

## TSET Healthy Living Program 2.0 Request for Proposals

### Applicant Workshop Question and Answer Log

December 20, 2019

**Q1.** Will there be any letter(s) of support needed?

**A1.** *No.*

**Q2.** We currently have three grants for three different counties. Can we apply for three separate counties again?

**A2.** *There is no limit to the number of applications an organization can submit as long as the applicant agency meets the TSET HLP 2.0 eligibility requirements and has official presence within each proposed county. Only one application will be awarded per service area. An applicant organization may be awarded more than one grant.*

**Q3.** Do we need a physical presence in each county to qualify for contiguous counties in a consortium?

**A3.** *No. TSET requires official presence—which is different from physical presence and is defined on page 3 of the [RFP](#)—in at least one county for each proposal that is submitted.*

**Q4.** In the past, we have budgeted administrative salary and fringe in the personnel and fringe sections of the budget. Do we have the option to put those indirect costs?

**A4.** *The personnel and fringe categories in the budget should only include salary and fringe for the lead and assistant coordinators. All administrative salary and fringe should be included in the administrative costs section of the budget.*

**Q5.** We have partner organizations, so we are housed in one county and serve three surrounding counties. Can I submit an application that includes all of those counties?

**A5.** *All proposals must meet the official presence, service area population, and location requirements listed in the RFP. TSET recommends using as few counties as needed to reach a population threshold of 10,000 residents in a service area. Applicants should review Appendix B in the RFP. Appendix B shows each Oklahoma county as either green (indicating a county population greater than 10,000) or yellow (indicating a county*

*population less than 10,000). Yellow counties may join with other contiguous yellow counties until the combined population reaches or exceeds 10,000 residents. With justification and TSET approval, a green county may partner with one contiguous yellow county that could not otherwise achieve the 10,000 population threshold on its own. Green counties may not partner with other green counties.*

*Applicants are reminded that combining multiple counties under one grant leads to a larger service area with more work that includes separate comprehensive community needs assessments, strategic map, action plan and collaborative group for each county in the consortium. Travel costs to the grant are also increased, and additional funds from TSET will not be allocated for applicants that choose to serve multiple counties.*

**Q6.** If another organization writes a proposal aside from the health department, would one be chosen over the other?

*A6. All applications that meet the prerequisite requirements will be invited to submit a full application. We will not limit the number of applications we accept, but only one award will be granted per county/service area.*

**Q7.** Is there a limit on how many grants or counties TSET will fund?

*A7. The total budget for the TSET Healthy Living Grant Program 2.0 is \$9 million, as approved by the TSET Board of Directors. Awards will be issued on applicant's strength of proposals and demonstrated ability to perform the work. A final number of total lead agencies funded cannot be determined until applications are evaluated.*

**Q8.** What was the HLP budget this year?

*A8. The budget for the TSET Healthy Living Program in FY20 was \$12 million. The approach of HLP 2.0 is to make data-driven decisions and target hot spots where additional partnerships for health are most needed.*

**Q9.** If my organization shares a financial officer, is that allowable, or do we need a full-time staff?

*A9. Yes, financial officers can be the same person on separate grants. Their support should be budgeted into the administrative costs section of the grant.*

**Q10.** Can the authorized official and the financial officer be the same staff person?

**A10.** Yes.

**Q11.** If the grant can have three staff members, can we have three of the same position e.g., two lead coordinators and one assistant coordinator?

**A11.** No. There will be one lead program coordinator to supervise the program and staff. The other program staff will be designated as assistant coordinators. Staffing should be based on the table found on page seven of the RFP.

**Q12.** Can you clarify the breakdown of the staffing structure? There seems to be a gap between populations. Are there any counties that fall in the 300,000 population? There are a few communities that are above the 100,000 population, then it jumps to beyond 300,000.

**A12.** There is a gap between 50,000 and 300,000 because the staffing levels for those population sizes will be the same. Programs serving between 50,000 and 300,000 residents may have up to three staff.

