

# Healthy People 2020 Community Innovations Project

## Bidders Conference Questions and Answers Transcript - June 27, 2011

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#### 1. Eligibility

##### *a. Fiscal Sponsors, Departments, Programs*

Question: The groups that we work with who might be interested in applying are mostly incorporated groups that use a fiscal sponsor. If the fiscal sponsor's budget is over \$750,000, can the group still apply? They're like a neighborhood coalition or healthy coalition, and they're affiliated with the 501(c)(3), but they're not incorporated by themselves.

Answer: The advisory group has decided that it needs to be a non-profit corporation or in the process of applying to be a non-profit corporation with a budget less than \$750,000. It cannot be a division or a department of a larger organization. However, if that smaller coalition or organization would like to partner with another group in the community that is a non-profit whose budget is less than \$750,000, then that would be fine.

Question: For the \$750,000 budget, is that the project budget if it's under an existing project or the over-arching organization's budget? We have a smaller project that focuses on certain things, but we are housed within a larger organization. Would it be that project's budget or the organization's budget?

Answer: It would be organization's budget. We are looking at non-profit organizations that qualify to be 501(c) and whose budgets are equal to or less than \$750,000.

Question: You were mentioning that if you're a division or a department of a larger entity, that you wouldn't be considered. We're a Healthy Start project with a budget of our own, but we are organized under a metropolitan health district. We're part of the health district so we do not have our own nonprofit status. Does this disqualify us?

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Answer: Yes. What we would encourage you to do is to identify a community partner that could be the applicant for the project that meets the guidelines that are in the RFP, have non-profit status and have a budget at or under \$750,000.

Question: I'm a small unit within the very large University of Southern California. Our budget for our community outreach program is about \$400,000 a year, and yet, the university budget is millions. Can a smaller unit within the university apply? We would have no way of knowing if anybody else in the university was also applying.

Answer: One way that you could look at that would be if you had a partnership with a 501(c)(3) in your community, and they were the applicant.

#### ***b. Organization's Budget***

Question: Our organization's current projected budget is over \$750,000, but our audited financial statement would actually be less than \$750,000. Are we still eligible to apply?

Answer: You're drawing the distinction between a planned budget and the actual fiscal profile of your organization. I would think if your last audit shows that your value is \$750,000 then that would be acceptable. Whatever is on your most current Form 990 would be what we would use.

Question: Many Healthy Start budgets are right at \$750,000 on the dot. Does that one penny disqualify Healthy Start projects that are nonprofit?

Answer: No.

#### ***c. Non-profit Status***

Question: Is a public school building that is part of the school district considered a non-profit organization or special purpose government?

Answer: If you have 501(c) status, you're a nonprofit corporation.

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Question: We're a rural public health agency that is part of the local government. We will be partnering with a 501(c)(3). It sounds like the 501(c)(3) should be the applicant?

Answer: Yes, the 501(c) should be the applicant.

#### ***d. Faith-based Organizations***

Question: Under "Who Can Apply," there's no mention of a faith-based organization such as the Health Ministry. I was wondering if we would be eligible?

Answer: Yes, we are looking at faith-based organizations as a subset of community-based organizations, and we would definitely encourage faith-based organizations to apply.

#### ***e. State-based Organizations***

Question: Do you consider a state-based organization, where the state-based workers or people are volunteering, eligible?

Answer: We definitely encourage state-based organizations to apply. We are appreciative of folks who would have volunteers participate in their efforts. We would like to see that the leadership of your initiative has paid professional staff that would oversee any volunteers that are working, and they would need to be folks who are paid on some type of on-going basis--not just that you will use these funds to hire staff for a short time and complete the project.

#### ***f. Tribes***

Question: Can we as a tribe work with a state-based organization or are they an organization by themselves?

Answer: If you have a non-profit status affiliated with your tribe and its budget is at or less than \$750,000, and you want to partner with the state-based community then that would be fine. We're really encouraging partnerships across all organizations.

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## 2. Partnerships

### *a. Establishing Partnerships*

Question: How do I, since I just ended a nonprofit organization, find a possibility in the Atlanta, Georgia area to team up with other groups that might be interested in an issue related to adolescents?

