visitors ranged from \$22,464 to \$46,070 with a mean salary of \$33,537 and a median salary of \$33,280.

This histogram graph shows the frequency distribution of home visitors' salaries in FY 2022-23.

Figure 18. All Home Visitor's Salary Distribution, FY 2022-23



Question: Does the furniture, technical equipment, etc. belong to HF or the current provider? Knowing this helps with a seamless transition.

Answer: Furniture, technical equipment, and supplies/materials purchased with HFF grant funds belong to HFF. An appropriate transition plan will be negotiated with the new lead agency.