Mission:
To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.

Florida HEALTH

Vision: To be the **Healthiest State** in the Nation

Ron DeSantis
Governor

Scott A. Rivkees, MD
State Surgeon General

Questions and Answers
RFA 20-002
COMMUNITY–BASED TOBACCO PREVENTION INTERVENTIONS
Bureau of Tobacco Free Florida

DATE: November 4, 2020

TO: Applicants

FROM: Bureau of Tobacco Free Florida
Florida Department of Health

SUBJECT: Questions and Answers: RFA #20-002

1.   Our county minimum staffing requirements has been increased to 2 -100%; (2 FTE). Do these positions need to be career service positions or is OPS allowable?

   Department Response: No, staff positions are not required to be career service.

2.   I am fairly new to DOH and this is the first grant myself and coworker have been involved with at the DOH since we have been hired so we wanted to clarify a few things to make sure it is exactly how it should be and written by whom it should be written by. When it comes to writing the grant, should the grantees be the ones writing the grant since it is the program in which they are "topic experts" or should the division manager or a third party write the grant?

   Department Response: This is a program decision. However, the applications will be scored by experts in the tobacco control field so it is important that the application reflect the applicants understanding of tobacco prevention, policy and systems change, and cessation efforts, so staff with tobacco program knowledge and experience would be very helpful in the preparation of the application.

This is not a competitive solicitation subject to the notice or challenge provisions of section 120.57(3), Florida Statutes.

3. 5.4 Program Plan Would continued work with Tobacco Free Worksites fall under 2.2 Creation of Tobacco Free Policies? Would progress on Tobacco Free Environments also fall under policy area 2.2?

   Department Response: Yes.

   a. **Health Equity Special Project:** Could you define "low socioeconomic status (SES)" for the purpose of this project. Does this solely include low-income populations, or other disparate groups as well?

      Department Response: Low socioeconomic status is defined as persons having a household income of less than $25,000 per year. Often there are significant portions of other demographic groups which fall within the category of Low-SES (i.e. homeless people, many rural area residents, some members of minority groups, etc.) and these groups may be included in your response, but the primary target is Low-SES.

   b. **Attachment VI**
      i. Staffing Qualification Survey
      ii. KPQ
      iii. Questions 1 and 7 Items typed in question 1 will automatically copy into question 7 and vice versa. This form is unable to be edited by the user. Could this please be reformatted so that answers are reflected correctly or offer a solution to this issue?

      Department Response: Yes, see Addendum #2 that contains the revised attachments for this RFA. The forms must be opened using Adobe Acrobat or Acrobat Reader to complete the form. Formatting issues may occur when the attachments are opened in a browser window.

      iv. **General Question:** Are we required to keep the application template headings/subheadings/section titles for each section?

      Department Response: Yes.

4. Does 2- 100% Tobacco; (2 FTE) mean that 2 full time (40 hours per week) staff are required? Or does that mean that we need 2 staff that work 100% of their time in the Tobacco Program? Does this include part-time staff?

   Department Response: The number of 100% employees is referring to the number of full time (40 hour per week) employees required.

5. Do 2 part-time OPS staff count as 1 FTE? Would they be required to work 20 hours per week each?

   Department Response: Two part time OPS staff would not count as one 100% employee, but would count as an FTE if the county has more FTEs required than 100% staff. for example, "2 – 100%; (3 FTE)" means that two full time staff are

required. The remaining FTE may be made up of any combination of staff totaling at least one additional FTE. . The time of 2 or more OPS staff could be divided in any way that you choose to total 40 hours.

6. Do volunteers or interns count towards fulfilling the minimum required staff?

   Department Response: No.

7. Will the funding come with Authority?

   Department Response: No.

8. Will the funding come with Rate?

   Department Response: No.

9. Do the instructions get deleted from the template forms before submission of the RFA?

   Department Response: Yes. See Addendum #2 that contains the revised attachments for this RFA.