**Q13.** Our county has 54,000 residents, so we can have three staff?

**A13.** Yes.

**Q14.** Why are there limits on staffing?

**A14.** The staffing level standards are based on the deliverables and scope of work of the TSET HLP 2.0 grant.

**Q15.** Why are rent and lease no longer allowed to be budgeted, but must come out of administrative costs?

**A15.** Lease fees are allowable. These fees are budgeted under administrative costs so the maximum amount of award dollars can be used to support positive change for health in the designated service area.

**Q16.** If I am writing an application for multiple counties, is that acceptable?

**A16.** Yes, in certain situations multiple counties can be combined into a consortium. If a county has a population size over 10,000 residents, that county can only join with one other contiguous county with a population size under 10,000 residents with adequate

*justification. Consortiums should be comprised of counties with less than 10,000 residents.*

**Q17.** If an organization wrote two separate RFPs for four small counties, would they still be held to the staffing structure based on population size? Or do they combine population sizes?

*A17. If there are multiple counties being written for in the application, use the population size of the consortium when referring to the staffing table. The staffing standards for the TSET HLP 2.0 grant apply to each proposal that is submitted. Applicants cannot combine staffing standards across proposals.*

**Q18.** Cleveland County is at 280,000 residents, but we have University of Oklahoma students that aren't included, so we are close to 300,000. Why weren't we included in the OKC and Tulsa metro threshold?

*A18. Oklahoma County and Tulsa County are different because hot spot data are more readily available and more easily accessible than for Cleveland County. It is also important to note that Oklahoma County and Tulsa County both have populations that are more than double the population of Cleveland County. Having a population of 300,000 is not the threshold for being considered a metro.*

**Q19.** In regards to priority counties, do you foresee funding any counties that are not classified as priority counties?

*A19. If applications are submitted that meet the requirements, they will be considered. All counties are encouraged to apply, and all applications received are reviewed on the merits of the application. Even the healthiest counties in Oklahoma are still very unhealthy when compared to the rest of the country. Additionally, not every county will apply.*

**Q20.** Can you define what a direct service program is from the funding exclusion list?

*A20. Direct services include things like administering treatments and teaching curricula.*

**Q21.** Do we have to have a separate collaborative group for each county?

*A21. Yes.*

**Q22.** Who conducts annual performance reviews?

**A22.** *TSET staff will conduct the annual performance reviews.*

**Q23.** If we are current grantees, can we use our work time to work on the RFP?

**A23.** *Writing any proposals should be done on your own time. You can find this on page 10 of the TSET HLP 2.0 RFP in the list of funding exclusions.*

**Q24.** If our lead agency agrees to pay for our time out of its budget, can we work on the RFP response during regular business hours?

**A24.** *No. If you are going to write a response to the TSET HLP 2.0 grant, it needs to be on your own time. We require current TSET grantees to be 100% dedicated to their grant program.*

**Q25.** With HLP 2.0, 100% of grant staff time has to be dedicated to working on the grant? So, if an organization requires us to spend time on emergency preparedness, will that be considered?

**A25.** *No.*

**Q26.** How many grant programs are currently funded?

**A26.** *Forty-seven.*

**Q27.** How many current grant programs are tribal affiliated?

**A27.** *Two.*

**Q28.** Will a different or extra score be given for priority counties during the review process?

**A28.** *No, there will be no extra score given to proposals submitted by organizations in priority counties. Preference will be given to counties with the highest health-related risk factors (see Appendix G, TSET HLP 2.0 County Rankings Map).*

**Q29.** Who reviews the applications?

**A29.** *External and internal reviewers will rate the applications. Final awards are made at the sole discretion of the TSET Board of Directors.*

**Q30.** Regarding the amounts of money awarded, can adjustments be made?

**A30.** *The funding table listed on page 5 of the RFP shows the maximum award amount for each year. The maximum award amounts will not increase.*

**Q31.** Regarding the official presence, does the TSET HLP 2.0 grant program have to office out of the facility where official presence is cited?

**A31.** *No.*

**Q32.** The authorized official must attend trainings and meetings but they aren't being paid out of direct cost, is that correct?

