

**Written Questions and Answers
RFA-19-0002**

1. When will Budget Worksheet be uploaded to ADH website?

1. Completed 12-06-18.

2. May we have Application Packet RFA-19-0002 and Work Plan template in a Word doc. or editable PDF. Looks neater to key in information rather than hand written.

2. The Application Packet and Work Plan Both may be completed with the Adobe reader program. You must first save the documents to your computer (they cannot be completed from just being opened in the browser). A Word version is available upon request.

3. RFA-19-0002 Page 5 C. 2. Is it allowable to have both the electronic application packet marked COPY and the redacted copy marked REDACTED on the same flash drive

3. No.

4. RFA-19-0002 Page 7 1.20 With the holiday schedule will Addendum be posted by Dec. 30?

4. If an Addendum is necessary it will be posted within the stipulations of this RFA. "An addendum posted within three (3) calendar days prior to the application deadline and **shall** extend the due date and may or may not include changes to the Solicitation."

5. RFA-19-0002 Work Plan Scope of Work - If youth coalition exists and is functioning do we skip Build youth team and complete Maintain Youth team?

5. Yes

6. RFA-19-0002 Work Plan Scope of Work - Both Youth teams will participate in Ready Set Record - in the past this is open to 8th grade and above. Will younger teams be allowed to participate? (5th - 7th grade).

6. If the youth coalition is comprised of younger youth who are ineligible for Ready, Set, Record, they must choose another PPYC activity to participate in that is the appropriate age level.

7. RFA-19-0002 Page 11 Media - Coalition to develop a brochure - Is this the adult or youth coalition or both?

7. Adult Community Coalition only.

8. RFA-19-0002 Work Plan Scope of Work - For year 2, are we to build on year 1 or choose different counties, different cities, build/maintain new coalitions?

8. Applicants should continue working in counties selected for both years. Applicants will have to decide what coalitions will be needed to fulfill their work plan objectives.

9. Is there a preferred font/font size, line spacing and margins for the Information for Evaluation?

9. Arial 12, Single spaced, 1" margins on all sides.

10. Regarding allowable expenditures - Since there is a requirement to have a minimum of 2 Project Prevent Youth Coalitions in each county served, is it allowable to budget for a stipend for each youth coalition to have an adult advisor?

10. No

11. Is any addendum posted a requirement to be included in the grant package? If I submit the grant application early, will I be disqualified if addendum is not within the packet?

11. No. It is the applicant's responsibility to stay apprised of changes to the solicitation throughout the process. Best practice would be to re-submit a complete response, including the addendum prior to the bid closing date.

12. In Section 1.5 - E - "Applicants must have a tobacco/nicotine/electronic cigarette free new hire policy." Does this mean for all new hires for the agency across the board, or new hires to fill position for TPCP grant coordinator?

12. This applies for positions that are funded by TPCP.

13. In Section 1.11 - C. 2. - "One (1) redacted copy (marked REDACTED) the original Application Packet, preferably on a flash drive..." Do you want a hard copy marked "redacted" AND a copy on a flash drive (electronic)?

13. On a flash drive or a CD is acceptable.

14. Can you provide information on exactly what information can be "redacted" or guide us to information (other than section 1.18 on Proprietary Information)? Or can you define Proprietary Information?

14. Proprietary (as defined by Merriam-Webster)

1. One that possesses, owns or holds exclusive right to something.

2. Something that is used, produced, or marketed under exclusive legal right of the inventor or maker.

15. Section 1 - Program Overview: 1.11 Application Instructions - a. "Applicants shall provide one (1) original hard copy of the Application Packet clearly marked as "Original" and must include": Will the following documents be provided or where can we access these documents?

- Proposed Subcontractors Form
- SF-LLL Disclosure of Lobbying Activities
- EO 98-04 Contract and Grant Disclosure and Certification form
- Business Associate Agreement (AS-4001)

15. If documents are not attached in solicitation do not include.

16. Page 3 Section 1.5 - Eligibility & Funding Requirements - Item G: Since only one award per county is permitted, may the applicant submit more than 2 counties per application within a geographical area allowing for a final selection of counties served based on determination of needs by ADH/TPCP and the ability of the applicant to conduct requested services within that given area?

16. Applicants may list more than two counties that they would like to serve; however, upon final award applicant can only work in two of the counties based on ADH/TPCP's needs.

17. Page 2 Section 1.2 - Are you able to provide a map of current TPCP and UAPB funded community programs?

17. No. The applicant should list the counties they feel like they could best serve.

18. Page 3 section 1.5G - May a single organization submit multiple applications covering different counties?

18. Yes

19. Page 3 Section 1.5G - Are there certain counties in which ADH/TPCP has existing funded projects that would put the applicant at a disadvantage in accomplishing this proposed scope of work?

19. No. All interested applicants should apply for the counties they feel they can best serve.

20. Page 12 Section 2 - Item F. Reporting: Is there a cost for the web-based Grant Evaluation and Management System that the applicant must budget?

20. Yes. Applicants should budget a minimum of \$1,800 per year for each grant application.

21. Page 15 Section 3.C – Is the Maximum Weighted Score Possible correct?

21. No. The Maximum Weighted Score Possible should be 1050 points.