10. Are there template Word document forms and where are they located?

    Department Response: No, due to system requirements of the Vendor Bid System and the Department's grant announcement systems, the forms were changed to fillable PDFs. Note that while Attachment II – Application Template does indicate a place at the top of the form to enter the Lead Agency, Applicant Name and County, it is not intended to be used as a fillable form in which to insert the required contents of the application. Instead it provides a format that you must follow to create this part of the Application on your own. You may create this part of the Application in a word processing program like Microsoft Word but you must follow the structure provided in Attachment II.

11. Can the 7% match funding be in the form of staff salaries, either full time or OPS staff?

    Department Response: Yes. A portion of the salaries for staff who are supporting the program and are not paid from grant funds may be included in the match funding calculations.

12. **Question 1:** In section 5.4 Program plan, are we required to choose one or more of the optional policy outcomes?

    Department Response: Please see Appendix II - County Policy Infrastructure Assignments for RFA. The "Additional Policy Choice" column will indicate if your county is required to select from the list of optional policies and how many optional policies you are expected to select. If this column indicates "N/A" for your county then you are not required to select an optional policy.

13. Do we copy and paste the sections from the RFA pdf into a word document, write the narrative, and then save back to a pdf or is there a word document we should use to write the narrative? Basically, what is the appropriate method for correctly responding to each section to be sure we follow the grant guidelines and use proper formatting.

   Department Response: The RFA document contains the application format in Attachment II. There is no fillable template for Attachment II. Instead it provides a format that you must follow to create this part of the Application on your own. You may create this part of the application in a word processing program like Microsoft Word following the structure provided in Attachment II and then save the file as a PDF.

   Attachments I, III, IV, V, and VI are fillable PDF forms. A separate copy of Attachment VI – Staff Qualification Survey fillable PDF form was uploaded to the grant announcement and vendor bid sites because a copy of this form will need to be completed for each proposed staff member listed. The final application will need to be submitted as a single PDF document containing all of the required parts of the application as indicated in 4.2 Order of Application Package.

14. Under section 6.3 Where to send your application – states that; "Sections of the application include downloadable Microsoft Word forms to simplify preparation and submission. Do not alter the forms or delete instructions contained in the forms."

   a. Where can we access the Microsoft word forms?

   Department Response: See the Department's Answer to Question #10.

   a. The "Submission site" link with in the RFA is not working.

   Department Response: The links to the submission site links on pages 4, 17, and 18 of the RFA have been checked and the links and site are working. If you are unable to open the submission site by clicking on the link, please copy the web address https://requestforapplications.floridahealth.gov/ **and paste it into your browser.**

15. Page 14, Section 4.0, 4.1 Application Forms of the RFA states that applicants must use the official forms attached to this RFA. Any alteration of the forms will result in disqualification. In the RFA is the Attachment II template an example of what can be used OR is this a mandatory template? Attachment II of the application template appears protected and will not allow a user to type a narrative in any of the sections. Is it allowable to insert a WORD document in place of the template(s)?

   Department Response: See the Department's Answer to Question #10.

16. Do the instructions need to remain part of the content on the completed application? For example, Attachment II template:

   REQUIRED CONTENT OF THE APPLICATION

   All applicants must complete Sections 5.1, 5.2, 5.3, etc.

5.1 Project Summary

Applicants shall provide a concise one-page summary of the proposed project in 500 words or less…..

5.2 Statement of Need (2-page limit)

BTFF is seeking qualified applicants to: Establish and/or maintain a Community Tobacco Partnership….

Do the instructions need to remain on the application with the narrative drafted below the full instructions or is it acceptable to remove the instructions, keep the Section and Subsection titles?

Department Response: For Attachment II you will create that part of the application in a word processing program. The document you create should include the Section numbering and headings, but is not required to have the instructions for each section within the document.

