

**TSET Healthy Living Program 2.0 Request for Proposals
Question and Answer Log
December 13, 2019**

Q1. “If staff is currently working under a TSET funded grant and are currently making more than what is outlined in the TSET Healthy Living Program 2.0 (Appendix C- Staff Competencies) will lead agencies have to cover what is not reimbursed? Will salaries have to be reduced?”

A1. *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. Salary reductions are the choice of the grantee organization.*

Q2. “If we cannot attend an applicant workshop in person, when will the prerecorded workshop webinar be posted and how will we access it?”

A2. *The prerecorded workshop webinar will be posted on the TSET website at <https://tset.ok.gov/content/requests-proposals>. A notification will be sent to all workshop registrants and the TSET mailing list when the webinar is posted. Interested parties are encouraged to sign up to receive this and other pertinent notifications at <https://tset.ok.gov/content/requests-proposals>.*

Q3. “With the cap in salaries/fringe for the HLP 2.0, it is expected that current HLP staff salaries, fringe, and longevity previously approved by TSET be fulfilled by the grantee organization. So for current HLP grantees that are smaller agencies and/or County Health Departments that can NOT afford this difference in reimbursement (with populations greater than 10,000), will consortium of grants be allowed to cover those counties that are in greatest need?”

A3. *The option to form a consortium is dependent solely on population size. Consortia may only be formed by counties with a population of less than 10,000 residents, provided the counties are contiguous and that only the minimum number of counties needed to reach the 10,000-population threshold join together. With justification and TSET approval, counties with a population greater than 10,000 may form a consortium with one contiguous county that has a population below 10,000.*

Q4. “I do not live within in the county which I serve/work. Can I continue to work outside the county I live in for the new RFP HLP 2.0? Thank you.”

A4. *Yes; residing in the service area is strongly preferred and recommended, but is not a grant requirement.*

Q5. “We currently have three HLP grants serving three different counties that each have a population over 10,000 – can our agency apply for three separate counties again?”

A5. *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.*

Q6. “What census year (i.e. Predicted 2019 or Predicted 2020) will you be using to determine the population for funding purposes?”

A6. *Predicted 2017.*

Q7. “Do physical offices need to be located in the county seat?”

A7. *No.*

Q8. “Please help us understand - why is the cost of office space is not covered in the HLP 2.0 grant?”

A8. *With proper justification and TSET approval, office space charges can be included in the Administrative Costs section of the budget. HLP 2.0 funds are intended to go primarily to the work of the program and are not intended to sustain an organization's daily operations.*

Q9. “Can the Authorized Official and Financial Officer be the same person from the organization who holds the HLP 2.0 contract?”

A9. *Yes.*

Q10. “Is there a cap on the number of counties that TSET will fund in HLP 2.0? How many grants are going to be funded?”

A10. *There is no set maximum or number of counties that must be funded. Funding is contingent upon the number of applications received that meet the requirements and the budgets of those applications. Generally speaking, TSET expects that it could fund approximately 35 individual grant applications.*

Q11. “Please clarify what is meant by “Does the organization exhibit official presence in the proposed geographic service area?” (Page 22, top sentence – Letter C)”

A11. *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.*

Q12. “Please clarify the following statement on the last paragraph of Page 8. Only work performed under an active TSET agreement is eligible for reimbursement by TSET. Work performed outside of an active agreement, as a deviation from the approved scope of work, or on projects or events deemed to be not directly related, unallowable, or otherwise inappropriate for the program is subject to removal from a claim for reimbursement. (see page 8, last paragraph)”

A12. *Only work performed under an active TSET contract will be eligible for reimbursement. Work that takes place before a contract with TSET is fully executed or after a contract ends cannot be reimbursed with TSET funds. Work that is outside of the approved scope of work, does not directly relate to the program, or that has been deemed unallowable by TSET staff cannot be paid with TSET funds. If charges related to such work are included on a claim for reimbursement, those charges are subject to removal from the claim and could result in no reimbursement by TSET.*

Q13. “Will there be flexibility with target zip codes chosen? For example, if the collaborative group chooses a set of zip codes and one or two need to be adjusted due to unforeseen circumstances or increased need, will those changes be allowed if appropriately justified?”

A13. *Yes. 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.*

Q14. “Are organizations/staff who are funded by TSET (OTRC, OHA, OHCA) allowed to be part of our collaborative group?”

A14. *Yes.*

Q15. “For larger counties with 3+ staff, should those programs designate only one program coordinator and the rest as assistant coordinators? Can there be more than one program coordinator?”

A15. *One program coordinator is allowed per grant program. Additional TSET HLP 2.0 staff would be considered assistant coordinators.*

Q16. “My company maintains a tobacco-free workplace policy in accordance with TSET HLP 2.0 Community Institution Checklist. We have recently moved and while our old landlord had a build-wide tobacco-free policy, our new building management does not. While our goal is to encourage the adoption of a Tobacco-Free campus, we do not own this facility and that is not within our control.

My question – there is a component of the Checklist that notes: ‘Organization will post signs about the tobacco-free (including vapor products) policy at entrances to all building on organization property.’

Because we do not own this building, we are not allowed to put signs on the entrances. We can put signs on the entrances to our suite, but not the full building itself. Is posting signs about tobacco-free worksite on our suite sufficient to fulfil this requirement?”

A16. *The posting of tobacco-free signage at entrances to all buildings on the organization property refers to the areas that are under the control of the applicant organization. In order to meet this requirement as far as implementation goes, the applicant organization would need to post signs at all of the entrances within the building space that is leased by the applicant organization. This requirement does not extend to other lessees located within a business complex.*

In order to determine whether or not an applicant organization's tobacco-free policy meets the standards required for the TSET HLP 2.0 grant, it is highly recommended to submit your policy to the Center for Chronic Disease Prevention & Health Promotion (Center) at the Oklahoma State Department of Health for pre-adoption tobacco-free policy review. To submit a tobacco-free policy for pre-adoption review, the policy must be uploaded via Smartsheet web form here:

<https://app.smartsheet.com/b/form/8ddd151d15d0470bb73284bd5b8732cf>

Q17. “Will there be an opportunity during the community assessment process (year 1) to continue to work with existing partners (from HLP) outside of work through the collaborative group?”

A17. *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.*

Q18. “If we submit our prerequisites early, would we receive notification prior to Feb. 7th that we are deemed eligible to apply?”

A18. *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.*

Q19. “Please clarify the information you are seeking on page 18 in the HLP 2.0 Narrative Section. Application Section – 2. Narrative A. Applicant Organization Capacity 1.d & e. d. Evaluation of programs within the organization; e. Cost reimbursement grants received, including award amount. (A cost reimbursement grant reimburses grant recipients based on submission of allowable, incurred expenses.)”

A19. *Evaluation refers to performance reviews, by the applicant organization or an external evaluator, of program successes and challenges based upon the objectives and/or outcomes a program was required to achieve.*

Cost reimbursement grants would be grants the applicant organization has or has had that required submittal of an invoice to the funding organization for allowable expenses incurred directly related to the operations of the grant. Cost reimbursement grants provide no “up front” funding to the applicant organization to begin a grant program.

Q20. “Please tell me about the nutrition and physical activity policy reference in the organizational assurances?”

A20. *By the end of the first grant year (June 30, 2021), each grantee organization must have adopted, implemented, and provided to TSET a copy of a nutrition and physical activity wellness policy for all properties under the organization’s control. TSET will provide to the grantee organization guidance and assistance in developing the policy during the course of the first grant year if assistance is requested.*