



STATE OF TENNESSEE  
STATE AGENCY NAME

**REQUEST FOR APPLICATION # 34347-52417  
AMENDMENT # 4  
FOR PROJECT DIABETES**

DATE: MARCH 23, 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"		CONFIRMED
5. Letter of Intent Deadline	2:00 p.m.	CONFIRMED
6. State Issues Invitations to Apply		CONFIRMED
7. Application Teleconference	1:00 p.m.	CONFIRMED
8. Written Questions & Comments Deadline	2:00 p.m.	CONFIRMED
9. State Responds to Written Questions & Comments		Wednesday, March 23, 2013
10. Deadline for Applications	2:00 p.m.	Friday, April 1, 2016
11. Evaluation Notice Released	2:00 p.m.	Friday, April 22, 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 Application online?	Please open the Application by clicking on the DOWNLOAD HERE button. You will fill out the Application and save to your computer. You will then go back to the Funding Opportunities website <a href="http://tn.gov/health/article/funding-opportunities">http://tn.gov/health/article/funding-opportunities</a>

QUESTION / COMMENT	STATE RESPONSE
	and click on the red button Click Here to Upload. You will complete the short form, click on the Browse button under Upload Attachments, find the file and click on the file to upload and then click open. It has now attached the Application. 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.
<p>2. Just looking more at the budget form, and there are two columns—grant contract and grantee participation—that add up to the total. What goes in each/what's the definition/difference between those?</p>	<p>Grantee participation includes in-kind or in cash donations, that your organization proposes to contribute towards your proposed project. Grantee participation is not required by this particular RFA. Please know that this form is a boilerplate form used by others where participation often is encouraged. You may leave this entire column blank if there are no in-kind or in cash donations. Incorporating grantee participation will add no advantage to an application score.</p>
<p>3. Question 3 on page 3 - It asks about the S.M.A.R.T. objectives. I am not personally familiar with these. Can you send a more detailed idea of what you are looking for?</p>	<p>They are <b>Specific, Measurable, Attainable, Realistic, and Timely</b> objectives. We would suggest that you search the Internet for details, as many web sites provide excellent details and guidance.</p>
<p>4. Can funds be used to build an ADA compliant bike/walk bridge over a creek?</p>	<p>Yes, if this expenditure enhances proposed program strategies and outcomes related to individual, system or community-level change, then it should be part of your budget.</p>
<p>5. If awarded the grant, my travel to and from required meetings would be paid by my system. So do I HAVE to list travel in my budget? And if not, should I make a note on the budget page that we will not need travel funds?</p>	<p>You may either include the costs under “grantee participation” or you may indicate that fact in a proposal budget narrative.</p>
<p>6. In the budget information for capital purchases does the cost for building a walking trail, playground, and open space would that be under capital purchases? My other questions would engineering and design work be in another category?</p>	<p>Engineering and design work, if contracted out, would be under Professional Fees. Capital purchases are those valued at more than \$5,000 with a useful life in excess of 1 year.</p> <p>If your entire project is contracted out, then all expenditures would fall under Professional Fees.</p>
<p>7. Can we fund bathroom facilities and parking areas at trail heads?</p>	<p>Yes, if these expenditures enhance proposed program strategies and outcomes related to individual, system or community-level change, then they should be part of your budget.</p>
<p>8. In regards to the portion where we are requesting funds to create an adult play/fitness space, do you require that we show you in our proposal a certificate of insurance for the Park where the surface would be located?</p>	<p>If awarded a Project Diabetes grant, you will be required contractually to have adequate insurance to cover your activities under the grant (See sample contract, Section D.22.). We do not, however, require a copy of any insurance certificate.</p>
<p>9. On the Application Information form, number 15 asks for “Anticipated cost per participant: \$”. One could</p>	<p>You should take the total contractual cost of the project and divide it by the total number of realistically anticipated participants throughout the contract period. For example, a two year project funded at \$15,000 per year, having 150 participants in the first year and 3,000 participants in the second year would equal \$30,000 ÷</p>

