

**CLOSING THE GAP PRE-APPLICATION TELECONFERENCE
QUESTIONS AND ANSWERS
April 2013**

Note: Questions have been grouped together under common themes.

Letter of Intent:

Question: Page 1 of the RFP says that LOIs are due on April 8th, however, on page 5, the due date is given as April 12th. Which date is correct?

Answer: The LOI is due on April 12th. **The date on page 1 is an error.** Please use timeline on page 5 of RFA for all due dates.

Question: Letter of Intent: Are there any formatting guidelines or requirements?

Answer: There is no specific format. We only ask that you include the county, priority area and total amount you plan to request.

Question: Letter of support from the local Florida Department of Health (Is that to be included with the Letter of Intent or in the actual full grant proposal)?

Answer: Letter from local CHD is due with proposal.

Question: Is the Letter of Intent (LOI) required?

Answer: The LOI is not required but is recommended.

Question: Outline for what is expected in the letter of intent

Answer: There is no specific format please include priority area, full agency name and total amount you plan to apply for.

Budget:

Question: What happens if budget allocation changes from the original submission?

Answer: At the time of award selection, grantee will undergo contract negotiations. It is recommended that applicants conduct a cost analysis of all items to be purchased. Provide actual cost where possible.

Question: Do you have to complete both attachment 3 (budget narrative template) and attachment 4 (personnel form)?

Answer: Yes.

Question: Budget and narrative has a limit of four pages, you also want another page for personnel form. Is this part of the four pages for the budget?

Answer: The summary one page is not included in the page limit and neither is the Personnel Form.

Question: The budget narrative is limited to two pages in Section 5.4.7. The form is three pages with the information included in the detail as requested is the two page limit correct?

Answer: The page limit is for the narrative is two. The template is just an outline of what may be included in your budget narrative. The instructions in the template will

be removed in the narrative that you send with your proposal.

Question: Page 33 discusses contractual services and page 52 (budget narrative) lists contracted program staff yet page 51 states contractual services are not allowed in this grant. Which is correct?

Answer: Contracted staff such as consultants are allowable. The language on page 51 was left in error. Any contractual services must be preapproved by OMH staff, and will be evaluated on a case by case basis related to the reasonableness and amount of effort towards contract completeness.

Question: Administrative cost/Indirect cost cap?

Answer: There is a 10% cap on administrative cost, please see page 24, Section 5.4.7.

Allowable and Disallowable Cost

Question: Are incentives an allowable cost

Answer: **Yes.** However this will be handed on a case by case basis; and must be reasonable, necessary and directly related to the success of your program/project

Question: What is considered direct services?

Answer: Direct services (e.g., medical care, treatment or therapy; hiring grant writers to prepare competitive grant applications) as well as Medical supplies (i.e., medicines or vaccines) or major health screenings such as mammograms, colonoscopy, etc.

Question: Are there salary caps under this RFA?

Answer: No, however all salary requested must be reasonable, fair market value and directly related to services and health outcomes in proposal. Salaries presented must be reasonable and necessary to carry out the activities of the proposed project. The Department reserves the right to reject any salary structures it deems unreasonable and not pertinent to the success of the proposed project. The Department's determination is final.

Question: Is there a list of allowable and unallowable cost?.

Answer: Allowable and unallowable expenditures are defined in accordance with Reference Guide for State Expenditures found at

http://www.myfloridacfo.com/aadir/reference_guide/

Question: Can we purchase/pay for screening for STD's under this grant

Answer: No, HIV is the only STI covered under closing the Gap Statue. Therefore only HIV- Rapid or OraSure test are allowed under CTG. STD/STI are not a priority area under the Closing the Gap Program.

Question: Are food demonstrations allowable cost?

Answer: Yes, however they must be reasonable, directly related to proposed activities, and pre-approved in your contract.

Question: Are testing kits/Hemoglobin A1C testing an allowable cost?

Answer: No, direct services such as test requiring confirmatory testing or test that require a physician to diagnose.

CTG will only allow cost related to the following screening test: 1. glucose testing, 2. cholesterol screening (upon pre-approval by OMH Staff), 3. Rapid HIV testing (utilizing FDOH MOU) and 4. Fecal cancer testing (FIT test).

Question: Can computers, laptops, and other equipment be purchased with funds?

Answer: No, equipment necessary to perform under this RFA (electronic equipment such as computers/laptops, telephones/cellular phones, copiers, scanner, fax machines, and maintenance of this equipment) should be provided by the agency.

Question: Can food be purchased with funds under this RFA?

Answer: Only healthy food for cooking demonstrations may be purchased. However this will be handled on a case by case basis; and must be reasonable, necessary and directly related to the success of your program/project.

Matching Funds/Front Porch

Question: Are there any requirements on matching fund "source"?

Answer: Yes. Please see the RFA and the Florida Statute regarding this. The match is dependent on the county size.

Question: In regards to match funds-Is an applicant allowed to use the population of the unincorporated area where services are proposed to be provided, as an alternative to the total population of county?

Answer: All matching requirements are based on the total population of that county.

Question: If my organization (currently serves all of a particular County including the local Front Porch community, do we still require a match.

Answer: Yes, the match is required unless all services under this RFA will be in the Front Porch Community.

Question: Can you have two different front porch communities in the same county, if the programs have two different target areas?

Answer: **Answer:** Yes, 100% of services have to be provided in the front porch communities

Question: Can a proposal combine the population sizes of multiple counties for matching fund exemption?

