



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

**REQUEST FOR APPLICATION # 34347-52419
AMENDMENT # 1
FOR PROJECT DIABETES**

DATE: FEBRUARY 22, 2019

RFA # 34347-68419 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 (all dates are state business days)
1. RFA issued		CONFIRMED
2. Letter of Intent teleconference	10:00 a.m.	CONFIRMED
3. Written "Questions & Comments" Deadline	2:00 p.m.	CONFIRMED
4. State response to written "Questions and Comments"		Friday, February 22, 2019
5. Letter of Intent deadline	2:00 p.m.	Friday, March 1, 2019
6. State issues Invitations to Apply		Tuesday, March 12, 2019
7. Application teleconference	10:00 a.m.	Friday, March 15, 2019
8. Written "Questions & Comments" deadline	2:00 p.m.	Tuesday, March 19, 2019
9. State response to written "Questions & Comments"		Friday, March 22, 2019
10. Deadline for Applications	2:00 p.m.	Friday, April 5, 2019
11. Evaluation Notice released		Friday, April 26, 2019
12. Effective start date of contract		Monday, July 1, 2019

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 Is there a preference to include both performance goals (physical activity and nutrition) in project proposals?	No, it is not necessary to include both performance goals.
2 Is there a preference for applicants that are able to include matching funds (understanding that it is not required of course)?	No
3 If an organization applies for both Category A and Category B, is it possible that they will receive both?	Yes, it is possible. However, one project cannot be funded with both a category A and a category B grant.
4 Can you clarify "cost effectiveness" on page 7? Is cost effectiveness associated directly to amount of individuals impacted by a project?	The scope of impact is considered in cost effectiveness but so is the overall budget.
5 We are interested in implementing a Double Dollars program at our local farmers markets. Where would be the best line in the budget to put the double dollar match funds? (i.e. if a participants spends \$10 in SNAP dollars, we would like to match with \$10 using Project Diabetes funds). Should it go under "Other"?	Yes, for the letter of intent budget the amount would go under "other". On the actual budget it would be placed on line item 16 "specific assistance to individuals".
6 Is it allowable to use Project Diabetes funds to purchase EBT card reader machines for farmers markets that do not already have them? If so, what line item would these go under?	Yes, EBT readers may be purchased with Project Diabetes funds and listed in the "supplies" line of the budget.
7 For the evaluation of project impacts and outcomes, would we be able to sub-contract this service to East TN State University? We have worked with College of Public Health graduate students in the past to evaluate other grant projects and they do a thorough job?	Yes, you may sub-contract for evaluation.
8 Is there a suggested Indirect Rate?	In order to charge indirect cost above the <i>de minimis</i> rate of 10%, a vendor must provide a copy of a current certification of an approved rate from a cognizant agency. Any budgets containing indirect costs shall have those costs reviewed and approved by the program director prior to contracting.
9 Can institutional indirect costs be included in the budget? If so, is there a limit on the percentage or total IDCs?	In order to charge indirect cost above the <i>de minimis</i> rate of 10%, a vendor must provide a copy of a current certification of an approved rate from a cognizant agency. Any budgets containing indirect costs shall have those costs reviewed and approved by the program director prior to contracting.
10 The difference between Category A and B is only distinguished in the RFA as Category B is for smaller, community-based projects.	The difference between category A and category B is the amount of funding and the contract length of time.

QUESTION / COMMENT	STATE RESPONSE
Are there other factors that distinguish between the categories?	
11 We can upload our letter of intent before March 1, 2019.	Yes.
12 Who signs the letter of intent? It states authorized signature.	It must be someone with signatory authority.
13 The RFA lists a prohibition of direct service for patients. Could we potentially create and distribute resource documents to families with newborns as they are discharged from labor and delivery?	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.
14 Do you plan to list and answer all questions submitted about this RFGP in a single document and if so, where will that information be located?	The questions and answers will be in the form of an amendment. The will be emailed to everyone and posted on the Funding Opportunities website at the following link: https://www.tn.gov/health/funding-opportunities.html
15 The project (New Year/New You) would be an 8 week healthy living focused challenge for a small private company. This is a large lower income/socioeconomic population and money for this program is rather limited. Would this even be something that would be considered for a grant like this? This plant employs over 1400 Greene/Tazewell/Claiborne county citizens.	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.
16 If a study is utilized as a project component to collect evidence for healthier lifestyle choices to buttress community buy-in and lend evidential support for phase 2 and phase 3, will this one component of the bigger project scope nullify the opportunity for grant funding under this RFA?	. 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.
17 Can the entity/city/county perform their own construction work. (i.e. in-kind/force account work)	Yes
18 Is ADA accessibility a requirement?	Though not a requirement, the facility should be made to be as accessible-friendly as possible.
19 Is grant administration a reimbursable cost through the program	Yes
20 Are professional/consultation fees reimbursable? For example: Could we pay a dietitian to create a menu for our concessions?	Yes
21 Is purchase of healthy food options for concessions an eligible expense?	You may NOT purchase food for resale.
22 Our program currently receives funding from the Tennessee Health Department for another grant for the fiscal years of July 2018 - July 2020. Since we are currently receiving Tennessee Health Department	No, it does not disqualify you from receiving Project Diabetes funding.

