

DPH RFP # 2023-0903: Preventive Health Strategies at Work in CT Communities

Questions & Responses

May 10, 2023

Programmatic Questions:

- 1. Question:** I wanted to clarify that we can write a compelling block grant application using multiple areas of the components. For example, my health department would like to focus on chronic conditions as well as mental health/community resilience. Is this allowed or should we focus on only one area of component A?

DPH Response: LHDs may choose Component A, Component B or Component A and B. If Component A is chosen, applicants can propose to address **one or more** topics under that component: Chronic Disease Prevention and Management, Injury Prevention, and Community Strength and Resilience.

- 2. Question:** According to the RFP, LHDs may choose Component A, Component B or Component A and B. If Component A is chosen, do all categories under Component A (Chronic Disease Prevention and Managements, Injury and Violence Prevention and Community Strength and Resilience) need to be included? If one category is selected, do all HP2030 objectives need to be addressed or can specific objectives be selected? For example, could Injury Prevention be selected and with MHMD01 and MHMD01 as the focus?

DPH Response: LHDs may choose Component A, Component B or Component A and B. If Component A is chosen, applicants can propose to address **one or more** topics under that component: Chronic Disease Prevention and Management, Injury Prevention, and Community Strength and Resilience. Applicants are not required to address all HP2030 objectives listed for the category or topic selected. Applicants can select specific objectives such as MHMD01 and/or MHMD01 for Injury and Violence. The application does not allow for the use of *all* Healthy People 2030 objectives only those that are listed under each health topic in the RFP. For the menu of Healthy People Objectives (HP2030) to choose from, see pages 33-36.

- 3. Question:** If choosing Component A: Injury and Violence Prevention, would every sub-topic (sexual violence, motor vehicle injuries, injuries from falls, and suicide and self-directed violence) need to be addressed? Or would we be able to focus on one specific topic area, such as suicide and self-directed violence?

DPH Response: If choosing Component A: Injury and Violence Prevention, every sub-topic (sexual violence, motor vehicle injuries, injuries from falls, and suicide and self-directed violence) need NOT be addressed. The applicant can focus on one specific topic, such as suicide and self-directed violence. Applicants can select specific objectives such as MHMD01 and/or MHMD01 for Injury Prevention. The same would apply for Chronic Disease Prevention and Management and Community Strength and Resilience.

- 4. Question:** Are community tobacco cessation programs included in the CDC HP 2030 guidelines – they are in the CDC best practices guidelines?

DPH Response: Community tobacco use cessation programs are in the CDC Best Practice Guidelines-Cessation Interventions, as well as in the HP 2030 Guidelines since they encourage quitting and successful quit attempts. These fall under a few of the HP 2030 Objectives, including TU1: Reduce current tobacco use in adults, TU04: Reduce current tobacco use in adolescents, TU 11: Increase the number of quit attempts, and TU14: Increase successful quit attempts among adults.

5. **Question:** Can a virtual Tobacco Cessation Program be offered?

DPH Response: Virtual tobacco cessation programs have effectively been utilized, especially during COVID, to extend cessation offerings. Virtual programs may be offered as an option to those who would prefer that method. In general, contractors are expected to offer programs in both a manner and at a time that works for the population being served.

6. **Question:** If a community cessation program has been previously offered through Block Grant funding, would it preclude us from offering tobacco cessation as a part of the new application, if it was utilized as a comprehensive chronic disease prevention program, where referrals are made by local providers? Is it different enough to allow for inclusion.

DPH Response: Proposals that will continue the current or previous work funded by the PHHS Block Grant are allowable and does not preclude that applicant from receiving funding under this RFP.

7. **Question:** We are considering applying for the Preventive Health Block Grant to provide smoking cessation in our jurisdiction. Would you be able to provide me with data on smoking in our jurisdiction as well as any resources you think would be valuable?