Answer: No, matching funds are based on county size and therefore can not be combined.

Question: Matching Funds

Answer: **Please see page 9 (Section 1.5)** Per the RFA matching funds are based on county size.

General RFA issues:

Question: The RFA includes two documents referred to as Appendix D, is this correct? There is no Appendix E, after the two D's there is an Attachment F. Please clarify that nothing is missing and if this is the complete RFA.

Answer: Sorry, yes the State Standard Contract should be lettered E

Question: Page 55 of the RFA is not titled, is this a part of the budget narrative and if so does it count toward the two page limit?

Answer: This is an additional form (not included in page limit) that should accompany the budget to explain what percentage of the budget will be used for each priority area.

Question: Attachment 3, Section E requires all conference travel to be approved in writing by the Department. Will this be through the Office of Minority Health?

Answer: Office of Minority Health will make this determination as the funding office.

Question: Attachment 4, Personnel Form has a Column Header 'Annual Salary', do we only include the salary here or salary plus benefits? If only salary should benefits be listed out in Attachments 2 or 3?

Answer: Annual Salary including benefits

Question: Appendix C, under Fringe Benefit Rate, there is a requirement to submit a Form 2 for each rate. Can you provide the Form 2 or clarify?

Answer: This is typo. It should read submit a form for each rate. Under the budget narrative there is a section that will address each rate. These forms will be provided in excel format on the OMH website.

Question: Scoring conflict within RFA, which is the correct number of points?

Answer: Please use the score (numbering) on page 31 the Evaluation Score Summary sheet.

Question: Page 33 discusses contractual services and page 52 (budget narrative) lists contracted program staff yet page 51 states contractual services are not allowed in this grant. Which is correct?

Answer: Contracted staff, such as consultants are allowable. The language on page 51 was left in error. Any contractual services must be preapproved by OMH staff, and will be evaluated on a case by case basis related to the reasonableness and amount of effort towards contract completeness.

Question: Page 57 says complete 3 work plans for each for the 3 years yet lists dates of July 2013 to June 2014- do we complete 1 or 3 work plans?

Answer: You are only required to submit a one year work plan in word format for the fiscal year July 1, 2013- June 30, 2014.

Attachments

Question: Will the Work Plan excel workbook be posted as listed on page 23 of the RFA?

Answer: Yes, it will be posted on the OMH website.

Question: If the local health department is no longer doing primary care and your clinic that provides primary care is writing the grant, do you still need a referral source?

Answer: You need a letter from CHD – The letter isn't just for referral purposes. It will demonstrate that the CHD is aware of your project and is willing to partner or collaborate with you.

Miscellaneous

Question: Are applicants allowed to write for a specific target population such as Black MSM, or can the applicant write for Minority MSM?

Answer: Yes, however if you use the term minority, please specify which minority groups you are planning to target.

Question: Section 1.2 Statement of Purpose refers to 'seven priority areas as outlined in Section 381.7356, Florida Statutes'. Please clarify as this section refers to the grant but does not outline seven priority areas.

Answer: The seven priority areas are Infant and Maternal Mortality, Immunizations, Oral Health, Cancer, HIV, Diabetes, Cardiovascular Disease.

Question: Can a list of all applicants that intend to apply be provided via website?

Answer: No, this is not a normal practice of OMH

Question: Are For-profits and individuals allowed to apply?

Answer: Yes, per FS Statue 381.7351-381.7356 for-profit and individuals, as well as non profits are eligible to apply for this grant. Please see pg29 (Section 7.0) on MFMP registration requirements.

Question: Can you provide the weblink to FL CHARTS

Answer: <http://www.floridacharts.com/charts/default.aspx>

Question: Is there a special renewal application for current grantees?

Answer: **No**, current providers funded under RFA 12-007 must submit a new application under RFA #13-011. There was a non-renewal clause for all contracts issued under 12-007. The current RFA 13-011 allows for renewal as outlined on **page 9 (Section 1.3)**.

Question: Can a proposal address multiple priority area/counties?

Answer: Yes, however please make sure you detail which priority area will be addressed in what county, as directed in the template on page 55.

Question: Can a proposal address multiple target populations?

Answer: Yes, however please make sure you detail which target population and the priority area for each.

Question: Cancer type, is this RFA restricted to Breast and Cervical Cancer.

Answer: No, you can address any cancer in which a significant health disparity exist fro minorities.

Question: Can you make the forms available in PDF writeable format, or excel format?

Answer: Yes, we will post to OMH CTG Webpage.
<http://www.doh.state.fl.us/minority/CTG/index.htm>

Question: May we submit our application pending board approval? The timeline does not allow our required work session review on April 23 (next available agenda) and board approval on May 14. We can submit documentation that it is pending on both of those agendas. Will that suffice?

Answer: This is an internal issue; however please note that the RFA requires authorized signatures on application. **See page 24-25 of RFA (Section 5.5)**

Question: Can a CHD and Hospital partner and the Lead Agency the CHD include hospital staff as contractual cost?

Answer: Subcontracting is allowed under this RFA. All subcontracting arrangements must be submitted with the initial proposal and have a direct correlation to the success of the proposed project. Contracted services will be evaluated on a case by case basis related to the reasonableness and amount of effort towards contract completeness. All subcontract relationships must be approved by the Department prior to execution. The Department's determination is final.