



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

**REQUEST FOR APPLICATION # 34352-00823
AMENDMENT # 1
FOR COUNTY HEALTH COUNCIL COLLABORATIVE
ACTION FOR RESILIENCE AND EQUITY (CARE)
GRANTS FUNDING OPPORTUNITY**

DATE: OCTOBER 19, 2022

RFA # 34352-00823 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	11:00 a.m.	CONFIRMED
3. Written "Questions & Comments" Deadline	2:00 p.m.	CONFIRMED
4. State response to Written "Questions and Comments"		October 19, 2022
5. Deadline for Applications	2:00 p.m.	November 4, 2022
6. Evaluation Notice released		November 22, 2022
7. Effective start date of contract		January 1, 2023

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
<p>1 Is funding available for only one project within the county, or could multiple be submitted?</p> <p>For example, Level 5 funding for 2 separate parks/programs?</p>	<p>A county can submit for multiple projects which address the same need identified within the CHA/CHIP process.</p> <p>Yes, if your plan to address a priority identified in your CHA involves more than one project or strategy, you may apply for funding to complete both projects in the same application.</p>

QUESTION / COMMENT	STATE RESPONSE
	Please be aware that it is possible that the grant reviewers who read your application could decide to fund one or all of the projects you apply for.
2 Can anyone from Health Council apply or does it have to be a Health Department staff member?	Any eligible entity may apply and/or serve as fiscal agent.
3 Can Health Councils submit more than 1 application since the grant has varying award levels?	It is recommended that only (1) grant application is submitted per County as only (1) will be funded per county, if awarded.
4 Does the grant need to address a CHIP objective or just a need revealed by the CHA process?	The proposal should address a priority identified in the CHA process. These needs should also inform CHIP objectives. The application does require that applicants submit their CHA priorities. Since this funding is to address Health Council CHA priorities, we expect that Health Councils will have their priorities identified. We realize that not all Health Councils have completed their CHA at this time.
5 My health council is a 501(c)3 but has no money in its account. Can we still have a community partner as a fiscal sponsor?	<p>Yes, a Health Council that is a 501c3 can partner with a community partner to serve as a fiscal sponsor.</p> <p>Remember that if your Health Council is using a fiscal sponsor, the fiscal sponsor will technically be the applicant for the CARE Grant, but the expectation is that the Health Council and its partners – not the fiscal sponsor – will be the individuals carrying out the project.</p> <p>If you work with a fiscal sponsor agency, you may want to sign an agreement with them dictating the terms of your relationship so that you are clear on roles and responsibilities as you enter the project together.</p>
6 Can the Health Council CARE grant be used for the purchase, construction, or renovation of recreational equipment, structures, or buildings?	Yes.
7 Will the purchase of food for youth/family centered activities be allowable within the grant? Food will be provided for youth who attend activities surrounding mental health at local community centers.	Food is normally not an allowed expense but please submit the specifics and context of the project. If the purchase of food is part of a strategy that is addressing a priority CHA need, are part of a project that is supporting health equity and closing health disparities, goes upstream to address root causes of health outcomes, and/or are part of a well-designed and thoughtful project led by a collaborative group, it is possible that it could be eligible.
8 The application states the project period is January 1, 2023 through May 31, 2023. Are the funds required to be used within that time frame?	The funds are required to be used within the project period, which is currently through May 31, 2023. However, we anticipate that the project will be extended to May 31, 2024.
9 What is the quarterly report time frame? Are there templates for this reporting?	All Grantee's shall participate in/submitting reports as outlined in the grant contract (A.5.) which will be completed quarterly; a detailed schedule and templates will be provided.
10 What is the fiscal year for the grant?	The project period is January 1, 2023 through May 31, 2023 which is State fiscal year 2023.

