

**Preventing Obesity, Diabetes, and Heart Disease and Stroke in Ohio Communities RFP
Frequently Asked Questions
10-24-14**

Basic Information

Q: Are the required forms due with the NOI, if we have received or are receiving funding from ODH?

A: Yes, W9's and EFT forms are required for ALL applicants who submit a Notice of Intent to Apply for Funding (NOIAF), even those already receiving funding from Ohio Department of Health (ODH). Non-profit organizations are also required to submit Proof of Non-Profit Status and Proof of Liability Coverage. Please refer to Appendix A (page 19) in the RFP for a list of required forms and documentation.

Question Below Was Added Week of 10-24-14:

Q: How can we get access to the recorded webinar?

A: The webinar was not recorded. Please contact your colleagues who may have participated in the Bidders Conference webinar for information provided about the RFP. You can also obtain a copy of the Bidders Conference PowerPoint presentation on the Healthy Ohio website at www.healthy.ohio.gov/local1422.

Qualified Applicants

Q: Are the funds only available to county health departments? Or are city health departments eligible for this funding also?

A: City health departments who meet the eligibility requirements can apply. If a city health department intends to implement strategies in the jurisdiction of another health department in the county, they should obtain a letter of support and submit it with their application.

Q: If a county receives CHC grant funding does this make the county ineligible to apply for Local 1422 grant funds?

A: No. Counties are still eligible to apply if they receive Creating Healthy Communities (CHC) Program funds. Agencies receiving funds for both grants are required to collaborate and not duplicate work. For example, personnel working on Component 1 of the Local 1422 grant would need to be on the CHC coalition for alignment purposes.

Formatting

Question Below Was Added Week of 10-24-14:

Q: Should we have received a template for submitting our proposal?

A: There is no template for the proposal. However, applicants should follow the RFP instructions for labeling sections within the Project Narrative, e.g., Executive Summary, Description of Applicant Agency, Problem/Need, etc. There is a Personnel/Position form (RFP Attachment 1) and a Work Plan template (RFP Attachment 2) that must be completed and submitted, along with a Budget Justification,

CVs/Resumes and Letters of Support. The Work Plan is pre-populated with a total of 15 required Strategies for Components 1 and 2 and their associated Activities that must be addressed in the application. You should add more detailed information for each Activity, e.g., process steps, partners, and timeframe to complete the Activities. Leave the Quarterly Progress column blank on the Work Plan that you submit.

Program Narrative

Q: We understand there is a requirement for two full-time employees, for the Appalachian County partnerships of 2-3 counties are there guidelines on how those staff are divided? Do the two full-time employees have to be employed by the lead agency? Could each county employ a full-time person? Could there be more than two FTEs?

A: There are no specific guidelines. The two full-time employees do NOT have to be employed by the lead agency. However, the lead applicant agency must have at least one full-time FTE to direct the program. Agencies should identify all staff that will be needed to successfully implement all the strategies and activities, and achieve the intended outcomes. Yes, each county can employ a full-time person, and there can be more than two FTEs. Other than the full-time program director FTE, a combination of staffing can make up one additional FTE, e.g., one part-time person in two counties. All staff must be able to cross county/jurisdictional lines to provide needed expertise and support for Component 1 and 2 activities.

Q: In the Appalachian County partnerships of 2-3 counties, can the strategies be divided among counties OR does each county have to implement each strategy?

A: Over the course of the four-year grant period, the 2-3 counties should be viewed as one region, and all strategies should be implemented in each county so that Component 1 and 2 strategies are mutually reinforcing. However, relevant activities can initially be implemented in only certain parts of the region based on capacity and infrastructure, with the intent to implement these activities throughout the entire region by the end of Year 4. One work plan should be submitted for the entire 2-3 county region, and the budget should reflect the comprehensive, multi-county implementation of strategies.

Q: Are there priority community requirements within this grant opportunity such as with the Creating Healthy Community grant.

A: No, the county will act as your priority community as it has already been established by poverty, population and racial considerations. The target population is the general population, specifically adults with uncontrolled high blood pressure (HBP) and at high risk for developing type 2 diabetes who experience racial/ethnic or socioeconomic disparities (inadequate access to care, poor quality of care, or low income).

Q: Are there any requirements about the FTE being a contract person rather than a full-time employee of the health department?

A: No. An FTE can be a contracted employee provided they are held accountable to the health department for expected deliverables and project outcomes.