Answer: That's something that you would have to explore. I would look at other organizations serving adolescents and certainly get into that life stage of health.

### *b. Budget of Partners*

Question: The \$750,000 budget for an organization as a lead organization is okay even if you have other non-profit collaborators who have a higher budget, correct?

Answer: The applicant needs to have a budget equal to or less than \$750,000 and then if you have partners, you tell us who your partners are, but we're not going to look for the organizational budget of each of those partners.

## 3. Healthy People 2020 Objectives and Goals and RFP Priorities

### *a. Objectives and Goals vs. Priorities*

Question: I was looking on the website and was not clear what the difference between the priorities and the goals and objectives was.

Answer: We have overarching goals for Healthy People. These three priority areas tie back into those overarching goals. For example, health equity and health disparities are overarching concerns. Then there are 42 topic areas and they have sets of objectives and targets. If you, for example, were going to deal with an objective around diabetes and you were dealing with diabetes among Native Americans that would bring in the health equity piece.

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#### ***b. Choosing More than One Objective***

Question: Would it be possible to choose two Healthy People objectives and write a proposal based on those or would you prefer that we focus on just one objective?

Answer: Yes, absolutely, but keep in mind that we really want you to identify one of those three larger focuses – health equity, environmental justice or healthy behaviors. For example, if you look at environmental justice, if you had an asthma health objective and you had one related to tobacco or second-hand smoke that would be fine.

#### ***c. Environmental Justice***

Question: I want to see if you could expand a little more on the environmental justice priority. We work on addressing health disparity among low-income communities, and we hold focus groups, testing opportunities, education events, and training.

Our past activities for the last two years have been addressing the disproportionate number of HIV incidences with low-income communities. I'm looking to expand that into the environmental justice areas, but I'm not sure if the environment that breeds HIV transmission would be something that we can entertain for this project.

Answer: If you're talking about environment in that really broad sense, it doesn't really meet what we're talking about for environmental justice. The kinds of issues that come up are related to water pollution and air pollution and for instance, when you have children that are being raised in communities that are near major interstates, the incidence of asthma is very high. So there is a lot of work being done at the local level to help to educate and empower folks in those communities and help build advocacy, and all of those things that you said with regard to HIV/AIDS would also carry over to environmental justice. We really want to see topics or objectives

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Answer (cont.): from Healthy People addressed that really fall within the environmental justice category, and you can find more of that online. If you go to the website that's on the application, it's [epa.gov/environmentaljustice](http://epa.gov/environmentaljustice).

Question: I was interested in the focus on the environmental justice, but when I was looking at the topics listed, I saw that some of the categories like the Social Determinants of Health and some of these new ones weren't fully developed yet. I'm wondering what types of indicators would apply to the environmental justice priority? I see most of the indicators are on increasing or decreasing prevalence of particular types of diseases or ailments. I'm just wondering if there are indicators that would be within our scope of work to achieve because we don't do primarily health promotion or any kind of direct medical care. Our work is more along the lines of community organizing and addressing some of the policy decisions instead of actual direct health.

Answer: You might go back to Environmental Health, and you will see that it is a whole topic area as well. There are a whole series of objectives and targets under that section. Even though the Social Determinants of Health Section doesn't have objectives yet, you can still talk about Social Determinants of Health. There's a lot of material on that topic area that you can look at.

You can look at other resources for Social Determinants of Health. When it comes to policy with Social Determinants, policy decisions at the City planning level or the Town planning level: whether there are sidewalks, whether there are smoke free environments. So, we would welcome that if you have a policy angle and you make a case for how this will impact Environmental Justice or Health Equity. Move forward with that even though you are not seeing objectives, per se, but you do need to be able to tell us how you will measure success.



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Answer (cont.): Don't be hampered by the fact that those objectives haven't been developed yet. It's such a broad area and there are so many points of view on it that rather than rushing to have objectives, we are taking the time to really look at what will stand up in that section over the next 10 years. If you take a topic area and show how your work will address that topic area, even though you may not be addressing a specific target in Healthy People, we would want you to have your own metrics to show that if you are successful the needle moved in some way.