QUESTION / COMMENT	STATE RESPONSE
<p>reasonably assume a single year cost (annual \$/number of participants), but then if it's a multi-year project it could be something different if there is upfront capital cost in the first year, but not in the second year, but the same number of participants each year. Please clarify how you would like "Anticipated cost per participant" calculated.</p>	<p>3,150 = \$9.52 per participant.</p>
<p>10. Question 11- Can you describe what you're looking for in our description of our target population? You already have questions asking about age group, demographics and geographical areas targeted, I'm unsure of which to focus on in this question.</p>	<p>The question asks for the target recipients of your services. Please respond with a brief generic description of who you want to reach (i.e.- population of Cocke county; residents of zip code 37076). We use this answer for a master spreadsheet so that staff do not have to re-read your full application.</p>
<p>11. In the Letter of Intent Estimated Budget it is stated that "your final submitted budget cannot vary more than 20% per line item of what is stated here." Since the Letter of Intent Estimated Budget did not include a Professional Fee line item, all subcontractor/subaward costs were entered into Capital Purchases and will need to be moved to the Professional Fee line item. Is this acceptable?</p>	<p>If you need to vary more than 20% on original line items, please attach a solid justification in an attached budget narrative for the scoring team to review.</p>
<p>12. The Excel file Budget Form includes only one form. Should all three years be on one form or one form for each year?</p>	<p>We will need one (two page) budget form for each year of your proposal, keeping in mind that dollars cannot be carried over from one year to the next, and also that there is a maximum annual amount for each Category (\$150,000/ year for Category A and \$15,000/ year for Category B).</p>
<p>13. Can the forms be duplicated into additional worksheets in the same Excel file, or do you want separate Excel files?</p>	<p>They may be duplicated into one Excel Workbook with each tab being a budget or budget detail page for that year.</p>
<p>14. The Application requires review of the Sample Contract. The Application says if we will request changes to attach details. Do you want changes marked on the PDF copy of the Sample Contract or do you want changes explained in a Word document?</p>	<p>We ask that requested changes be stated and explained in an attached Word document. Please know that much of the C and D sections of the sample contract contain boilerplate language that can be modified only with solid justification and with prior approval by both the Dept. of General Services and by the Comptroller.</p>
<p>15. Number of Letters of Intent received and number of Invitations to submit applications?</p>	<p>We received 165 Letters of Intent, and extended 69 invitations to apply.</p>

QUESTION / COMMENT	STATE RESPONSE
16. How many attachments can be uploaded online?	There will be three different buttons for uploads; therefore, you should make the application attachments into one PDF. Then you could upload the Application, the Attachments, and the Budgets.
17. In my Letter of Intent budget I listed our entire requested amount under supplies, but our accounting manager said it should probably go under equipment (it is the proposal for the DeskCycles for 6th grade students). Can you tell me which it should be? And will I just follow my local education board policy for bidding them out?	Capital equipment purchases are those where the single unit cost exceeds \$5,000 and the purchase has a useful life of more than one year. If each desk cycle costs <u>less</u> than \$5,000, that purchase would fall under Supplies. The Equipment portion of the budget focuses on rental and maintenance costs. You should follow your established procedures for procuring them, and should maintain documentation accordingly.
18. A budget was not recommended with the Application.	Please submit a budget (2 pages) form for each year of your project. A budget narrative would be helpful as well.
19. What is the difference between Letters of Support and Letters of Commitment?	Letters of Commitment detail what specific part of your project the individual or organization will be responsible for. Letters of Support essentially recommend or endorse the project.
20. What is the spacing for the Project Narrative?	Please double space.
21. Match funds are not required this year but can they use these funds to leverage other grants?	Project Diabetes funds might feasibly be used to leverage other grant opportunities. It would depend, however, on the particular limitations/requirements of that possible award.
22. Do Letters of Commitment need to be double spaced?	No.
23. Do city governments need a resolution from the Board or Alderman?	No. We only will need your application signed by an individual who is <u>legally authorized</u> to enter into contractual agreements for the city.
24. When is the Evaluation Notice to be released?	At this time, we plan to release evaluation notices on Friday, April 22, 2015. Please see the revised Schedule of Events on the first page of this Amendment.
25. How can we get feedback from our Letters of Intent?	Documents from this Request for Application will be open to the public once the competitive process is complete.
26. Out of the sixty-five (65) Invitations to Apply, how many grants will be awarded?	The number and size of awards will depend upon the proposals submitted and their corresponding budgets. We will prioritize the projects and award as many as possible with available funds.
27. Is it possible to purchase new blood pressure machines with these funds?	Yes, if this expenditure enhances proposed program strategies and outcomes related to individual, system or community-level change, then it should be part of your budget.
28. The Application is asking for the anticipated number of participants. How should we estimate that?	It is the responsibility of each applicant to define the metrics that will be used to evaluate the success of that particular project, including the number of participants. We expect each project will have empirical data.
29. Match funds are not required but is it possible to include?	You may include match funds but it will not give any advantage to your application.
30. Number 8 of the Application states to Please list subcontractors. Bids will not be acquired until after award so how should this be shown.	If you know the particular subcontractor to be used, please state this on your response. For example, if you will use the services of a particular consultant, please state his/ her name. If you will subcontract after bidding, please state something to the effect of "To Be Determined by Bid Process."
31. Budget – If we bid out the entire walking trail process,	Such fees would be listed under Professional Fees.

