

2014-15 Closing the Gap Grant (CTG)

Pre-Applicant Conference Call

Questions & Answers

Q: I am curious if one organization (i.e. a university) can submit multiple applications concerning different areas of health disparity with different project directors submitting?

A: No. the Office of Minority Health will not give multiple awards to one entity. Applicants can apply for multiple disease areas in one application. Application budgets must not exceed the limit indicated in the RFA.

Q: We were wondering if Childhood Lead Poisoning and Asthma were chronic diseases that would be considered eligible for the grant?

A: No. Only those specifically stated in the Closing the Gap legislation and listed in this RFA will be considered.

Q: Are County Health Departments allowed to apply for funding?

A: Yes.

Q: Is there an updated listing of Front Porch Communities?

A: Yes. An updated listing was sent to all those requesting it.

Q: If you do not have matching funds, how can you still apply?

A: All applicants must comply with the matching criteria set forth in the RFA. Only services provided in a Front Porch Community are exempt from the match requirement.

Q: What is the remedy for reduction in file size this year?

A: The Office of Minority Health collaborated with the department's IT to address application submission issues experienced last year. The remedy is to submit applications through the Moveit DMZ Enterprise Secure Server. This will allow files of any size to be submitted. Attachment 9 of the RFA outlines the procedures for submitting applications through this system.

Q: Is there a format for the letter of intent?

A: No. However, the letter of intent should include, at a minimum, a statement indicating the intent to apply and general agency information such as agency name, address, phone number and contract person.

- Q:** Does a County Health Department (CHD) need a letter of support from its CHD CHIP?
- A:** CHDs should submit a letter from its director or administrator indicating support of the proposed project.
- Q:** Can a CHD use general revenue funds for matching funds?
- A:** Yes. As long as the dollars are un-restricted and aren't designated for any other program.
- Q:** How does CHDs supposed to have match?
- A:** All entities applying for funding under this RFA are subject to the same match requirements. Each entity must determine how the match will be obtained.
- Q:** Can an existing CTG grantee apply for the upcoming grant?
- A:** Yes.
- Q:** We will be submitting a grant with the population being greater than 50,000 with the understanding that 50% of those funds can come from in-kind and the other 50% of the population serviced will be a Front Porch community. So can I interpret that we will only need 25% cash?
- A:** Match will be determined based on the proportion of your application serving non-Front Porch and the proportion serving Front Porch.
- Q:** If your population is less than 50,000 can all match be in-kind?
- A:** Yes.
- Q:** With the Florida Front Porch Communities, what do we need to show in the grant application that we have their support?
- A:** Letters of Support, Memorandum of Agreement, Memorandum of Understanding, Sub-Contract Agreements etc.
- Q:** Who can we contact regarding the Front Porch Communities?
- A:** Department of Economic Opportunity, Paula Lemmo, (850) 717-8470
- Q:** We are a current CTG project and have secured match that we would like to use. Can we use this money as match after July 1? Do we need a letter from that funder?
- A:** Yes and Yes
- Q:** Is payment for this grant quarterly or monthly?
- A:** Monthly

Q: It stated in the grant that we need to budget for a Closing the Gap Grant training. We need more information like where will the training be held and how many days? Are there limitations on line items? Is there a 10% on fringe and salary? Can electronics such as laptops be on the equipment line? Can funds be moved from one line item to other line item?

A: Each applicant must budget for two staff to attend a two day training in Tallahassee. In the event another training or conference is planned, the Office of Minority Health will allow for budget amendments to each grantee's contract to accommodate travel. Line items must be reasonable, justifiable and in line with the proposed project. There is a 10% cap on indirect cost. Indirect is calculated on salary and fringe only. It is expected that applicants will already have the equipment necessary to implement the proposed project. However, the Office of Minority Health will allow for the purchase of a laptop/computer under a supply line item if the purchase can be justified. All computers purchased with funds from this RFA must be remitted to the state at the end of the project. Grantees will be able to move funds between line items via budget or contract amendments. All budged adjustments must be approved by the contract manger prior to the adjustment being made.

Q: Are there a listing of previously funded projects?

A: Yes. A listing was forwarded to all those that requested it.

Q: Is Oral Health excluded from the seven areas of health disparities.

A: No. Oral health is included.

Q: Is food or gift cards excluded?

A: No. However, gift cards are to only be used as client incentives.

