

Questions and Answers
RFA #0607131008
Tobacco Free Schools Support Programs

1. Q. There are 40 school districts in Westchester County; do we need to fully complete a chart indicating whether each school has implanted (*implemented*) a comprehensive tobacco free school policy (Statement of Need p. 14) as part of the RFP process or can it be completed after the award as part of the Action Plan?

A. The statement of need is a required part of applicant submission and should include as much information as the applicant deems necessary to adequately demonstrate a need for the proposed services.

2. Q. Do we need to provide a signed Memorandum of Understanding from each school that will be participating (Program Activities #10, p.15) or as indicated on P. 47 (Action Plan – Administrative Commitment Item #2) finalize the MOU during the first month after the date of the contract execution?

A. MOU's are not a required component of the RFA submission. However, applicants that are able to demonstrate strong linkages with schools will likely be more favorably rated by the Department than applications that do not demonstrate those linkages.

3. Q. Do you have a model MOU that can be used?

A. An example of an MOU is attached to this document.

4. Q. Can we learn which agencies currently are being funded through this program in the Hudson Valley Area?

A. A complete listing of our partners is available on the DOH website at: http://www.health.state.ny.us/prevention/tobacco_control/community_partners/school_policy_program.htm

5. Q. The contract period is for December 1, 2007 - November 30, 2009. Does that mean that the money is available for 2 years (\$95K for each of NYC's 10 Regions for each of two years) or that the \$95K is to be spent once over the 2 year grant period?

A. The estimated funding amounts listing on page 6 of the RFA are annual funding amounts. Chosen applicants would be funded up to the stated amount for each of the two years of the contract, subject to availability of funds.

6. Q. My read of the RFA is that the money available for each of NYC's 10 Regions is earmarked for each Region, so that each Region will only be competing with other applications for that specific Region (not with other NYC Regions and not with other non-NYC areas). Is that correct?

A. Yes. Applicants will compete for funding within each catchment area, not against other catchment areas.

7. Q. I wanted to inquire about an approach NYC is considering to be responsive to the requirement to engage every middle and high school in the City. NYC has about 700 middle, high or k-12 schools. Because NYC already has a city-wide smoke-free policy in place, we are considering engaging the schools by conducting a system-wide assessment of enforcement and other challenges. The assessment would enable us (were we to secure the grant) to target NYS resources to the schools (and school districts) that identified challenges with enforcement. Would this assessment be considered responsive to the requirement to engage all the schools in the catchment area?

A. Applicants will be judged on the criteria stated in the RFA. We cannot comment on specific proposals as part of this Question and Answer document. Applicants that wish to propose unique models are welcome to do so as long as it is in accordance with the direction and guidance outlined in the RFA.

Example of Memorandum of Agreement

Tobacco Free Schools Program Agreement
Between
(Applicant)
And
(School and/or School District)

Goal: To work together with (school and/or school district) to develop and implement effective tobacco-free school policies and procedures. (Include any additional language deemed necessary.)

The (Applicant) agrees to:

- (State what Applicant intends to do.)
- Xxxx
- Xxxx

(School and/or School District) agrees to work with the (Applicant) to (state what school and/or school district intends to do).

Name: _____
(Applicant Signature)

Name: _____
(School and/or School District
Signature)