17. Does the special health equity project requirement count towards the number of additional policies required?

Department Response: If you are one of the 7 counties required to conduct the Health Equity Special Project that project is in addition to the other required policy area work and is separate from the optional policy requirements as indicated in Appendix II - County Policy Infrastructure Assignments for RFA. All 7 counties are required to select two additional policies from the "Additional Policy Choice" column on this appendix in addition to the Health Equity Special Project.

18. For 1.6 Matching Funds: would meeting space for the local partnership or SWAT clubs provided by local organizations or schools count as in-kind services or offset of costs towards the match – and if so, what documentation will be required?

Department Response: Yes. Documentation is not required for the Application. Documentation of matching expenses will be required during quarterly reporting. Training will be provided prior to quarterly reporting to explain documentation needed to support the match requirement.

19. Can an expense be split across direct, indirect, and match (e.g. personnel time where 30% is billed as a direct expense, 30% is billed to indirect, and 40% is billed as in-kind services) – and if so, what documentation will be required?

Department Response: Yes, this is allowable and will be documented in the quarterly financial summary reports. guidance for documentation will be provided prior to quarterly reporting.

Do we delete the sections that we will not be working on?

Department Response: You will not be able to delete the non-fillable information in the PDF fillable forms. For Attachment II you will be creating your response using the format provided in this Attachment. All applicants must complete Sections 5.1, 5.2, 5.3, 5.4 and 5.5 of this application. Each applicant is required to

complete application questions only for the policy types assigned / additional policy areas selected as indicated in Appendix II - County Policy Infrastructure Assignments. They should omit the other policy areas that they will not be working in. All applicants must complete application questions for required Outcomes in Goal 4.

20.   I am not sure but I think that we will not be working on outcome 1.3 Policy to implement tobacco control policies in Higher education institutions

   Department Response: 1.3 Policy to Implement Tobacco Control Policies in Higher Education Institutions is an optional policy area. If you are a county that is required to select 1 or 2 optional policies as indicated on Appendix II - County Policy Infrastructure Assignments for RFA in the "Additional Policy Choice" column then you may select this policy area, but no county is assigned to this policy area.

21.   Do we only do the outcomes/policy areas/goals as stated below

   Sumter 1.2-Point of Sale,   1.3-K-12 Active Policy,   4.1 Tobacco Free Partnership, 4.2 SWAT

   Department Response: Yes.

22.   Do we do both POS 1.2 or do we pick 1 of the 2?

   Department Response: The Policy to Counteract Tobacco Industry Influences at the Retail Point of Sale (POS) is the required policy. The Policy to Reduce Tobacco Product Promotions in Community Settings is an optional policy choice for those counites which are required to select one or two optional policies as indicated in Appendix II - County Policy Infrastructure Assignments for RFA in the "Additional Policy Choice" column.

23.   If a staff member only works within the program 10% of the time (ex: department manager), do we need to include a resume and a Staffing Qualification Survey for this person?

   Department Response: There is no set minimum for the percentage of time a staff member must work to be included in your staffing structure. If you have listed a staff member on Attachment III – Proposed Annual Budget in the Personnel Information section, that staff member should have a completed Staff Qualification Survey. Appendix II indicates the minimum staffing levels for each county. At a minimum, your staffing structure must meet the number of staff / FTEs indicated on this appendix.

24.   Regarding the "Current and Prior Funded Projects" form, does the information need to be for all of the Bay CHD grants or just the tobacco-related grants?

   Department Response: You should include those grants that the applicant determines to be most relevant to applicant agency.

25. Is there a limit on the number of pages a resume can have? –

Department Response: No.

26. If you maintain the font and size indicated in the RFA, is it acceptable to bold key points or items to make it easier to read? –

Department Response: Yes.

27. If a budget line item only allows you to write from top to bottom and not left to right, are we allowed to skip that line item and go to the next working line item?

Department Response: Make sure you download the form and open it in Adobe Acrobat to complete the form. Formatting issues may occur when opening the attachments in a browser window.