Q: Will you be sending a word or excel version of the attachments such as the budget?

A: Yes.

Q: Under the cash match, if our federally negotiated rate is more than 10% can we use the different between our federally negotiated rates for indirect cost and the 10% match?

A: No.

Q: Can a public institution or university apply for this grant?

A: Yes

Q: Can you propose an education training program?

A: Yes

- Q:** Can you budget for a conference in your application?
- A:** Yes. However, all activities proposed will be rated on their ability to impact health outcomes.
- Q:** Have two formatting questions. Is the priority area chart on page 11 section 1.8 supposed to be a separate page and is it counted in the 19 page narrative limitation?
- A:** This chart is only included as an illustration of how budgets should be divided in the event applicants propose activities for multiple priority areas.
- Q:** Is that the cover page where the signature or CEO name appears or do you want a separate signature page?
- A:** The cover page is fine.
- Q:** Do we have to have a physical presence or an office in an area in which we want to provide services?
- A:** No. However, it is strongly encouraged.
- Q:** Every year we organize an AIDS walk as a fundraising activity. Can we use part of that funding as a match?
- A:** Yes, as long as the funding is not designated for another purpose.
- Q:** We have different volunteer raising funding for us, can we use funding from these volunteers as a match (cash)?
- A:** Yes
- Q:** If you are a university, is that 10% indirect cost limit the same?
- A:** Yes
- Q:** Can more than one organization in a county apply for funding and work with the same Front Porch?
- A:** Yes. However, only one will receive funding.
- Q:** Do we need only one letter of support from the CHD or from other organization we are working with?
- A:** Letters of support should be submitted for all identified partners.
- Q:** Are there any restrictions in CTG for Healthy Start.
- A:** All entities are eligible to apply as long as the criteria set forth in the RFA are followed.
- Q:** Are there a limitation on the number people served?

- A:** No
- Q:** In Section 2.1, Grant Requirements, item 4, it states that the provision of medical or clinical services is not permitted with this funding. Does this mean we can't pay for clinical supplies?
- A:** Correct.
- Q:** My understanding is that even though there are different health areas listed; this RFA is emphasizing healthy weight and weight reduction. Is this true? Is there an expectation that there will be an outcome for losing weight?
- A:** The RFA does not emphasize healthy weight. However, healthy weight is a priority of the department and applications addressing healthy weight will be considered as will other applications meeting the criteria set forth in the RFA. Yes, applicants are expected to propose projects that will affect health outcomes.
- Q:** If we apply for this grant do we have to target African American or Hispanic Latino or general minority populations?
- A:** See the definitions section on pages 7 and 8 of the RFA.
- Q:** Can you state the requirements for proposals to be part of the Department of Health Community Health Improvement Plan (CHIP).
- A:** There is no requirement to be a part of the County Health Department CHIP. However, priority will be given to those applicants that are participants in a community health improvement plan.
- Q:** Can we use A1C levels?
- A:** Yes, to determine baselines for establishing health outcome benchmarks.
- Q:** Section 2.1 (5) states that we need a letter of credit from a bank or financial institution indicating the availability of credit or cash to sustain the project for at least three months. If we are a group of students with a special project looking to target minorities groups; are we exempt from those criteria?
- A:** No.
- Q:** Is the letter from the health department required?
- A:** No. However, Letters of support from local health departments are encouraged.
- Q:** If we have multiple letters of support, will that affect the total number of attachments required?
- A:** No, letters of support will not affect the page limit.
- Q:** How can dollar values for in-kind services be determined?
- A:** Calculate using fair market value for your area.

Q: If we purchase a community health screening van, can we count the pro-rata of the national annual cost as our cash match.

A: No

Q: How many unduplicated clients do you expect a grantee to serve?

A: That is for the applicant to propose.

Q: For clarification: In areas with a population of greater than 50,000, can the match be 50% cash and 50% in-kind?

A: Yes.

Q: Please provide clarification on the priority populations under this RFA.

A: See the definitions section on page 7 and 8 of the RFA.

Q: Can funds be used to rent spaces places like hotels, gyms, or schools for educational seminars, fitness sessions etc.?

A: Yes

Q: Please provide clarification on what's considered medical/clinical.

A: Any screening, test, or assessment that must be conducted by or under the direction of a licensed professional or clinician is considered medical and can't be paid for with CTG funds.

Q: Would the use of peer mentors be considered a clinical or medical expense?

A: No.