Statewide RFA Frequently Asked Questions

1. **Are applicants restricted from applying for more than one Priority Area?**

No, applicants are not restricted from applying for more than one priority area.

2. **May we submit more than one grant proposal?**

There is no need for one organization to submit more than one grant. One grant can address more than one indicator and therefore cross priority areas.

3. **Are there recommendations in regards to how many priority areas are appropriate for an organization?**

No, there is no recommendation on the number of priority areas for an applicant.

4. **If there isn't an "X" indicating Statewide Partnership Focus box, does that mean we may not address the areas in our application? Will we be given credit for this area in the application if it does not have the X?**

Only address any of the indicators with the “X”. They correspond with the focus areas as explained in the RFA. TPC does not want applicants to address indicators that are not marked with the “X” for the statewide proposals.

5. **Are group cessation classes or alternative cessation programs outside of 1-800-QUITNOW allowed to be funded in this application?**

No, TPC will not fund group cessation classes or alternative cessation programs.

6. **Can you more clearly define Statewide Impact? Is there are recommended number of communities you desire applicants to work in?**

The organization must demonstrate statewide reach. There is no recommended number of counties but obviously more statewide reach is better. The proposed activities must also show how they complement the local and minority programs.

7. **How many grants will be awarded?**

The number of grants awarded is not predetermined. It will depend on the applications and the result of the review team evaluation.

8. Is there a maximum cost range for each proposal?

No. Please make sure the budget reflects the proposal.

9. Will an effective proposal be rejected because of the budget amount submitted or will there be an opportunity to negotiate and adjust cost?

The proposal will not be rejected based on the budget. There will be opportunity for negotiation as long as the proposal is strong in content and the activities are relevant and effective.

10. What is your expectation (related to the level) for proposal evaluation plans? Should evaluation plans be progress based or research based?

The evaluation plan should include how the applicant is going to track progress. Based on the proposed activities, the evaluation plan should link the activities to measurable outcomes.

11. Audit Financial Statement is a technical accounting term. State has never required that our financial statements be audited. Our financial statements are prepared by an independent CPA. Will you accept this standard as well?

Financial statements from an independent CPA are acceptable.

12. What is TPC/ISDH's timeline and target date to select and announce the grant recipients?

The target date for an announcement is December 2013.

13. Indirect costs are not allowed. How should typical indirect costs now be handled?

The instructions in the Budget Explanation includes a description of the line items in “other” which reads as follows: This category can include costs for items such as telephone, rent, copying, printing, postage, mailing, publications, and professional education costs.

Administrative and Staff costs must be itemized under personnel. Reminder: Any personnel in the budget must also be in the work plan. Also, the application must include a job description for all personnel in the budget.

14. Last statement under declarations is about the organization receiving funding must agree to adopt a tobacco-free campus policy. Some organizations rent office space from others and are not able to control the entire campus. How would you suggest this be handled?

The application should explain the level of authority for a campus policy and, depending on the ability to control, clarify what the organization can and is doing to assist passing and/or implementing a tobacco free-grounds policy..

15. Vendor Information Form. Who would complete this? Is it to be completed by the grantee as the vendor? Or is it a sub-contractor on the grant?

The Lead Agency completes the Vendor Information Form. The Lead Agency directs their bank to complete section 2 or sends a voided check with the completed form. Either option is acceptable. This form does not need to be completed by a subcontractor.

16. Cell phone: pg. 16 of RFP states "Cell phone service is paid only via reimbursement with detailed billing. Is the detailed billing to accompany the monthly invoice?

No, the grantee will file keep the itemized cell phone bill as supporting documentation and make it available if needed by a monitoring engagement.