TRAINING/WORK PLAN

1. How many required meetings for this grant opportunity? Trainings?
   Meetings/trainings will be scheduled on an as-needed basis and, in most cases, can be accessed remotely. Please plan for monthly TA meetings and 2-3 trainings during the grant cycle.

2. How often would our staff need to travel to Indianapolis for trainings?
   Most, if not all, trainings will be offered remotely. If travel is required, the grantee will be given plenty of notice to make arrangements.

3. Regarding the Smoke-free campus policy requirement - group homes and POCO (Provider Owned, Controlled, or Operated (POCO)) facilities are covered by law and require a designated smoking area.
   If a facility is required by federal law to provide a designated smoking area, please abide by that regulation.

BUDGET

4. If a hotel is over the $91.00 limit can we submit receipts for more and max out payment at $91.00 or would it be rejected because of overspending?
   If in-state overnight stay is required, please work with TPC to locate hotels that offer the state allowed rate. If no hotel can be identified at the state allowable rate and the traveler chooses to book a room over the Indiana Department of Administration (IDOA) set rate, the traveler would be reimbursed up to the state allowable rate and any applicable tax that was paid.

5. What is the state reimbursement rate for in town mileage?
   In-state mileage is reimbursed at the state rate of .38/mile.

6. In general, if an actual expense is larger than the budgeted line item, will grantees be reimbursed up to the budgeted amount only, rejected or fully?
   Budget line items can be amended by submitting a formal budget amendment during invoicing. Please discuss any budget amendments with the assigned grant manager. Please do not overspend line items, if you identify the need to amend the approved budget before overspending, contact your grant manager.

7. If an existing staff member into a new role can we still give their raise but not ask for the additional reimbursement?
   The current allowable raise for personnel is 3% annually. If an existing staff member is transitioned into a new role for this partnership opportunity that increases their salary that would be viewed as a promotion. If an existing staff member is eligible for a raise over the allowable annual 3%, the organization/grantee will be required to cover the overage.

8. “Staff positions paid by statewide partnership funds must be dedicated only to approved use prevention activities in the work plan. ....” - Does this grant require a full time staff member?
It is strongly recommended a dedicated full time equivalent staff member be included this grant opportunity. Please plan accordingly based on organizational/grantee capacity.

9. Can a grantee market/advertise on smoking cessation and tobacco treatment as part of a communication plan?
   Marketing is an allowable budget line item; however, all marketing must receive TPC approval before production. Contact your grant manager if marketing is a strategy in your work plan. Any media efforts that are not pre-approved by TPC may not reimbursed with TPC grant funds. The organization/grantee will be required to pay for the media pieces.

10. If a grantee has equipment already purchased can they charge/bill for a monthly user fee instead of purchasing equipment?
    Please invoice for applicable equipment user fees associated with this grant opportunity.