#### **d. Health Equity**

Question: This question is regarding health equity. Can we work with lower socioeconomic groups?

Answer: If you're going to use (SES) as the piece that demonstrates the health equity project, put some data in there to support that.

Question: Do the target populations include immigrant populations and/or immigrants transitioning to citizenship?

Answer: I think that would fit under health equity. It's an access to care, access to health information and so on and you have to make that case in your application.

#### **e. Healthy Behaviors across the Lifespan**

Question: I want to make sure I understand the focus area. For the last one, *healthy behaviors across the life span*, do you have to address each age category or can you say, "I work with adolescents" or we work with small children or older adults or a specific group and then have multiple objectives underneath that one specific group?

Answer: Absolutely (you do not need to address each age category), and you're dead-on with how you might do that. If you're working with adolescents, that is the stage of life that you're working with. There

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Answer (cont.):        may be folks who want to address multiple stages and that would be fine as well, but you're really zero-ing in on the fact that people may have different health needs and different health education needs and different prevention needs at different stages of life, and so you would identify that stage if it's adolescents and build out from there what it is that you want to do and how it pertains to that age group.

#### ***f. Specific Topic Areas***

Question:                I noticed in the adolescent health aspect of your 42 topic areas, it said adolescent health has in the topics and objectives. When you look into the online description of adolescent health and in my research of 20 years, I don't find anybody really dealing much with the topic of homicide, suicide, homelessness and other things there. You've stressed over and over you wanted innovation and thinking differently: there's no prohibition against it not being listed under those eight topics of homicide, suicide, etc., is there?

Answer:                 No, there really isn't and what's new about adolescent health and Healthy People 2020 is that it's its own topic area. Many of those issues are the same issues. Adolescent suicide is a really big issue in the mental health area. For anything to be included in Healthy People, there have to be solid scientific data that present the problem and then, the reasonable expectation that the problem can be ameliorated or that instance can be reduced. If you have this issue when you present data, there's no reason why we wouldn't consider it.

## **4. Types of Projects to be funded**

### ***a. Research Projects***

Question:                Are you looking at programs rather than research projects?

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Answer: We would like to see that there's some research and some science behind the work but at the level that we're funding, we're not really anticipating research projects coming in.

#### ***b. Webinars***

Question: We are looking at using Webinars. I was wondering how that might work because we cover such large geographic region. Is that a viable possibility?

Answer: Webinars as we're using them are really directed towards professionals in our industry. If you have Webinars that are addressing consumer issues that might be something we'd look at. I'd want to know more about what your aims are and how that format would tie in with the goals of the RFP.

#### ***c. Specific Projects***

Question: I'm asking about a project that would involve a non-profit organic healthy grocery store on wheels. When running, it would be a large sustainable and replicable organization, but we actually just need money to start as far as buying things for this. Would this be a good grant to apply for?

Answer: If you are talking about the vehicle itself I think that would be a stretch for this grant especially when we look at the award size. If you wanted to use dollars to do some marketing and build up demand in the affected communities and help them to understand what this is about and health education components and even some supplies, that might fit with the boundaries of this RFP.

Question: If we have a program that we want to bring into our community, but they need to do an evaluation, would it fit under this RFP?

Answer: Go through the application very carefully and write it up if you see that it fits. Carefully pick out those Healthy People objectives where you see a connection and, by all means, write it up and see if it's selected.

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Question: We are working with schools within school connectedness for middle school and high school students and I found in the Healthy People 2020 website that's one of the main initiatives. We're working on having communities building and restoring discipline as an alternative to detentions, suspensions, expulsions, and widespread detentions by trying to increase student engagement and connecting us to schools. Is what we're doing appropriate?

Answer: Yes. You can tie that in and it sounds like you would be talking to adolescents and you would be addressing some of the goals that relate to school completion.

Question: We're thinking about doing a publication that there's not a lot of health education materials on and I'm wondering if that was our project would that be allowed; something that was developing, writing, and printing a publication?

