

Request for Applications Workshop
November 7, 2012
Questions & Answers (Q & A)

Q1. Are the grants going to be funded 3 per region?

A1. No

Q2. Will all promo items need prior approval?

A2. Yes.

Q3. If your organization/agency is willing to pay the complete salary & benefits and allow all grant funding be used for programming activities, is this allowed since the grant requires an FTE who works 40 hours a week?

A3. Yes, this is allowed. Please indicate that salary and fringe will be included as in-kind support. TPCP will update the budget form for you to input this information.

Q4. YTS surveys were conducted after seniors in H.S. graduated, so why is that data preferred to APNA?

A4. The YTS is conducted in the Spring semester and the vast majority of surveys are administered while seniors are still in class. Results from both the YTS and APNA surveys are useful to monitor trends of tobacco use and attitudes. APNA is conducted every year in the Fall. It is a survey of 6, 8, 10, and 12th graders and focuses on many topics including tobacco use. YTS is generally conducted every other year in the spring and focuses mainly on tobacco use. The YTS contains more detailed information about tobacco use than the APNA. The advantages to the APNA, despite it's limited number of tobacco use questions, is that it is conducted every year.

Q5. Since there is no mention of CSH in the RFA, will you provide written verification that CSH activities are approved?

A5. This issue was discussed during a separate session with representatives from Coordinated School Health. Providing written verification that CSH activities are approved is not necessary.

Q6. May grantees receive a new list of available collaterals at the beginning date of grant start date?

A6. Yes

Q7. If you have an academic & community grant in the same counties, can part of the Academic salary be taken out of the community if you are working with the same grantee in the same events?

A7. No, one FTE must be allocated to each grant.

Q8. On the Budget template, can you add a line item for dental?

A8. Yes, a line will be added.

Q9. Can you use APNA data for means to measure outcomes if all schools in the specific county administer the APNA?

A9. Yes, but please note that as a caveat, the survey may not have included all grades.

Q10. Did the letter of intent serve for both grants?

A10. Yes

Q11. Can budget pay for cessation services?

A11. No

Q12. Do you put the 20 hours for professional development in your workplan or budget?

A12. Costs associated with training should be included in your budget.

Q13. Do we put the whole \$50,000 in budget of just \$48,375?

A13. The budget form will deduct the funds automatically for the GEMS system.

Q14. How do we obtain 20 hours of professional development? Who will provide this?

A14. Professional development hours can be achieved through quarterly meetings and webinars held by TPCP. In and out-of-state conferences can be used towards professional development hours.

Q15. School employee salaries are often pro-rated to alleviate the hardship of people having to live 2 months without paycheck. Specifically, what is your position regarding proration of salary for school based personnel?

A15. How one opts to be paid is up to the individual and school district. Applicants and their fiduciary should be mindful that salaries on the Academic/Youth RFA: 13-0007 begins on August 1, 2013 and ends on June 1, 2014.

Q16. Where can I get the strategic plan?

A16. The strategic plan is included in the RFA and can also be found on the TPCP website at <http://www.healthy.arkansas.gov/programsServices/tobaccoprevent/Pages/default.aspx>.

Q17. We are not limited to how many activities we do under each objective?

A17. No, there is no limit on the number of activities under each objective.

Q18. If we can add as many activities why is there a page limit to the workplan?

A18. The page limit has been removed.

Q19. Where can I find the BRFSS landline info pertaining to my county to use as a source?

A19. BRFSS landline information can be found on the Arkansas BRFSS website at <http://www.healthy.arkansas.gov/programsServices/healthStatistics/Brfss/Pages/CountyData.aspx>. From 2011 forward, landline only data is not available. A new methodology was used that includes use of cellphones. 2011 is considered a baseline year and is not comparable to previous years. As of November 13, 2012, the 2011 county estimates have not been released.

Q20. Can the community grant serve more than 1 county?

A20. Yes, however, each county selected must be a neighboring/surrounding county.

Q21. Do we do 1 or 2 objectives per intervention area?

A21. The applicant determines the number of objectives.