28. Matching Funds of 7% - for smaller organizations and smaller rural counties how do you expect for us to come up with this money annually for 9 years? We have made great progress towards tobacco free policies, especially geared to the youth. So why now is this annual 7% being required?

Department Response: The purpose of the match requirement is to cultivate sustainability of tobacco control interventions beyond the timeline of this contract.

The match is the share of costs that the applicant (or the applicant's tobacco free partnership members) are required to contribute to accomplish the purposes of this grant. The match may be either cash or in-kind.

- **Cash Match- The organization's own funds donated to meet the objectives of the grant.**
- **In-Kind Match- The applicant's contribution in the form of the value of personnel, goods and services, including direct or indirect costs. In kind match contributions from active organizations within the county tobacco free partnership will also be accepted.**

29. The RFA Application has a broken link on pg. 14, under **Use of Grant Funds**. Will this link be sent out or how can we access the reference document to determine what the funds can be allocated towards?

Department Response: The address shown is accurate. When the document was converted to a PDF the hyperlink cut-off the portion of the address that extended onto the next line. The address is shown again below.
https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforState Expenditures.pdf

30. In the RFA, pg. 17 states that word downloadable forms are available to the applicant, within the application to simplify preparation; however, on pg. 14. it states that "No form is available for the following components of the application" - Attachment II. Can clarification be given on this matter?

Department Response: The information about providing Microsoft Word forms is incorrect. Due to system requirements of the vendor bid and grant announcement systems, the forms were changed to fillable PDFs. Note that while Attachment II – Application Template does indicate a place at the top of the form to enter the Lead Agency, Applicant Name and County, is not intended to be used as a fillable form in which to insert the required contents of the application. Instead it provides a format that you must follow to create this part of the application on your own. You may create this part of the application in a word processing program like Microsoft Word and you must follow the structure provided in Attachment II. For the following components no form or format was provided and the applicant must create their own document for these components:

- **Letters of Support**
- **Organizational Chart**
- **Staff Resumes**
- **Certification of Drug Free Work Place on the applicant organization's letterhead**
- **Certification of Tobacco Free Staff**

31. Attachments that are provided within the RFA Application are in PDF format (not word format), can the applicant convert these into word format? If so, can the margins be altered as they are not 1-inch margins?

Department Response: See the Department's Answer to Question #13.

32. In the instructions on page 17 it states that pages should be single spaced, numbered with one-inch margin. In the application template, when in MS Word format, the pages are custom margins and not 1-inch. The font is also not Arial 11 point. On page 17 it also states that forms should not be altered. How do we go about this?

Department Response: The Attachment II is a format only, not a form. You should use the format in Attachment II to create that portion of the application in a Word processing program. When you create this document in Word you will be able to set the font and margins as specified. You will then save the document as a PDF. The other required forms in Attachments I, III, IV, V, and VI are fillable PDF forms. The final submitted application must be a single PDF document.

33. Do all attachment sections get numbered or just attachment II?

Department Response: Attachments I, III, IV, V, and VI are numbered. The additional required documents - Letters of Support; Organizational Chart; Staff

Resumes; Certification of Drug Free Work Place and Certification of Tobacco Free Staff do not have to be numbered.

34.   In the instructions it is noted an application template will be available to complete and submit the application. When will the application template be posted? If it is the documents noted in the appendix, can official forms/attachments be provided in a separate document?

Department Response: The documents that have been provided in the uploaded RFA packet contain all of the application forms and format information needed to apply. The Attachment II is a format that must be used to create that portion of the application in a Word processing program and then saved as a PDF file. The other required forms in Attachments I, III, IV, V, and VI are fillable PDF forms contained within the RFA packet.   See Addendum #2 that contains the revised attachments for this RFA.

35.   Does the current and prior funding required to report for the entire agency or just the program?

Department Response: Include those grants that the Applicant determines to be most relevant to the entire applicant agency.

