

TSET Healthy Living Program 2.0 Request for Proposals

Applicant Workshop Question and Answer Log

January 17, 2020

Q1. With the change in the state mileage reimbursement rate effective January 1, 2020, will TSET be amending the RFP and budget documents to reflect the new rate?

A1. *The RFP and associated documents will not be amended to reflect the state's new mileage rate. We will update the budgets of any successful applicants to reflect the new rate upon award.*

Q2. Attachment C refers to additional partner organizations. Can you provide an example?

A2. *Please list any partner organizations that may be fiscal partners in--that is, contributing funding toward--your organization's work under TSET HLP 2.0.*

Q3. Currently our counties are combined. With HLP 2.0 they will be separated by new requirements. Does that mean one RFP/ per county? Also can I request to be lead coordinator, and hire an assistant coordinator for my county?

A3. *Counties with a population over 10,000 may not partner with another county with a population over 10,000. Counties with a population between 10,000 and 25,000 may have no more than two staff: one coordinator and one assistant coordinator. The hiring of staff is determined by the applicant agency.*

Q4. When describing the applicant organization's prevention experience, should I just limit this to the area to be served in HLP 2.0 or wherever we've worked before? We anticipate our service area to shrink dramatically so we'd like to count all our work.

A4. *Please include all relevant experience when preparing a response to this RFP.*

Q5. In the past the budget forms have been in Excel. Since the 2.0 budget form is in Adobe is there a way to add additional line items or is there a program that I need to purchase to be able to add additional line items? For example, under the supplies category there are 5 or 6 lines but I need 9 or 10 to complete the budget form.

A5. *Budgets are intended to be used as guidelines to assist in programmatic planning. Please do not feel like you have to list out every specific expense in all categories. Additional details should be provided within the budget justification section.*

Q6. For budget planning purposes, will out-of-state travel to conferences be allowed in Years 2-5?

A6. *Yes, out of state travel to conferences will be allowed for years 2-5 of the TSET HLP 2.0 grant. Prior approval from TSET will be required before any in-state or out-of-state conference/training is attended.*

Q7. Please provide examples of Purchased Services that will be allowed in Years 2-5. Are there any additional Purchased Services allowed in Years 2-5 that are not allowed in Year 1?

A7. *Purchased services will be permitted in years 2-5 of the grant, but prior approval from TSET will be required before any grantee enters into an official subcontract. The type of purchased services permitted will be dependent on the direct alignment and furtherance of the approved strategic map and action plans. At this time, it is too early to provide a list of examples of purchased services that will be approved in years 2-5.*

Q8. Please provide examples of Purchased Services that will be allowed in Year 1.

A8. *Purchased services may be permitted on a case by case basis and will be approved by TSET based on the justification provided. The only types of purchased services that will be considered during year one are services that will help advance work in the capacity building and assessment phases of the TSET HLP 2.0 grant.*

Q9. On page two of Attachment B question number seven asks to give the overall budget of the agency and the budget for the proposed TSET grant (HLP 2.0) to get a percentage of TSET's budget as compared to the overall agency budget. Is the overall budget the entire agency budget, even contract amounts outside of the service area in which we are applying?

A9. *Include the proposed TSET HLP 2.0 as a percentage of the overall organizational budget, irrespective of the service area the organization's budget funds.*

Q10. On Page 19 of the RFP, under Section C: Obesity Prevention/Reduction Experience, there is 1.c. Environmental changes (such as healthy food retail work). Can

additional environmental changes examples be provided? Please clarify the intention of this question.

A10. *Yes, additional environmental strategies may be listed beyond the examples that were provided within the question. The strategy listed within the question is simply an example related to environmental changes.*

Q11. On Page 18 of the RFP, under Section A: Applicant Organization Capacity, there is a 4. Complete and submit a copy of the Organizational Assets of Applicant Organization (Attachment D). Is an applicant supposed to insert Attachment D at the end of the Section A narrative?

A11. *Attachment D, Organizational Assets of Applicant Organization form, must be included in the narrative section. Proposals should follow the document guidelines listed in the RFP.*

Q12. Please clarify TSET's requirement for page numbering as it applies to the narrative. Is an applicant supposed to start new page numbers for each section? E.g., A. Applicant Organization Capacity: Pages 1 -3; B. Tobacco Control and Prevention Experience: Pages 1-4; C. Obesity Prevention/Reduction Experience: Pages 1-6; D. Community Needs Assessment and Statement of Need: Pages 1-7.

