

Advocacy in Action

RFA #0802260500

Questions and Answers

All questions are stated as received in the TCP Mail Log by the deadline. The TCP is not responsible for any errors or misinterpretation of any questions received.

The responses to questions included herein are the official responses by the State to questions posted by potential bidders and are hereby incorporated into the RFA 0802260500 issued on July 2, 2008. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

Correction

**The correct number of pages allowed in the grant applications is 22.
(Refer to Question 2 below.)**

1. I do have a question about the Advocacy in Action RFA...how is the State to be divided? It states there will be 10 awards. Can you clarify?

Answer: The top ten RFA scores will be funded; there is no geographical division of the state.

2. We were reviewing the RFA for the Advocacy in Action grant (RFA #0802260500) and noticed a discrepancy in the number of pages allowed in the application. It states on page 24 that "applications should not exceed 20 single spaced typed pages" but the page limits add up to 22 pages. Please advise on the correct number of pages allowed in the application.

Answer: The correct number of pages allowed in the application is 22.

3. Can you define what is considered a non-profit for the purpose of this application? Does an organization have to be a 501C3 in order to qualify? Does a SUNY Community College qualify as non-profit? Would a local health department be eligible to apply?

In addition, can an organization apply to work with multiple colleges in a geographic area vs. the colleges applying for themselves?

Answer: An organization does not have to be a 501C3 to apply. However, organizations must be non-profit, including NYS accredited colleges, community colleges and universities. Local health departments are eligible to apply if they can comply with the

specifications set forth in the RFA. Organizations may apply to work with multiple colleges.

4. I am inquiring as to whether RFA can propose to use the first year of the grant to conduct community based, participatory project planning tasks that would identify and create the work plan for subsequent years of the grant. An important aspect of the project we are considering would be to develop knowledge and skill sets of the IC LGBT community in the use of community based participatory planning and advocacy techniques and to develop and implement TCP Advocacy in Action strategies which emerge from the stakeholder population.

Answer: All applicants responding to the RFA should develop their work plan in accordance with the specifications set forth in the RFA (see page 11 of the RFA).

5. Is this the first time this college advocacy program has been offered through the Tobacco Control Program? If so what model programs are they basing this on?

Answer: Yes, this is a new procurement. The Tobacco Control Program reviewed other states' college advocacy programs as a part of the development this RFA.

6. Is the program for undergraduate colleges only, or can graduate institutions be targeted as well?

Answer: Applicant may submit a proposal that targets college campuses that have undergraduate, graduate students or both.

7. Can a consultant fee be paid to a program administrator of a local School of Public Health for guidance and support of program?

Answer: Yes, pending approval from the Tobacco Control Program.

8. Can stipends be paid to key students designated as key contacts at individual campuses for expenses such as travel, materials?

Answer: Yes, pending approval from the Tobacco Control Program.

9. If we hire a full time program coordinator, will the agency director be entitled to a percentage of the funds for salary for providing supervision?

Answer: It is up to the applicant to propose supervision for grant funded staff, and how that supervision is to be funded.

10. Can we partner with local Department of Health offices who will be able to provide in kind services to support program?

Answer: Yes.

11. Will smoke free dorms remain an initiative of the grant in lieu of the new smoke free dorm law?

Answer: Yes, there are still many multi-unit dwellings that can be targeted for policy change in college communities.

12. Pg 20, J: What should be included in the appendices?

Answer: The appendices listed in Section J are material that will be included in a resulting contract. Some of the material (budget and work plan) will be submitted with the application, other material will be required during the development of a contract.

13. In several places throughout the application, the words *college campus* appears. Are contractors only supposed to work with one college campus or can there be several? What types of college are acceptable (four year college, two year college, only campuses with residential housing, etc)?

Answer: Applicants may choose to work with one or multiple campuses. Any NYS accredited college or university may apply or be part of the program design.

14. Pg 23, Section IV- Program Plan: Is the Evaluation Planning Matrix (Attachment 9) to be included in these 10 pages? Also, where is it to be placed?

Answer: The Evaluation Planning Matrix should be included as an attachment and is not included in the page count.

15. Attachment 10- No Tobacco Status: Please give additional direction on Attachment 10, No Tobacco Status. Page 11 states, "all applicants should include a statement verifying the vendor's 'no tobacco' status (Attachment 10)." Should this statement be signed or otherwise modified?

Answer: Signing Attachment 10 would be sufficient or if any agency/organization already has a statement they may include it with the application.

16. Attachment 11- Board of Directors Roster: Does this attachment only apply to board of directors of agencies applying or does it also apply to institutes of higher education that are included in the application?

Answer: Board of Directors refers to the Board of Directors of the non-profit organization applying for the grant (the contract holder).