36.   Can the management plan be a mixture of text and attachments?

Department Response: Yes, charts, graphs or other attachments can be used in the management plan if you choose, but those attachments count toward your page limitations.

37.   In completing attachment VI, we noted issues with the formatting of text boxes. Will an updated form be provided or should applicants submit the form as is?

Department Response: See the Department's Answer to Question #27.

38.   For project resumes – Is there a page limit for resumes?

Department Response: No

39.   For references, is the reference page apart of the page limit and what format is expected (APA, MLA, etc.)?

Department Response: If you are referring to Letters of Support as references, they are not included in the page limitations. There is no specific format required. If you cite materials you may use any citation format that you choose, but we would suggest in-text citations as opposed to a separate reference page.

40. For counties required to have a Health Equity Special Project, are the three pages in addition to the 12 page limit for program plan?

    Department Response: Yes, those counties may have up to 15 pages for this section.

41. Can you elaborate on how DOH applicants should describe matching funds on the grant application? Do we need proof/validation from our business office, or just describe the source of the planned matching funds? Example: if DOH grantee budget already included local DOH office taking some funds to cover indirect expenses (utilities, overhead, etc), can that part of the budget be increased to meet the 7% requirement?

    Department Response: Attachment III – Proposed Annual Budget provides a place to show the items to be included in your proposed match. Proof or validation is not required for the Application. If awarded, documentation will be required in the quarterly and end of fiscal year reporting.

42. Will the 7% matching funds be included in the total grant award? E.g. if the award is $100,000, applicant must provide a 7% match ($7,000) to the awarded $93,000, but will still have an annual budget of $100,000?

    Department Response: Grantees will receive the full amount indicated on Appendix I – Proposed County Funding by County for Fiscal Year 2021-2022. In your example you would receive $100,000 as indicated and an additional $7,000 in match should be documented in your Attachment III – Proposed Annual Budget.

43. Are templates for editable version of the PDF application online, or do we have to use the version posted and add/remove pages on our own when necessary?

    Department Response: Yes. See Addendum #2 that contains the revised attachments for this RFA.

44. When describing Current and Prior funding projects, do applicants have to highlight projects that *they* specifically have managed currently/in the past, or refer to project efforts throughout the *county* that other partners may have managed?

    Department Response: Current and Prior funding projects refers to projects managed by the Applicant only.

45. Are there any major differences between Outcome 2.2 for Public vs Organizational tobacco policies in terms of activities, deliverables, etc? Or is the target audience the only difference?

    Department Response: The targeted entity is the primary difference; however, the activities utilized in the pursuit of public policy (e.g. ordinances, resolutions) with a local government entity may differ somewhat from the activities needed to acquire a voluntary policy with an organization.

46. **Questions regarding Section 1.6- Matching Funds**

   a. Can the utilization of a home office be written as an in-kind for indirect expenses?

   Department Response: See section 1.6 of the RFA and refer to IRS guidelines to make the determination

   b. Can salaries of volunteers directly responsible for assisting in the completion of grant requirements be provided as in-kind to cover the percent of matching?

   Department Response: Volunteers attending a meeting or partnership event may not be included in the match calculation. Partnership members providing professional services as in-kind contribution may be included.

   c. Is there a cap on the percent of volunteer salaries that can be claimed as in-kind to meet the matching requirements of the grant?

   Department Response: Volunteer salaries are not approved expenses for the match requirement. provided by partnership members as in kind.

   Section 3.5: Use of Grant Funds.

   d. The link to explain unallowable expenses does not direct to a website, instead directs to a 404 error. Can this link be updated?

   Department Response: Yes, see Answer 29.

47. Should each Health Department submit a Notice of Intent package to the Office of Budget and Revenue Management for approval prior to submission of the grant application?

   Department Response: No, County Health Departments will not need to submit a Notice of Intent prior to submission of their Application.

48. Regarding the 7% funding match, can one of our DOH staff from another program who contributes time to the grant be counted as in-kind?

   Department Response: Yes.