Q: If we are partnering with another Appalachian county that does not have a large health system such as a university or hospital, what would be your feeling towards that?

A: Grantees could partner with a technical school or community college, etc., that is a post-secondary educational institution if there is no university in the county to fulfill the higher education institution

requirement in Component 1; or a Federally Qualified Health Center or large clinical practice to fill the health system requirement in Component 2.

Q: It is our understanding from the call that all components and strategies listed in the Year 1 work plan are required. Are all of the activities also required during year 1?

A: Yes. Every effort should be made to begin work and show progress on each activity in Year 1. Completion of some activities may carry over into subsequent years, and new activities may emerge.

Work Plan

Q: Are sub-grantees expected to complete the entire work plan (components, strategies AND activities) from planning through to implementation during year 1? Or can sub-grantee's describe under the activities section of the work plan what they will realistically complete during year 1 (e.g. focus on partnership building vs. full implementation)?

A: Subgrantees are expected to begin implementation of both Component 1 and 2 and their respective strategies and activities during Year 1. Strategies span the four-year grant period. We understand that full implementation of some activities in Year 1 will be a challenge due to the shortened grant year. However, significant progress on each activity should be pursued in Year 1, and activities will be adjusted throughout the grant cycle to build on accomplishments.

Questions Below Were Added Week of 10-24-14:

Q: Can I get a copy of the work plan as a word document?

A: Yes. A Word version of the work plan was e-mailed to all applicants on 10/20/14.

Q: The attached work plan is a template correct? Are the strategies, measures, activities etc. listed in this document examples for our benefit or are these mandated parts of this grant?

A: The strategies, measures, activities, etc. in the Work Plan template are not examples. They are mandated parts of the grant. All the pre-populated Strategies and Activities in the Work Plan must be addressed. You should add more detailed information for each Activity, e.g., process steps, partners, and timeframe to complete the activities. Leave the Quarterly Progress column blank on the template.

Q: Are the "Targets" in the workplan based on 1 year or 4 years?

A: The targets in the work plan reflect four-year project period outcomes.

Q: Pages 52 & 53 – How will the two targets "20% increase in adults with community & retail access" be measured?

A: This data will be determined by each subgrantee for reporting methods quarterly through program data and work plan reports. Subgrantees will measure this in the same way across the state for consistency purposes. Training on how to measure this will be given at the start of the grant cycle.

Q: Page 54 – It appears the shared use agreements must be between "school districts" and cities/counties. Is this correct or any leeway here?

A: Shared use agreements can be between other agencies.

Page 56 – The target “increase from 12-15 the # of communities with Complete Streets policies” seems like an extraordinarily ambitious goal. What is this an increase from? Are we all starting with “0” communities?

A: This is a statewide target, not a local one. One policy is to be pursued in each grant community.

Budget

Q: Is the \$400,000 amount for the entirety of the grant period or is it renewable?

A: The \$400,000 award is per year for a four-year project period. The full amount of \$400,000 is available for the shortened (eight month) Year 1 budget period. Subject to availability of funds and satisfactory progress on completing work plan activities, an additional \$400,000 is available each year for Years 2 through 4 for the subawardees through a continuation application. The budget period for Years 2 through 4 will be September 30 – September 29.

Q: A sub-grantee may require less funding during year 1 (due to shortened grant year) than subsequent years. Will the amount that a grantee receives during year 1 be the maximum that they can apply for in years 2-4, or will there be the opportunity to increase the funding amount in year 2-4?

A: Yes, \$400,000 is the maximum grant amount for each year of the four-year grant cycle. Year 1 may require less funding due to the shortened grant year. Because it is unlikely that there will be an opportunity to request an increase in funds for Years 2 through 4, we recommend that your Year 1 request reflect what you would need for a 12-month grant year for Years 2-4.

Attachments

Questions Below Were Added Week of 10-24-14:

Q: On page 17 of the Competitive Grant Information Document it states “letter of support from Creating Healthy Communities Program (if applicable)” – should that letter of support come from our ODH CHC folks or our internal Health Department staff lead for the grant?

A: The letter should come from your internal local health department CHC coordinator.

Q: To whom should the letters of support be addressed? You – Michele Shough, Ohio Department of Health, Bureau of Healthy Ohio, 246 N. High Street Columbus, OH 42315?

A: Yes, letters of support should be addressed to Michele Shough, 1422 Principal Investigator, Ohio Department of Health, 246 N. High Street, Columbus, OH 43215.

GMIS Requirements

Review/Scoring