

## Chronic Disease Prevention Grants Request for Proposals Questions and Answers

Questions summarized from Information Meeting on 4/10/2018 and those emailed by 4/6/2018.

### General Questions

1. **Question:** *Is there an electronic version of the RFP available and can we submit the proposal electronically?*

**Answer:** The RFP cannot be submitted electronically. Please download the templates at <http://bit.ly/cdpggrants> and refer to page 17 for submission requirements.

All Proposals (one (1) original and three (3) copies) must be submitted and time-stamped no later than 12:00 (noon) on Friday April 20, 2018, addressed to Arletha Murray, San Francisco Department of Public Health, 25 Van Ness Avenue, Suite 500, San Francisco, CA 94102. Please note that the reception desk closes promptly at noon, so please plan your submission accordingly.

2. **Question:** *Are non-profit community health clinics considered CBO's?*

**Answer:** Yes, as long as you have a 501(c)3 designation. All applicants must include a copy of a valid 501(c)3 letter or equivalent. City and County of San Francisco agencies or departments, including the San Francisco Health Network (SFHN) clinics, may *not* apply for funding under this RFP.

3. **Question:** *Is the grant application limited to San Francisco or California organizations?*

**Answer:** Organizations applying for these grants must serve San Francisco residents.

4. **Question:** *Is the funding for organizations that only serve people in San Francisco?*

**Answer:** Yes. Organizations must provide services to people who live in San Francisco.

5. **Question:** *This is a new source of funding - will it be available again in the future?*

**Answer:** This is a one-time funding opportunity, there is potential for these funds to be made available again in the future.

6. **Question:** *Can you expand on what a 'healthy facility policy' means?*

**Answer:** The facility should create a wellness policy that establishes organizational practices around healthy eating, active living, and/or tobacco-free campus.

7. **Question:** *We have multiple facilities - do we need to implement the healthy facility policy throughout multiple facilities?*

**Answer:** No, you do not need to implement the policy throughout multiple facilities. In your application, tell us about the identified facility(ies), what you are proposing as well as why, and the expected impact on the community.

**8. Question:** *Can organizations submit more than one grant application?*

**Answer:** Agencies may apply for all three grant types, but an organization cannot receive more than one award in the same grant type category. Example: Agency A could receive ONE “Quit Smoking” grant, and ONE “Focus Group Discussion” grant, and ONE “Promoting a Culture of Health” grant, but NOT TWO “Focus Group Discussion” grants.

**9. Question:** *Is it ok to leverage other funds and make this part of a larger project? Or, should the project we propose stand on its own?*

**Answer:** You may leverage other funds, as long as you can clearly identify what the deliverables for this funding source are, distinct from the other funding. The budget template can be adjusted to reflect goods and services provided in-kind. Proposals that leverage other funding will not be weighed any differently than others. Please refer to the “Selection Process” and “Evaluation Criteria” sections of the RFP (pp. 12-14)

**10. Question:** *The RFP states they don’t want to award to the same providers for these and other CHEP funded projects. [Our organization] would like to continue to do [our currently funded work] if that is available to us rather than have other projects.*

**Answer:** Applying to this RFP and being granted this funding will not affect any other contracts currently in place. Performance on previous SFSC or SFDPH, SFDPH project management grants, and SFDPH fiscal intermediary grants and contracts will be considered during the Selection Process. Refer to pages 12-13 for more information.

**11. Question:** *How specific would you like us to be in describing how we plan to serve the target populations you mention? Is it enough to name the percent of our prospective clients we expect to come from each target population?*

**Answer:** The Project Approach is the key question of the Proposal Narrative, please be sure to include sufficient information for the reviewers to understand who will be served. The narrative must not exceed 4 pages. Refer to page 18 of the RFP for more information.

**12. Question:** *Is there a page limit for the Work Plan and the Budget?*

**Answer:** There is no page limit for the Work Plan and/or Budget, but please be concise. There is a 4-page limit for the Proposal Narrative.

**13. Question:** *Can we adjust the budget?*

**Answer:** The Budget Template can be adjusted to provide the necessary detail. Templates can be downloaded at <http://bit.ly/cdpgrants>. A Sample Budget can be found on page 20 of the RFP. Please refer to page 17 for submission requirements.

