



STATE OF TENNESSEE
STATE AGENCY NAME

**REQUEST FOR APPLICATION # 34347-52417
AMENDMENT # 2
FOR PROJECT DIABETES**

DATE: FEBRUARY 19, 2016

RFA # 34347-52417 IS AMENDED AS FOLLOWS:

1. This RFA Schedule of Events updates and confirms scheduled RFA dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (Central Time)	DATE (dates are state business days)
1. RFA Issued		CONFIRMED
2. Letter of Intent Teleconference	1:00 p.m.	CONFIRMED
3. "Written Questions & Comments" Deadline	2:00 p.m.	CONFIRMED
4. State Responds to "Written Questions & Comments"		Friday, February 19, 2016
5. Letter of Intent Deadline	2:00 p.m.	Friday, February 26, 2016
6. State Issues Invitations to Apply		Friday, March 4, 2016
7. Application Teleconference	1:00 p.m.	Friday, March 11, 2016
8. Written Questions & Comments Deadline	2:00 p.m.	Wednesday, March 16, 2016
9. State Responds to Written Questions & Comments		Monday, March 21, 2016
10. Deadline for Applications	2:00 p.m.	Friday, April 1, 2016
11. Evaluation Notice Released	2:00 p.m.	Friday, April 15, 2016
12. Effective Start Date of Contract		Friday, July 1, 2016

2. State responses to questions and comments in the table below amend and clarify this RFA.

Any restatement of RFA text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFA document.

QUESTION / COMMENT	STATE RESPONSE
1 How do I submit the Letter of Intent online?	Please open the Letter of Intent by clicking on the DOWNLOAD HERE button. You will fill out the Letter of Intent and save to your computer. You will then go back to the Funding Opportunities website http://tn.gov/health/article/funding-opportunities and click on the red button Click Here to Upload. You will complete the short form, click on the Browse button under Upload Letter of Intent, find the file and click on the file to upload and then click open. It has now attached the Letter of Intent. There are two other boxes for Upload other for any other attachments. You then click on Submit Form. You will receive a notification that it was successful.
2 Can one budget for client incentives? Any limitations on this?	Client incentives can be incorporated into your project; however, please note that you should have adequate fiscal and administrative controls to prevent waste, fraud, and/or abuse. Incentives should be tied directly to successful completion of specific work plan activities. Incentives should also be a reasonable and justifiable expense.
3 Would a workplace wellness program fit within the scope of this initiative? Our organization is a non-profit healthcare organization with about 650 employees?	Please refer to Section II (Invitations to Apply) to review the several strengths the State will be looking for in the Letters of Intent: Need, Cost Effectiveness, Creativity, and Impact.
4 Can you tell us if this is Federal dollars flowing through the State of Tennessee?	Project Diabetes is funded 100% by State dollars.
5 Can you be awarded funding for both A and B grants at the same time?	Yes.
6 Is this a one year grant cycle or will there be another cycle this year?	Category A contracts will be executed for up to 3 years in length. Category B contracts will be executed for up to 2 years in length. There will not be another cycle this year.
7 What are the limitations on strategy 1-1: Enhance the physical and built environment?any structures not being considered i.e. playgrounds, walkings tracks, and expansions of ropes course as long as it fit within the overall goals?	The State has no limitations on strategy 1-1. Do recognize, however, that funding does not carry over from one fiscal year to another. Thus, a project that would take more than 1 year to complete can only use up to \$150,000 per year.
8 Which Strategy of Goal 1 should be used for a proposal that aims to increase physical activity in classrooms? What would be more appropriate Strategy 1-1 or Strategy 1-2?	The details of your proposal would determine which might be more accurate. Your project might involve Strategy 1-1 or Strategy 1-2, or conceivably even both.
9 Should letters of support or other documentation of donated services or "in-kind" be included with the LOI?	No. This information is not necessary for the Letters of Intent phase of Project Diabetes. If the State issues you an invitation to submit a full application, you would need to submit letters of <u>commitment</u> (NOT letters of support) as part of your application.
10 Can an organization, such as a community center that is non-profit, but is not incorporated and does not have 501c3 status apply?If the answer to #2 is "no", and the County Government agrees to partner with the community center and act as fiscal agent,	A community center would have to be a legal entity to apply. It does not have to have 501c3 status. In order to do business with the State, a vendor has to have a federal EIN (or in the case of a sole proprietorship, a Social Security number). If applying under a fiscal intermediary then the legal