DPH Response: The DPH has provided a sample of Evidence-Based Guidelines and Best Practices on pages 37-39 of the RFP to assist with developing your proposals and interventions. The DPH can provide LHDs with data on chosen health topics on a case-by-case basis if the request is made to Donette Wright, donette.wright@ct.gov, on or before Friday, May 19, 2023

8. **Question:** Cover Sheet (pg. 24) outlines information required as part of cover sheet but also references the Applicant Information Form in Appendix which has different information. Can you clarify—Cover Sheet should include the outlined items on page 24 and Applicant Information Form will be included as an attachment to the full proposal? OR is Applicant Information Form the Cover Sheet?

DPH Response: On page 24, A. Cover Sheet is the same as item #1. Applicant Information Form on page 48 of the RFP.

9. **Question:** In reading through the RFP there appears to be a discrepancy regarding page limit. On page 21, #6 it says page limit is 15 pages. On page 25 D it says maximum total page length is one hundred (100) pages. Can this be clarified?

DPH Response: On page 21 of the RFP, Section A., #6 Style Requirements, submitted proposals must conform to the specifications listed which includes a page limit of 15 pages and, which includes Proposal Outline Items A through F but does not include Attachments or Forms. In

Section IV: Main Proposal Component, the maximum total page length says one hundred (100) pages, which includes Proposal Outline Items A through F AND all attachments and forms. The Review Committee will not read Proposals longer than one hundred (100) pages.

10. **Question:** Do you have anything that spells out how the tiered system will work? For instance, where does my health department fall and who would be our peers in that tier? Is each tier population-based?

DPH Response: The Preliminary Review Criteria is available on pages 43-44 of the RFP. DPH anticipates awarding 10-20 contracts, subject to 1) the availability of funds, 2) the quantity and quality of applications received, and 3) agency priorities. The objective review panel may provide input on additional methods employed to score the proposals.

Financial/Fiscal Questions

11. **Question:** Under “COST PROPOSAL” a. Financial Requirements (pg. 18)—are applicants expected to submit anything under that subheading? If so, what?

DPH Response: Under “COST PROPOSAL” a. Financial Requirements (pg. 18)—applicants are not expected to submit anything under that subheading. Refer to subheading b. Budget Requirements – Budget and Budget Narrative for submission requirements.

12. **Question:** Do we need to complete a Budget Justification for each funding period for the RFP?

DPH Response: Yes, the proposal must contain an itemized budget with justification for each line item on the budget forms included in the Application Forms in Section VI. A detailed budget justification is required for each of the five budget periods and can be provided on the Budget Justification Schedule B form provided with the application forms.

13. **Question:** Do we need to complete a Budget Summary for each funding period or one for all 5 funding periods for the RFP?

DPH Response: The proposal must contain an itemized budget with justification for each line item on the budget forms included in the Application Forms in Section VI. A detailed budget summary is required for each of the five budget periods and can be provided on the Budget Summary Sheet form provided with the application forms.

14. **Question:** Is there a maximum percent that can be billed for Administrative and General Expenses?

DPH Response: No, there is not a maximum percent that can be billed for Administrative and General Expenses, but proposals must be fiscally sound and competitive. Also, please note, the Cost Proposal is 6% of the review criteria.

15. **Question:** If the proposals that are submitted do not meet the full award amount in totality, will there be any flexibility in funding programs less than the proposed \$150,000 funding period?

DPH Response: On page 6, Section 4, individual award floor is \$150,000 (\$30,000 annually) for the 5-year funding period. Grant awards will not be made for less than the award floor listed above.

16. **Question:** When will organizations receive notice that they were awarded funds for their proposed program(s)?

DPH Response: Once the technical review of proposals is completed and recommendations for funding are approved by the agency, letters will be sent to all applicants on or before August 1, 2023.

Staffing Questions

17. **Question:** Are job descriptions and resumes required for all staff listed in the grant, both paid and un-paid? Or, job descriptions and resumes included for those persons who will be hired for the grant or for those who are subcontracted?

DPH Response: Resumes must be provided for all management and professional staff assigned to this project, paid or unpaid. If current staff will be assigned to the Project, include a current resume in the attachments. If staff will be hired, include an outline of the job description in the attachments, and outline a recruitment and hiring schedule. At the DPH's discretion, job descriptions of subcontractors may be required post award but is not required for submission with your proposal.