**14. Question:** *Sometimes our other funding sources have to be revised and could impact other budgets. Can we revise the budget during the funding period? Or is it locked in place at beginning?*

**Answer:** Agencies that are awarded funds will enter in a negotiation process, at that time the potential for adjusting the budget will be discussed.

**15. Question:** *If we identify this as our target population, will our evaluation/reporting have to focus on this? Child practices are the hardest thing to measure.*

**Answer:** Each of the available funding types has a different evaluation requirement. Agencies that are awarded funds will enter in a negotiation process, at that time the evaluation and reporting will be discussed.

**16. Question:** *Do you think that grant proposals for activities that are not recommended by the SDDTAC [Sugary Drink Distributor Tax Advisory Committee] would likely get funded?*

**Answer:** This RFP is a separate process from the Sugary Drinks Distributor Tax Advisory Committee (SDDTAC). All proposals for the Chronic Disease Prevention Grants will be evaluated based on the scoring criteria in the RFP.

**17. Question:** *Do we need to identify all the deliverables with timeline in the proposal?*

**Answer:** In the work plan, all major deliverables must have a timeline.

**18. Question:** *It appears that all of these RFPs would require [our agency] to identify clients that would either receive smoking cessation services, participate in other wellness services determined by DPH/CHEP, or participate in the focus group. Is that correct?*

**Answer:** Each of the funding types has different community engagement requirements that are listed below. It is necessary for all funded agencies to directly engage residents of San Francisco.

For the “Promoting a Culture of Health in Priority Population” grants, the activities and services provided may vary. See pages 4 - 5 of the RFP for more information.

For the “Focus Group Discussions” grants, the responsibility of the Funded Project would be to recruit focus group participants. See pages 6-7 of the RFP for more information.

For “Quit Smoking” grants, all applicants must engage residents in activities related to tobacco use cessation and/or harm reduction from the categories of “Assessment and Referral” and “Service Delivery”. See pages 8-9 of the RFP for more information.

DPH/CHEP does *not* require release of any HIPAA-protected client/patient information.

**19. Question:** *If my computer system doesn't have the font 'Calibri' what should I do?*

**Answer:** The font 'Times New Roman' is similar in size. If you do not have 'Calibri' you may use 'Times New Roman'

**20. Question:** *Is there an age limit for participants?*

**Answer:** No

**21. Question:** *Does your definition of tobacco include all tobacco products such as e-cigarettes?*

**Answer:** Yes, it includes all types of tobacco products including e-cigarettes, cigars, cigarettes, hookah etc. Your proposal should information on the identified needs in the community you serve.

**22. Question:** *How much needs to be defined right away in terms of the organizations that would be involved in the grant activities?*

**Answer:** Describe your plans for collaboration in your application. Additional items beyond the four pages such as letters of support will not be accepted.

**23. Question:** *I know that schools cannot apply, but can grantees collaborate with schools?*

**Answer:** Yes. Collaboration is always encouraged.

### **“Promoting a Culture of Health in Priority Populations” Grant Questions**

**24. Question:** *Do we need to identify and have committed Faith-Based Organizations or community partners when we apply for the “Promoting a Culture of Health in Priority Population” grant?*

**Answers:** City agencies, universities, schools, and organizations that do not have a 501(c)3 designation are not eligible to apply for these grants. However, city agencies, universities, schools and organizations that do not have a 501(c)3 designation may collaborate with a faith-based organization that applies. It is the Faith-Based Organization, or an organization with a 501(c)3 designation, that must be the applicant for the grant funding. All applicants must include a copy of a 501(c)3 letter, or equivalent.

**25. Question:** *Do we need to include letter of support from Faith-Based Organizations or community partners for this grant?*

**Answer:** Letters of support are not required. Please do not include any additional attachments with your proposal. See answer to the previous question for additional clarification.

**26. Question:** *Funded projects must include communication of their healthy eating/active living efforts and/or promotion of available resources via their existing social media and/or newsletter channel. Is this requirement for participants or agencies that we are collaborating? Can you specify what kind of social media you are referring? Facebook, WeChat? What’sApp. Can the newsletter serve as communication for clients and partnering agencies?*

**Answer:** Funded Projects must include communication of their funded services and/or promotion of available resources via their *existing* social media and/or newsletter channels. Please describe the existing channels you will be using to share information

with your target population. We want to understand HOW you will communicate with your clients.