Q22. If an organization/agency have secured funding from another source (other grants) to focus on tobacco as a means to sustain the tobacco prevention efforts, can't the agency get a waiver of 40 hours a week work requirement to allow the FTE to conduct tobacco related activities as part of the other funding source?

A22. It is acceptable for another funding source to use a full-time FTE to conduct tobacco control efforts. The amount and time by another funding source should be outlined as an in-kind contribution.

Q23. Should there be two current year objectives for each intervention area?

A23. Objectives should outline activities that will be conducted during the grant period determined in the RFA. It is up to the applicant to determine the number of objectives for each intervention area.

Q24. Will we also get the list of approved activities that you will be giving to the "grant reviewers"?

A24. We encourage applicants to use the resources and tools indicated in the RFA to determine the most effective interventions and activities to conduct. Best practice recommendations are considered approved activities by TPCP. Applicants can be provided with a list of approved activities upon request after funding decisions have been made.

Q25. Is there a limit on amount for collateral items?

A25. Applicants should be aware that depending on the application you are applying for 3% or 5% can be allocated to media and health communications. Applicants should carefully consider the type of collateral materials needed and if the item(s) will help to further educational activities.

Q26. Are the grants not requiring the coordinator to become certified prevention specialist?

A26. No, this is not a requirement.

Q27. For those that live far enough away that have to include travel for mandatory meeting, but those that don't have to travel, can use that money toward salary and/or event materials?

A27. Funds can be used towards other program activities. One FTE in salary is required to support this RFA.

Q28. Since the budget template is not on the website. Will it be posted by Friday?

A28. The budget template will be posted by November 13.

Q29. If you write for two of more counties, do the objectives and activities work into the workplan?

A29. Yes. We encourage you to address the county (ies) you plan to work on in each objective. It's not necessary to address all counties in each activity area.

Q30. Is collateral material included in the 5% media & health communication part of the budget?

A30. Yes. Please note that 5% is allowed in RFA-13-0002 and 3% is allowed in RFA-13-0007.

Q31. Has the intervention area "capacity/coalition building" been removed from the work plan requirements?

A31. Yes.

Q32. What is the time-frame for objectives? 1 year or 2 years?

A32. The time period you use should correspond to the application period indicated in the RFA you are applying for.

Q33. Is this a one-year competitive grant or a two-year competitive?

A33. RFA 13-0002 is also a one-year competitive application; however, extensions will depend on the availability of funds and the applicant's success toward meeting established goals. RFA 13-0007 is a one-year competitive grant. Applicants are highly encouraged to explore options for program sustainability regardless of which RFA they apply for.

Q34. Does dental insurance go under health insurance? Or does it need to be added in? Can it be added in?

A34. Yes, this can be added as part of health insurance or it can be indicated on a separate line under health insurance. Please note that individual plans only are acceptable. The budget template will allow enough space for you to indicate the types of insurance and the amount requested.

Q35. Will we be allowed budget revisions?

A35. Budget revisions are allowed during the funding period; however, changes to the budget must be approved by TPCP.

Q36. Must budget request be full amount?

A36. No, it is not necessary to request the full amount of the allowable budget if it is not needed.

Q37. Do veterans count as a disparate group?

A37. Yes.

Q38. Can we add drop down boxes in the budget for dental and vision insurance?

A38. TPCP will update the budget form to add drop down boxes to add other types of insurance.

Q39. Why do we not use our APNA data?

A39. APNA data can be used to support your application.

Q40. Will ADH move to an online application process in the future? If not, will PDF files become writable?

A40. We don't know, but we hope so.

Q41. What is SOS project prevent? How do we include this in the workplan? What measurement should be used for this program?

A41. Project Prevent is a youth-focused activity conducted last year in schools that encouraged development of a tobacco prevention day in their school. This was done by holding a rally, flash mob, etc. You can reference specific youth-focused programs such as My Reason to Write, Project Prevent, etc. Final workplan activities will be negotiated between TPCP and the funded applicant.

Q42. Under Goal 4 "Disparities", do we have to use the strategic plan objectives in RFA?

