

TPC FY19-21 Community Grant Pre-Proposal Teleconference

Tuesday, February 21, 2018; 9:00am – 10:00am

Grant Administrator Facilitating: Britten Burkhouse

Program Staff in attendance: Cheley Grigsby, Sara Clark, Shayla Compton, Larry Kairaiuak, Wendy Sailors, Ashley Christopherson.

Review of Definitions & Eligibility

Subcontract: An agreement, purchase order, or any legal instrument issued to a third party the subcontractor, calling for the performance of a defined piece or work or production and/or delivery or specified goods and services.

Subgrant: An award of financial assistance in the form of money, made under a grant by a grantee to an eligible subgrantee per 7 AAC 78.30 (See minimum responsiveness criteria in Section 4.01). Applicants can click on the GEMS link, which will pull up the associated grant regulations with detailed eligibility requirements.

Initial questions submitted by email

Q. Section **1.03 Program Services/Activities** indicates that grantees must participate in at least one workgroup in years 1, 2 & 3. Is this meant to encompass the LEAD workgroups or is it a new requirement? If it is a new requirement, is telephonic participation allowable or must it be in person?

A. *This will encompass the LEAD workgroups. Telephonic participation is allowable.*

Q. **Section 1.06 Program Funding**, Proposed Budget, indicates the budget should include minimum staffing of 0.5 FTE, yet also states the budget needs to include travel for a minimum of 2 people to Anchorage for the annual TPC training. Is the requirement to send 2 people a typo? If not, where is the 2nd person to be recruited from if the program only employs one 0.5 FTE?

A. *Applicants are required to budget for a minimum of 2 people to travel to Anchorage for the annual TPC training. One of the two should be the Tobacco Control Coordinator (the position funded by the grant); any additional people budgeted for travel can include other project personnel, coalition members, community stakeholders, decision-makers or project partners.*

Q. **Section 2.01 Agency Experience** indicates that proposals should demonstrate the continuation of any previous tobacco prevention and control coalition activities. Would this include work previously done as a sub-contractor for a TPC grantee?

A. *Yes, this may include previous work as a sub-contractor for a TPC grantee.*

Q. In **Section 1.06 Program Funding**, under the Proposed Budget the RFP says “Grant funds will not be used to fund out-of-state conferences, trainings or events.” Then at the bottom of page 10 it states “Coordinators are encouraged to pursue additional state and national-level training opportunities as appropriate.” Would you please clarify for me?

*A. While Coordinators are encouraged to pursue additional state and national-level training opportunities, agencies will have to cover the cost of these. The grant will pay for the following travel (at a minimum) as described in section **1.06 Program Funding**:*

- *Travel for a minimum of 2 people to Anchorage for the annual TPC training (usually in November)*
- *Travel for participation in one workgroup training offered by the TPC program*

Questions on the call

Q. Can an application cross public health regions?

A. Yes

Q. If an agency currently holds a subcontract, should they apply on behalf of themselves?

A. Each organization is responsible for reviewing the solicitation, determining which application category they are eligible to apply for, and planning according to their own capacity and partnerships.

Q. If an applicant is serving a sub-population, would they select goal 4?

A. Yes. Applicants serving priority populations should identify which population they intend to serve AND which goals and strategies they will implement with that population.

Q. Where is the note about the 10% cap for subgrantee awards?

A. This is an amendment which can be found in GEMS by opening the solicitation, and is located under the Amendments section of the RFP.

Q. Is there a cap on the number of awards for group A and B?

A. There is no cap on the number of grant awards. However, there is a limit to the total amount of funding available for the community grants.

Q. How can an agency apply for more than one grant if they have only one GEMS portal?

A. Organizations may submit no more than one application for this solicitation. The solicitation allows for services in multiple communities/cities.

Q. If we can only submit one application, is it the intention of the program that you can only serve one community?

A. There will also be statewide contracts, with different deliverables, to support the program and community grantees. The intent of the community grants is to have boots on the ground in multiple locations around Alaska. GEMS allows organizations to enter one application; although you may identify multiple communities, then you would be in category B.