**27. Question:** *My organization focuses on healthy eating- should we try to incorporate active living or play to our strengths?*

**Answer:** It is not required to incorporate multiple categories of services. Please review the RFP evaluation criteria. No prior experience in any of these grant areas is required. However, you should clearly indicate your agency's capacity to address a community need.

**28. Question:** *Is there a required curriculum for Healthy Eating, and Active Living initiatives?*

**Answer:** No, there is no required curriculum. If you choose to include a curriculum in your proposal, we encourage applicants to explain why you selected that particular curriculum to best respond to the needs of your community.

### **Focus Group Discussions in Priority Populations Grant Questions**

**29. Question:** *With focus groups [our agency] would want to design, administer and provide analysis but would not want to identify [our] clients to participate.*

**Answer:** For the "Focus Group Discussions" grants it is required that the Funded Project recruit focus group participants, identify and secure a focus group location preferred by the community, ensure cultural and linguistic responsiveness of the focus group materials, and support the focus group execution and data interpretation. Tobacco Free Project staff and a community research group will provide training and technical assistance in research methodology and development of focus group guide and material. See pages 6-7 for more information.

**30. Question:** *For the focus groups - can incentives for participants be included in the budget?*

**Answer:** Yes. It is encouraged to include incentives in the budget if that will help engage residents and ensure deliverables are met.

**31. Question:** *Should we screen Focus Group participants for eligibility?*

**Answer:** It is not required to provide recruitment plan details in the application. Applicants must demonstrate their deep knowledge of the chosen priority population and proven ability to gather the community through outreach and event planning.

**32. Question:** *For the focus group grant - will trainers come out to the funding project site?*

**Answer:** It is likely that trainers would go to your site. These details be coordinated through the organization's lead staff and the Department of Public Health staff.

**33. Question:** *Is there a predetermined length of time for the focus groups?*

**Answer:** The requirement is to have three focus groups, however the number of hours/focus group will be determined through discussion with the focus group trainers, the funded agency's lead staff and the Department of Public Health staff. Please give

details in your application about how you envision setting up the focus groups. Think through your population to propose what you think would be the most successful. Please refer to the 'Tentative Schedule of Focus Group Discussion Grant Deliverables' on page 7 of the RFP.

**34. Question:** *Does the community-based organization lead the focus group or have a more supporting role?*

**Answer:** No prior focus group experience is required. The specific roles of the funded agency staff in the focus group execution will be determined through discussion with the focus group trainers, the funded agency's lead staff and the Department of Public Health staff. In your application, please propose your plan for conducting and hosting the focus group. The responsibilities of the agency are outlined in the RFP on page 6.

**35. Question:** *Will the focus group script be unique to each organization?*

**Answer:** There will be some core questions and there will be opportunity through discussions with the focus group trainers, the funded agency's lead staff and the Department of Public Health staff to edit, and/or create additional, culturally appropriate questions.

## **Quit Smoking (Tobacco Use Harm Reduction) in Priority Populations Grant Questions**

**36. Question:** *For the three objectives listed, do we need to pick one of the objectives to meet, or meet all three objectives?*

**Answer:** The objectives listed on page 8 are overall objectives of the Department of Public Health's Tobacco Free Project and are provided for informational purposes only.

**37. Question:** *For Objective (3), engage new community partners in tobacco control efforts....: are you looking for agencies to partner together on submission of this grant or can our grant outline how we would engage various community partners in the program our individual agency will provide?*

**Answer:** See answer to the question #36 (above) for additional clarification about listed objectives. We welcome collaboration between various community partners, but it is not required.

**38. Question:** *For Quit Smoking services for our clients, is there a required curriculum that must be used?*

**Answer:** There is a curriculum available for agencies to adapt and implement with the chosen target population. The agencies are not required to use the Department of Public Health's Tobacco Free Project provided curriculum, however funded agencies must follow best practices such as Motivational Interviewing, Ask-Advise-Refer and other similar models.