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where do we put subcontractor fees?	
32. Page 4 of the RFA Amendment 1 talks about outcome metrics. Will outcome metrics be given before or after award?	Outcome metrics must be developed after the award and will depend upon each unique project. Asking for the number of individuals taking a nutrition class, for example, would not be appropriate if the project involved only a walking trail.
33. Page 4 of the RFA Amendment 1 - Is there a State plan?	Yes. Please reference the State plan at this site:  <a href="https://www.tn.gov/assets/entities/education/attachments/343047_doh_nutrition_phys_activity_plan.pdf">https://www.tn.gov/assets/entities/education/attachments/343047_doh_nutrition_phys_activity_plan.pdf</a>
34. How and when do we submit exceptions to the contract?	We ask that requested changes be stated and explained in an attached Word document. Please know that much of the C and D sections of the sample contract contain boilerplate language that can be modified only with solid justification and with prior approval by both the Dept. of General Services and by the Comptroller..
35. How do I upload a revision to the Application that I have previously uploaded?	Please state "REVISION TO PRIOR APPLICATION" next to Applicant Name on Page 1. You can only submit a revision prior to 2 PM CDT on Friday, April 1, 2016.
36. When filling out our budget, where would we put contractual construction expenses? We are applying for a Category B grant to build a walking trail, and I'm not sure where this would go. I had thought during the conference call we were told under contracts, but I don't see a line for that in this budget.	Contractual construction expenditures would go under Professional Fees.
37. What budget line item would construction to an existing structure fall under?	If you are subcontracting these services, the construction would fall under Professional Fees. If you are performing the construction yourself, you would have Salaries, Supplies, etc.
38. On our proposal, our indirect cost line was over 20% higher than the actual amount that we need to submit on our application budget. (On our application budget, we need to reduce our indirect cost line by more than 20%.) Is this ok?	If you feel the need to vary more than 20% on original line items, we would encourage you to present a solid narrative justification for the scoring team to review.
39. During the conference call we were cautioned to not overfill the text boxes on the application to the point they are hard to read. I have tested this on my printer and it appears that a paragraph of about 225 words, which is pretty brief, is almost impossible to read when it is printed in hard copy. Did I understand correctly that attaching word documents to answers for questions 1-9 is acceptable? Is there a word or space limit on attachments?	You are correct. Please attach a Word document for a response that creates a very small type font. In terms of guidance for space limits, assume that your response would be the same as if the document were not Autofill.
40. How many performance measures are you looking for in our grant proposal?	We do not have a minimum or maximum number of performance measures in mind. The expectation is that your performance metrics would adequately and realistically evaluate your project.