49. Can funds be regranted for county-specific mini-grant projects?

   Department Response: Funds may be utilized to acquire services from other entities in a variety of ways. If the procurement is consistent with DOH regulations and state statutes and is an expense approved by the grant contract manager, then this would be allowable.

50. Attachment V requires details on received grants. For organizations with several decades of grant awards in many different areas of health, are there parameters on time frames for awards or specific areas (tobacco specific) for this required information?

   Department Response: No time frames are specified. You should include those grants that the Applicant determines to be most relevant to the applicant agency.

51. Is there a sample document or template for language that should be included in the Certification of Tobacco Free Staff?

Department Response: No, there is not a template. See page 8, Section 1.3 Notice and Disclaimer.

52. Regarding the minimum number of staff; are we allowed to have more than the FTE listed or it that all we are able to have per county?

Department Response: Yes, the number of staff in the Appendix II - County Policy Infrastructure Assignments for RFA is a minimum.

53. Hi- I'm sorry to bother you with this but I am writing the Statement of Need part of our re-application and I referenced ethnicity specific smoking rates in our last application that I am not able to find current data on in CHARTS. For instance, the rate of Hispanic adult smokers in Lafayette. Do we have access to any other data sources I am not aware of? It really bothers me that I had this data back in 2012 but can't find it now.'"

Department Response: The data you are looking for can be accessed through the BRFSS Data Viewer.

http://www.flhealthcharts.com/charts/Brfss/DataViewer.aspx?bid=8

Select the BRFSS Category – Tobacco Use & Exposure; The BRFSS Indicator "Adults who are current smokers"; on the next screen select your county and the select the desired "Dimension" – in this case – "Hispanic". If there are no results this may be due to insufficient sample size for the dimension chosen for the county.

54. Would using the Business manager and Administrator positions be considered in kind hours?

Department Response: Yes, the Applicant's contribution in the form of the value of personnel, goods and services, including direct or indirect costs count as in-kind match.

55. When it comes to the grant we are writing, is this grant supposed to be written by the Tobacco Prevention Specialists working in the program?

Department Response: Personnel qualification in preparation of the application is at the discretion of the Applicant.

56. Is it ok to delete the language from the application template? For example, may we delete this? **5.2 Statement of Need (2-page limit)** BTFF is seeking qualified applicants to:
   - Establish and/or maintain a Community Tobacco Free Partnership

- Establish and/or maintain one county chapter of the Students Working Against Tobacco organization.
- Authentically engage and work in partnership with community members and representatives of populations experiencing tobacco-related disparities. Build or maintain strategic partnerships within the community that maximize opportunities to advance tobacco policy change.
- Continue policy advocacy. Policy advocacy activities will be directed toward the following goa

Department Response: The section you are referring to, 5.2, is on Attachment II which is a format, not a form. You will not be submitting this format document. You will be preparing a document using this format. The document should maintain the section headers for each section, but the instructions for each section should not be included. We will be providing a separate copy of the fillable PDF application forms for Attachment I and Attachments III, IV, V, & VI.

57. Under section 2.4 - is it necessary to demonstrate prior work within the specific community where funds are being applied for?

    Department Response: No, it is not necessary to demonstrate work within the specific community.

58. Under Objectives - are we to list out the objectives we will be addressing or leave this blank?
    Department Response: Section 5.3 Objectives should not be a separate section in your application. The objectives are addressed within the Program Plan in Section 5.4.

59. Under Program Plan - are we to copy the text from the application and indicate NA to the goals we are not addressing?

    Department Response: You are only required to list the areas to which the county you are applying for has been assigned in Appendix II - County Policy Infrastructure Assignments for RFA.

60. Do we save each section in a separate pdf and upload them separately?

    Department Response: No, the final application must be a single PDF file.

61. May we use tables and charts?

    Department Response: Yes, but these do count toward the total page limits.

62. Are there specific organizations you recommend the support letters come from?

    Department Response: No.

