2013-2015 Request for Applications for Local Community-Based and Minority-Based Partnerships in Tobacco Prevention and Cessation

Frequently Asked Questions

BUDGET and NEW INVOICE PROCESS

Q1. If two employees are the responsible parties for providing the grant contract deliverables, each providing 50% of the work, could 50% of each person's salary + benefits be charged to the grant?

> A1. This example is acceptable. A Lead Agency can charge the grant a percentage of a total salary. Note: The parties that are responsible for the grant contract deliverables must have direct responsibilities in the work plan, more than just supervisory responsibilities. This is the difference between working for the grant and charging indirect expenses.

Q2. If we get 100% of our salaries from our Lead Agency for our regular full-time work, can we also work part-time on the grant (ex. as a consultant) and get paid from the grant for our part-time work? The text on page 48 states: "TPC does not recommend that a lead agency employ a part-time person to do tobacco control work funded by this grant that currently has a full-time position." Please clarify.

> A2. It is strongly recommended that those taking on the role of coordinator not hold a full-time position in addition to being tobacco coordinator. This is due to the number of mandatory events and activities that take place during the course of the regular business day.

Q3. At one of the trainings, it was mentioned that admin personnel could be included in the personnel part of the grant, but they have to be active and named in the work plan. Please clarify.

> A3. If a position is named in the budget, that position must be included in the work plan (i.e. if a position is to be paid, it must be listed in the budget and included in the work plan). There may be personnel or partner organizations listed in the work plan that will not be included in the budget.

Q4. How do you budget administrative costs under the new indirect costs stipulation? What kinds of things are allowed? Can we pay for the person who manages our expense and financial reports, payroll, etc.?

> A4. These costs need to be made regular line items. Those who have previously listed items such as utilities, rent, equipment rental, etc. as indirect costs will need to list these items individually as their own line item, under "Other," for example.
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> It may be most appropriate to sub-contract with the person(s) who manage expense and financial reports, payroll, etc.; this may be listed under "Contracts."

Q5. Do all remaining funds from the current grant cycle have to be returned by June 30, 2013? Some invoices (including paying subcontractors) submitted before June 30, 2013 will not have been paid yet. Do we encumber those funds for paying the subcontractor and return the balance of funds to TPC?

> A5. The contract period ends on June 30, 2013, so current grantees have 30 days to close out the current contract and return any unspent funds. All invoices, charges, etc. from the 2011-2013 grant cycle should be paid from the 2011-2013 grant money *before* closing the books and returning any remaining funds.

Q6. If we have a sub-contract with an accountant to complete our fiscal reports, does the accountant have to show up in the work plan?

> A6. Yes, this needs to show up in the work plan, or at least the Scope of Work. If this is a line item on your budget, or a cost, it needs to be described somewhere in your application as well as in the budget narrative. Detail is important.

Q7. Our County insists we use Contract Positions instead of personnel. Is this okay when we do the budget?

> A7. The staffing approach being used must be thoroughly explained in the budget, budget narrative, and work plan.

Q8. What is the turn-around time for Invoice Reimbursement?

> A8. Approximately ten (10) to twenty (20) business days from the receipt date, provided you are in good standing with all fiscal and program reports.

Q9. Is there an opportunity with the new invoice process to apply for start-up costs or salaries up front?

> A9. If selected for an award, during the contract negotiation period, there may be an opportunity to apply for up to one month (30 days) of salaries and/or start-up costs. The decision for this would be determined at that time.

Q10. Please clarify the dates on the invoice.

> A10. There are three references to dates on the invoice: one date stays the same and two dates change monthly. The contract period is ALWAYS July 1, 2013 – June 30, 2015; this date does not change on the invoice. The two dates that will change are the date the invoice was prepared and the date of services which represents the one month of service being claimed on the invoice. For example, the date prepared could be August 3, 2013; the date of services is July 1 – July 31, 2013.

Q11. For current grantees, do we inform our Lead Agency of the new invoice process or will TPC do that?

> A11. The grantee is responsible for communicating the new process to the Lead Agency.

WORK PLANS, DELIVERABLES

Q12. If you have more than one objective for an indicator, does each objective need a separate work plan or can you have two or three objectives for a single indicator work plan?

> A12. Each SMART objective needs to have its own work plan. Therefore, most Indicators are likely to have more than one work plan to address all of the deliverables.

Q13. On the Work Plan Form, can the "Lead Agency Representative" be my direct supervisor or do I have to have the work plans signed by my CEO? My supervisor is more involved with the grant activity than the CEO.