A12. *Application sections are detailed beginning on page 18 of the RFP and should each be numbered separately, with the exception of the cover page, which does not require a number. The five application sections are: 1. Application Cover Page (no number required); 2. Narrative; 3. Proposed Budget (pre-numbered); 4. Financial Documents; and 5. Organizational Assurances Checklist (pre-numbered). All pages within each section should be numbered sequentially. Numbers should only restart at the beginning of each of four sections after the cover page. Subsections within the narrative should not be numbered separately.*

Q13. What is the line spacing requirement for tables/charts? Is it also required to be set at 1.5 or 2? Or, is single spacing allowed within tables/charts?

A13. *Single spacing within charts and tables is acceptable.*

Q14. If an applicant lists additional sources of funding under the "amount from other sources" column on the cover page is the applicant required to track and report the "other sources" of funding to TSET during grant implementation?

A14. *The applicant will not be required to report to TSET on other sources of funding during the term of TSET HLP 2.0 agreement.*

Q15. Our lead agency has doctors' offices in one city in our county and we plan to have our TSET grantee offices in another city, although still in the same county. Will the doctors' offices be considered an "official presence in the county", even though our grantees will not have their office in that specific city?

A15. *Yes, this meets the guidelines of official presence.*

Q16. On the financial questionnaire (#7) the TSET proposed budget and the overall organization budget are compared and a percentage results. Is there an expectation for that percentage to be at a certain threshold level? For instance, should the TSET proposed budget be less than 40% of the overall budget?

A16. *There is no expectation of a certain threshold.*

Q17. If an organization is writing for two counties, are the two counties combined our "geographic service area" meaning that we only need one physical office space for our official presence for both counties? In other words, are we required to have an office space in each county?

A17. *If an applicant proposes to serve two counties (consortium), official presence must be established in one of the two counties, not in both.*

Q18. If we are writing for 2 counties with a combined population of 38,066 (one county was less than 10,000 and the other more than 10,000), we are only allowed to have a maximum of 2 employees, Program Coordinator and Assistant Coordinator?

A18. *Correct. The maximum number of staff for a program serving two contiguous counties (consortium) with a combined service area population between 25,000 and 50,000 is two: one program coordinator and one assistant coordinator.*

Q19. Would a small tribe be eligible to write for funding when another tribe in the same county will be applying?

A19. *The applicant agency must meet the TSET HLP 2.0 eligibility requirements and have official presence within each proposed county. Only one application will be awarded per service area. We will not limit the number of applications we accept, but only one award will be granted per county/service area.*

Q20. Attachment D Organizational Assets: HLP 1.0 staffing levels will be reduced going into HLP 2.0. For instance, staff will decrease from 5 FT to anticipated 1 or may be 2. Should I list the 5 current personnel, knowing that most will not carry over?

A20. *Only list individuals (under the applicant agency personnel or key networks/connections columns within Attachment D) that will be readily available to assist or partner with the TSET HLP 2.0 grant if awarded.*

Q21. In Appendix E, it references an “administrative charge” category. Is this referring to the “indirect costs and administrative costs” category?

A21. *Yes. Administrative Charge and Administrative Costs were used interchangeably, but TSET has amended the RFP to improve clarity. Please see page 1 of the amended RFP posted to the TSET website on December 27, 2019.*

Q22. The RFP states on page 7 the deadline for hiring a coordinator is August 17th, however on page 18, it has the deadline as August 14th. Could you please clarify the hiring deadline?

A22. *August 17, 2020, is the deadline for the grantee organization to have the HLP 2.0 program coordinator hired and located at the organization.*

Q23. Regarding the prerequisite for HLP 2.0, Financial Overview Questionnaire: #7 Indicate the proposed TSET budget as a percentage of your organization's total budget. Question: Our budget is unknown but the actual award is given to an entity of our organization. Would the known operating budget suffice for the organization?

A23. *Yes. Please use the best information that is available to you for this form.*

Q24. On the TSET Healthy Living Program 2.0 RFP, can a Program Coordinator's time and salary be split 50/50 between two proposals?

A24. *No; 100% of a coordinator's or assistant coordinator's time must be devoted to a single grant program.*

Q25. At the bottom of page 4, under Service Area, the RFP states, “an applicant...may partner with one adjacent county with less than 10,000.” Can you verify that a

submission proposing a 3-county area would be ineligible for award if one county is above 10,000 and the other two counties are below 10,000?

A25. *Correct; a submission proposing a three-county area in which one county is above 10,000 population and the other two counties are below 10,000 would be ineligible for award.*

Q26. If we are proposing a multi-county service area, do we need office locations in each county or would an office location in only one county suffice?

A26. *No. The official presence definition refers to the service area being proposed, and does not require official presence in every county within a consortium.*

Q27. Are there any requirements on what percentage of the award would need to go to the main applicant if we are submitting as a partnership or consortium?

