

**Iowa Department of Public Health
Division of Tobacco Use Prevention and Control
Community Partnerships for Tobacco Use Prevention and Control
Request For Application Fiscal Year 2014**

Cumulative Written Question and Response Document

Round 1: Written Questions and Responses for questions submitted through February 12, 2013

Posted February 19, 2013

Q1. Do I understand correctly that the entire grant and budget must be rewritten? Can we keep the same goals and objectives? If the entire grant is to be rewritten most of it will be the same. Please explain. Thank you.

A 1. As stated in Section 2.02 C, page 15, of the RFA, the application must contain all items specified in this section. The RFA Action Plan should be a continuation and expansion from that of your RFP Action Plan. Goals and objectives can be the same as for FY13. However, applicants may expand on current/FY13 objectives or create new ones for FY14. As stated in Section 2.03 of the RFA, applicants must submit a line item budget with budget justification for each county in service area.

Q2. I do not see Tobacco Retailer Assessments as a required minimum activity in the RFA, will we not be doing those in FY 2014?

A 2. The Tobacco Retailer Assessments are not a required minimum activity for FY 2014. However, tobacco retailer assessments are an encouraged activity for counties where youth are being targeted with new products.

Q3. Just to clarify we do not need to submit any narratives?

A 3. As stated in Section 2.02 of the RFA, the application must contain all items specified in this section. The application does not require a narrative.

Q4. We do not need to submit any letters of support either?

A 4. No letters of support are required for this continuation year.

Q5. In Section 2.01 Page 10: 2nd Bullet: We participate on a lot of coalitions, are we going to have to upload all our meeting minutes onto Sharepoint? What if some of our coalitions don't even take minutes or have an agenda?

A 5. As long as one coalition, per county in service area, has an agenda and minutes and meets at a minimum quarterly, those minutes should be uploaded into the SharePoint.

Q6. Section 2.01 Page 11: Will contractors be given the questions to ask properties (for consistency purposes) based on the required research of market rate housing on page 11?

A 6. Section 2.01, Page 11, the final minimum requirement regarding smoke-free housing states that the Division will offer outreach, assessment and reporting guidelines through a mandatory training. Yes, contractors will be given questions to ask properties.

Q7. Section 2.01 Page 11: Can contractors pay for a listing of local market rate housing names/numbers/contacts since IDPH won't be giving us the list?

A 7. Yes, contractors may pay for a listing of local market rate housing names/numbers/contacts.

Q8. Section 2.02: Page 16, Section F: Checklist: Do we have to have page numbers in the boxes on the check list for each item, or is it just there for our benefit to review we have all necessary items included?

A 8. A checklist is required to be submitted with the application, but page numbers are not required to be put in the boxes on the Checklist Attachment.

Q9. Section 2.02: Page 15 and 16: Section C and D: The action plan and minimum requirements can include all counties, if we have several counties in our service area, correct? We do not need to have separate action plans or minimum requirements for each county?

A 9. Page 15, Section 2.02 C, Action Plan, states Attachment C, Action Plan form, has a specific place for Objective's targeted county(s). You must fill in this space to complete the Action Plan. Similarly, Attachment D, Minimum Required Activities, requires that each activity must list which counties that activity relates to. Again, in order to complete the minimum required activity form, that space must be completed to list all counties in the service area. Applicants do not need to have separate action plans or minimum requirements for each county.

Q10. Page 17: Section 2.03 Budget: If we have multiple counties we still need to have separate budgets and budget narratives for each county, correct?

A 10. Yes, Section 2.03 – Budget, page 17, states that the applicant shall complete required form Attachment G for **each** county identifying proposed expenditures. It further states that a budget justification must also be included for **each** county.

Q11. Page 17, Section 2.03: Budget: Can the salary and fringe be included in 1 lump sum or do they need to be broken down, salary \$X and fringe \$X?

A 11. Salary and fringe may be entered into the budget as one sum or they can be broken down.

Q12. Page 19: Section 3.03: Technical Requirements: States that there is no page limit for narrative sections, but we do not need to submit any narratives such as the Community Narrative, Project Narrative etc. Correct?

A 12. Correct, no narratives are necessary for the FY14 application.

Q13. Page 19: Section 3.03: Technical Requirements: Does it matter what style the font is in?

A 13. There is no font style requirement for the FY14 application.

Q14. Page 20: Section 3.03: Technical Requirements Do we need to add anything else in the header? You just list that we need to have a page number, nothing about including the RFA number or organizational name. Can we choose to add the organizational name, title of document and page number if we wish?

A 14. As stated in the RFA, all pages are to be sequentially numbered. There is no other requirement to include in the header. You may include additional information in the header if you choose, but only the page number is required.

Q15. Do we need to submit the RFA in any particular order? Or can we go along with the checklist?

A 15. As stated on page 16, Section 2.02 – Application Requirements, please refer to Attachment F for the list of items which must be included in this application. An applicant may use the checklist as a guide to order the application or the applicant may arrange the application according to their needs.