Answer: We wouldn't rule that out per se, but we are looking for projects that are really going to have a nice take-up rate in the local communities. You'd have to make a good case as to how this publication was going to be used by consumers and how it was going to lead to change and affect a change in healthy behaviors. As you know the standard way of doing health education with colored brochures and information that's printed is less useful now that we have electronic media and so on. Then there's a whole population for whom that's not that effective in any of those media. You really have to do some other on-the-ground work to get people to really understand the implications of these prevention strategies. So go ahead, but cautiously, and make a case for why this is going to make a difference.

## 5. Innovative and New Projects

Question: We are implementing an OWH initiative body of work. We are qualified trainers of that particular initiative. Would we be ruled

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Question (cont.): out simply because there are these projects that they are currently working on, or would that government collaboration be ideal?

Answer: You wouldn't be ruled out. We just would want to be very sure that it wasn't a duplication; in other words, that this award would support different activities. If you had some learning that was occurring or some opportunity for partnership that wasn't covered by your current grant from OWH and you wanted to test it out, we're really talking about innovation, so we're looking for new ways, new partnerships, and new strategies to address some of the same health issues. If you use the work you were already doing as a foundation and then said, "Now, we want to do something different that takes it to another level or put another twist on the model," is what we are looking for. We certainly would not want to look at supplanting any federal funds and the projects would need to be an innovative extension of something that you're already doing.

Question: We have an adolescent sexuality health program already, but one thing we were thinking about doing was starting to have the students become more empowered and then delivering the information to their peers. This is something we've never done before; would that qualify? It's something more innovative having them to take more control over dispensing the information coming up with skits, etc.?

Answer: I've always liked that kind of model. It's train the trainers combined with the impact of peer training especially in adolescents. So yes, that would be an appropriate submission. Just make sure that you're telling us that the kids who were trained are going to have solid scientific information, and that should be really appropriate.

Question: We are currently working already in some schools in Maine. Does that then disqualify us as being part of the continuing program? We contract with each school independent of other schools. For example, so far, we have been concentrating on middle schools

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- Question (cont.): which we have and we initiated work with the high school would that be innovative?
- Answer: If you're not supplanting funds, if this allows you to do something that you couldn't otherwise do, it can fall into our guidelines. But again, we want to see how it's innovative and not just connecting with one more district. If you showed the learning from what you have done in the middle school program and you decided with these funds; you wanted to address high school students and ways to get them to stay in school; and you've already demonstrated that you fall under the budgetary guidelines and the nonprofit guidelines, then that would be fine.
- Question: If we simply connected with another school district or middle school that would be the same old, same old?
- Answer: It's hard for me to say that. If you have ongoing operating expenses or funding that you had and you've lost and you want to use these dollars to restore that funding level, then that would be inappropriate for this competition. But I would say, go back to the guidelines and as you're writing this, if you have very specific questions, you could shoot them to us in an e-mail.
- Question: Our organization has been working on a pilot program, and we haven't been able to get it off the ground because of funding, but we have been working on it and perfecting it. Would that be considered ongoing or would that still be a new project as it relates to Healthy People?
- Answer: If you have this project going on other funds and you want to use the Healthy People fund, that's not what we're looking for. If you've had a concept for a pilot program and you haven't been able to find a funder, by all means, submit it.

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Question: I just had a clarification for something being considered an innovative project. We're currently doing a program that's already grant-funded that looks at electronic medical records and drawing baseline measurements for diabetes. If we were to then do some sort of diabetes management project using funds from this that was drawn from the research that we'd seen, but not in the same program would that still be considered innovative?

Answer: If it's the next step from what you've been doing, then, that would be fine. We just wouldn't want you to do more of what you've been doing with other funds.

#### 6. Project Funded in the Past

Question: I'm curious what types of projects have been funded in the past because it's kind of difficult to discern from the website.

Answer: In the competition in 2009, the over-arching goals and framework for Healthy People were different. The kinds of things that were funded were development of community garden, some train the trainer models on preventive health, some working with teams on anti-smoking campaigns, things that are out there that are engaging members of a community that are not health factors. But they're not breaking any new ground, necessarily. If someone were to submit an application and say, "We would like to do more printed materials," or "We'd like to raise awareness," we would probably wave those by.