A42. No, but your objective should reflect how you will address disparate groups as mentioned during the workshop.

Q43. Please clarify RFA 13-0002 (community) is July 1, 2013- June 30, 2014. RFA 13 -0007 is August 1, 2013- June 1, 2014. Is this correct?

A43. Yes.

Q44. What are the rules relating to ad agencies and outside consultants?

A44. Applicants may contract with outside consultants; however, TPCP needs to be aware of who the contractors are, scope of work, period of performance, etc. as indicated in the RFA.

Q45. I do not understand how these are 42 possible points for tobacco prevalence? With the highest score of 4 and 4 categories equal 16. And how is the maximum point on the Red County 9? It appears that 3 is the highest?

A45. Priority points are given to applicants based on the number of counties selected as well as tobacco prevalence. Please utilize the worksheets provided to determine actual priority points that can be earned based on location of workplan activities.

Q46. If you currently have funding with ADH and/or MISRGO, how different should the workplan or objectives be for these RFAs?

A46. Workplan activities should be different.

Q47. Can you speak more to baseline data as support to the objective?

A47. Applicants should research data sources that are appropriate to use for the objective indicated. Targets to reach in the objectives should be realistic. A variety of data sources are provided in the RFA.

Q48. Has your strategic plan changed since the 2011-2014?

A48. No. The approved strategic plan is included in the RFA and is also available online at <http://www.healthy.arkansas.gov/programsServices/tobaccoprevent/Pages/default.aspx>.

Q49. What was the rationale for the changes? Did you consult outside "agencies" such as local government or outside agencies other than TPCP in the changes of RFA?

A49. Changes were made to RFAs based on emerging trends and tobacco prevalence data. Yes, TPCP contacted other agencies prior to making changes to the RFA.

Q50. Why were such a significant changes made?

A50. Changes were made to the RFAs to focus our efforts and to broaden our reach to make more of an impact on tobacco use in our state.

Q51. If TPCP requires 1 FTE -40 hrs per week dedicated to tobacco control workplan, where is the flexibility for CSH activities?

A51. Tobacco control is the focus of this RFA. CSH should critically review program activities to see how activities align with tobacco control efforts.

Q52. Are billboards considered media?

A52. Yes.

Q53. Mrs. Rose stated “the changes made to the RFA would make it easier to integrate/implement into the CSH framework”.

A53. Yes, changes to the RFA should align well with the CSH framework.

Q54. Can any local tobacco cessation program be a part of the workplan?

A54. Yes. Collaboration is important and encouraged.

Q55. Can the grant pay for any part of the local cessation program activities or program?

A55. No.

Q56. Are salaries reimbursed as shown on the reimbursement guidelines?

A56. Yes, salaries are reimbursed. Dollar amounts shown were provided as examples only.

Q57. How can we access the list of free and fee-based program for students who violate school policies?

A57. We will post the names of the programs for you to review.

Q58. Page 13 bullet# 3 funds are used only to support tobacco specific academic youth & community focused prevention efforts, etc... How does CSH fit specifically with this requirement?

A58. Applicants will have to determine how their CSH program best fits into this requirement.

Q59. Will the questions submitted via these cards be posted on the website?

A59. Questions that specifically relate to the RFA will be posted on the website. Other comments, questions and answers not specifically related to the RFA will be shared directly with Coordinated School Health-funded entities.

Q60. Are we (CSH) allowed to do one-on-one prevention education with students who violate school district tobacco policy?

Q60. Yes, this can be done. However, TPCP would prefer school districts to implement a school policy that provides for “in lieu of suspension” programs to address tobacco infractions.

<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2669456/>

<http://www.ncbi.nlm.nih.gov/pubmed/19023839>

Q61. Can a school district serve only its campuses or would the coordinator need to serve all the youth (schools) in the county?

A61. This decision is up to the applicant. TPCP encourages the coordinator to collaborate with community partners in the counties you will serve.

Q62. Can the contact person for this grant be the program coordinator?

A62. Yes. The contact person is determined by the applicant.

Q63. Does this grant allow for paying a grant writer, i.e., include the fee in the application?