QUESTION / COMMENT	STATE RESPONSE
should the Community Center or the County Government be listed as the applicant?	entity would be the applicant. In this case, it appears the county government should be listed as the applicant, unless you are separate legal entities.
11 What is the importance of requesting funding for population-based strategies that would reach larger numbers of people versus individualized interventions? In addition, what measures will be used by the state to determine if the resulted in wide-spread change?	The importance transpires from the vision of the Tennessee Department of Health -- to make Tennessee one of the top 10 healthiest states in the nation. Project activities that include individual interventions will be considered if they are part of a larger population-based strategy. Population-based efforts are aimed at impacting and influencing systems and community cultures, all of which develop long-term sustainability through the system/culture change. Measures to be used to determine change will vary project to project.
12 Is funding allowed to be used in the building of sports complexes for youth, or large infrastructure?	Please refer to Section II (Invitations to Apply) to review the several strengths the State will be looking for in the Letters of Intent: Need, Cost Effectiveness, Creativity, and Impact.
13 Can you give us examples of direct services that would not be acceptable?	Clinical services would not be acceptable, nor would direct initiatives to reduce smoking in the state, as they do not involve physical activity or healthy foods/beverages.
14 If a Town/City applies for this grant, do they need to partner with another organization to do so?	No. However, we encourage alignment across the community through local health councils or other means.
15 If you propose a project for \$150,000 but funds of only \$120,000 were available would you not fund the project at all or would you fund it for less? (Assuming the project would have been approved otherwise)	The State can will execute contracts for up to \$150,000 per fiscal year. If the total Project Diabetes budget is less than anticipated, the State would choose to reduce the number of grant awards. It would not reduce the maximum dollar amount for Category A per fiscal year.
16 If a project is funded, how are payments made? (Turn in receipts for reimbursement)	Contracts will be cost-reimbursement agreements. Vendors must pay for expenditures and then, request reimbursement each month via the State's invoice, which is attached in the Sample Contract.
17 Does a really creative idea help to get funding?	Please refer to Section II (Invitations to Apply) to review the several strengths the State will be looking for in the Letters of Intent: Need, Cost Effectiveness, Creativity, and Impact.
18 If you are partnering with another organization do you list on budget what you would pay them for their services? (No, that would be a subcontract)	In the Letter of Intent, subcontracts would be included under "Other." Subcontracted services would be budgeted in the line item titled Professional Fee/ Grant and Award when submitting your full Application.
19 Is subcontracting discouraged?	No. Subcontracts for deliverables, however, must be approved by the state prior to execution.
20 What strategy does breastfeeding initiatives fall under? For example: Breastfeeding Welcomed Here, Baby Friendly, etc. Strategy 2-3 seems to focus on government	Please see Amendment 1 for new Strategy 2-5.