We're looking for projects that will really engage consumers and that will go beyond just letting people know they need to change their health status. I want to remind you all that the previous projects that ODPHP had a few years ago had different criteria and priorities than the current project. It would behoove you all since this is going to be extremely competitive to come up with some innovative project ideas that adhere to this particular RFP.

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Question: I'm wondering what the precedence is of your organization funding arts-driven projects in the past.

Answer: There have been some arts programs funded. I don't think it's a big part of the prevention field but I think it has lots of potential. Rounding out the bare bone health initiatives with the arts is a great idea. Show us what you would do and how you'd do it, and I think that's the kind of innovation that we would really appreciate.

## 7. Multiple Submissions

### *a. Separate Projects*

Question: We need to do two completely separate things. One is providing the care, and that's what our number one priority would be on applying for this grant. Also, we've been asked to expand in two different states across the nation. So that would be a second proposal for education and introduce our program to these other states to allow hygienists to access these people.

Answer: This program is not really intended to fund direct health care services. Your question then, is whether you could submit two applications. You cannot, and we have to stay with that. Again, if you have an application in with us, that might give you some leverage with another funding partner to do the other piece. Also, if another partner in the community would be willing to take on the other part of the project, they could apply as well.

### *b. Separate Locations*

Question: I see here you can't submit more than one proposal per organization. We do work in different parts of the state of California. My question is whether we could propose two similar interventions in two different parts of the state of California if we propose the same innovation?



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Answer: Yes. That's not a problem. You can be in two different areas, but make sure that doesn't greatly increase your cost to do the interventions.

## 8. Proposal Format Requirements

### *a. Attachments*

Question: Are we allowed to have extra sheets attached if we can't fit it, or are we expected to fill it in totally on the forms that you've given us?

Answer: We're expecting you to fill it in on the forms that we've provided. There are a couple of the forms that limit you to five pages and they note that on the forms, and then you can actually insert your own pages into those forms.

Question: If the proposal includes something like a bid say to construct shelves for a food shelf, how do you want that included in the proposal – as an attachment? Or should we print it out and add it as a PDF?

Answer: Within the confines of that application, I wouldn't attach a whole lot of other information, it would be up to us if we wanted more support and then we would come back to you. I would say for the first question, either a link or a footnote reference to the data that you're putting in the application. If it needs a link then by all means, put that in there, but that wouldn't necessarily be required.

The notion of constructing shelves for a food pantry is that it's essential to making sure that people are going to get food and to address food safety, food security, nutrition and so on, but I would caution the folks who are submitting proposals that we're really wanting to see addressing Healthy People objectives and targets in a way that is going to lead to better health outcomes in the long run. In other words, if you had a choice between doing that project or doing a project where you're having some folks develop a curriculum and a nutrition curriculum in the community or working with adolescent eating habits and behaviors and so on, we might be

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Answer (cont.): more inclined to go that direction just so that these dollars aren't used for stop gap measures or because other funds have been pulled to maintain existing programs.

#### ***b. Letters of Support***

Question: Should letters of references only be included if they are specific to the project? Or, can they be letters of general support from elected officials or that kind of thing? Also, is there a limit to the number of letters of support? I know it's optional.

Answer: We would prefer to just have letters that are associated with the project showing the community support for the project. If you have identified partnerships, we'd really like to see a letter on letterhead from that partner indicating their support and involvement. You'd want to proportion the number of letters of support to the size of this application. It's a small application, when you're doing a 200-page application for hundreds of thousands of dollars, a lot of letters fits that model, but this is a much smaller endeavor, so use your judgment. You probably just need a few letters.

#### ***c. Links and Footnotes***

Question: Within the proposal, in describing certain things, if there's important information about a particular ethnic group that's pertinent to the proposal, should there be an electronic link, a hyperlink, in the proposal, which would point back to where we got those numbers from, for example, the Census Bureau or something like that?

Answer: In your proposal, if you're going to, for example, focus in on health equity and you're giving us some background about the population locally that's going to be served, you want to document that in your proposal.

