Request for Applications (RFA) CG 20-10004 Rising Alliances for a Tobacco Free California
Question Period 2

General Questions:

1. **My organization is interested in applying for this RFA but we missed the deadline to submit a Letter of Intent (LOI), can we still apply?**
   No, all Letters of Intent (LOI) were due October 24, 2019 by 5pm.

2. **Will there be a deadline extension granted for RFA 20-10004 Rising Alliance for a Tobacco Free California due to recent fires and power outages that have occurred throughout the state?**
   No.

3. **Can we change the name of the contact currently listed as the Project Director?**
   Yes. It is possible to change the name of the individual listed as the Project Director in the Online Tobacco Information System (OTIS).

4. **Does this RFA have any established geographical priority areas?**
   No. This RFA does not specify geographical priority areas.

Eligibility Questions:

5. **If we have not received an audit in the last three years, does this disqualify our organization from applying to this RFA?**
   No, if an organization has not received an audit in the last three years, this does not disqualify it from applying.

6. **If we have an existing or past grant from CTCP, are we eligible for funding through this RFA?**
   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.

7. **If some of our new staff have tobacco control experience from previous employment, does this disqualify our organization from being eligible for this RFA?**
   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.

Scope of Work and Evaluation Questions:

8. **It appears that similar information is collected in the Applicant Capability section and the Scope of Work Narrative Summary, is it okay to repeat information in both sections if applicable?**
   Applicants should respond to each question of the RFA with the information requested.

9. **Where can I find a list of indicators for possible project objectives?**

Appendix 9. *2016 Communities of Excellence in Tobacco Control* includes a full list of possible indicators on which to base project objectives.

10. **Are the Local Lead Agencies (LLAs) aware that new applicants may be contacting them and prepared to discuss gaps and duplication of services?**
    Yes, Local Lead Agencies have been informed of the RFA and its requirements.

11. **Can a project be based on providing direct services and/or prevention type educational activities?**
    No. See "Funding Restrictions" (RFA page 5), funding may not be used to focus solely on increased knowledge or awareness as outcomes, or for the provision of direct medical care including provision of cessation pharmacotherapy, among other restrictions.

12. **Do Interim Evaluation Reports need to be completed when a policy has gone through a vote in each target jurisdiction? What if two jurisdictions meet this criteria at the same time?**
    Yes. For each objective, a separate Interim Evaluation Report is needed every time a target jurisdiction passes a policy.

13. **If an objective is a Primary Objective, does the Interim Evaluation Report or Brief Evaluation Report need to be equal in scope to a Final Evaluation Report?**
    No. Brief and Interim Evaluation Reports are shorter and include less detail and depth of analysis compared to Final Evaluation Reports. See Appendix 11: *Tell Your Story, Guidelines for Producing Useful Evaluation Reports* for more information.

Budget Requirements and Additional Documents Questions:

14. **Can the funding amount on the final application be different than the funding amount on the Letter of Intent (LOI)?**
    Yes. The Letter of Intent (LOI) is not binding and the requested funding amount may change from LOI submission to Application submission.

15. **For incentives, can we budget $50 per person per year for gift cards and another $50 per person per year for food, or is it $50 total including food and gift cards?**
    Yes. $50 per person, per year may be budgeted for non-consumable incentives (i.e. merchandise cards) and another $50 per person, per year for consumable incentives (i.e. food/refreshments). The limit is $50 per person, per year for each type of incentive. Please see Appendix 13, page 15.

16. **Can a company be subcontracted as an evaluator instead of a single individual?**
    Yes. Providing the staff of the company meets the evaluator criteria, applicants may subcontract with a company as the external evaluator. Please note, the same level of detail is required when calculating their costs in the budget justification. See Appendix 13: *Budget Justification Instructions.*

17. **Should we provide information on planned subcontractors of more than 5k in the proposal even if we still need to undergo a bidding process to establish the subcontractor?**

Yes. If you are not sure who the subcontractor will be at the time of Application submission, you can indicate “TBD” in the budget and as the responsible party in the scope of work. If there will be more than one, be sure to delineate each separately.