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41. Would a MOU suffice as a letter of commitment?	Yes, if responsibilities are detailed.
42. For trail construction on the new RFA Project Diabetes, this should go into the Capital Purchases line item?	If you are subcontracting these services, the construction would fall under Professional Fees. If you are performing the construction yourself, you would have Salaries, Supplies, Capital Purchases, etc.
43. In the original LOI we were asked to submit amounts for Salaries/Benefits. In the application budget there is an additional line item for Professional Fee/Grant Award. Can we place a cost for an individual that will be contracted, but providing direct services, under Professional Fee/Grant Award that was placed under Salaries/Benefits in the original LOI?	<p>Please follow accepted accounting standards and definitions for determining whether an individual is Salaried (i.e. gets a W-2 and is eligible for benefits) or Contracted (i.e. receives a 1099 and is not eligible for benefits). Contracted services fall under Professional Fees.</p> <p>If you need to change an individual from one category to another in your full application, please provide the justification for this change in an attached budget narrative.</p>
44. Under what line-item category would we request a cost for contracted busing that would carry participants on a field trip?	This expense would go under Professional Fees if this is a contractual arrangement with an outside vendor.
45. Would a capitol expense be inclusive of all individual parts of a structure, not just one item?	You would need to check with your accountant on the particulars of your project. A small playground, for example, might have contracted site preparation that would involve capital expenditures. Playground equipment might be categorized as either Equipment or Supplies, depending on their unit cost. If the entire project is contracted out, it would fall under Professional Fees.
46. In Exhibit 2 – Application Question 8: We plan to provide honoraria to community organizations participating in the project for delivering activities associated with project. We plan to include such costs under sub-grants. However, at this point, we do not know what organizations will participate. Identifying and eliciting their participation is part of the discovery process. Do we make a notation of condition in our answer? Additionally, we plan to provide matching grants to community residents and community organizations that raise funds to underwrite the costs of activities and projects (none of which will be \$5,000 or more). These funds will be distributed through a crowd-funding organizations that is partnering in this project. We	<p>These activities do not appear to be honoraria but rather contracted services. Please list them under Professional Fees.</p> <p>Please consult your professional financial advisor in terms of your second question as it is unclear exactly what you are trying to do. It appears to be another contracted service, in which case it would fall under Professional Fees.</p>

QUESTION / COMMENT	STATE RESPONSE
plan to list such costs as a subgrant. Are we correct in that assumption?	
47. In Exhibit 2 Application - Question 14. Do we use the number we provided in Question 6 of the LOI with notation on how that number was derived? Can that number be changed as long as we can provide empirical evidence?	You are not required to use the exact number stated on the LOI, but if that number decreases dramatically, it may appear to be a red flag. Use the number that you feel is realistic and can be justified with empirical evidence.
48. In Exhibit 2 Application - Use of additional space, as needed: The application states that additional space can be used as needed to answer the questions. Is there is a limit to the number of characters or words in the answers, ensuring that submitted responses are judged fairly for conciseness?	There is not a specific limit to "additional space," but reasonably concise answers will be appreciated.
49. In Exhibit 2 Application. Question 2 - Narrative: It states that we can submit a narrative limited to 3 pages, double spaced and 12-font. Are there additional formatting requirements such as margins and font type?	There are no additional formatting requirements.
50. In Exhibit 2 Application. Question 3 - Goals and Objectives and Question 4 - Timetable: The application states that this is to be one page. What are the formatting requirements (margins, font type, font size, orientation)?	There are no formatting requirements.
51. In Exhibit 2 (Application), Question 6 - Personnel: Are we required to send bios and if so, what are the page limitations.	You are not required to send bios of personnel.
52. In Exhibit 2 (Application), Question 7 - Partnership: Do you have a specific format for a Letter of Commitment? Are there any page limitations?	There is no format for Letters of Commitment and there are no page limitations. We are interested only in what particular services the Letter will commit to.
53. From the webinar, we understood that we can collate the additional pages (additional pages answering questions, Narrative, Goals & Objectives, Timeline into one file as a pdf. Is there a file size limitation for the upload?	The maximum amount that can be uploaded per submission is 25MB.
54. Our after school program has by-laws, but no policy manual.	Without seeing the bylaws, it would appear that you could add policies regarding physical activity.

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<p>My questions is could we add to their by-laws regarding physical activity or would we have to create a policy manual to address Strategy 1-3, Goal 1 .</p>	
<p>55. Some of our line items are changing significantly after the conference call. We had some funds in capital purchases the first year, but that should be for professional fees, and a few other things like that. Should we provide justification for the changes on the line item detail page of the budget? I am worried because our budget can't change more than 20% per line item, but we have to change our budget to place the funding under the correct line item.</p>	<p>Budget changes of more than 20% can be made if soundly justified in a budget narrative.</p>
<p>56. Also, could you clarify what "specific assistance to individuals" means? I looked at the link provided at the bottom of the budget but it came up as "page not found".</p>	<p>Please refer to this site until the form can be changed (website recently updated) <a href="https://www.tn.gov/assets/entities/finance/attachments/policy3.pdf">https://www.tn.gov/assets/entities/finance/attachments/policy3.pdf</a></p> <p>Specific assistance to individuals refers to an organization's direct payment of expenses of clients, patients, and individual beneficiaries. Included would be such expenses as medicines, medical and dental fees, children's board, food and homemaker services, clothing, transportation, insurance coverage, and wage supplements.</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.