**A32.** *The authorized official's registration for, travel to, and any lodging or per diem incurred for TSET-required, -requested, or -approved trainings and meetings can be reimbursed through the appropriate category in the budget, and part of their time can be recouped under the administrative costs category.*

**Q33.** If an organization is applying for two grants, can they each use the same staff and have them part time on both grants? In other words, can they have one part time employee working 20 hours a week on one grant, and 20 hours a week on another grant?

**A33.** *No. 100% of a coordinator's or assistant coordinator's time must be devoted to a single grant program.*

**Q34.** The indirect and administrative costs are broken down into two 5% categories. Are those combined 10% categories? Rent and supervisors are reimbursed under the administrative costs, but if we seek that 5%, can we spread it how we want?

**A34.** *No. The Administrative Costs and the Indirect Cost budget categories cannot be combined. The Administrative Costs category may be budgeted for an amount not to exceed 5% of the total award, but must be fully justified to and approved by TSET.*

**Q35.** To keep Health Department employees at the salary they are currently at, would their pay have to be supplemented by the agency or would they have to take a pay cut?

**A35.** *The reimbursable salary maximums stated in the RFP reflect the maximum amount TSET will reimburse for a coordinator or assistant coordinator's salary. Grantee organizations may provide additional funding if they wish for a salary to exceed TSET's reimbursable maximums. Salary levels are the choice of the grantee organization and may exceed, match, or be below the published TSET reimbursable maximums.*

**Q36.** If an organization is willing to pay the full salary and fringe for more staff than TSET requires, could those people work on the TSET grant?

**A36.** *No. This will not be allowable during the first year of the program, during which the scope of work will be determined. The staffing level standards are based on the deliverables and scope of work of the TSET HLP 2.0 grant.*

**Q37.** All staff have to be 100% of HLP 2.0. Is that correct?

**A37.** *That is correct.*

**Q38.** What if I can't open any of the attachments?

**A38.** *Please email [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov) with technical questions. The PDF should be opened in Adobe Pro or Reader, and possibly saving and downloading the document will allow you to open all of the attachments.*

**Q39.** Two counties that have more than 10,000 residents cannot form a consortium. Is that correct?

**A39.** *That is correct.*

**Q40.** After the deadline to ask questions (January 6, 2020), will there be any type of assistance from TSET? As in one on one assistance?

**A40.** *No. We cannot provide individual assistance as we want to ensure that all applicants are given uniform information and the process is fair and meets the standards of the law. If you have a technical issue, send an email to [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov).*

**Q41.** After we submit the prerequisites, will everyone find out the results on February 7, 2020 even if they're submitted and approved prior to that date?

**A41.** *Notification will be provided by February 7, 2020. If prerequisites are submitted early, there is a possibility of receiving the application link prior to February 7, 2020.*

**Q42.** Is it a requirement to live in the county of which you work?

**A42.** *No. Residing in the service area is strongly preferred and recommended, but is not a grant requirement.*

**Q43.** You want an official presence in the county, but is that presence required to be in that county before this application is written?

**A43.** *Yes. There has to be an existing presence that is not funded by TSET.*

**Q44.** Can you define physical presence?

**A44.** *Instead of "physical presence," applicants must understand that "official presence" is the term that TSET uses in this RFP. Official presence is defined by an organization having a physical office location that is clearly visible to and accessible by the public where a full-time employee is located during normal business hours. The organization must maintain this official presence for the duration of the agreement with TSET. See page three of the RFP.*

**Q45.** If an agency has historically provided services within a proposed county, but there is no brick or mortar office that is non-TSET funded, could that count as official presence?

**A45.** *No. Official presence is defined by an organization having a physical office location that is clearly visible to and accessible by the public where a full-time employee is located during normal business hours. The organization must maintain this official presence for the duration of the agreement with TSET. See page three of the RFP.*

**Q46.** Within the TSET HLP 2.0 grant staffing table on page 7, populations that range from 10,000 - 25,000 allow one to two staff members. Will additional justification be required for applicants seeking to hire two staff members if they fall within the range?

**A46.** *Additional justification will not be required.*



**Q47.** In a county that may have just below 50,000 residents, are two staff members a recommendation or can we have more?