QUESTION / COMMENT	STATE RESPONSE
Funds, does this disqualify us from receiving funding for the Project Diabetes Grant?	
23 It was stated to put "see separate page" for information that was too long to put in the "form fill". Does this separate page count in the 1-2 page limit?	Yes
24 Performance goal 2 includes an example of "Ensure the ability to make healthy food choices by teaching the skills necessary to buy, grow and cook food. Which Strategy would that fit under as the strategies seem to be sugar sweetened beverage policies, breastfeeding, healthier restaurant choices and retailing and distribution.	Strategy 2-4
25 Can a capital project be funded by a Project Diabetes grant? If we have a match, will that increase our chances of being funded?	A capital project may be funded up to \$150,000 per year with a category A grant. Matching funds will not increase evaluation score.
26 I cannot get the pdf for the Letter of Intent to let me type more than a few words in the first line of the question 8 and question 9. If you skip to the next line it leaves a ton of empty space, and then the font gets really big. I sent it to our technology director and she could not fix it and said I would have to ask the creator of the document to unlock it. Can it be unlocked so I can use all the space?	The form may not be unlocked. Use a separate page for your answer and send as an attachment.
27 For budget purposes, what do you all consider engineering design costs and construction costs?	For the letter of intent budget put the cost under "other". Should you be invited to apply and submit a full 2 or 3 year budget, it would go under "professional fees".
28 Are faith-based organizations/churches eligible to apply for this grant if they are not proselytizing but developing physical spaces that can be used by the entire community?	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.
29 Can any of the funds be used for construction such as a developing a walking trail for the blind or a special needs play ground? Both populations tend to be overweight due to their disabilities.	Yes
30 How are the funds funneled down to the grantees? Still reimbursement? If so, is it monthly or quarterly?	Grantees are required to submit an invoice for reimbursement of expenditures for each month of the contract period.
31 Where can I find the recording for the Letter of Intent Teleconference?	Please see the following link: https://tngov.webex.com/tngov/lsr.php?RCID=870b81e1b6b757888333e0727202caf6

QUESTION / COMMENT	STATE RESPONSE
32 We are looking to apply for a parks and recreation master plan for year 1 and it will be the plan that projects costs for year 2 and 3. How do we need to complete the budget with out varying our line items 20%?	You will just have to estimate the best you can.
33 Since we are already working on the master plan and have a contract and invoice would the remaining un-invoiced amount be an eligible expense?	The contract start date is July 1, 2019. Expenses for services prior to July 1, 2019 cannot be reimbursed.
34 The information in the LOI instructions says: "Please attach a 1-2 page summary of your proposed project." However, Section I. of page 7 of your RFA says: " This Letter of Intent, which includes up to a one-page summary.... ". So, my question is: Is the summary limited to one or two pages?	There should be a one-page summary of the project you would like to officially propose. The second page is for questions you could not fit into the online form.
35 Are charitable clinics eligible to apply?	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.
36 What are the reporting requirements?	The contract requires a quarterly program report, a quarterly financial report, a yearly work plan, an evaluation plan and a final evaluation.
37 Please let me know if the implementation of the evidence-based program Chronic Disease Self-Management (CDSMP) in one TN county would be consider for the scope of this funding opportunity. CDSMP is designed for individuals with chronic conditions such as diabetes and includes sessions about physical activity and nutrition.	Project Diabetes funds are for primary prevention projects only. CDSMP is considered secondary prevention. The goal of Project Diabetes is to increase access to physical activity or healthy food/beverages.
38 The main focus of our proposed project will be a major change to the built environment. However, this project will most likely not be completed until year 2 of the contract. Therefore, would we only be evaluating health impacts after the completion of the project?	Yes, that is correct.
39 If we incorporate free fitness classes as part of our programming through the year, what health impact measures will be expected in our reports? Would participation data showing a routine change in the participants' daily lifestyle be sufficient for evaluating a health impact? We want to better understand what will be expected of us from an evaluation standpoint.	On the TDH Funding Opportunity website https://www.tn.gov/health/funding-opportunities.html please see the attachments for Evaluation Goal 1 and Evaluation Goal 2. You will select which metric(s) to include in your evaluation plan.

