

**2015-2017 Request for Applications (RFA)  
for Local Community-Based and  
Minority-Based Partnerships  
in Tobacco Prevention and Cessation**

**Frequently Asked Questions**

**BUDGET/FISCAL REQUIREMENTS**

Q. Who needs to sign the Direct Deposit Form (the CEO, board director, coordinator, etc.)?

A. The Direct Deposit Form must be signed by the Lead Agency's financial or other representative. Refer to page 56 of the application for further instructions.

Q. Are salary increases allowed – how often and how much?

A. Salary increases may be allowed; one salary increase of up to 3% of the salary may be allowed every 12 months.

Q. Audited financial statements are listed as required, if applicable. What is meant by audited financial statements; does this mean bank statements? What is considered applicable? What is considered a non-governmental entity?

A. Audited Financial Statements are a company or organization's financial statements which have been prepared and certified by a Certified Public Accountant (CPA). Applicants must submit Audited Financial Statements if they are a non-governmental entity. A non-governmental entity is an organization that is neither part of a government nor a conventional for-profit business.

Q. If we have fiscal people listed in our budget (e.g. an accountant), do we only list them in the work plan, or do we provide a job description for them as well?

A. Any individual listed as personnel and included in the budget must be included in the work plan(s) as well as have a job description included with the application.

Q. If we are not including any subcontractors in the budget, do we need to answer the questions about "Management Plan for Subcontractors?"

A. Yes. Even if your work plans do not include a subcontractor, TPC still needs to see how your organization would select and manage a subcontract in the instance the use of one should be required some time throughout the contract period. A brief explanation is acceptable.

Q. Does the total budget for fiscal year (FY) 2016 have to be the same as FY 2017?

A. The total budgets for FY 2016 and FY 2017 must be the same total amounts; however, line items within each fiscal year's budget may differ.

Q. Do we need to turn in a Fixed Assets Ledger Sheet with the application?

A. All funded partners must maintain and have a Fixed Assets Ledger Sheet available for TPC. The Fixed Assets Ledger Sheet does not need to be turned in with the application, but must be submitted with the close out of the grant cycle.

## APPLICATION FORMS

Q. What if your coalition does not have representation from the three sectors listed that letters of support should be from?

A. Three (3) of the letters of support from committed coalition members should be from the following sectors: health care, business and civic. Your coalition can decide from what two sectors the remaining two letters should be from. Refer to the instructions on page 37 of the RFA. Please keep in mind we are looking for broad-based coalition support, which ideally would mean representation across all sectors. You may use the application period as an opportunity to build your coalition.

Q. Please define civic organizations. Examples listed in the RFA are elected officials. Does a representative from an organization such as the YMCA, Rotary, Civitan, and LCC qualify as a civic representative for the purposes of support letters for the request for application?

A. The Civic Sector can be comprised of individuals who are elected officials, local government employees or those individuals representing civic volunteer organizations.

Q. Are the Coalition Partner Profile Forms being replaced by the five (5) Letters of Support?

A. We are asking you to submit five (5) letters of support from committed coalition members from different sectors of your coalition. The Coalition Partner Profile Forms used in previous grant cycles are not a requirement of this application.

Q. What is the meaning of “added value of this grant to the community” (page 28)?

A. This question asks you to explain what this grant would provide to your community that it does not already have. Please explain the services, resources, and other benefits your community might expect to receive as the result of your program that would not otherwise be available.

Q. Under attachments to be included for section 2, what is a “copy of the tool used to recruit prospective coalition partners?”

A. The tool used to recruit prospective coalition partners may be a flyer, brochure, or other document used when recruiting additional members to the local coalition.

Q. In order to use branding, such as 1-800-QUITNOW, do we need to get written permission for EVERY brochure created, EVERY newspaper press release/letter submitted, and EVERY paid media ad? Or just a one-time blanket permission to use for the month or year?

A. Please contact your Regional Director with any specific branding requests. Each request will vary based on community initiatives. The purpose of written approval is to ensure proper messaging and use of the respective brands and to clearly communicate goals and objectives of branding with TPC.

Q. For counties with multiple funded partners, is the Summary of Coalition Partners a summary of the county’s coalition partners, the applicant’s coalition partners, or both? Is there a certain number of coalition partners expected?

A. The purpose of the Summary of Coalition Partners is to describe the applicant’s coalition partners; please list them by organization name.