QUESTION / COMMENT	STATE RESPONSE
11 If the fiscal agent is a 5013c, do they have to be established for a certain amount of years or can they be a newly granted 5013c?	Newly granted 501c3 are eligible to apply for and receive funds on the Health Council behalf. Please see #5 for additional information regarding fiscal agents.
12 Are all programs implemented using grant funds required to be evidence based?	No.
13 Can you expand on eligible costs? a. Are promotional items allowed to be purchased to help grow and support existing programs? b. Are promotional items allowed to be purchased for new programs? c. Can funding be used for incentive items such as gift cards, gas cards, etc.? d. Can funding be used to provide food items at events and meetings? e. Can funding be used to buy equipment for programs i.e. games that promote physical activity such as racquets, nets, balls, etc.?	Yes, promotional items are allowed to be purchased to help grow and support existing programs. Yes, promotional items are allowed to be purchased for new programs. No, gift cards are not an eligible expense. Yes, funding can be used to provide food items at events and meetings. Yes, funding can be used to purchase equipment for programs.
14 Are there specific requirements to apply for a certain level? i.e. does Level 1 need to be a program that expands beyond just county reach and impacts a region?	There are no specific requirements to apply for a certain level.
15 Is subcontracting services an allowable expense?	Yes, subcontracting for services in support of the approved project is allowable.
16 If denied will feedback be provided?	Yes, general feedback will be provided. Evaluators do not make notes on applications. Applications are given a number score by evaluators.
17 Will there be opportunities to apply for future grants for Health Councils to implement their Community Health Action plans?	We are actively working towards other grant opportunities for Health Councils to implement their Community Health Action plans.
18 If applicants are not granted in round one, will they be eligible to apply for a later round?	Yes, if funding is available.
19 Can capital purchases and construction be the sole use of the grant funds?	Please see #6 above.
20 Can a template for the "Tearless Logic Model" mentioned by program during the QA session be uploaded to utilize for application materials submission?	Please see template link below and it is attached: Tearless Logic Model
21 1 application per health council? Can you address more than 1 priority?	Please see #1 above.
22 If funds have been expended, does the project and reporting have to be completed by May 31st? Or can you ask for a contract	Please see #8 above.

QUESTION / COMMENT	STATE RESPONSE
extension to carry out implementation goals and final reporting?	
23 Does the grant need to be a CHIP action item or just a need addressed through the CHA process?	Please see #4 above.
24 If you apply for Level One funding but are not granted for the full amount, are you eligible to receive a portion of funds requested?	Yes, it is possible that your project is not fully funded for the amount requested.
25 Referring to the letter of support from local government “and”: Do councils still need a letter of support from the city mayor even though the contract is going through the county government with County Executive approval? The project is not taking place within city limits.	No, those applying for \$25,000 or more can have a letter of support from either a County Mayor, City Mayor or an Executive indicating that they support and approve the project.
26 Can City Mayor and County Mayor count as one letter of support if they combined their statements and sign with their support?	Yes, a combined letter from the City Mayor and County Mayor can count as one letter of support.
27 On the application it states that we need a letter of support from both our County and City Mayor or Executive, if my project is outside of city limits am I still required to have a letter from both the County and City Mayors or is just the county acceptable? If I do need one from the city as well, do I get one from the city that is the closest in distance?	Please see #25 above.
28 Was the teleconference recorded?	The recording can be found at the following link: RFA #34352-00823 Teleconference-20221011 1601-1

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.

Worksheet	Tearless Logic Model
County	
Meeting Date	
Meeting Location	

The purpose of this worksheet is to facilitate a collaborative discussion with community groups and coalitions for project planning. The Tearless Logic Model was designed to remove technical barriers and allow collaborators to design impactful community projects in a way that is manageable and jargon free.

This tool can be used with full Health Council Membership, priority/project sub-committees/workgroups, CHA/CHIP committee, etc.

Steps to facilitate this process:

- Identify what project to build out with the group. Ideally, this is a project in you Action Plan / Community Health Improvement Plan
- Inform the group that the purpose of the meeting/discussion is to design specific intentions of a project
- For each section (1-8) listed below, ask the group to respond to the question(s) in the left column (blue shaded column).
- Record the group's responses in the right column (unshaded column)
- Each section of this worksheet represents the technical components of a logic model which are outlined in the "key" on page 4. After the discussion, use this key to transfer the information from this worksheet into a more structured logic model (template to be provided by OSI).

Name of Project:	
1. Start with the "End in Mind" – If we got it right, what would it look like?	
<ul style="list-style-type: none"> • If we really got it right, what would it look like in 10 or 20 years? • If our organization were operating at our very best, what would we be achieving? 	

2. "Those We Serve" – Who is being helped?	
<ul style="list-style-type: none"> • Who do you serve or help? • Who benefits from your work in the community? • Who are you ultimately trying to serve? <p>Be specific!</p>	
3. "Policy Changes" – What rules need to change	
<ul style="list-style-type: none"> • What changes in programs, policies, and practices are necessary to reach your vision? • If we have reached our "vision", what has changed to allow that? 	
4. "Behavioral Changes" – Who would change and how?	
<ul style="list-style-type: none"> • What changes would you expect to see in the behaviors/actions of those you serve? • What will the people you serve do differently? 	