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40 The major change to the built environment that we would be proposing is a large boulder that will provide climbing activities for all ages. Climbing activities are becoming extremely popular throughout Shelby County (including low income neighborhoods). Would the State consider funding this atypical physical activity project?	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.
41 Can the Town apply for an A & B Grant and then the County School System also apply for a A & B Grant?	That would have to be four separate projects. You cannot combine categories for one project. The town and the school system can partner on a grant but they can't have separate contracts for the same project.
42 Regarding the budget pages of the LOI, should we submit two budgets, one for each category or should we submit only one budget that specifically identifies those expenditures in each category for year one and two? I assume you will consider all expenditures in year 3 as "Category A" grant expenditures.	Each LOI requires a budget summary. If you submit two separate LOIs, submit 2 budget summaries.
43 I do not have a notation on the location for the "Bringing Tap Back" toolkit. Can you refresh my memory on where that is located?	There are three different toolkits that you can use to plan your campaign to reduce sugar-sweetened beverages. They are listed in the formal application, not the LOI. They are: https://www.tcwn.org/bringing-tap-back; https://sumnerschools.org/index.php/healthy-school-teams; http://www.bphc.org/whatwedo/healthy-eating-active-living/healthy-beverages/Documents/HealthyBeverageToolkitFinal.pdf
44 Is there preference given to Letter of Intents/ applications that request funding for capital projects to improve the built environments over programming that addresses the strategies?	You are required to address at least one strategy.
45 Is there a greater likelihood of an invitation to apply for funds if you address more than one strategy (are applicants who address multiple strategies given preference over those who focus on one strategy?)	No, a well-planned, focused proposal usually scores well. Checking all the boxes and having a weak plan for all those strategies isn't likely to score as high. You can select multiple strategies but a good, solid plan needs to back them up.
46 Can you clarify, on the letter of intent form, which includes a budget summary page—are we able to submit a one to two page project description along with the form and budget summary? If so, are there formatting requirements for the one to two page additional project summary added to the form and budget summary page?	Submit a one-page project description, the LOI form, the budget summary and, if you ran out of room on the on the online form, you may use one more page for that. All attachments must be 12 – point font and double spaced.
47 Is only a budget summary needed for the Letter of Intent phase? (No budget detail or	No budget detail or budget narrative is needed for the letter of intent phase.

QUESTION / COMMENT	STATE RESPONSE
budget narrative is needed for the letter of intent phase?)	
48 Can you estimate how many awards you anticipate making for each Category (A & B)?	The funding is legislated and we do not know yet the funding total for this cycle. We will work diligently to fund as many as we can. Last cycle there were 20 category A and 16 category B contracts funded. It varies each funding cycle.
49 What are the specific criteria and possible points that the LOIs and/or applications will be scored against?	Please see page 7 of the RFA.
50 Are there counties or geographic areas within the state that will be prioritized for focus under this grant?	Distressed counties are given points in the scoring process. However, there is no guarantee of funding. See this website for distressed county identification https://www.tn.gov/transparenttn/jobs-economic-development/openecd/tnecd-performance-metrics/openecd-long-term-objectives-quick-stats/distressed-counties.html
51 Will any projects be funded at less than total requested amounts?	Yes
52 Indirect costs were capped at 15% for the 2016-2019 Project Diabetes projects — will this be the same for this round?	Indirect costs were capped at 10% in the 2016 – 2019 cycle and will be capped at 10% for this cycle as well.
53 Are funding limits inclusive of F&A costs (i.e., may a Category A applicant request \$150k/year plus 10% F&A costs)?	Administrative costs should be budgeted into the \$150,000.
54 Are references included in the page count of the 1-2 page summary that accompanies the LOI, or can they be submitted on a third page?	References are not required with the LOI.
55 Is tuition remission for students participating in the project an allowable cost?	It is possible but difficult to give a definitive answer without knowing the details of the project.
56 Is conference attendance/travel an allowable cost?	It depends on how pertinent it is to the project. Out-of-state travel will not be approved.
57 Should we provide the principal investigator or the institution in the “applicant name” section of the letter of intent?	The organization/institution is the “applicant name”. The PI is the “contact person”.
58 When creating our budget, we want to ensure that line items align with the descriptors given in the sample contract. To that end, should the “supplies” line item include estimated cost of supplies for our organization only, or should it also include subawardee supplies?	All supplies purchased should be put in the “supplies” line.
59 Do we have to have an established indirect costs like you do with the federal government to be able to claim that?	In order to charge indirect cost above the <i>de minimis</i> rate of 10%, a vendor must provide a copy of a current certification of an approved rate from a cognizant agency. Any budgets containing indirect costs shall have those costs reviewed and approved by the program director prior to contracting.
60 Is there a website or could you provide examples of projects that have been funded in the past?	See the Project Diabetes website at the following link: https://www.tn.gov/health/health-program-areas/mch-diabetes/d/project-diabetes.html