**A47.** *The staffing levels featured within page 7 of the TSET HLP 2.0 RFP are considered requirements, not recommendations. If the table lists up to two staff members, two staff is the maximum.*

**Q48.** If you are working in existing TSET grant, do you have to be “rehired” by the organization to work on the new grant? Will they have to open positions to hire people or can we use existing employees? If we are just transitioning over, is that acceptable?

**A48.** *TSET Healthy Living Program 2.0 is a new grant initiative with its own set of guidelines, work, and funding. It is up to each applicant organization to review the Staffing Competencies document (Appendix C) to determine if existing staff members meet the outlined requirements and recommendations. It is also recommended to review the TSET HLP 2.0 scope of work in order to determine if the existing team can successfully complete outlined grant deliverables.*

*It is acceptable for TSET HLP staff to transition to TSET HLP 2.0 without being rehired if the organization deems them to be an appropriate fit for the new program. It is acceptable for an applicant to state in section A2 of the narrative that existing staff will remain in place for the new program.*

**Q49.** Some questions in the narrative ask to describe your experience. Can we use our experience from HLP 1.0 if we are a current grantee?

**A49.** *Yes. TSET wants applicant organizations to outline major successes related to tobacco and obesity prevention/reduction, even if they were completed by a previous TSET grant.*

**Q50.** Regarding experiences, what resources can we use? Are we able to use resources that are open to the public? Can we use data from performance reports from TSET within our grant application?

**A50.** *Yes. Use all available data to which you have access.*

**Q51.** On the staffing competencies, is it recommended or required that staff have a bachelor's degree?

**A51.** *It is preferred, but not required.*

**Q52.** Will in-state trainings other than those listed on the training calendar be allowable or can we only budget for the TSET trainings listed?

**A52.** *You can consider attending other in-state trainings if there is no conflict with required TSET trainings. If attendance at other in-state conferences is requested, the conference agenda must align with the work associated with the TSET HLP 2.0 grant in order for staff attendance to be approved by TSET.*

**Q53.** Regarding the scope of work for HLP 2.0, how do we decide which community assessments need to be done?

**A53.** *The first year of start-up and training around needs assessment activities will inform the range of assessments that will be useful for determining the scope of work.*

**Q54.** How will we determine which community in our county is high priority?

**A54.** *It is recommended to refer to the 2019 Wellness County Profile for your proposed service area. The Profile provides a mix of data useful in discerning the highest priority geographical areas. Located within the 2019 Wellness County Profiles, the Area Deprivation Index and the Life Expectancy pages will be especially useful in determining the hot spots in your service area.*

**Q55.** Sectors were an important part of the TSET HLP 1.0 program. Will we still be working in sectors under the TSET Healthy Living Program 2.0?

**A55.** *No.*

**Q56.** Will Oklahoma and Tulsa County applicants be limited to the number of zip codes that can be addressed?

**A56.** *Because Oklahoma and Tulsa Counties have a population greater than 300,000, applicant organizations from these counties must propose to serve all hot spot areas within targeted zip codes or census tracts of at least 10,000 population having the highest health-related risk factors as the geographic service area. There will be an opportunity to revise the targeted zip codes or census tracts when additional data and information show a need to do so.*

**Q57.** What is the definition of a hot spot as used in the TSET Healthy Living Program 2.0 RFP?

**A57.** *Hot spots are defined as priority communities (geographical areas) due to higher levels and rates of chronic diseases and risk factors.*

**Q58.** Many years of work and relationship-building have occurred under the TSET HLP 1.0 grant program. How will our work and relationships change if we are funded to work under the TSET HLP 2.0 grant?

**A58.** *Priority must be given to work of the TSET Healthy Living Program 2.0 grant. However, we understand there may be remaining HLP work to be completed and relationships to be supported. As time permits, that work may continue with the goal of incrementally decreasing the HLP 2.0 staff time by transferring the work to partners.*

**Q59.** Can we use data to show that even though a particular zip code appears “healthy” specific locations within that zip code are not healthy and need assistance?

**A59.** *Yes. Look at the 2019 Wellness County Profile for your proposed service area. The Area Deprivation Index and the Life Expectancy pages will be especially useful in determining the hot spots in your service area. We also encourage you to seek out other reliable data sources to help determine the priority areas in your communities.*

**Q60.** Has less money been allocated to the TSET Healthy Living Program 2.0 than was allocated to TSET Healthy Living Program 1.0?