There is no expectation of a minimum number of coalition partners. If there is not representation from a particular sector, be sure to address how you plan to recruit members from that sector in the coalition assessment.

Q. Does the Summary of Coalition Partners require a written description of each coalition partner, or just a list of partners? Are signatures required from each partner organization included in the list?

A. Please list those organizations that are represented on the coalition, grouping the organizations by sector. We are not asking for coalition member signatures.

Q. For counties with multiple funded partners, is the Communication and Media Advocacy Plan on pages 39-40 in the RFA the county's coalition's plan, the individual applicant's plan, or both?

A. If counties with multiple funded partners have one coalition for the county, then the advocacy plan may be reflective of the larger coalition's plan. However, the plan must be reflective of the strength of all the partners, comprehensive, and must demonstrate collaboration. Be sure to include your organization's specific strengths.

## **WORK PLANS, DELIVERABLES, CONTRACT REQUIREMENTS**

Q. Do I have to include all contract deliverables in the work plan form?

A. Yes, all contract deliverables must be included in your work plan. You may have more than one work plan per indicator, and each of these work plans may include a portion or all of the contract deliverables under that indicator. However, every deliverable should be included in at least one of the work plan(s) for that indicator.

Q. Each work plan requires three (3) signatures: from the lead agency, from a coalition member, and from the coalition coordinator. We have not yet hired a coalition coordinator. Who should sign instead?

A. Another coalition member may sign if a coordinator is not currently hired, but please ensure you have signatures from three different people (representing three different organizations) who will be actively involved with the coalition and the work plan.

Q. Does each specific indicator in the work plan need the three specific signatures or just the overall coalition work plan?

A. Each work plan form that is submitted as part of the application must be signed by a Lead Agency Representative, the Coordinator, and a Coalition Representative.

Q. What are the priority areas in the Work Plan Progress and Goals Form, pages 27 and 28?

A. Use TPC's Priority Areas (Decrease Youth Smoking Rates, Increase Proportion of Hoosiers Not Exposed to Secondhand Smoke, Decrease Indiana Adult Smoking Rates, and Protect and Maintain a State and Local Infrastructure Necessary to Lower Tobacco Use Rates) and put them in the order of priority to your coalition. For example, if "Decrease Indiana Adult Smoking Rates" is the most important priority area for your coalition, write that in the Priority #1 box of the Work Plan Progress and Goals Form.

Q. Do contract requirements need to be in the work plan?

A. All contract requirements (pages 9-10 of the RFA) must be included in the work plans. All community and minority partners are expected to fulfill contract requirements in addition to contract deliverables.

Q. Under which indicator should Youth Tobacco Survey (YTS) administration be listed within the work plan?

A. Administration of YTS is a contract requirement and must be included in your work plan(s). The indicator under which applicants include YTS administration may vary depending upon the SMART objective. Indicators 7 or 14 are examples of indicators under which placement of YTS may be appropriate. All contract requirements should be included in the work plans.

Q. Is it correct to say that some contract deliverables under Indicator 5 need not be written into the work plan if the community partner has already helped get comprehensive local ordinances passed? Or should they all be written into the plan and addressed only if applicable during the funding cycle?

A. All deliverables under Indicator 5 are required for all applicants.

Q. A contract deliverable for Indicator 12 directs the inclusion of “creating a new or improving an existing reminder system that specifically identifies tobacco users.” What is a reminder system?

A. A reminder system improves proper identification of a tobacco user during a patient visit. An example of this would be a visual prompt or notification for a provider to remind them to ask each patient about tobacco use. Please refer to Chapter 2 of the [2008 Clinical Practice Guideline for Treating Tobacco Use and Dependence](#) for additional information.

Q. Is there a list of Quit Now Indiana Preferred Network employers and healthcare providers? Are there new target numbers for the Preferred Network for the 2015-2017 grant cycle?

A. A list of Quit Now Indiana Preferred Network employers and healthcare providers is regularly made available to funded TPC partners. For the 2015-2017 grant cycle, TPC has not declared target numbers for the Preferred Network; however, regional directors may establish goals for a specific community.

Q. How do we know if the indicators should have more than one work plan?

A. Each SMART objective needs to have its own work plan. Most indicators are likely to have more than one work plan to address all of the deliverables.

Q. Will the new Indicator 3 require at least two work plans (i.e. one relating to STARS and one relating to presentations on OTP)?

A. It is unlikely that you will need more than one work plan for Indicator 3. One work plan is required for each SMART objective.