63.   Should the health department be one of the four letters of support?

Department Response: A letter from the local county health department would be acceptable, but not required.

64.   How will the In-Kind donations be reported?

Department Response: Match will be reported on the quarterly financial summary and end of fiscal year reporting.

65.   Are we to report only tobacco related funds on Attachment V (Current and Prior Funded Project) or all funded projects?

Department Response: It is at the discretion of the Applicant to include grants determined to be most relevant to applicant agency.

66.   Would Policy to Create Tobacco Free Worksites fall under Goal 3 Outcome 3.1?

Department Response: No – it would be under section 2.2, Creation of Tobacco Free Policies.

67.   Is Policy to Create Tobacco Free Worksites a requirement?

Department Response: No. Work in this area is an option for some counties, but is not a requirement for any county.

68.   When you submit the RFA electronically, where there be an immediate confirmation email stating that the grant was received?

Department Response: When uploading is complete the site will say "Upload Successful" and will then ask you to input your email address and click "send email". The system will then provide you with a Session Key in case you need to correct and resend a document before the application deadline.

69.   Can Coalition members time be counted as in-kind hours?

Department Response: Volunteer time, such as time spent attending a meeting or coalition event, cannot be counted in the match calculation. If a coalition member is providing professional services to the coalition as in-kind contribution then the normal value of those professional services may be included in the match calculation. (e.g. art design work for partnership materials).

70.   Are we permitted more than 4 letters of support?

Department Response: Yes..

71.   Would it be beneficial to have more than four letters of support?

Department Response: You may submit more than four letters of support; however, submitting more than four letters of support will not increase your chances of being selected.

72. Is there an overall page limit or just overall file size?

    Department Response: There are limits provided for most of the application sections, but there is no overall page limit for the application.

73. Can you provide us examples of what would be acceptable in-kind services?

    Department Response:

    In-Kind Match- The Applicant's contribution in the form of the value of personnel, goods and services, including direct or indirect costs. In kind match contributions from active organizations within the county tobacco free partnership will also be accepted. Examples of in-kind services from the applicant agency are personnel or services.

    In-kind match contribution from a partner would include meeting room space donated by local school boards for SWAT meetings; professional services provided by a partner (e.g. art design work for partnership materials).

74. If a staff person works less than 50% on the program are they required to complete a Staff Qualification Survey?

    Department Response: There is no set minimum for the percentage of time a staff member must work to be included in your staffing structure. All staff listed on Attachment III – Proposed Annual Budget in the Personnel Information section, must have a completed Staff Qualification Survey. Appendix II indicates the minimum staffing levels for each county. At a minimum, your staffing structure must meet the number of staff / FTEs indicated on this appendix.

75. Is Attachment VI - Staffing Qualification Survey limited to a 3, or 4-page limit per staff member?

    Department Response: See Addendum #2 that contains the revised attachments for this RFA. Attachment VI must be limited to three pages per staff member.

76. Is the proposed funding by County amount decreased by the Matching Funds (7%) or do we receive the full proposed funding amount annually? Is this a new grant requirement? What is the reasoning behind this requirement?

    Department Response: See response to Question 42.

77. Proposed funding by County amount: Is there any negotiations for an increase or is the proposed county amount final?

Department Response: No. The proposed amount is final and non- negotiable.

78.   Under Section 6.3 "Where to Send Your Application" it states that the sections of the application include downloadable Microsoft word forms to simplify preparation and submission, how does one access these forms?

   Department Response: See Answer #10.

79.   Letters of Support - We are a CBO, can our local DOH provide a letter of support as one of the four letters submitted?

   Department Response: Yes.

80.   Appendices - Understanding that the appendices "must be clearly referenced and support elements of the narrative," does this mean we are to include them as our appendices in the grant application?

   Department Response: No, it is not required to include the documents as appendices to your application. You do need to make sure that the information in the appendices is reflected in your application. For example – Appendix II County Policy Infrastructure Assignments for RFA provides important information about the policy areas and staffing structure requirements that each county must include in its application.

