



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

**REQUEST FOR APPLICATION # 34347-52419
AMENDMENT # 2
FOR PROJECT DIABETES**

DATE: MARCH 20, 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"		CONFIRMED
5. Letter of Intent deadline	2:00 p.m.	CONFIRMED
6. State issues Invitations to Apply		CONFIRMED
7. Application teleconference	10:00 a.m.	CONFIRMED
8. Written "Questions & Comments" deadline	2:00 p.m.	CONFIRMED
9. State response to written "Questions & Comments"		Wednesday, March 20, 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 Does it have to be a three year project?	No, it does not have to be a 3 year project.
2 Can you explain what you were saying about the areas that are designated with the number "2" on the end?	On the budget sheet some of the line item titles have a superscript number 2 beside them. At the bottom of the page you will see ² <i>Applicable detail follows this page if line-item is funded</i> . This means on the following Grant Budget Line-Item Detail page you must give specific detail as to what this money will be used for.
3 I know all attachments asked for in the application must be 12 point and double spaced. Would other attachments such as letters of support or a copy of a supporting policy need to follow that as well?	First of all, we require letters of commitment , (see question 7 on the application) from each partner who has responsibility for meeting project objectives. The letter should list the responsibilities of the partner, preferably in bullet point, and their commitment to the completion of the project. Yes, attachments should be 12 point, double spaced.
4 The comment about fitness equipment definitely applies to us, as we consider supporting the local downtown park in this grant application. Where can I learn more about best practices and useful lessons from experience in this area? I remember the presentation at the last PD meeting in Nashville about fitness equipment.	I found this article to be a good resource, "What to Consider When Adding Outdoor Fitness to a Park". https://www.athleticbusiness.com/outdoor/what-to-consider-when-adding-outdoor-fitness-to-a-park.html Building awareness and providing ongoing instruction and support are key to getting real benefit from these pieces of equipment.
5 Is there a limit to the number of supporting attachments such as letters of support, copies of a supporting policy already in place, etc?	Please, only send the documents we have asked for. If we feel the need to see other documents we will contact you.
6 After discussing with our Parks and Recreation Director the items that are not funded under this project particularly the restroom facility, the question has now been asked would a pavilion be funded?	That would be determined on a case by case basis.
7 If the School system wanted to borrow the money and do the complete project, then as the money came in pay off, can they do that.	Some organizations have received a line of credit for upfront costs and then paid it back when reimbursed. There is a line item for "interest" on the budget sheet so you may be reimbursed for the interest charged by the lending institution.
8 I know it was said the grant does not pay for restrooms, if they are included in the multi-facility building, is that ok?	No.
9 In the application, number 4 asks for a one page timeline which provides details – is one page to cover the 3 year grant period?	Yes.
10 In the application, number 14 asks to submit an action plan with any hydration stations. Is this a separate action plan from everything else asked for in the application (timeline, and summaries), and are there any parameters such as page limits for this action plan?	Yes, the action plan for a campaign to reduce sugar-sweetened beverages is separate from other required documents. The plan needs to indicate what will be done, who will do it, when will it be done, where will it be done and what tool kit will be used. No page-limit but please be succinct.
11 Is a small stipend considered a salary and must be converted to FTE hours?	If vendor does not pay Social Security and Medicare and withhold Federal income taxes, the individual is NOT a