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#### **d. .PDF/.DOC Versions**

Question: My question is about the format. I'm looking at the application online and I see that it has blue/purple boxes that seem to indicate that we're supposed to put our answers inside those boxes, but I'm not clear about how we should use extra sheets. So for instance, if we're filling out Form B question number three, "Describe your organization group experience working in the community," do we go to box three and start putting the answer in box three? And then if we can't fit it all in box three, what do we do?

Answer: What we would suggest is that you do not use the PDF version which I think is what you're describing, but use the Word version or the .doc version. That will allow you to fill in what's necessary. They're both posted on ODPHP's website, both the PDF version and the Word version, and we suggest to all of you that you use the Word version.

#### **e. Single or Double Spacing**

Question: The application description and project description, are they to be formatted double or single space?

Answer: We didn't have a requirement on spacing so if you have a lot to say, you should use single spacing.

## **9. Budget Guidelines**

#### **a. Consultants/ Staff Time**

Question: Would you pay for a consultant, for example, to conduct focus groups?

Answer: If you were going to pay for a consultant to run some training programs or deliver a curriculum, we wouldn't rule that out. We would look at the overall plan that you had and how many folks you were going to contact or how many encounters might be likely. We would also be looking at what's new and different about this, how was it an innovative approach to teaching healthy eating, for

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Answer (cont.): example, but paying the consultant, per se, is something we would not rule out at all.

Question: We're proposing to address the health equities priority through an innovative partnership with a nurse managed center that's running on a community college and their nursing program. Would staff time of the nurse managed center and staff time of our organization be an allowable cost?

Answer: If it's regular operating cost, that wouldn't be allowed. This needs to be something beyond your regular operations. We would have to see it, but if they're going to do something special for this project that they're not already doing then that would be appropriate. You would just need to make sure that their full time employee (FTE) is divided appropriately between what they're normally doing and then a certain amount assigned to this project so that if we look at their ongoing operations, they would only have a portion of their FTE assigned to that.

#### ***b. Equipment***

Question: Can you define equipment in dollar limit? Some places, if you spend over \$500, it is considered equipment, others, it might be \$1,000.

Answer: Well, I don't think that we define equipment that way. You're going to tell us that it is equipment; any equipment needs to be itemized.

#### ***c. Phased Projects***

Question: We are in Gettysburg, Pennsylvania, and for the last three years, we developed a bicycle inter-loop plan. I did a feasibility study in the inner side of the Borough, not at the outside, but the inner side. Our philosophy is that if we can just get people moving, we can make them healthier with the healthy living by design basically. Additionally, we'll have lots of clean air ramifications in addition to personal health. We've been doing this one segment at a time, now implementing the plan, and now our need is to do some

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Question (cont.): engineering for the actual bicycle trail inside the Borough of Gettysburg. Is this an allowable expense in your opinion?

Answer: Well, I would have to see the application. What you're describing maybe is an ongoing project, and this would be another phase of that project. Keep in mind that creating an opportunity for people to get physical activity and get exercise is definitely in keeping what many different objectives within Healthy People. But again, we would want to see it related back to health equity or to healthy behaviors across the life stages. If you had a project where you were going to clearly be able to get older adults to use this trail and you could demonstrate how that would all work, this might be appropriate. We would want to see you walk us through how you're going to get those users and then it would be fine.

It's just that many times, physical activity environments are created, and the people who use them are those who would use them anyway that are in great shape. We always like to see how this is going to impact the people who need it the most, and then you'd have a really excellent proposal.

#### ***d. In-kind Cost***

Question: For those items that we are not allowed to request funds for such as food and indirect cost, can we mention those in the budget, but have it as in-kind cost from our agency?

Answer: I believe that's fine.

#### ***e. Incentives***

Question: Can we use a portion of the budget, not as a cash incentive but some kind of incentive to promote good behavior which we can measure?

Answer: I think that would be in the category of providing incentives for focus group participation. If you know that that's integral to the outcomes of your project and the incentives are reasonable and are

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Answer (cont.): needed to get to the outcomes of your project, I believe that you should include them.

#### ***f. Travel***

Question: Will travel cost be something that can be covered with this fund?