81.   Goals in narrative - Goal area 3 - are all applicants to address this goal, as the policy to increase cessation referrals is an option policy? It is not listed for our county on the County Policy Assignment Grid. If not, do we just address the goal as not applicable to our community?

   Department Response: No county is required to work in Goal Area 3. Some counties are required to select 1 or 2 policies as indicated from the "Additional Policy Choice" column on Appendix II which includes Goal Area 3 as an option. If N/A is listed in the "Additional Policy Choice" column on Appendix II for your county, then you are not required to select an additional policy from the list.

82.   Policy areas - Are the policy areas of Tobacco Free Environments and Tobacco Free Workplaces no longer part of the BTFF workplan process with this new grant cycle? If they are, under which policy area should they be addressed in the RFA submission?

   Department Response: These policy areas are not required policies in the new work plan. They are optional policies under Outcome 2.2. (see Attachment II, p. 5) for counties that are required to select 1 or 2 policies as indicated from the "Additional Policy Choice" column on Appendix II.

83.   Templates and upload process - The link to the templates in the RFA is to upload only. There are no template files. The template files in the RFA are protected and do not fill properly when removed from the RFA announcement. When - and where - can we

expect to get templates for use? And, will there be a demonstration of the upload process, or further explanation so we know how to arrange our files. In other words, is the application on large PDF or do we upload the components separately? And if separately, is it by the Order of Application Package (4.2 of RFA on page 14). The RFA in Section 6.3, page 7 states that the link provided will have detailed application completion instructions and guide the applicant through the upload process. No such guidance is available on that link.

Department Response: Yes, the link provided in section 4.4 on page 15 is the upload link for the application, however no template for the application is available on this site. The RFA document contains the application format in Attachment II. There is no fillable template for Attachment II. Instead it provides a format that you must follow to create this part of the application on your own. You may create this part of the application in a word processing program like Microsoft Word and you must follow the structure provided in Attachment II.

Attachments I, III, IV, V, and VI are fillable PDF forms. A separate copy of Attachment VI – Staff Qualification Survey fillable PDF form was uploaded to the grant announcement and vendor bid sites because a copy of this form will need to be completed for each proposed staff member listed.

84. Will the application be available in Word format?

   Department Response: See the Department's Answer to Question #10.

85. Do we need to apply for the tobacco grant, or is this automatically re-funded for each county as in the years past?

   Department Response: The last renewal of the current grant ends at the end of the 2020-2021 fiscal year on June 30, 2021. Yes, all organizations must to this competitive solicitation for consideration.

86. On Page 16- 6.1 the submission of application date is stating 8/24/2020 is that correct?

   Department Response: No. See Addendum #1. All Applications must be received by November 16, 2020 by 5:00 p.m., Eastern Time.

87. There is a formatting concern/problem on Attachment VI-Staff Qualifications Survey in "Evidence of Successful Experience" question 5 and 7. The rating column is larger than the others and the explanation column does not wrap around to allow for effective reading.

   Department Response: See Addendum #2 that contains the revised attachments for this RFA.

88. I am hoping that you can help me out regarding RFA#: 20-002. Is there anywhere that we can download the attachments where we can work in the documents? There is a section on page 17 that has "submission site" written as what looks like a hyperlink,

however, it does not link to anything. Based on the verbiage, I think this is where we would be able to access application documents and assistance.

Department Response: Attachments I, III, IV, V, and VI are fillable PDF forms. A separate copy of Attachment VI – Staff Qualification Survey fillable PDF form was uploaded to the grant announcement and vendor bid sites because a copy of this form will need to be completed for each proposed staff member listed.

Attachment II provides a format for the main application document that you will prepare and is not intended to be a fillable form.

This is not a competitive solicitation subject to the notice or challenge provisions of section 120.57(3), Florida Statutes.