A27. *TSET requires that all counties in the consortium engage in needs assessment activities and develop unique action and implementation plans. Each county should receive a reasonable and necessary amount of support (financial and staff) in order to fully meet the scope of work and all of the grant deliverables. Most often, this means an equal amount of the award.*

Q28. On the Financial Overview Questionnaire, what budget do I use to indicate on question 7 to propose a budget? The budget from HLP or will we develop a new budget?

A28. *If you have developed a budget for HLP 2.0, use that amount (not to exceed the amounts listed on the funding table in the RFP). If no budget has been developed, enter the maximum award amount allowable for your service area.*

Q29. Is the cap on salary for all five years or is there a possibility the cap will be adjusted along with cost of living that often leads to agencies needing to increase salaries every so often?

A29. *The salary maximums listed as reimbursable by TSET in the RFP apply to all years of TSET HLP 2.0 funding.*

Q30. Within the Organizational Assurances Checklist (attachment G) the second item under the 'Program Capabilities' states the following: 'Adopt, implement, and provide to TSET a nutrition and physical activity policy for all employees under the organization's

control by June 30, 2021.' I don't see any policy and practice rating tools listed anywhere within the TSET HLP 2.0 RFP. Will these nutrition and physical activity policies need to meet certain number of elements from the N5.1 and PA12.1 strategies within the TSET HLP Strategies Menu (appendix A)? What standard will be used to measure the quality of the policies?

A30. *TSET requires HLP 2.0 grantees to adopt the strongest nutrition and physical activity policy that is possible by June 30, 2021. However, we recognize that barriers/limitations exist within each lead agency and adoption of certain nutrition and physical activity elements within a policy may not be achievable. A tool to assess the strength of a TSET HLP 2.0 lead agency's nutrition and physical activity policy element and implementation of the policy is currently under development and will be shared with grantees during the first grant year.*

Q31. When will the webinar be available for the training sessions on TSET 2.0?

A31. *The webinar was posted on the TSET website on Monday, December 16, 2019.*

Q32. Sixty three of the 77 counties are currently funded through HLP. Does TSET plan to see an increase or decrease in coverage?

A32. *Coverage is dependent on the number of applications submitted and awarded, and the resulting service area(s) proposed in each application receiving an award.*

Q33. What is TSET's expectation regarding counties joining together? If three contiguous counties, each having population sizes less than 10,000, but when combined equal more than 20,000, should one of the counties be dropped to stay closer to the recommended 10,000 population size or would serving all three be allowable?

A33. *TSET highly recommends that as few counties as are necessary reach a population threshold of 10,000 residents shall join together. 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, provided no more counties are combined than is necessary to reach 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--a separate comprehensive community needs assessment, strategic map, action*

plan and collaborative group are required for each county in the consortium--more money incurred for travel costs, and no additional TSET funding.

Q34. On Page 19 of the RFP, under Section B: Tobacco Control and Prevention Experience, and under Section C: Obesity Prevention/Reduction Experience, there is 1.c. Environmental changes (such as tobacco retailer education visits, healthy food retail work, etc.). Can additional environmental changes examples be provided? Please clarify the intention of these questions.

A34. *Yes, additional environmental strategies may be listed beyond the examples that were provided within the question. The strategy listed within the question is simply an example related to environmental changes.*

Q35. On Page 18 of the RFP, under Section A: Applicant Organization Capacity, there is a 1.f. Organization chart. Is an applicant supposed to insert the Organization chart at the end of the Section A narrative?

A35. *Yes, the organizational chart must be inserted at the end of the Applicant Organization Capacity section of the narrative. Proposals should follow the document guidelines listed in the RFP.*

Q36. Any tribal nation that is awarded a funding agreement under the TSET HLP 2.0 must submit to TSET a signed waiver of sovereign immunity prior to execution of a contract. Any awarded tribal nation that has not returned a signed waiver of sovereign immunity to TSET by 5 p.m. on September 29, 2020, will not have met the initial milestones of the grant and the process to revoke the award will be initiated.

If an application organization is governed by multiple Tribal Nations and each Tribe has a representative that sits on the organization's Board, will each of the Tribes have to submit a signed waiver of sovereign immunity for the organization to apply for the grant?

A36. *A waiver of sovereign immunity is not required at the time of submission of an application; it would be required at the time of contract development. If an applicant organization determines that any Tribal Nation should be a party to HLP 2.0 agreement between TSET and the applicant organization, the Tribal Nation(s) must submit a waiver of sovereign immunity pursuant to that Tribe's laws. Waivers differ from Tribe to Tribe and each waiver may be structured differently according to applicable Tribal laws.*