Q. If there are tobacco-free policies that do not include e-cigarettes in the policy, would it be appropriate to address that under indicators 4 and 7?

A. Yes, these indicators would be an appropriate place for including initiatives to add e-cigarettes to tobacco-free policies at schools, hospitals, health care centers, mental health centers and clinics, addiction treatment centers, and senior living facilities.

Q. When TPC distributes paid media resources and coordinators are directed to contact Promotus (ex. as in November 2014’s GASO ads), is this funded by TPC or are coordinators required to pay Promotus for the preparation of materials out of our media grant funds?

A. TPC partners will need to pay media expenses using their awarded grant funds.

## VOICE

Q. Is VOICE going to be a separate grant application?

A. VOICE will be administered through a statewide grant. Once the statewide grantee is established, the process by which local VOICE groups participate in the movement will be determined.

Q. I am writing a Youth Advocacy Coordinator into my grant application. This person will be listed in the budget and appear in my work plans to work on VOICE and other youth related topics. What do I need to include indicating this position will coordinate with the new statewide grantee overseeing VOICE, since a communication plan has not yet been established?

A. Any personnel listed in the budget must be included in the coalition's work plan(s). Be purposeful and specific in identifying job duties, including the responsibility to coordinate with the statewide partner. Once the statewide grantee is established, the process by which local VOICE groups participate in the movement will be determined.

Q. Our county does not currently have a VOICE initiative or funding in the current grant. Our county is currently putting together a youth council. This council will not be solely dedicated to tobacco. Should we request dollars in our community grant to support the tobacco work that the youth council will do, or should the youth council write to the state VOICE partner for those dollars?

A. Funding for VOICE initiatives will be provided through the statewide grant. Personnel to oversee VOICE initiatives may be written in to the local community-based and minority-based budgets; any personnel listed in the budget must be included in the coalition's work plan(s).

Q. Will the VOICE statewide partner only support youth councils that are a 100% VOICE initiative?

A. Youth groups/councils that work on other issues may also elect to participate in VOICE initiatives.

Q. Will TPC's community partners be applying for separate VOICE grants to fund their local VOICE efforts? If yes, can you give any indication as to the level of funding for the separate VOICE grant? Would it be a percentage of the current funding level or would it be based on the local VOICE movement? Would the funding only cover VOICE movements that have a local "community" focus? If no, will the statewide VOICE partner (funded by TPC) be offering free services to help support and lead the community partner's local VOICE efforts, state VOICE efforts, national VOICE efforts, and/or all?

A. Local community-based and minority-based grant recipients will not need to submit a separate grant application to participate in VOICE. Any funding for youth related advocacy activities (for ages 12-18 years) may be included in the 2015-2017 RFA, e.g. for a VOICE coordinator personnel position. If requesting funding, you must include youth related advocacy activities (for ages 12-18 years) as a part of this application's work plans. The Statewide Partnership will be making training and technical assistance available to all groups participating in VOICE throughout the next grant cycle.

## GENERAL RFA QUESTIONS

Q. Currently, our local tobacco coalition is not funded. One of the areas that concerns us is how would we sustain a Tobacco Community Coordinator after the grant ends. Since we don't have funding for this now, how would we be expected to continue this program without the grant? Would applying for additional and local grants be appropriate?

A. ISDH-TPC offers the opportunity to apply for funding every two years. We understand a staff position may not be sustained without funding. However, the work of a coalition and coordinator should be aimed at making lasting changes in systems and social norms that will sustain if funding is not available. The coalition may seek additional funding and donations from other entities provided compliance with the TPC Declarations form is maintained.

Q. How should the application files be organized on the electronic versions of the application? Are jump drives acceptable?

A. Compact discs (CDs) or jump drives are acceptable forms of electronic applications. Please list the files in the order in which they appear on the application checklist.

Q. Am I supposed to save the application in another format to add my text?

A. The application forms are available in a modifiable Word Document. The formatting of the document may change as you type into the form, and you may need to turn off the Track Changes function. Once completed, you may submit the application as a Word Document or as a PDF. Please contact Sara Griewank at [sgriewank@isdh.in.gov](mailto:sgriewank@isdh.in.gov) for a copy of the Word Document.

Q. Will the application be accepted if it is postmarked by the due date?

A. All applications must be **received** by 4:00pm EST on Monday, March 30, 2015 to the TPC office. Anyone wishing to hand deliver their applications to TPC may do so during the hours of 8:30am and 4:00pm EST March 25, 26, 27 and 30, to the front desk in the lobby. Any applications received after the deadline, regardless of postmark, will not be accepted.