QUESTION / COMMENT	STATE RESPONSE
61 Can you purchase land with the grants if in the plan the finish product would be to add a community facility that would have physical activities and social.	Yes, but there are stipulations.
62 Does being a distress county improve chances of receiving the grant or make process any different?	Distressed counties do get extra points in the scoring process but it is not a guarantee of funding. The following website identifies counties that have been determined to be "distressed": https://www.tn.gov/transparenttn/jobs-economic-development/openecd/tnecd-performance-metrics/openecd-long-term-objectives-quick-stats/distressed-counties.html
63 Do we need to send letters of support with letter of intent?	No
64 Whose name should be on the Authorized Signature line of the letter of intent form?	The individual who is legally authorized to enter into contractual agreements for your organization.
65 Performance goal 1 (make physical activity an integral and routine part of life) and involves a community park capital improvement project/construction: Can A/E (architect and engineering/design) fees be included in the budget? If yes, what budget line should be used? If A/E fees are allowed in the budget is there a % amount is there a maximum amount or % amount allowed for these services in the budget.	Yes, on the LOI budget it would go under "other". No, there is not a minimum or maximum amount required for architect and engineering/design fees.
66 Can survey costs for projects be included in the budget? If yes, what budget line should be used?	Yes, on the LOI budget it would go under "other".
67 What types of items are appropriate to place in the capital purchase line item? (i.e. construction/contractor costs, water refill stations, park benches, trash receptacles, landscaping, safety fencing, etc.)	The items listed could be entered in the supplies line item. A document with a detailed explanation of each line item will be added to the funding opportunity RFA website when invitations to apply go out.
68 What types of items are appropriate to place in the supplies line item? (water refill stations, park benches, trash receptacles, program supplies, signage, etc.)	A document with a detailed explanation of each line item will be added to the funding opportunity RFA website when invitations to apply go out.
69 What types of items are appropriate to place in the other line item?	Anything that does not pertain to the other listed line items.
70 Performance goal 1 (make physical activity an integral and routine part of life) and involves a community park capital improvement project/construction: Must the application include both strategy 1-1 and strategy 1-2?	No.
71 believe on the call yesterday you said Capital Projects are eligible, is this correct?	A capital project may be funded up to \$150,000 per year with a category A grant.
72 Can the funds be used for construction? Maybe for a pavilion for a	Project Diabetes funds construction.

QUESTION / COMMENT	STATE RESPONSE
Farmers' Market, bathrooms, etc.	
73 there a list of projects that would not be eligible for the grant?	Project Diabetes only funds primary prevention projects that increase access to physical activity or healthy food/beverage.
74 What are some examples of projects that have been approved in the past?	See the Project Diabetes website at the following link: https://www.tn.gov/health/health-program-areas/mch-diabetes/d/project-diabetes.html
75 I don't remember if this was discussed, but if the school in our county is applying for the grant, can the county apply separately?	Yes.
76 Could you define what constitutes "direct medical services," as referenced on page 4 of the RFA?	Project Diabetes only funds primary prevention projects that increase access to physical activity or healthy food/beverage.
77 Is there a cap on indirect costs for this RFP or can we use our federally negotiated indirect cost rate?	In order to charge indirect cost above the <i>de minimis</i> rate of 10%, a vendor must provide a copy of a current certification of an approved rate from a cognizant agency. Any budgets containing indirect costs shall have those costs reviewed and approved by the program director prior to contracting.

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.