

2025-2027 Tobacco Prevention and Cessation

Health Systems Change Grant Applications

Frequently Asked Questions (FAQ)

All questions and answers contained in this document are specific to the 2025-2027 grant applications made available by the Tobacco Prevention and Cessation (TPC) division of the Indiana Department of Health.

Grant Strategies or Application Questions:

Q: Can health systems select more than one strategy? A: Yes, a health system can select more than one strategy. For example, a health system may include Implementing Best Practices – Care Coordination and Utilization of Electronic Health Records.

Q: Does TPC provide staff training and education or does the organization need to identify training programs? A: TPC provides some training, but training programs can also be identified by the organization. Tobacco Trained Specialist must be from a CTTTP program or other program meeting the NAADAC's National Certificate in Tobacco Treatment Practice criteria.

Q: Can different SMART objectives have the same measurable outcome? A: Each SMART objective included in the application should have a distinct outcome that is relevant to objective.

Q: Can letters of support be written by the same individual/organization as the previous grant cycle? A: This is a decision of the agency.

Q: Can letters of support come from agencies that have a TPC grant? A: This should be determined by the applicant.

Q: What should be reported in the monthly reports? Does TPC provide a form? A: Upon grant approval, TPC provides a narrative monthly report form that is consistent with the proposal deliverables. Metrics are reported in Redcap monthly.

Q: If we choose to invoice on a quarterly basis, would we be allowed to do the program reporting by quarter? A: Program reports and metrics are required monthly.

Q: If we collaborate with other organizations, should the applicant submit all invoices on behalf of the collaborating organizations? A: Yes, the agency applying for the funds is the lead partner and is responsible for submitting the monthly/quarterly invoice to TPC.

Q: Once an organization gets an award, can the organization have subcontracts with collaborating organizations? A: Yes, TPC can provide a Subcontract template that summarizes the generally accepted necessary information needed to enter into a subcontract agreement.

Q: If an applicant is re-applying for funds, can different subcontractors be selected or does an agency need to continue to work with the previously identified subcontractors? Applicants can identify new subcontractors based on the work they are doing and the outcomes they identify in this grant cycle.

Formatting and Forms:

Q: What is the required font size, font type, spacing, and margins for application documents? A: While this is not specified in the RFA, it is recommended that the font not be less than 10 points, margins be 1 inch and text set at 1.5 spacing.

Q: Can I submit my application with a zip file? A: Yes.

Q: For the scope of work form, do we leave the wording at the top of the page or delete it? A: Please leave the wording at the top of the page.

Q: Can the scope of work form be more than one page? A: Yes.

Q: Does the 10 -page limit include cover page, scope of work page, budget form, job description, and financial statements? A: No, this 10-page limit is specifically related to the project narrative. Other documents like scope of work, budget and other financial forms will remain outside of the narrative.

Q: How recent do you require the audit? A: Last two years per the RFA language.

Q: What is the vendor/subrecipient form, and who should sign it? A: The vendor/subrecipient form helps TPC begin a potential contract. Your agency CEO/President and anyone responsible for signing the contract will need to be listed here.

Q: Do the attachments need to have a certain name specification similar to the email? A: Forms downloaded from the TPC website should retain their original file name. Additional attachments can have a short name explaining the document contents.

Q: Is the Sub-Contract Template in the 2025-2027 Applications required if the lead agency has used a different sub-contract form in the past? A: The sub-contract agreement format provided by TPC serves as a boilerplate to collect at minimum information on sub-contractors and can be modified as needed. If additional space is needed to explain the details of a contract, please attach, and reference these documents within the body of the sub-contract.

Q: How do we find out if we are a bidder with the state? A: That information can be found here:

<https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>

Q: Where can I find the Declarations document? A: All forms and resources are posted to the TPC website.

Q: How do I know if my lead agency is required to submit Audited Financial Statements with the application? A: All non-governmental entities receiving \$750,000 or more a year in total state dollars are required to submit Audited Financial Statements with their application. This includes any funds received from other Indiana State Department of Health programs as well as other agencies of the State of Indiana.

Funding & Budgeting Questions:

Q: Can you share where to find conferences and meetings that will require travel so we can budget appropriately? A: Most of the conferences and meetings are virtual for Health Systems Change (HSC)

partners. There are two in-state trainings per grant cycle (Kickoff and Partner X-Change conference) that HSC partners are invited and encouraged to attend. Applicants can include travel for 2 in-person events per grant cycle and reference the travel reimbursement guidelines for Indiana Dept. of Health included in the RFA.

Q: What is the recommendation as to how to budget for travel, events, and TPC trainings during the 2025-2027 grant cycle? A: The RFA provides travel guidelines and reimbursement rates for awarded partners. Please refer to these guidelines when calculating travel expenses. If you plan to travel out-of-state, a National Conference for example, include that in your budget as well.

Q: In the budget, do laptops or computers go under supplies or equipment? A: Laptops and computers go under furniture and equipment.

Q: If an employee is part of multiple grants within the same organization, does TPC consider those non-TPC projects part-time positions? A: Please describe the staffing approach in enough detail so that the reviewers can understand the proportion of time the position would be contributing to this grant project, if this individual will be drawing personnel costs from this grant.

Q: Can funding be used to pay for nicotine replacement therapy (NRT)? A: Yes, but it cannot exceed more than 10% of the budget. Please to the HSC RFA.

Q: Do we need to state all the types of fringe benefits? A: Yes, please provide the details and show the math for all fringe benefits to be covered by the grant in the budget narrative. Be as specific as possible.

Q: How does this grant funding impact our for-profit organization? A: A for-profit organization will get a 1099 form from the Auditor of the State which will have tax implications. For-profit lead agency applicants should consult with their tax/legal department for more details.

Q: Where does funding come from for these grants? Federal or state dollars? A: State funds.

Q: Are indirect costs allowed? A: Funds cannot be used for blanket indirect and administrative costs. Each expense must be detailed including rent, phone, etc. You must provide a job description for each employee paid with grant funds.

Q: Are there any kind of administrator funds paid for payroll and filing? A: Administration costs may be included if they are directly related to this grant. They may be budgeted under Personnel as a portion of staff time (a proportional amount of time for fiscal and supervisory staff) or under Other (such as fees associated with payroll management, office space, and other costs specific and proportional to this grant). Please show the % of time/resources dedicated to this grant and calculate it as proportion of the overall cost.

Technical Assistance:

Q: If I have technical issues, who should I reach out to? A: Please reach out to the tpcapplications@isdh.in.gov inbox for technical issues or you can reach out directly to [nrivich@heath.in.gov](mailto:nrvich@heath.in.gov)