Q. If someone is not fully trained on tobacco prevention strategies, what is the expected training timeline if the grant is awarded?

A. All grantees will be expected to participate in program trainings and technical assistance as they are scheduled by the TPC Program.

Q. How will proposals be scored in regards to level of comprehensiveness?

A. Proposed activities should reflect the goals selected and appropriate strategies for those goals. Applicants should consider how activities and strategies compliment and work together in a comprehensive manner.

Q. Is there any page limit for the narrative portions of the application?

A. There is a character limit in GEMS text boxes. Please contact Britten Burkhouse (britten.burkhouse@alaska.gov) directly if you need to enter more information than GEMS allows.

Q. **4.06 Demonstration of Support/Coordination of Service**, number three asks for a minimum of three MOAs and/or uploading a letter of support. Can applicants submit a mixture of those or are they required to upload a minimum of three MOAs and a letter of support?

A. Requirements should be uploaded as a single document in GEMS. Intent of MOAs is to demonstrate who the agency intends to work with on the project. For the purpose of responding to the RFP, the MOU does not have to be fully executed. It is sufficient to upload a drafted MOA that describes the intent and scope of work of the partnership, even if it is not fully executed. Solicitation criteria will be updated to require 3 MOAs or letters of support.

Note: Section 2.04 Support/Coordination of Services has different criteria for each application type. Category B must submit MOAs or community letter(s) of support. Category A must submit (at a minimum) a letter of support signed by the CEO and division and department head in which the program will reside.

Q. Can an applicant's letter(s) of support be from an agency that is applying for a different grant category type?

A. Yes

Q. In **Section 1.06 Program Funding**, Proposed Budget includes travel requirement for workgroup training offered by the TPC program. Where will the training be and how many people are required to attend?

A. The workgroup training will be in Anchorage and a minimum of one person is required to participate.

Q. How do I know if the area I can cover is what I'm covering now? And can I work with additional people in my area?

A. You should define the service area in your application. If awarded the community grant, it would be allowable to hire more staff as needed or develop partnerships to effectively deliver services.

Q. Are we required to describe year 2 and 3 activities?

A. No, not at this time.

Q. On page 7, regarding **Performance Measures** in section **1.04 Program Evaluation Requirements and Reporting**, what is the program expecting to be included in the narrative regarding the bulleted items below:

- Number of community outreach events, presentations & media impressions
- Average cost per community outreach event, presentation & media impressions

A. In your response please describe how you will track the number of outreach events, presentations or media impressions implemented in the project. This information will be reported to the TPC program. If awarded, the average cost will be calculated using the following formula [community outreach events + presentations + media impressions / amount of grant award].

Q. The upcoming proposal deadline is quickly approaching for potential new applicants, would you consider extending the deadline?

A. Possibly. The Program will discuss and amend the solicitation if an extension is granted.

Q. Can additional questions be emailed to Britten?

A. Yes. Please email britten.burkhouse@alaska.gov with new questions as soon as possible. ALL collected questions will be posted in GEMS and Online Public Notice.

Note: Please be diligent about selecting the most appropriate application group. When you select an application group in GEMS, only the relevant application criteria will be visible.

Q. Please describe the timeline for this solicitation as well as the timeline for statewide contracts.

A. The timeline for this solicitation depends on how many applications are received and how much funding is requested. However, it usually takes 2-3 weeks to review and score all applications. Recommendations are submitted early May and awards issued early June for implementation beginning July 1. The Program is currently developing contract deliverables and the intent is to post within the next few weeks.

Q. Will the RFP for contracts be posted before this RFP is due?

A. That is the intent.

Q. Can you please generally describe the scope of work for statewide contracts (i.e. technical assistance in media or will it be broader)?

A. Contract deliverables will be specific to evidence-based strategies for tobacco prevention and control and technical assistance.