RFA 20-10004 Rising Alliance for a Tobacco Free California
Question Period 1

General Questions:

1. **Will the recording/slides be made available after the webinar?**
   Yes, the webinar was recorded and is available on the Tobacco Control Funding Opportunities and Resources (TCFOR) website under the RFA 20-10004 "Meetings/Trainings" tab.

2. **If technical difficulties arise in the Online Tobacco Information System (OTIS), who do we contact?**
   If technical difficulties arise, Applicants can contact Humberto Jurado at 916-449-5474 or Daniel Barraca at 916-324-2468 with the California Tobacco Control Program (CTCP) Knowledge Management Unit (KMU).

3. **Do the boxes in OTIS have a word limit?**
   That depends. There is a word limit in certain application questions, but not all of them. If a word limit is set, it will be noted in OTIS and in the RFA.

4. **Are the funding and grant terms the same for both RFA's?**
   Yes. The maximum funding amount for each is $2,000,000 for the full grant term of 7/1/2020-6/30/2025. Please see the "Grant Term and Funding" (RFA page 11) section of both RFAs.

5. **Where do I find the process to submit an LOI for RFA 20-10004 Rising Alliances for a Tobacco-Free California?**
   The instructions for submitting an LOI can be found in the section, "Mandatory Non-Binding Letter of Intent" (RFA page 16).

6. **Where do I find the scoring criteria for CA Tobacco Control Program - Rising Alliances for a Tobacco-Free California?**
   The scoring criteria can be found in the section "Application Selection Criteria" (RFA page 36).

7. **How do we sign up for the Grant Writing Webinar that will be held Nov 7, 2019, 10:00AM to 11:30AM? Is this webinar required?**
   An optional grant writing webinar will be offered to agencies who submit an accepted LOI, and will be sent via email.

Eligibility Questions:

8. **I am unsure if my agency is eligible for *RFA 20-10004 Rising Alliances for a Tobacco Free California* or *RFA 20-10005 Advancing Momentum for a Tobacco Free California?***
   Due to the competitive nature of this process, we are unable to give specific advice or recommendations to any applicant specifically on their eligibility. Please review the "Eligibility Criteria" section in each RFA to determine agency qualifications.

9. **If an employee has 20 years of experience at another organization but works on a grant at an organizations with less than three years, does the employee's experience count?**

No. For the purposes of this RFA, the Applicant is defined as the prime agency applying for funding. Please refer to the sections, “Eligibility Criteria” (RFA page 9) and “Applicant Capability” (RFA page 17) for more information.

10. **Can a fiscal agency with nonprofit exempt status (possessing more than 3 years tobacco experience) headquartered outside of CA with a physical office in California be a fiscal agent for a new applicant (CA nonprofit exempt org) with less than 3 years of experience?**
    Yes. Public or private non-profit entities must have an office physically located in California, but that office does not have to be the agency’s headquarters.

11. **If we are a fiscal agency, can we apply for both the CG 20-10005 and CG 20-10004 if the clients we are partnering with are different organizations? We have a situation where one client has more than 3 years’ experience and one client has less.**
    Yes. More than one application from a fiscal agent/parent organization will be accepted as long as: (1) the scope of work, objectives, and are unique to each application in terms of populations, geographical areas, and types of intervention strategies; (2) the Project Director and key program staff are not shared across applications.

12. **If we have an existing or past grant from CTCP, are we eligible for funding through RFA 20-10004 Rising Alliances for a Tobacco Free California?**
    For *RFA 20-10004 Rising Alliances for a Tobacco Free California*, the Applicant must have less than three (3) years of demonstrated agency experience in tobacco control work. Please refer to the sections, “Eligibility Criteria” (RFA page 9) and “Applicant Capability” (RFA page 17) for more information.

13. **Can the lead Applicant subcontract with a County Health Department?**
    No. Per the section, “Eligibility Criteria” (RFA page 9), Local Health Departments, including Local Lead Agency (LLA) tobacco control programs defined pursuant to H&S Code Section 104440, are ineligible for awards under this RFA.

14. **Can an organization be the lead on RFA 20-10005 and a subcontractor on 20-10004?**
    Yes. However, CTCP will not fund duplicative work, so projects are expected to propose scopes of work, objectives, and activities that are unique in terms of populations, geographical areas, and intervention activities.