**A60.** *Yes. For the TSET Healthy Living Program 2.0, approximately \$9 million has been allocated. Around \$12 million was allocated for TSET Healthy Living Program 1.0. The difference in funding will be used to support new initiatives that TSET is developing under the direction of the TSET Board of Directors.*

**Q61.** Can you tell us about the new initiatives that TSET will be rolling out?

**A61.** *These opportunities are very different from our TSET HLP initiative. Innovative Approaches and Start Up to Spur Growth are project-driven rather than programs.*

- **1) Innovative Approaches**
  - *Propel change in new venues (non-HLP); up to 2 years in duration. The goal is to effect change through policy adoption leading to change in the built environment.*
  - *Propel change in HLP service areas to the next level; up to 2 years in duration*
- **2) Incubator of System Change**

- *Systems and Organizational Change; up to 3 years. The goal is to effect systems and health culture change in organizations serving the entire state or a region of the state.*
- **3) Start up to Spur Growth in Active Living and Healthy Eating**
  - *Sustained growth and practices in multiple venues (net casting) across Oklahoma; up to 2 years in duration. The goal is to spur growth in the public's participation in active living and healthy eating activities across multiple sites or venues.*

**Q62.** Will a response to an RFP be required for the new initiatives (Innovative Approaches, Incubator of System Change and Start up to Spur Growth in Active Living and Healthy Eating) that TSET will be launching?

**A62.** *Information regarding the application process for new initiatives will be issued in the future. Interested parties are encouraged to sign up to receive TSET notifications to stay apprised of future funding opportunities.*

**Q63.** Will we receive an email when the new initiatives (Innovative Approaches, Incubator of System Change and Start up to Spur Growth in Active Living and Healthy Eating) are rolled out next year?

**A63.** *Yes. To be placed on a list to receive all future announcements or updates on current Requests for Proposals, please [click here](#).*

**Q64.** Will any of the new initiatives (Innovative Approaches, Incubator of System Change and Start up to Spur Growth in Active Living and Healthy Eating) fund a program coordinator or other program staff?

**A64.** *Depends on what is proposed by an applicant. Staffing plans should support the work plan proposed.*

**Q65.** Will the new initiatives (Innovative Approaches, Incubator of System Change and Start up to Spur Growth in Active Living and Healthy Eating) only be awarded to existing TSET HLP grantees?

**A65.** *No. The new initiatives are open to eligible organizations in any county in Oklahoma.*

**Q66.** Under trainings, you have them listed through September. Will other trainings be required beyond that date? Are all staff required to go?

**A66.** *Appendix D within the TSET HLP 2.0 RFP includes a list of trainings that will take place during the first year of the TSET HLP 2.0 grant. The outlined trainings span from July of 2020 through June of 2021. The program coordinator and assistant coordinator(s) will be required to attend the face to face trainings and watch the webinars listed within Appendix D. The designated authorized official will be required to attend the TSET HLP 2.0 Grant Orientation Training, which will take place in August of 2020.*

**Q67.** Can counties that are not designated as a priority county use data to identify hot spots within the county?

**A67.** *Yes. Since every county within Oklahoma has hot spot areas where poorer health outcomes exist, non-priority counties may use the 2019 County Wellness Profiles and other data sources to identify hot spot areas within the proposed service area.*

**Q68.** Year one of the TSET HLP 2.0 is intense on training. For existing TSET HLP grantees that are already working on one or more of the TSET HLP strategies listed within the TSET HLP 2.0 strategy menu, will there be an allowance for continuation of those efforts? It is important to stakeholders for work on those strategies to continue into the future.

**A68.** *Priority must be given to work of the TSET Healthy Living Program 2.0 grant. However, we understand there may be remaining HLP work to be completed and relationships to be supported. As time permits, that work may continue with the goal of incrementally decreasing the HLP 2.0 staff time by transferring the work to partners.*

**Q69.** I understand that TSET HLP staff are encouraged to attend TSET trainings, but are they mandatory for stakeholders?

