

# Baby Bundle 2020 FAQ

**1.Q:** Will the objects in the bundle be provided (i.e: books, bags, etc.) or do we include those costs in our budget?

**A:** **The winners will be sent the books, bags, and the other materials listed in the SurveyMonkey opening based on the number of babies born in their area each year.**

**2.Q:** Who connects the winning agencies to the new baby's families.

**A:** **The winners will be selected based on their ability to connect with partner agencies in their community as a way to reach new families (i.e. hospitals, birth centers, etc.).**

**3.Q:** What is the grant amount?

**A:** **The amount in your budget should not exceed \$40,000 and must be based on the number of babies born each year in your catchment area.**

**4.Q:** I know the email states that the grant must be completed by December with the possibility to be extended. Do you have any idea of how long will it be extended?

**A:** **We don't know for sure how long the federal grant will be extended. But you should budget for one year in total.**

**5.Q:** Do you have any additional details on the monitoring and data collection that will be required of grantees?

**A:** **Each winner will receive a spreadsheet for data collection. It will allow for easy tracking of who received the Baby Bundle. Each winner will also be provided a link to a survey that will take a short period of time to answer at the end of the funding period about what they learned from the Baby Bundle distribution and what they suggest to make it go even better in the future. Also, from the tracking sheets you will include the final numbers for each box on the spreadsheet.**

**6. Q:** What are allowable line items in the budget?

**A:** **Personnel costs that are not already paid by another source, printing of local resources, printing of items you want to include from your agency or partner agency, a bib or other baby item that has something about starting life together or healthy development... etc.**

**7. Q:** Do you know how many awards will be made?

**A:** **Approximately three awards.**

**8. Q:** I do not believe that our organization has a Vendor ID, can we use our EIN number in this application.

**A:** **No, you must have a NYS Vendor ID to receive funds for this activity. It is easy to apply for a State Vendor ID just let us know if you need the application.**

**9. Q:** Is there a budget form or format?

**A: No. You can present your budget in WORD or Excel and save it as PDF and upload it. Make sure it is clear, include a description for each expense that will be easy to follow. We should be able to repeat your math. (i.e. Copies of a local booklet cost \$1 and we are making 50 copies = \$50).**

**10. Q:** Can indirect expenses be charged? Are there any restrictions on indirect calculations?

**A: Yes, you can include indirect expensed in your budget. Indirect should not exceed 10% of the total budget. It should be reasonable.**

**11. Q:** Are NYS's materials in multiple languages? Are there any language requirements around the material we would provide?

**A: The materials are only available in English at this point. (only What To Do When Your Child Gets Sick (provided in Spanish) *Safe Sleep* and *Can Your Child Hear You?* are already provided in 13 languages). You need to anticipate what languages the families in your catchment area speak/read and you should include translation costs in your budget for what you anticipate needing.**

**12. Q:** When reporting on the number of babies born, is there a specific source or year you would like us to use?

**A: No, we don't require a specific data source. You need to cite your source if you don't use a state source.**

**13. Q:** Is there a certain # of parents you're looking to serve? Can the group of parents be limited to those already served by an organization?

**A: The goal of this project is to reach as many underserved parents as possible. If families are already enrolled in an early education program that's great, but the families in the community who are not enrolled in such a program should also benefit from the Baby Bundle, so you need to have partnerships with other agencies/hospitals to reach all the babies born in your catchment area.**

**14. Q:** Can you share which areas are considered "underserved"?

**A: Please use this report to locate areas of need (areas of the state that do not already have a new baby kit given to families).**

**Welcome Baby Kit Distribution in New York State**

**<https://files.constantcontact.com/4fc7762b701/33bccd1c-373c-4c14-87b1-8976e3d744ad.pdf>**

This is a 2020 report that shows the underserved areas of need in NY.

**15. Q:** My understanding is that the OTPS, Baby Bundle bags, materials, etc., will be fully covered in the award, and the budget is *solely* for personnel time related to the distribution and tracking. Is that correct?

**A: No, that is not correct. Each winner will receive some materials to put in the Baby Bundle bag (you will receive some bags based on the number of births in your catchment area for this project). You will need to include in your budget the printing of local resources, and a baby item (if you choose to include that) and staff time to distribute the Baby Bundles to new families, and time to track, assemble to bags, print materials, and complete the survey at the end of the funding period (only an hour or so for that).**

**16: Q: Are there any prohibited expenses?**

**A: Besides personnel time the only other allowable expenses are items going in the bag (and translation and printing services for those items). No disposable/ one-use items are allowable (no food, no formula, no diapers etc).**

**17. Q: Since the project must be completed by December (unless there is an extension), should we plan for the number of babies that would be born during August- December (based on prior year averages) or the yearly number of babies born? This will change our budget significantly.**

**A: You should budget for one year of babies born.**

**18. Q: The application indicates that the deliverables are due December 2020. What is the start and end date of the funding period?**

**A: The start date will be when the PO for the winning agencies are approved by the state. The end date is December 2020 (unless there is an extension).**

**19. Q: If our agency applies and is approved, are we then contacted by our local municipality or directly from your organization?**

**A: If an agency wins this funding opportunity you will be contacted by Nancy Hampton, NYS Council on Children and Families. Your local municipality does not know about this funding unless you partner with them for this project.**

**20. Q: Does our agency and municipality coordinate together to contact families?**

**A: No, your agency needs to form a partnership with local agencies to reach new families.**

**21.Q: Does our agency contact random families and provide the information through schools, doctor's offices and hospitals?**

**A: No, you contact new families who have given birth, adopted or fostered a new baby. You might rely on a partnership agency to become connected with these families (i.e. a hospital, birth center, etc.).**

**22.Q: As for the resources included in the tote bag, do the resources include child care info, pediatrician info and information specific to our agency and/or other agencies?**

**A: Each winning agency can add local resources to the bag. *The Starting Life Together, the Parent Portal* and the *Family Guide to NYS Early Childhood Services Prenatal through age 5* already includes these resources.**

**23. Q:** Is there a set number of baby bundles we are expected to distribute?

**A:** Yes, you will be expected to distribute the number (approx.) of Baby Bundles equivalent to the number of babies born in your catchment area in a year (this will be prorated if the award period is less than on year). You can budget for one year of babies (Up to \$40,000).

**24.Q:** How are Baby Bundle's materials supposed to be utilized by families (e.g. discussed in a parent-group/workshop-style setting, individual virtual contacts, etc.)?

**A:** Each agency will describe how they will reach families. It is expected that each family will have the Baby Bundle materials explained to them one by one. This can be done in a few different ways (COVID makes things even more challenging) so we leave it open to you and what your community can do. We will provide you with an orientation that will teach you about each material in the Baby Bundle and will provide you with a script to use with families when you introduce it to each of them.