Q. It is suggested that we request the same funding level as the previous grant cycle, but if our application is more robust than last grant cycle's application, can we request a higher funding level?

A. Applicants are encouraged to apply for a funding level based on the proposed work plans.

Q. The Regional Director (RD) must approve all subcontracts. When will we know the subcontracts will be approved? Should we run this by our RD before submitting the application?

A. Any application proposing the use of subcontracts must be submitted by the application deadline with complete and detailed documentation as required by the application. RDs cannot discuss the use of subcontracts until an offer of funding has been made to the community.

Q. Does the application have to address at least one additional indicator for each of the priority areas besides the required indicators? Is there a minimum number of indicators that must be addressed, over and above the six (6) required indicators? Can the application focus on just one priority area (in addition to the indicators required for each priority)?

A. The application must address all required indicators. Any additional indicators are at the discretion of the grantee based upon their community vision, goals and capacity to complete the respective indicators.

Q. What color ink should we use for the signature? Can we use typed signatures?

A. The use of blue or black ink is preferred. The original application must include original, handwritten signatures. Electronic, typed, or copied signatures will not be accepted.

Q. Our county has never used a sub-contractor, what are some examples of ways a sub-contract can be used to further the goals of the work plan?

A. Subcontractors may be used in a variety of ways. Some examples include assisting in the preparation for the implementation of the ITQL referral into the EMR/EHR, administering the *Getting a Head Start on Living Tobacco Free* initiatives, or taking on a set of deliverables under a certain indicator. The use of subcontractors is based on the work plan and strength of the coalition.

Q. Will there be training on how to create a “coalition development and maintenance plan?”

A. Training(s) on building and maintaining a local tobacco prevention and cessation coalition will be provided by TPC during the 2015-2017 grant cycle. Refer to Tab 3 of the RFA binder for more information on TPC training requirements.

Q. If our coalition currently does not have a robust working communication plan in place, would it be appropriate to write about plans/goals to create and implement a communication plan?

A. Yes. Be thorough and thoughtful in your response.

Q. Can a lead agency apply for more than one county?

A. Yes, but each county requires a separate application.

Q. Can a lead agency include a contract within its application that reaches out to another county?

A. Any lead agency that wishes to work in more than one county must submit separate applications for each county.

Q. What items are supposed to be on the paper copy versus electronic copy of our application?

A. See the attached Application Checklist for an updated checklist of items that must be included in the paper and/or electronic application formats.

APPLICATION SECTION	COMPONENTS	PAPER COPY	ELECTRONIC COPY
<b>Administration</b>	Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>
	Work Plan Progress and Goals Form	<input type="checkbox"/>	<input type="checkbox"/>
	Lead Agency Profile Form	<input type="checkbox"/>	<input type="checkbox"/>
	Smokefree Air Model Ordinance Agreement	<input type="checkbox"/>	<input type="checkbox"/>
	Brand Use Agreement	<input type="checkbox"/>	<input type="checkbox"/>
<b>Coalition Assessment</b>	Coalition Assessment Form	<input type="checkbox"/>	<input type="checkbox"/>
	Summary of Coalition Partners	<input type="checkbox"/>	<input type="checkbox"/>
	Communication and Media Advocacy Plan	<input type="checkbox"/>	<input type="checkbox"/>
	Five Letters of Support from Committed Coalition Partners	<input type="checkbox"/>	<input type="checkbox"/>
	Copy of tool used to recruit prospective coalition partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>2015-2017 Work plan</b>	Work plan forms	<input type="checkbox"/>	<input type="checkbox"/>
<b>Budget</b>	Budget Worksheet Form	<input type="checkbox"/>	<input type="checkbox"/>
	Budget Narrative Form	<input type="checkbox"/>	<input type="checkbox"/>
	Scope of Work Form	<input type="checkbox"/>	<input type="checkbox"/>
	Audited financial statements, if applicable	<input type="checkbox"/>	
	Subcontract Forms, if applicable	<input type="checkbox"/>	
	TPC Declarations Form-signed	<input type="checkbox"/>	
	W-9 and Direct Deposit Forms - signed	<input type="checkbox"/>	
	Entity Annual Report Form (E-1 form)	<input type="checkbox"/>	
	Job description of Program Coordinator (and any other employee paid by the TPC grant)	<input type="checkbox"/>	