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	salaried employee and probably should be listed as a Contractor under Professional Fees where you do not calculate FTEs.
12 In the applicant information pages, number 8 – we will have subcontractors, but these will have to be bid out; therefore we will not know the name and address of such subcontractors. What is the best way to answer this question?	List by title, i.e., engineer fees, equipment installation, registered dietitian, etc.
13 Can Project Diabetes funds be used for basketball court lighting? We are building a basketball court in a new park and at the community meeting, there was a call for lights on the courts.	Yes.
14 If our budget by line item would not change, could we change how we plan to spend a small portion of the money from our letter of intent to the application? The main reason being that after much thought, we aren't sure that the community would use the outdoor fitness equipment. I know we could do demonstrations during high volume weekend, but I do think we would have more success to spend money in the school system, updating PE and outdoor equipment where we know students will have to use it. It would also be open to the public after hours.	Because your project was chosen on a competitive basis, you will need to stay with your original plan but just tweaked a bit by omitting the outdoor fitness equipment. Considering you have proposed to install playgrounds, sidewalks, a walking trail and an outdoor basketball court, you could easily incorporate those funds into these other installations.
15 If a Town original proposed to purchase and install 10 pieces of outdoor exercise equipment for \$150,000 but after further investigation they can only purchase 5 pieces of equipment for \$150,000. If this still acceptable or will they be required to purchase all 10 pieces?	You may still submit an application; just make note of the adjustment.
16 If a Town original proposed a walking track and exercise equipment for \$150,000 but after further investigation they can only do the walking trail for \$150,000. If this still acceptable or will they be required to do both the trail and equipment?	You may still submit an application; just make note of the adjustment.
17 Does the timetable need to be double spaced?	Preferably.
18 Do we write in the available space on question #5 of the application or just complete the one page attachment?	Actually, question 5 is your evaluation plan that you put together using the indicators provided for each goal and strategy. See RFA attachments "Evaluation Goal 1" and "Evaluation Goal 2" to guide you in developing your plan.
19 Do we have to purchase hydration stations through the Bringing Tap Back program or can we mix those and retrofit our current fountains with other suppliers?	Yes, you can do that. You do NOT have to purchase hydration stations through TN Clean Water Network (aka Bringing Tap Back).
20 On page 17, questions #15, it asks for the Anticipated cost per participant?	Take the total cost of the project and divide it by the number

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Are we supposed to break our numbers down by year 1,2, and 3 or would it be the expected cost per year of the permanent established facility once completed. If you could please give us more guidance on how to answer this question.	of people that you realistically anticipate the project will serve. That will give you "cost per participant".
21 Must a W-9 and direct deposit authorization be submitted with this grant application if an applicant has been involved with previous Department of Health grants and already has these documents on record with the state?	If you are already in the State system through a previous contract you do not have to submit a W-9.
22 If a proposed built environment project includes the installation of a single (1) outdoor water refill station, must the application include an action plan for the implementation of a campaign to decrease sugar-sweetened beverages?	There should be some sort of plan to promote decreasing the consumption of sugar-sweetened beverages (SSB). So, in this particular case it may not be a campaign as there would be in a school, but something to increase awareness of the deleterious effect of SSBs should be put in place. The Project Diabetes objective is not just to add more water but to decrease the consumption of SSBs at the same time. Outdoor fountains can have messaging on wraps.
23 For tables, charts and figures within the proposal attachments, do they need double spaced/12pt font formatting, or can they be single spaced?	They need to be 12-point double spaced. Only send in requested documents please.
24 On page 18 of the application (or Attachment 1), it states that you can "use additional space as needed" in the instructions. Is that in addition to the requested attachments for questions 2, 3, 4, 5, 7, 8, and 14?	There is a 3 page limit for the narrative for category A and a 1 page limit for the category B application. Most questions can be answered in a short paragraph. Responses to other questions should not exceed one page.
25 Is that "additional space" intended to allow extended answers for questions 1, 6, & 9? If so, what is the page limit for that "additional space"	You should not need more than one page for any question except question # 2.
26 Will you summarize or cite a reference for the mechanism for receiving grant funds?	Grantees invoice the State monthly for reimbursement of their expenditures.
27 Our proposal will contain attachments to supplement the information in the application. Is there a limit to the number of attachments or to the number of pages per attachment?	Question #2 of the application asks that category A applicants limit the narrative to 3 pages and category B applicants limit the narrative to 1 page.
28 How detailed does the budget need to be (specifically for capital purchases)?	The budget must be very detailed. If you have \$130,000 listed for capital purchases you must list every item that you plan to purchase and the dollar amount of that item on the budget line-item detail page.
29 It was our understanding from a question asked during the conference call that funds could not be carried over from one year to the next. Can you explain this in detail? In other words, if funds are under contract in 2019 for work to be performed, but the work is not actually completed until 2020, would all those funds received in 2019 be allowed to pay for	The contract year begins July 1 st and ends June 30 th . If you have invoices for work done in May of the first year but do not submit the invoice until August of the next fiscal year, you would not be reimbursed. You must use all funds by June 30 th of fiscal year. Let's say the project is a greenway. You would do as much work as you could in the first year and then pick it up again in the second year and maybe even again in the third year. But, remember that work done in one

QUESTION / COMMENT	STATE RESPONSE
the contact entered in 2019?	fiscal year must be paid for in that same fiscal year.
30 Can organizations submit additional supporting documents with their applications? For example, if our proposed project involves the construction of a park, can we submit a concept map of the proposed park with our application?	Please only send in what has been requested.

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.