Q16. Page 14: Cover Page: It talks about Conditions/Signature and under the document on the attachment it lists the Executive Director to sign, but can we have our CEO or Fiscal Director sign instead?

A 16. The person(s) who are authorized to execute legal documents on behalf of the applicant must sign and date the cover page.

Q17. According the Appendix I, (sample contract), the due dates for the quarterly reports are listed as Oct. 18, Jan. 24th, April 18, and July 18th. There was some confusion this year regarding the Jan. 24th due date. Will that be changed to Jan. 18th?

A 17. The dates listed in Appendix I, are the dates that quarterly reports will be due in FY14.

Q18. On the Key Personnel chart, it asks for a program coordinator. If there is also a program supervisor would you like that to be added with the necessary contact information?

A 18. Yes. Attachment A, Key Personnel, offers the applicant the ability to add more personnel as needed.

Q19. On page 17 in section 2.03 it refers to the budget as Attachment H, and on page 18 under Match requirement it refers to the budget as Attachment I. Should both of those actually have read Attachment G?

A 19. Budget forms are Attachment G. Refer to Amendment # 1.

Q20. In last year's RFP food expenses for coalition meetings and youth prevention meetings. were listed as allowable with pre-approval from the department. Food expenses are not listed under pre-approved items, nor unallowable expenses for this year. Will they be allowed?

A 20. Yes, food costs are allowed.

Q21. Section 2.01, Page 11: What if in our initial searches from previous grant years in regards to multi-unit housing there aren't as many market rate properties as the goal we have to assess listed. For instance, in one of our counties we have only found 7 market rate properties to reach out to yet based on the population we have to assess a minimum of 10, how do you suggest we do that if we can't find at least the minimum amount listed?

A 21. For the purposes of this minimum requirement, applicants may assess ANY rental property, which includes single family structures that are rented. The purpose of this activity is to get as many properties into the state-wide Smoke-Free Housing Registry as possible. If the applicant has problems reaching the minimum and can document their search for properties, the Division will approve however many assessments are accomplished.

Round 2: Written Questions and Responses for questions submitted through February 26, 2013

Posted March 5, 2013

Q22. On page 11 of the RFP, the last bulleted item references market rate housing properties. Are these multi-unit buildings?

A 22. Refer to A 21.

Q23. Section 2.01 of the RFA refers to required minimum activities; on page 11, it states contractors must assess a minimum number of market rate properties based on population. The subsequent list provides population and the number of properties required. The list leaves a gap between 15,000 and 25,001 population. If my county falls into that population range, how many market rate properties must be assessed?

A 23. This has been corrected with Amendment #2. Please refer to the amendment posted as a separate PDF file.

Q24. Once we receive notice will we be able to combine our budgets if we serve several counties, and get approval on one large joint budget from our CHC?

A 24. Once the application and budget have been approved a combined budget will be sent to the applicant from the Department.

Q25. Is the cost of a website allowed under office costs of allowable costs?

A 25. Yes, under Section 2.03, Budget, 4. Other, states that; "All other anticipated expenses using funds must be listed on the line item budget and justified. This category includes: office supplies, educational supplies, project supplies, incentives, communication, rent and utilities, training, information technology-related expense, travel, etc. This will include any equipment costs not meeting the above definition for equipment."

Q26. Under allowable costs (section 2, pg 11) a limited number of community cessation classes are allowed if they are an activity in our action plans, but are restricted to a max of 8 single sessions per class. Is this 8 single cessation per organization or per quarter, could you explain?

A 26. A cessation class is allowed if it is related to an activity in the applicant's Action Plan AND is associated with implementation of a systems or policy change. For example, if an applicant has chosen to help local businesses adopt Tobacco-Free (TF) wellness policy. If a business does implement TF policy due to the applicant's efforts, that applicant is allowed to hold one class with no more than eight sessions in the class.

Q27. Under unallowable costs (section 2, pg 12) it states that "ongoing teaching of k-12 prevention or cessation curricula or adult cessation counseling provided by budgeted staff or subcontracts" could you explain what this means? Does it affect those CP that want to provide Freedom From Smoking cessation programs as part of their action plans?

A 27. This unallowable cost addresses the fact that the Department will not fund **ongoing** classes for either k-12 prevention or cessation curricula or adult cessation counseling by either staff or subcontracts. Community Partnerships that have activities around cessation in their Action Plan AND achieve either a systems or policy change through their efforts may then teach ONE class with no more than eight sessions in the class. In other words, Community Partnerships may hold one cessation class per systems/policy change they help to implement.

Q28. Many of the rental properties that are not low income or HUD (but fall into Market Rate Housing - if I understand the definition correctly) are rented through Re/Max, C21, or Coldwell Banker for our county. How would the division like us to conduct our surveys for these properties through the Real Estate Agencies? I don't want to call them and tie up their time more than necessary, though they may have several properties they help rent for people who own the houses.