> A13. Any lead agency representative is appropriate. In this specific example, it is appropriate for the supervisor to sign the work plans.

Q14. Indicator 15 deliverables state that we are to present Training Module #1 and Training Module #2, as well as attend and coordinate Training Module #4 Motivational Interviewing to Head Start staff. There is no reference to Module #3, Cessation Resources. Is this an oversight or has it been omitted?

> A14. The omission of Module #3 was not intended. The following deliverable should be added after the deliverable for Modules 1 – 2:
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> Present Training Module #3 to Head Start staff, including family advocates/home visitors, and provide supplemental materials. **DUE: MARCH 31, 2014; MARCH 31, 2015**

Q15. In the sample work plan for Indicator 8, the second deliverable states we are to conduct an assessment of current policies regarding smoking in all public and privately owned multi-unit housing in your community and develop a written work plan. Does this mean that we need to develop a written work plan for each multi-unit housing complex?

> A15. Develop a written work plan for each property, not for each housing complex. For example, there is a public housing authority and two apartment complexes in a community (all owned by separate entities). One work plan would be for all buildings and units owned and managed by the public housing authority and one work plan each for all buildings and units owned by each apartment complex/manager.

Q16. Conduct an assessment of current policies regarding smoking in all public and privately owned multi-unit housing in your community and develop a written work plan. DUE: DECEMBER 31, 2013. Does this mean the work plan is not due until December 31, 2013?

> A16. The work plan for the application should be completed and submitted with the grant application, along with all other work plan forms. The assessment of policies should be conducted before December 31, 2013. The assessment will contain more detail than what a community needs to know regarding current public housing policies in order to write a work plan for this application. A more detailed work plan (or strategic plan) should be developed after the assessment is completed.

Q17. One of the contract deliverables for indicator 8 reads, “conduct at least one presentation to public housing authority board, other housing boards, or trade associations on importance of SF policies for public housing and multi-unit housing, using the HUD toolkits…” We do not have a public housing authority. Could you give examples of a housing board or trade association? Could this be a real estate multiple listing service agency, such as MIBOR in Central Indiana?

A17. Some examples of trade associations include the Indiana Apartment Association, the National Association of Housing and Redevelopment Officials, Public Housing Authorities Directors Association, or the Affordable Housing Association of Indiana.

Housing Board refers to the governing body of the owner or management agent of some type of multi-unit housing. The board oversees the activities and makes the policies for the property. For example, public housing authorities have a board that the director reports to. For private owners or managers, the company may have a board or they may not. Check to see the make-up of the owners/managers of the multi-unit housing property.

Q18. Under Indicator 4 we are asked to work on grounds policy with hospitals, health care centers, mental health centers and clinics, and addiction treatment centers. Are nursing homes considered a health care center? If so, then is Indicator 4 required? It is not noted as a required indicator in the RFA.

A18. Nursing homes would be considered as a health care center. It is strongly encouraged to include Indicator 4; however, it is not currently a required indicator.

Q19. If something is written in the deliverables for an indicator, do we also need to include that in the work plan under strategies (since deliverables have to be written on the work plan anyway)?

A19. The deliverables specific to a particular SMART objective are listed at the bottom of the work plan. The activities of the work plan are not the deliverables but should be the strategies that RESULT in the deliverables.

Q20. Are the contract deliverables listed in the RFA per indicator also viewed as SMART objectives that should be listed in the work plans?

A20. No, the contract deliverables are not SMART objectives and should not be used as SMART objectives in the work plans.

Q21. Is there a contract template that TPC would like for us to use for contractors?

A21. The “Community-Minority Grant Agreement Lead Agency Sub-Contract/Mini-Grant Contract” form provided as a sample by TPC is appropriate. The required attachments contain the information needed by TPC and include a detailed scope of work and a budget worksheet and narrative. All forms should be kept together and available for review by TPC staff as needed. All sub-contracts must be approved by the Regional Director.

Q22. Are we supposed to include the contract requirements in the work plan, where appropriate?

A22. It is not necessary to include the contract requirements in the work plan. Some can be if deemed appropriate and fits into the work plan (ex. presentations to lead agency board), however, these are requirements for all community and minority partners and are expected to be fulfilled in addition to contract deliverables.

Q23. Do we need to write a separate work plan on Other Tobacco Products for Indicator 15?

A23. Yes.