A63. No.

Q64. Can you apply for both?

A64. Yes. Each RFA is open to those who meet eligibility requirements.

Q65. Is there a set rate for fringe? i.e. workers comp?

A65. Costs for fringe and workers' compensation are determined by the fiduciary agent and should be indicated in the budget.

Q66. Can the applicant's tobacco-free hiring policy for the position funded by TPCP be covered in the job description?

A66. Yes.

Q67. May we use the results of CSH Indexes for rationale for goals in work plan?

A67. Yes. TPCP encourages use of all pertinent data sources to state your case.

Q68. How do CSH folks write activities dealing with health of the "whole child" into this narrowly focused RFA?

A69. CSH should look carefully at current and previous activities conducted, best practice recommendations, as well as review the resources provided in the RFA to determine how activities might fit into the tobacco focus of this RFA.

Q69. Most examples of the objectives use percentages, can the objectives use numbers? Example: By the end of June 30, 2014, 55 members of the LGBT Community will call the quitline.

A69. Yes, absolutely.

Q69. What is the difference between the 2 grants?

A69. The differences include, but are not limited to:

RFA-13-0002

- Will fund up to 16 applicants at approximately \$75,000
- Focuses on community-based programs which includes youth-based programs
- Funding period is from July 1, 2013 – June 30, 2014
- Continuation for a second year if funding is available and applicant shows program success
- Serves multiple counties

RFA-13-0007

- Will fund to up to 16 applicants at approximately \$50,000
- Expands the target population from K – 24 years of age (up to college-aged youth)
- Funding period is from August 1, 2013 – June 1, 2014.

Q70. Do we use the State Strategic Objectives for academic too?

A70. Yes.

Q71. Do we have to use the objectives as is or can we modify?

A71. You may modify the objective but be sure the objective is in SMART (Specific, Measureable, Achievable, Realistic/Relevant, and Time-Oriented) format.

Q72. Could you provide the PowerPoints from the work shop on the website?

A72. Yes, they will be accessible on the website.

Q73. Could you please include the correct links for CDC Best Practices on the addendum?

A73. Yes. Best Practices link is: http://www.cdc.gov/tobacco/stateandcommunity/best_practices/index.htm

Q74. If working in a specific school, to be awarded the most points would it be beneficial to include all other county schools?

A74. Yes, in order to maximize your efforts and points, you may want to incorporate other county schools.

Q75. Can you speak a bit on utilizing a contractor please?

A75. Contractors can be used for certain activities and may require a bid process to be utilized. If the contractor is unknown at time of application, indicate TBD (To be Determined). If the contractor is known, please refer to page 19 or page 20 of the RFA for specific information that must be submitted.

Q76. Why are the community based grants given extra value in the monetary award amounts?

Q76. Community-based grants serve multiple counties over a 12-month period.

Q77. Would it be the job of the coordinator to establish and lead the YES Team in his/her school district or community? (Especially in areas not readily accessible to Little Rock?)

A77. The coordinator could do this or someone else could be designated for this function such as a contractor, club sponsor, or volunteer.

Q78. Must we have administrative costs? What if a school district absorbs these costs?

A78. Administrative costs are not required, but can be used to support operating expenses. School districts can absorb these costs and the applicant should note this as In-Kind expense on the budget.

Q79. Can a grantee spend 50% of time on community and 50% of time on minority grant?

A79. Both RFAs require one FTE each. Subcontracted work also requires one (1) full-time position equal to forty (40) hours per week to be allocated.

Q80. If you turned in a 'Draft' copy of the Letter of Intent, do you have to resubmit?

A80. No.

Q81. Can we get reimbursed for travel expense to RFA workshop?

A81. Individuals who are currently funded subgrantees cannot use their grant funds to be reimbursed for travel expenses.

Q82. Can a part-time person be split among 2 grants as long as there is 1 FTE?

A82. One full-time (FTE) is required.

Q83. If I feel this RFA is not a good fit for your schools /community, can I withdraw?

A83. Yes. You can withdraw your application at any time.