Applicant Capability Questions:

15. **If our government funding comes from a different CTCP grant, can we ask for a reference letter from CTCP if the work is different (Statewide vs. Regional)?**
    No. CTCP will not provide a Letter of Reference to any Applicant.

16. **Are the letters of reference supposed to be addressed to CTCP or to the bidding agency?**
    Letters of reference must be addressed to the Applicant.

17. **Can the Project Director be listed as "To Be Determined" and hired after the project is funded?**

Yes. The Applicant Capability section of the application should describe the education and professional experience sought, and the Applicant's recruitment and hiring plan, along with required responsibilities as outlined in the RFA staffing requirements.

18. **What is an External Plan Evaluator and a Project Evaluator? Does the External Plan Evaluator have to be someone outside of our agency?**
    The Plan Evaluator develops and certifies that they worked on the evaluation plan of the Applicant's Scope of Work during the application process. This requires a minimum of four hours of consultation on the development of the objectives and the evaluation activities. The Project Evaluator is the designated evaluator who will implement the evaluation of the project for the funded project, if the Applicant is awarded funding. It is common that the Plan and Project Evaluator are the same individual; however, it is not required that they must be the same individual. The word "external" refers to staff not employed by the prime agency. The External Project Evaluator would be budgeted in the Subcontractors and Consultants budget category.

19. **Is there a way to find a certified Plan Evaluator?**
    Yes. You may search for certified plan evaluators through the TCFOR website. On the homepage, select Evaluator Directory and complete a search for an evaluator whose experience is suitable for your project.

Budget Requirements and Additional Documents Questions:

20. **Do we need to upload additional documents (e.g. - exempt status letter, etc.) for both the applicant and the fiscal agent when a nonprofit organization is applying through a fiscal agent)?**
    No. Just upload required documents for the agency applying for the grant.

21. **What is the difference between Duplication, Printing, and Educational materials (in Other Costs)?**
    Duplicating is typically used for *internal*, routine, small office jobs. An example of an allowable cost is the agency's share of copy machine total usage related to SOW activities for this solicitation. The Printing category is for expenses for printing and reproduction completed by *outside* vendors for items such as brochures, leaflets, posters, forms, flyers, announcements, banners, signage, etc. Educational Materials include: brochures, pamphlets, quit kits, posters, curriculum, training guides, videos, slides, flip charts, CD-ROMs, and signage necessary for SOW activities. Please read more details on the difference between these three categories in Appendix 13: Budget Justification Instructions.

22. **Is there an indirect administrative or total personnel cost limit for funding per year? For example, only 40% of total yearly budget can go towards direct personnel costs and only 10% covered for indirect?**
    To avoid any confusion, which could adversely impact your score, the indirect rate must adhere to the maximum limits identified in the RFA, on page 9, *Part IV. Application Requirements, section F. Budget and Budget Justification, subparagraph 9. Indirect Expenses, which states*: "Applicants must not exceed a maximum of 25 percent of Total Personnel Services (Personnel Costs plus Fringe Benefits) or 15 percent of Total Allowable Direct Costs." Also, If the grantee is a federal, state, or local governmental entity and has selected Total Allowable Direct Costs as the

Indirect Cost Rate basis, only the first $25,000 for each subcontract may be included in the calculation of Total Allowable Direct Costs.

23. **I understand that a subcontract exceeding more than $5000 needs to go through a formal bidding process. If we would like to subcontract with agencies with less than $4999 / year for each year of the grant period, ($20,000 total), do we still need to do a bidding a process?**
    Yes, when the amount of the subcontract agreement is $5,000 or more, the prime agency must utilize a competitive bid process in a manner that limits bidding directly or indirectly to any single bidder and it seeks to obtain at least three competitive bids.

24. **In addition to the required 1.0 FTE Project Coordinator, can a portion of these funds be used to sustain a 1.0 FTE Tobacco Community Resources Specialist to provide community clinical and resources linkages for clients/patients who want to quit smoking?**
    Applicants may propose additional staff beyond the minimum staffing requirements in the RFA. Proposed staffing should make sense for the type and magnitude of work proposed in the RFA. For the scenario you are asking about, please review the cessation policies outlined in *Appendix 16: Local Lead Agency and Competitive Grantee Administrative and Policy Manual* to ensure that what you are proposing is compliant with those requirements. For example, there are restrictions on reimbursement of health care providers, provision of direct medical care, and limits to providing direct cessation, however creating linkages to cessation services and promoting cessation are allowable.