Q24. Does TPC expect to see two separate work plans for Indicator 5 – one for working with veterans and one for a comprehensive community policy?

A24. More than one work plan should be submitted for Indicator 5. One work plan is required for each SMART objective.

Q25. If we have a public housing authority do we still have to also work on multi-unit housing? Do we have to write separate work plans for these two? Or can we say an objective would be to cover 30% more multi-unit housing in one work plan?

A25. Separate work plans are required for public housing and privately-owned multi-unit housing. Note: working with public housing takes priority.

GENERAL RFA QUESTIONS

Q26. Can we change Lead Agencies for the next RFA?

A26. Yes, this is the appropriate time to change the Lead Agency if necessary.

Q27. I know the RFA says TPC will not fund cessation classes. Does that also apply to mini-grants and sub-contracts? If I wanted to sub-contract with someone to teach cessation classes at a hospital or a large employer (and also work to implement the Quitline throughout the community), is this sub-contract/mini-grant allowed?

A27. No, TPC funds should not be used for direct cessation services as an ongoing activity that does not relate to a policy change.

Q28. What are the first steps to implementing EMRs at hospitals or in health care systems?

A28. Refer to "Getting Started: Embedding the Electronic Referral" document under Tab 7 of the RFA binder for important information about first steps to implementing EMR.

Q29. We would like to include outreach counties. How do we make a proposal to cover outreach counties? Can we write outreach into each of our work plans for neighboring counties?

A29. The only acceptable funding possibility at this time is to write a separate proposal for each county your Lead Agency is interested in working with. Do not include work on two counties in one application. If you are interested in working with more than one county, then please submit multiple applications (one application per county).

Q30. Where can I find out more information about the Affordable Care Act?

A30. One good resource is the American Lung Association. Searching "Affordable Care Act" from the home page, www.lung.org, will also provide several resources for you to review.

Q31. Is there a certain format we are supposed to use to save our documents to the CD/jump drive?

A31. Please make four main folders (Administration, Coalition Assessment, 2013-2015 Work Plan, and Budget).

- In the **Administration** folder, please save Cover Sheet, Work Plan Progress and Goals Form, Lead Agency Profile Form and Smokefree Air Model Ordinance Agreement
- In the **Coalition Assessment** folder, please save Coalition Assessment Form, Summary of Coalition Partner Organizations Form, Coalition Partner Profile Forms and the tool used to recruit potential coalition members.
- In the **2013-1015 Work Plan** folder, please save Indicator Work plan forms, and if selecting Indicator #2, the Voice Assessment Form and the Youth Support for Voice form.
- In the **Budget** folder, please save ONLY the Budget Worksheet Form, Scope of Work Form and Budget Narrative Form.

Q32. We are applying for a county that is currently not funded. How do we find out the dollar amount we should apply for?

A32. Contact TPC at 317.234.1787 for more information on a non-funded county. Ask for Anita Gaillard, Director of Community Programs, or Kristen Kearns, Contracts Administrator.

Q33. Does the Lead Agency have to be not-for-profit?

A33. No. Applicant eligibility is explained on pages 1 – 2 of the RFA.

Q34. Can we use bullet points to complete the Scope of Work form?

A34. Yes.

Q35. Can someone write in to do outreach for a specific indicator (ex. Voice) to another county that is already covered in outreach by a different county?

A35. The only acceptable funding possibility at this time is to write a separate proposal for each county your Lead Agency is interested in working with. Do not include work on two counties in one application. If you are interested in working with more than one county, then please submit multiple applications (one application per county).

Q36. I noticed that there is not a Voice Adult Ally Profile Form in the content that was provided on the disk, though there is a copy in the RFA binder under Tab 5. Also, I do not see this form listed as a required form on the checklist; therefore, I am concluding that we do not have to have three (3) completed forms turned in with the grant application. Please verify this information.

A36. The Voice Adult Ally Profile Form must be submitted by September 30, 2013 per the contract deliverable for Indicator 2. However, it is strongly recommended that if an Adult Ally is already identified, then the Adult Ally Profile Form be submitted with the application.

Q37. What are the items that should NOT be on the electronic version of the application submission?

A37. Do not include any of the Budget Section documents *except* the Budget Worksheet form, the Scope of Work form, and the Budget Narrative form. See the attached Application Checklist for an updated checklist of items that must be included in the paper and/or electronic application formats.