Answer: I don't think there's a problem with that. If it's proportionate-- considering we're talking \$5,000 to \$10,000, if you have modest transportation cost and most of the funding is going to the actual structure of the project, I don't think that would be a problem.

#### ***g. Food***

Question: I have a question about the budget restrictions and the limitations on food and beverage cost, which are not allowed as a line item. If our project is an educational program for families which involves providing them fresh fruits and vegetables at educational events such as tasting tables and farm field trips, would that food be allowed?

Answer: That's a very good question. I have, in the past, participated in trainings like mother and child cooking classes for people with diabetes. In that context, the food was actually supplies and I think if you made that very distinct and included it in your supply budget, that that would be something that we would know. We're talking about not allowing food and beverage for refreshments.

#### ***h. Direct Services***

Question: Can the dollars be used to pay for some direct services? What we're looking at is homeless people, as well as people with disabilities, having access to nutrition and to health care and being able to track the intervention services that we would be able to provide to them so that they can get what they need.

Answer: In a general sense, we're not looking at direct service to individuals, direct health services or nutrition services per se. If folks receive

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Answer (cont.): services as an effect of developing a model intervention, for example, that would be fine. If the design is to take a number of people and be sure that they're getting specific health services, then that would not be in keeping with the intent of the RFP. It is important that you are demonstrating the strategy. The big picture here is that we would like to see a lot of innovations at the community level that can be shared across the country so that folks could come in from other regions and states to look at what you did and replicate it where they are.

Question: You've expressed some items that cannot be funded, such as indirect cost, food, beverages and direct health services. Are there some other areas we should avoid?

Answer Well, I would say in general, if you want to provide a health service to a finite group of people with your project, I would avoid that kind of application. If you ask the question, "What can other people learn from what we're proposing?" You'll probably come up with the right application.

## 10. Volunteer Hours

Question: We are generally a volunteer-based organization; do we get any credit for volunteer hours in some way? How do we do that?

Answer: We don't, but it stretches the dollars that we give you even further if you do have volunteers to help to administer. We would want your project to have a somewhat sophisticated design, so we are going to want to see a paid person somewhere in the mix that's managing it that would give us confidence as we look at your ability to complete the project.

## 11. Project Timeline

Question: The project has to be within six months?

Answer: The project period is six months. It doesn't mean that at the end of that you have to end the project. The funding and the initial period

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Answer (cont.): to do the work is six months but you could be launching a project that would have life-long effects after our funding is complete.

#### 12. Evaluation Activities

Question: The 10 evaluation questions, is it possible to get those prior to submission? I always like to have evaluation up front in the planning of a project as opposed to hearing about it at the back end.

Answer: The evaluation questions will address the evaluation objectives that we have in the RFP. We're not sending out 10 specific questions, but we have included the five evaluation objectives and the questions will specifically address those objectives.

#### 13. Gathering Data in Your Community

Question: My community in Clear Creek County typically partners up with other counties because we're so small. If you try and find data on this, it's so insignificant because there's not enough numbers. Is that going to be a problem?

Answer: Well, I would say whatever you do now to measure, use what you have. I think there are going to be a lot of communities that are like you and have very small amounts of local data.

#### 14. Subcontractor of JSI

Question: I noticed that we would be considered a subcontractor of JSI if we were all granted an award. Are there any insurance requirements therefore that go along with that? Sometimes if you're a subcontractor of somebody, that person that you're subcontracting with wants you to carry a certain amount of liability coverage and so on and so forth. Is there going to be some liability coverage requirements on behalf of our organization because we are subcontracting with JSI?



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Answer: On page four of the RFP, we've put in the data disclaimer, but other than that, we don't have any requirements other than if you're awarded the project, we will be sending you a vendor profile form and that form will require you to fill in certain information about your organization.

#### 15. CCR/DUNS/CFDA Numbers

Question: I was wondering about special registration as in when applying for a federal grant like CCR registry with the government DUNS numbers. Are those types of things required?

Answer: No.

#### 16. Copy of the Bidder's Conference Presentation

Question: Is it possible to download the PowerPoint presentation we've seen today?

Answer: You can request a copy by emailing us at [communities@jsi.com](mailto:communities@jsi.com).