

TSET Healthy Living Program 2.0 Request for Proposals

Question and Answer Log

December 27, 2019

Q1. In Appendix E, under the personnel category, it references part time employees. What would you consider as a part time employee and what tasks are allowable?

A1. A part-time employee is an employee that is employed less than 100% by the grantee organization. Part-time employees are allowable on an HLP 2.0 grant for the role of assistant coordinator only, provided the part-time employee devotes 100% of their employed time to the TSET program. Part-time employees must work only on the TSET grant and not on other projects. Aside from assisting with the operations of the grant, the assistant coordinator must be an active participant in all phases of the grant, which includes gathering data for the community needs assessment, development and mobilization of partners and collaborative group members, development of a strategic plan, implementation of the strategic plan and program evaluation.

Q2. For a county under 50,000 population, is it possible to have a program coordinator, assistant coordinator, and a part time employee?

A2. No. A program serving fewer than 50,000 residents may have no more than two staff.

Q3. What population data is being considered for staffing purposes? Are there any special considerations for counties nearly at the 50,000 population threshold with a strong college presence that is not added into the census population and anticipated increase in population growth, such as additional medical facilities, medical school and staffing? With these facilities individuals, families, and seniors are moving into the community because of the additional new health care that is being provided.

A3. Predicted 2017 Census data are used for determining service areas for HLP 2.0. No special considerations for variable populations will be considered.

Q4. OSU's Financial Audit Documents are several hundred pages. In prior applications we have added a link for all financial documents, will a link be accepted for this application as well or do you want the entire audit submitted?

A4. If a shorter audit summary document is available, please include that with your proposal. TSET will allow only the audit documents consisting of several hundred pages be linked as long as an audit summary report is also submitted.

Q5. For financial purposes, are you considering a college under the government entity category?

A5. Yes.

Q6. In the Health Communications section of the Budget Tips (Appendix E) it states Fulfillment Center Items will be purchased by TSET so this amount will not be considered part of the cash award. It is still listed as a line item on the Budget Form and is being calculated in the Total Program Cost. Questions- Does the 1% Fulfillment Center amount come of the grantees overall budget?

A6. Yes, the fulfillment center amount is subtracted from the total budget for the grant. When funded, the purchase order amount does not include the fulfillment center amount, which is considered a non-cash benefit.

Q7. It is recommended that staff live within the service area they serve, is this just a recommendation or a requirement? Also, what if staff do not live within the State of Oklahoma?

A7. Residing in the service area is strongly preferred and recommended, but is not a grant requirement.

Q8. Will youth engagement contracts be allowed to be budgeted in the purchased services category? Are there any financial restrictions for youth engagement?

A8. Purchased services contracts for adult partners for youth engagement teams will not be reimbursable. Supplies for youth engagement support by the TSET grantee may be reimbursable with prior discussion with and approval by the TSET program officer.

Q9. TSET has said in an answer to a previous question that there has to be an existing presence that is not funded by TSET. Does this mean organizations need to be funding the county "presence" before applying for the TSET HLP 2.0?

A9. Yes. TSET expects organizations working on community grants to have a prior existing community presence and that they have the means to operate without TSET funds. The applicant organization must have a prior official presence, meaning 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, that is not funded by TSET in the service area.