APPLICATION CHECKLIST

APPLICATION SECTION	COMPONENTS	PAPER COPY	ELECTRONIC COPY
Administration	Cover Sheet	☐	☐
	Work Plan Progress and Goals Form	☐	☐
	Lead Agency Profile Form	☐	☐
	Smokefree Air Model Ordinance Agreement	☐	☐
Coalition Assessment	Coalition Assessment Form	☐	☐
	Summary of Coalition Partner Organizations Form	☐	☐
	Coalition Partner Profile Forms ***(Completed by key coalition partners)***	☐	☐
	Copy of tool used to recruit potential coalition members	☐	☐
2013-2015 Work plan	Work plan forms	☐	☐
	Voice Assessment Form *(if selecting indicator #2)*	☐	☐
	Youth Support for Voice Form *(if selecting indicator #2)*	☐	☐
Budget	Budget Worksheet Form	☐	☐
	Scope of Work Form	☐	☐
	Budget Narrative Form	☐	☐
	Audited financial statements, if applicable	☐	
	Subcontract/Mini-Grant Forms, if applicable	☐	
	TPC Declarations Form-signed	☐	
	Vendor Information Form-signed	☐	
	Entity Annual Report Form (E-1 form)	☐	
	General Sales Tax Exemption Certificate	☐	
	Job description of Program Coordinator (and any other employee paid by the TPC grant)	☐	

Q38. Just before the pages that show the success, vision and goals there is an open space and instructions that say to share this information by the coalition's priority list - are we to do a narrative piece in this area as well as use the form?

A38. You are to use the forms provided on pages 30 and 31 of the RFA. You are to list out the four most important indicators to your coalition, starting with the most important as number one (1). For each indicator, you would include the success/progress during 2011-13, vision for 2013-15, and three goals for the 2013-15 work plan. Also, please don't forget to answer the questions at the bottom of 31 as well.

Q39. Do the partner profiles have to be signed or is a typed signature ok?

A39. A partner profile that shows strength and commitment is signed by the leader of the organization.

Q40. Are we to include only one profile for each category?

A40. It is not a requirement that the application include one profile for each category. TPC suggests that you provide partner profiles that strengthen your application. Variety shows strength but is not the only characteristic.

Q41. Are there new target numbers for the preferred providers and preferred employers for the 2013-2015 grant cycle?

A41. For the upcoming 2013-2015 grant cycle, TPC did not change the target numbers for preferred organizations. You may refer to Tab 7 of the RFA binder for the current target numbers for preferred providers and preferred employers.

Q42. Please clarify how we are supposed to have separate work plans for each indicator.

A42. Not all of the indicators will have multiple work plans. For example, Indicator 5 will have two (one will focus on local comprehensive smoke free air, and the second will focus on veterans clubs). Indicator 8 would have two – one for the public housing authority and one for working with multi-unit housing.

Others that may have multiple work plans would include Indicator 4 (separating hospitals, nursing homes, mental health facilities), Indicator 7 (separating public and private schools), Indicator 9 (a separate work plan for each college/university), Indicator 12 (separating work plans for each health care system), and Indicator 15 (separate work plans for Head Start and WIC – or other agency).

Q43. Provided in the RFA binder is the *General Sales Tax Exemption Certificate (Form ST-105)*; do we include this?

A43. State funds may not be used to pay sales tax. The *General Sales Tax Exemption Certificate* is being provided so that TPC partners may use the form if needed.

Q44. On the subcontracts/mini-grant form, does the grant number change if we are a current grantee? Where do we get this number?

> A44. The grant number will be assigned to approved applicants by TPC once the contract process begins.

Q45. If a local ordinance covers private clubs, do we still need a separate work plan for veterans clubs for Indicator 5?

> A45. Yes, the deliverables for Indicator 5 are still required for all applicants and it will need a separate work plan.

Q46. On page 29 of the RFA, the last sentence in the first paragraph reads, “Start with the Priority Area that is most important to the coalition.” Section 4 of the RFA includes a list which ranks TPC’s Priority Areas. Is there an expectation that the coalition’s priorities be ranked in the same manner?

> A46. There is a difference between section 1 and section 4 of the RFA: section 1 asks that you start with the priority area that is **most important to the coalition** and discuss why it is most important. In section 4, please follow the format provided in the RFA.

Q47. If this is the first year for our lead agency to apply for a county, how do we complete the Work Plan Progress Form?

> A47. Refer to the last paragraph of page 29 of the RFA document: *If this is the first year for application, please complete the vision and goal sections for each Priority Area*.