5. “What Needs to Change Right now” – What are the first changes you expect?	
<ul style="list-style-type: none"> • What changes in knowledge, beliefs, and attitudes would you expect to see in the groups you serve? • What changes would we expect to see in the next year if we are heading in the right direction? 	
6. What must be done?	
<ul style="list-style-type: none"> • What do you need to do to create the changes we have just discussed? • What new or different activities would it take to create change? • What must be undertaken to make this change possible? 	
7. “What can be counted” – What can be measured?	
<ul style="list-style-type: none"> • What can you “count” when you successfully do the “activities” we just talked about? • How many do we serve and what do we provide them? 	

8. “Resources” or “What do we need to make it happen?”

- What do you have and what do you need to make this happen?
- What will it cost your program/organization to offer the activities we just discussed (people, materials, facilities, hardware, computers, etc.)?

KEY

- Section 1 – Anticipated Impact
- Section 2 – Target Population
- Section 3 – Long Term Outcomes
- Section 4 – Intermediate Outcomes
- Section 5 – Short Term Outcomes
- Section 6 – Activities
- Section 7 – Outputs
- Section 8 – Inputs

The Global Journal of Community Psychology Practice outlines methods to facilitate this process using flip chart paper and magic markers. Details on these steps can be found in this article [Microsoft Word - 2011-0010-tool.docx \(gicpp.org\)](#) and is illustrated in the image below.

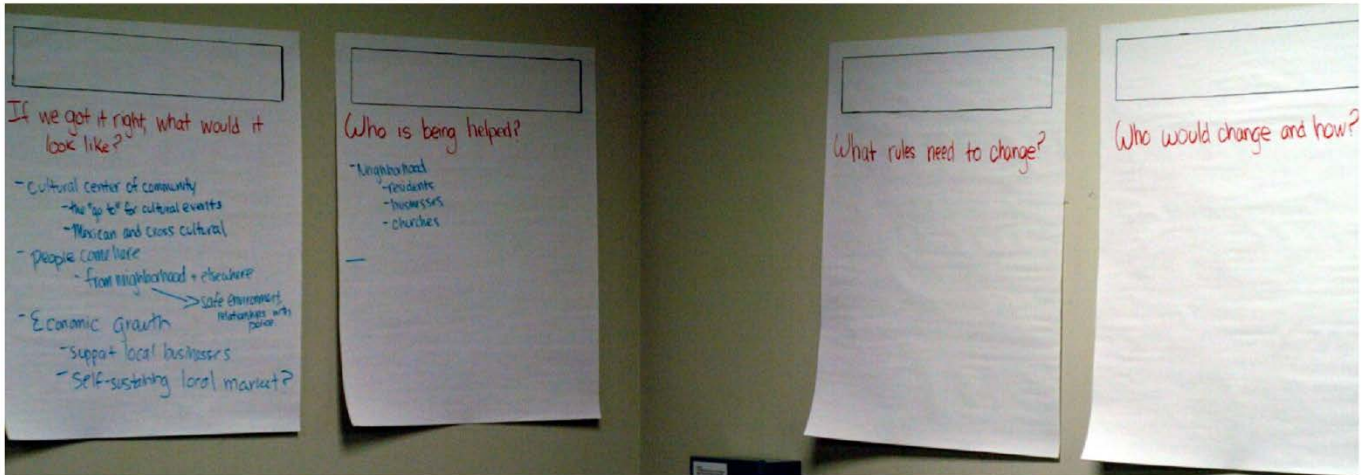


Figure 1. Example of flip chart configuration for steps 1-4 of the Tearless Logic Model.

Please contact the Office of Strategic Initiatives for additional facilitation support or any questions regarding the tearless logic model.

Resources

[Tearless Logic Model by Ashlee D. Lien, Justin P. Greenleaf, Michael K. Lemke, Sharon M. Hakim, Nathan P. Swink, Rosemary Wright, and Greg Meissen in GJCPP Volume 2 Issue 2 2011](#)

[Tearless Logic Models by Justin Greenleaf \(prezi.com\)](#)

[Microsoft Word - 2011-0010-tool.docx \(gicpp.org\)](#)

[Tearless Logic Model \(nnlm.gov\)](#)