**A69.** *The TSET HLP 2.0 trainings will not be mandatory for collaborative group members or stakeholders. There will be opportunities available for select collaborative group members to attend some of the TSET HLP 2.0 face-to-face trainings. Additionally, collaborative group members will have the opportunity to view some of the webinars listed within the training calendar (Appendix D). TSET encourages collaborative members to view the recommended webinars as time allows in order to fully support and better understand the TSET HLP 2.0 grant initiative.*

**Q70.** Regarding strategies to reducing access to tobacco, they look similar to ABLE commission's Synar initiative. How do we ensure we aren't duplicating or stepping on their toes?

**A70.** *The strategies associated with reducing youth access to tobacco products are completely separate from the Oklahoma Synar initiative.*

**Q71.** Which census year was used for to determine population for this RFP?

**A71.** *Predicted 2017.*

**Q72.** “Healthy Futures” provides similar services statewide. Are we able to apply for a statewide grant under the TSET HLP 2.0 grant?

**A72.** *No, the HLP 2.0 grant initiative is not a statewide grant. The HLP 2.0 grant initiative focuses on county-level geographic areas within the state of Oklahoma where the greatest need for interventions in tobacco control and obesity prevention and reduction exists. All Oklahoma counties or consortium of counties of at least 10,000 residents may apply.*

*As stated in the RFP on page 4, grantees under the TSET HLP 2.0 will serve one of four different geographic areas:*

- A. An Oklahoma county;*
- B. A consortium of Oklahoma counties;*
- C. Targeted Oklahoma zip codes or census tracts with the highest need in Oklahoma County; or*
- D. Targeted Oklahoma zip codes or census tracts with the highest need in Tulsa County.*

**Q73.** Are we able to use other data sources for our proposed service area, or are we restricted to only using the data provided in the RFP?

**A73.** *Applicants should use the data provided in the RFP—specifically the 2019 County Wellness Profiles. TSET also encourages applicants to pursue additional data sources specific to their proposed service area in order to write the most robust, data-informed response to the TSET HLP 2.0 RFP.*

**Q74.** Some large school districts cover multiple zip codes. Will the grantee work with the district but only provide support for the schools in the selected zip code or census tract areas?

**A74.** *Working with the entire district is allowable but priority must be given to those schools in the selected zip code or census tract areas.*

**Q75.** Will TSET consider using a newer population census than the predicted 2017 census for purposes of this grant?

**A75.** *No. For consistency, the predicted population census for 2017 was used for Appendices B and G.*

**Q76.** Did the 2019 County Wellness Profiles come from Oklahoma State Department of Health? What other data can we find beyond what are contained within the 2019 County Wellness Profiles?

**A76.** *The 2019 County Wellness Profiles were developed by the Center for Chronic Disease Prevention and Health Promotion, which is a division within the Oklahoma State Department of Health. As far as the collection of additional data beyond what are contained within the 2019 County Wellness Profiles, it is encouraged to look into the data that exist at the local level.*

**Q77.** How many members should be recruited to participate in the collaborative group?

**A77.** *Since every service area is unique, TSET has not set a minimum or maximum number of individuals to participate in the collaborative group. However, collaborative group representation should be diverse, be representative of the service area and include members beyond those that are employed by TSET HLP 2.0 applicant agencies.*

**Q78.** Can we utilize an existing collaborative group?

**A78.** *Since the collaborative group is a requirement for the TSET HLP 2.0 grant, it is strongly preferred and recommended to have a new collaborative group or committee mobilized so that their central focus can be the completion of the deliverables outlined within the TSET HLP 2.0 grant.*

**Q79.** A city in our community just passed a Safe Routes to School (SRTS) resolution and the TSET HLP grant is planning on partnering with the city to form a SRTS committee. This work will continue beyond June 30, 2020. If approved for TSET HLP 2.0 funding, can we continue working with the city on this project?

**A79.** *Priority must be given to work of the TSET Healthy Living Program 2.0 grant. However, we understand there may be remaining HLP work to be completed and relationships to be supported. As time permits, that work may continue with the goal of incrementally decreasing the HLP 2.0 staff time by transferring the work to partners.*