A 28. How the Community Partnerships do the assessments is dependent upon their knowledge of the community. The Department will hold a training on SF MUH in the first quarter of FY14. One of the topics discussed will be outreach to the housing industry.

Q29. Section 2.01, Page 11 of the RFA: It is stated that, "In counties with a population of 10,001 to 15,000, contractor will assess a minimum of 10 market rate properties. In counties with a population of 25,001 to 50,000, contractor will assess a minimum of 20 market rate properties." What is the requirement for counties with a population of 15,001 to 25,000?

A 29. Refer to A 23 and amendment #2.

Q30. If there is a current Business Organization Form in Sharepoint do we have to replace it with a new Business Organization Form? Thank you.

A 30. The Business Organization form is not requested with the RFA, but if there are any changes (at any time) you should upload an updated version. If a new version is required due to changes, the contractor should date the document so that the previous versions remain within the Business Organization folder.

Q31. In Attachment D the form still lists assessments and gas stations as a minimum required activity but there is nothing on the form about assessing market rate housing properties. I understand we are do to gas stations and convenience stores if we are targeting youth. Are we to add the housing information ourselves to the minimum activities.

A 31. Please go to the IDPH: Funding Opportunities site: <http://www.idph.state.ia.us/ldphGBP/ldphGBP.aspx> . Go to the RFA, Attachments link. You will find Attachment D does not list the tobacco retailers and does address the housing assessments.

Q32. In the grant guidance it does not say how many housing properties are required to be assessed for county populations between 15,001 and 25,000. Please advise.

A 32. Refer to A 23 and amendment #2.

Round 3: Written Questions and Responses for questions submitted through March 13, 2013

Posted March 19, 2013

Q33. Pg 10 – Required minimum activities – Maintain or participate in a youth-led group or coalition which addresses tobacco use that meets a minimum of quarterly. Clarification: Our Youth Coalition is not participating in ISTEP. Are they required to participate in the following activities? Kick Butts Day, Threw With Chew, Ash to Trash and Red Ribbon Week? We want to write this into our plan if required.

A 33. The coalition is not required to participate in ISTEP nor in the mentioned activities. However, reporting must reflect activities by a youth led group engaged in tobacco control activities. ISTEP and the offered activities are there as a resource.

Q34. Pg 11 –Required minimum activities – Assess any market rate housing properties, etc.....Our County is participating in a CTG grant requiring these assessment for Multi-Unit Housing – and our assessments have been uploaded as required with annual updates in process for all facilities in our County (5 total). How do we address this in our work plan to assure non-duplication, and still meet the minimum requirements? We would be required to submit 10 Survey Monkey tools for our County size.

A 34. CTG counties are required to work with low-income multi-unit housing, the Community Partnerships are required to assess market rate housing. A training will be offered in the first

quarter of FY14 to address specifics which will include efforts to minimize duplication of work for IDPH contractors.

Q35.i. If a Business already has established a Tobacco Free Workplace Policy and would like to hold 1 Cessation Program of no more than 8 Sessions, are we allowed to provide that service? Previous Q&A only address IF a business was creating a Tobacco Free Policy.

A 35.i. If a business already has an established Tobacco Free Workplace Policy in place, the Community Partnership Contractor is not able to provide the cessation program. Encouraging area businesses, hospitals and other organizations to invest in training personnel in cessation services and committing to offering cessation classes and promoting the Quitline are strong local tobacco control cessation activities.

If a Community Partnership/Contractor has an activity indicated in their Action Plan that they will offer a cessation class in conjunction with the adoption of Tobacco Free policy and the Action Plan has been approved, the Community Partnership may offer one cessation class with a maximum of eight single sessions when the policy adoption occurs.

Please refer to RFP Section 2.01, Scope and description of services, Allowable Costs, page 11: “A limited number of community cessation classes are allowed **if they are an activity indicated on the Action Plan** which supports a policy or systems change objective. A maximum of eight single sessions are allowed per class.”

Q35.ii. Would Tobacco Free Policy have to be provided to CP before Cessation Program could be addressed?

A 35.ii. Yes, refer to A 35. i. above. A Tobacco-Free policy must be written in the Action Plan provided to and approved by the Department before a cessation program could be addressed. A cessation class detailed in an Action Plan is allowable only after a policy has been adopted, and only one cessation class is allowed per policy change.

Q36. Current Action Plan Reporting Document has a place to record activities related to Minimum Required Activities, if an activity is planned for the promotion of a minimum required activity but also fits under a goal and objective, where would you like us to place that activity on our Action Plan? Trying to avoid duplicate reporting on the document. Example: Min. Required Activity is to promote Quitline Iowa - should we place all activities in this section of report only even if they relate to another portion of our Action Plan.

A 36. The Minimum Required Activities are general activities related to tobacco control. They are not specific activities related to implementing systems and policy. If a Community Partnership decides to write an objective that builds upon a Minimum Requirement with the added goal of achieving system or policy change, those activities directly related to achieving the system or policy change must be reported in the Action Plan section of the Quarter Report.