QUESTION / COMMENT	STATE RESPONSE
buildings instead of businesses and hospitals so I just wanted to clarify.	
21 I write to inquire if the Project Diabetes program imposes a limit on the number of Letters of Intent submitted by an eligible applicant, and/or the number of full proposals that can be invited from an eligible applicant entity.	There is no limit to the number of Letters of Intent submitted by an applicant. The State could feasibly issue invitations to apply for all that you submit.
22 When we do the budget on the letter of intent do we need to do a 3 year budget, one for each year with a consolidated budget?	You do not need to consolidate all 3 year's budgets, but you do have to estimate a budget for year 1, a budget for year 2, and (for Category A) a budget for year 3.
23 Could a church apply for a grant? I know a pastor who has been trying to raise money to build a community walk/running track on part of their seven acre property. He has run over 50 marathons, including Boston.	A church may apply for a grant if it is a true legal entity. A legal entity has legal capacity to enter into agreements and contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.
24 Who is eligible to apply (i.e. government agencies, not for profit organizations, community groups, Friends organizations, etc.)?	Eligible applicants must be legal entities, which would include governmental agencies and most non-profit organizations. A legal entity has legal capacity to enter into agreements and contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.
25 Can more than one entity within the same organization apply for different grants? (example: different departments within the same city government)	Since a city government would be the organization that would be legally bound by the contract, the city should apply for each department as appropriate. Multiple LOI's can be submitted from the same organization.
26 Can more than one entity apply within the same geographic area? If yes, will they be considered to be competing for funding or will they be evaluated equally with all other submittals throughout the state?	Yes, more than one entity within a geographic area may submit a Letter of Intent. Each will be evaluated on its own merits.
27 After a contract is signed, how long does the applicant have to complete the grant components?	Each applicant will submit its individual project timeline as a part of their full application.
28 After contract award, must the projects begin by July 1?	There is no requirement that the project work must begin on July 1 or as soon as the contract is executed. Each applicant will submit its individual project timeline as a part of their full application. The applicant will be held to that timeline once the grant starts.
29 What types of items are eligible for funding in the grants? (i.e. supplies, personnel, construction)	The budget form included as Attachment A of Exhibit 2 lists the line-item categories for budgets. Attachment 4 of the Sample Contract provides definitions for each line item.
30 Will there be additional grant rounds this year and/or what is the anticipated cycle for future grants?	There will not be additional grant rounds this year. There are no other future Project Diabetes opportunities known at this point in time.
31 If an applicant does not receive a grant award are they eligible to apply again in a new grant round and can applications be resubmitted for the same project?	There will not be additional grant rounds this year. There are no other future Project Diabetes opportunities known at this point in time.

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32 Can you give any advice about the outcome/evaluation measures acceptable ala recent grants and or by the state physical activity and nutrition evaluation plan?	The State can offer no singular “advice” as outcome/evaluation measures will vary project to project. In developing an evaluation plan, the state encourages applicants to think beyond process measures and counting the number of participants. Applicants should also include behavioral or health outcome measures.
33 Do you have any guidelines on the salary component?	The State does not have salary guidelines, per se. It will, however, consider Cost Effectiveness as part of its review of Letters of Intent.
34 Does the Occupancy part mean office/storage space? we are planning on acquiring various tents, trailers, medals, shirts etc. and would like to have storage space...but again I do not want to list anything that would jeopardize our project.	Occupancy includes expenses for the use of office space and other facilities, heat, light, power, and other similar expenses. Storage space rental would be acceptable in this line item.
35 In the letter of intent for the Project Diabetes grant, #9 questions asks: Have you received prior Project Diabetes grants? Is this question referring to me personally or the county?	Question #9 asks if the organization has received a prior Project Diabetes grant. It does not refer to an individual who might have been associated with a prior grant, nor does it refer to a particular region or county.
36 How do we proceed/indicate changes requested by our contracts office in the sample contract?	Please detail your request <u>and</u> justification on a separate page. You can also submit a redline of the contract document with your proposal. Please note that most of the C. and D. sections of the Sample Contract are boilerplate language that cannot be easily changed. Do not request changes to the sample contract with the Letter of Intent. Include all requested changes with your proposal, if you are invited to apply.
37 I have a question on the budget sheet for the letter of intent. In the past the department included a line item for professional fees. I did not see this on the budget sheet? My question is if we use contracted fees such as engineering, dietician, etc they are not really salaries. Could you please clarify?	Please list these expenditures as part of the “Other” category in your Letter of Intent estimated budgets.
38 Can you give me some guidance as to which strategy improving access to healthy food options at worksite locations would fall under?	Without knowing the complete details of your proposal, it would seem to be most appropriate to Strategy 2-4.
39 I am checking to see the eligibility for the project diabetes grant. Are for profit groups eligible to apply?	For-profit groups may submit Letters of Intent for funding under Project Diabetes.
40 Can an organization submit more than one Category A application?	Yes, an organization can submit more than one Letter of Intent for Category A and more than one for Category B. An organization may also submit Letters of Intent for both categories.
41 If you select one category A applicant at the full \$150,000 amount will that be the only category A award?	An organization can submit more than one Letter of Intent for Category A and more than one for Category B. An organization may also submit Letters of Intent for both categories. There will be multiple category A and B grantees funded across the state.
42 Is there a match this year?	No. There is not a match for either Category this year.

