

Vermont Department of Health Tobacco Community RFP FY2011
Frequently Asked Questions
February 5, 2010

- 1. The Information Sheet asks for "Funds Received /Confirmed and Funds Under Consideration. (a) Does this only pertain to other funds related to tobacco, alcohol, and drug prevention? (b) How should an applicant represent funding that has not been confirmed but is expected to be received for FY2011?"**

- (a) VDH is interested in all funds supporting the applicant (not the fiscal agent), not only substance abuse prevention. Applicants should include all of the funding sources that they receive.
- (b) List the expected funding source and amount expected to be received in the 'Funds Under Consideration' section of the Information sheet.

- 2. Are organizations not currently funded with tobacco community funds able to apply for these FY2011 funds?**

This is a competitive grant request for proposal so yes, organizations not currently funded to do community tobacco work in VT are able to apply. Applicant eligibility requirements are listed on page 5 of the RFP.

- 3. Is this RFP for a one or two year grant cycle?**

This RFP covers two years worth of grant funding. The initial grant period will be one year (July 1, 2010-June 30, 2011) with an option of a 2nd year of funding (July 1, 2011-June 30, 2012) dependant on available funds and grantee's performance meeting grant deliverables as laid out on page 6 of the RFP.

- 4. As the funding level for the VDH program is in question for FY2011, how does that affect the number of grantees that will be funded through this program and the amount grantees will receive?**

The timeline and process for reviewing applications and making decisions on grant awards is covered in the RFP (pp. 3, 7 & 8). Decisions about grantees in terms of which organizations will be funded and at what level may need to be delayed while we await final budget decisions.

- 5. If the number of grantees is decreased as compared with FY10 grants due to possible decreased funding levels, how will the gaps in service areas resulting from this be addressed in terms of coverage of community tobacco control efforts?**

In addition to review score, past performance and applicant access to other funding sources, final recommendations for funding will consider geographic reach as well as the applicants' proposed plans to reach their entire service area, to assure that as

many Vermonters as possible are covered by community tobacco efforts. Areas not covered by community tobacco funds in FY11 will still be reached in terms of VDH statewide efforts such as media and cessation as well as youth prevention (through the VDH VKAT & OVK grants and the Department of Education school-based grants).

6. Does the decreased emphasis on youth prevention under this grant (compared to previous grant cycles) mean that grantees will not be expected to participate in the Youth Prevention common theme campaign?

Grantees will be expected to participate in the youth common theme campaign to be held in March and April 2011, by carrying out three or more consecutive weeks of related activities during this timeframe (see page 13 of the RFP).

7. Does VDH have suggestions for tools that applicants can use to assess their communities in regards to preparing to carry out tobacco policy/environmental change efforts as required by this grant RFP?

VDH will provide suggestions for tools applicants can use and post them on the VDH website at <http://healthvermont.gov/prevent/tobacco/community.aspx>.

8. Will VDH provide any data on tobacco use rates for communities to use in their applications?

VDH will provide state and countywide tobacco use data and will post it on the VDH website at <http://healthvermont.gov/prevent/tobacco/community.aspx>. Youth tobacco use data can also be found on the VDH website through the Youth Risk Behavior Survey data (statewide and regional) at <http://healthvermont.gov/research/yrbs.aspx>.

9. Does VDH have information on tobacco best practices efforts at the community level to assist applicants in designing their workplans?

VDH will provide information on tobacco community best practices and will post them on the VDH website at <http://healthvermont.gov/prevent/tobacco/community.aspx>.

10. In regards to the workplan template where the RFP requires applicants to provide details on how they will reach their service area under each objective, how should applicants address objectives where they might be targeting a smaller region than their entire service area?

The section of the workplan template where applicants are asked to provide details of how they will reach their service area within the specific objective provides an opportunity to either describe how they will be reaching the target population in the entire service area or to explain why they are targeting a smaller region. Applicants should review the sample workplan template on page 24 of the RFP for an example of what the VDH is looking for in regards to this information.

11. On page 12 of the RFP, applicants are asked to provide details of the evaluation methods used for each objective/intervention. Where should this information be included on the workplan template?

Applicants should include evaluation information for each collaboration under the Explanation/Rationale sections of the workplan template.

12. In past tobacco community RFPs, applicants have been required to provide details of In-Kind funds on the budget form. Is this required for the FY2011 application?

No, applicants are not required to show the details of in-kind funds on the budget form for this RFP, although having in-kind support is encouraged. Applicants are expected to demonstrate in-kind and other funding support during year two of the grant cycle and will be asked to provide details of that in the continuation application for FY2012.

13. This grant RFP does not include Capacity Building Grants. Does this mean that all applicants have to be at capacity to impact policy change?

Although the grant is designed to support organizations that are at capacity to carry out implementation of tobacco prevention and control efforts, this does not mean that organizations have to be experienced in carrying out policy change efforts in regards to tobacco advertising/sales restrictions or secondhand smoke policy. These initiatives are new to most VT community organizations and the VDH will be providing a significant level of support to funded organizations throughout the grant cycle to prepare and assist grantees with their policy/environmental change efforts.

14. For objective 2, where organizations are required to choose between restricting tobacco sales or promoting SHS policy for a two-year workplan, can an organization choose to spend the first year focusing on one topic (i.e. SHS policy) and the second year focusing on the other topic (i.e. restricting tobacco sales)? The question was posed by a currently funded grantee who is now working on SHS policy and would plan to finish up current SHS policy efforts in year one and begin tobacco sales restrictions in year two.

Yes, this is an acceptable way of designing the workplan, however, grantees should be very clear about how this is laid out in their workplans so that reviewers can understand how/when the applicant would initiate specific policy efforts. Ideally, the applicant would include a short explanation attached to the workplan documents that brings attention to this section of the workplan before reviewers begin looking at the workplan documents.

Please contact Sharon Mallory at smallor@vdh.state.vt.us for further clarification on these questions or to answer any additional questions.