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43 Do you do two separate letters of intent for small and big scale, or both in one letter?	Please submit two separate Letters of Intent - one for each category you are interested in applying for.
44 How much funding, total, is available this year?	This funding is legislated and we do not yet know the funding total for this cycle.
45 Any limits on indirect, overhead or such?	There are no limits to Indirect Costs, but Cost Effectiveness will be a consideration in reviewing Letters of Intent.
46 If you have two different projects, can you submit two LOIs - both for Category A?	An organization can submit more than one Letter of Intent for Category A and more than one for Category B. An organization may also submit Letters of Intent for both categories.
47 Given what you said about backloading the budget, how much can the three budgets differ?(for the three years of the grant, that is)	The maximum available funding for Category A grants is \$150,000 per state fiscal year. The maximum for Category B grants is \$15,000 per state fiscal year. The totals for each year would need to correspond to the services projected for each fiscal year.
48 What email do we submit questions?	Melissa Painter is the point of contact for the RFA process. Her email address is Melissa.painter@tn.gov .
49 in the past, funding could not be used for incentives for employees with a worksite wellness program, is that still true?	Incentives for worksite wellness projects have not been prohibited in the past. To be funded, such projects will have to meet the strengths sought in terms of Need, Cost Effectiveness, Creativity, and Impact. Incentives should be tied directly to successful completion of specific work plan activities. Incentives should also be reasonable and a justifiable expense.
50 Do you balance the funding according geographic areas in TN?	The State will look at balancing funding to the extent possible while still considering Need, Cost Effectiveness, Creativity, and Impact.
51 Can you give subgrants regionally?	Yes.
52 Which Strategy of Goal 1 should be used for a proposal that aims to increase physical activity in classrooms? What would be more appropriate Strategy 1-1 or Strategy 1-2?	The details of your proposal would determine which might be more accurate. Your project might involve Strategy 1-1 or Strategy 1-2, or conceivably even both.
53 Is it correct that the Project Summary (an attachment to the Letter of Intent form) can be up to 2 pages long and must be in 12-point font and double-spaced?	Yes. Item 4 asks for a "1-2 page summary of your proposed project." All attachments must be in 12-point font and double spaced.
54 Is it correct that the answer to Item 4 on the Letter of Intent form can be extended (if needed) in an attachment that can be no more than 1 page in length and must be in 12-point font and double-spaced?	In order to respond to Item 4, all applicants must submit a 1-2 page summary of your proposed project. Applicants must submit this as an additional attachment outside of the Letter of Intent form. All attachments must be in 12-point font and double spaced.
55 Is it correct that the answer to Item 8 on the Letter of Intent form can be extended (if needed) in an attachment that can be no more than 1 page in length and must be in 12-point font and double-spaced?	Yes. For these electronic forms, adding too much text in a response will make the font so small it is unreadable. If this occurs, we ask that applicants put their response on a separate page so that it is readable. Concise responses are still very much expected and appreciated.
56 Can we provide sub-awards to community organizations to fund to fund improvements to an existing park?	Sub-awards are permitted in Project Diabetes proposals.

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<p>57 In the budget template you provided, would such awards to community organizations for improvements be categorized as capital purchase or should it be classified as Professional Fee/Grant & Award?</p>	<p>In the Letter of Intent, subawards should be included in the "Other" category. If the State issues an Invitation to Apply to your organization, you would include subawards in the budget on the Professional Fee/Grant & Award line item.</p>
<p>58 Strategy 2.5 To Promote breastfeeding friendly environments. The next to last example provided makes me ask if the following would fit within this Strategy?</p> <p>Specifically; Increase the frequency of breastfeeding by:</p> <ul style="list-style-type: none"> -Develop a policy within an active OB practice(s) where pregnant pts are engaged in breastfeeding discussions at multiple points in pregnancy -Train staff to support breastfeeding in pregnant and post-partum patients -Incorporate 3-5 of the "Ten Steps to Successful Breastfeeding" that can be incorporated into an OB office or offices 	<p>Since Strategy 2.5 is the only IOM strategy listed which specifically addresses breastfeeding, it would appear to apply only under this category.</p>

3. **RFA Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFA not expressly amended herein shall remain in full force and effect.