

Project Diabetes ~ January 2008 Request for Proposals
Frequently Asked Questions (FAQs) and Answers (A)

FAQ 1:

Do the \$50,000 and up to \$250,000 requests need to be submitted separately or together?

A:

These are two separate requests. In the case of a planning grant, the grant is to be used to plan an intervention. In that sense, an implementation grant can not be written until at least some of the preliminary data is available from the planning grant. Therefore, an organization needs to choose planning or implementation, based on the needs of their individual project. In the case that a significant amount of preliminary data and planning have taken place, the project should apply for an implementation project.

FAQ 2:

Will the one year time frame encompass both the planning and the implementation period together or will there be a planning phase for ____ amount of time, and then a one year period from the start of the implementation?

A:

All projects must be completed within a 1 (one) year time frame. Please see response to FAQ 1 for further information regarding the differences between the planning and implementation grants.

FAQ 3:

What is the least amount of funds which can be requested?

A:

There is no minimum, proposals requesting any amount up to \$50,000 for planning and \$250,000 for implementation awards will be reviewed.

FAQ 4:

Is this the request that a currently funded Project Diabetes project should respond to in order to apply for an expansion?

A:

Yes.

FAQ 5:

Is a full proposal required for currently funded Project Diabetes project expansions?

A:

Yes.

FAQ 6:

How should currently funded Project Diabetes project expansions apply for funding expansions due to overlapping possible contract periods?

A:

ONLY Currently funded Project Diabetes project expansions are eligible to change the proposed contract date to start the day following the current contracts end date. This request should be reflected in the work plan, by delineating the dates of the proposed activities; and stated directly in the program narrative and project abstract.

FAQ 7:

Are these funds for clinics only?

A:

No, not necessarily. Please refer to page 6 of application for eligible applicants.

FAQ 8:

Is a school system eligible to apply for Project Diabetes funds?

A:

Yes, as long as the system meets the requirements. Please refer to page 6 of application for eligible applicants.

FAQ 9:

Are planning grants for planning an implementation?

A:

Yes. In the case that no planning or assessment of the population or their needs has taken place, a planning grant can assist you in determining what is actually needed to be implemented.

FAQ 10:

If an organization gets a planning grant, will that guarantee an implementation grant?

A:

No. All requests are competitive. Requests are only accepted when announced.

FAQ 11:

Can funds be used for children?

A:

The project is available to any age group. Page 7 lists several priorities, youth less than 21 years of age are mentioned, as well as additional priorities which could include youth.

FAQ 12:

On page 9 of the application, the program narrative has a 15 page limit. On page 14 of the application, it mentions a 15 page limit – is that for the entire proposal?

A:

The 15 page limit refers to the program narrative, only. The components of the program narrative are found in section D of the application, found on pages 9-13. The 15 page limit mentioned on page 14 is referring to the inclusion of charts/graphs/tables, which is a part of the program narrative.

FAQ 13:

Can letter of intent be faxed, emailed or mailed?

A:

Emailed or mailed to the application coordinator listed on the front page of the application. Please see page 29 of the application for complete letter of intent submission instructions.

FAQ 14:

Can county and regional health departments apply?

A:

Yes, but the organization needs to have a contracting agency in place.

FAQ 15:

In the RFP it states the age requirement is for those persons 21 or below.

A:

"The age 21" referred to is within a list of funding priorities which means the list contains priorities for funding (vs. requirements). Additionally, the "under age 21" is only one of several listed priorities. See page 7 of the guidelines for the full listed of priority areas.

FAQ 16:

Is there a place on the website where we can see what kind of projects were previously funded?

A:

Under the "news release" area of the Tennessee Department of Health website, the planning grants are listed, the implementation grants will be posted soon.

FAQ 17:

Can the project include a component for gestational diabetes?

A:

Yes, it could, within HP2010 (required for the proposal) there is an objective to address gestational diabetes.

FAQ18:

What is the full funding amount available?

A:

There is not a set amount that has been determined, total amount awarded and the number of awards will depend on quality and scope of application received.

FAQ19:

If we submit a planning grant this year, is there a priority or relationship for the implementation grant the following year?

A:

It will still be competitive funding. You are eligible to apply for the implementation grant, but again, it will be a competitively funded grant.

FAQ20:

Are these the same funding priorities that were in the previous funding grant?

A:

Yes.

FAQ21:

If you are reapplying from last year, the background information and introduction would not change much, is there a different process or would they have to change the format?

A:

No, follow the same format.

FAQ22:

What do you mean by electronic copy?

A:

In addition to the required paper copies, an electronic copy must be received. It may be emailed or sent in on a cd-rom.

FAQ23:

Can this support the purchase of equipment that will allow hemoglobin A1C testing?

A:

We don't allow for the purchase of equipment, the state definition of equipment is anything \$5,000.00 or more in cost, and some of the things you are talking about could be classified as supplies instead of equipment. Items over \$5,000 would have to be looked at seriously to determine if it would be funded.

FAQ24:

On the risk factor surveillance system do we include all the questions, or do we use the questions that are relevant to our project?

A:

Use the questions that are relevant to your project.

FAQ25:

If we are a formative rural health network that does not have their 501c3 in place, but each member does, could one of the members be the applicant?

A:

Yes, the one that meets the eligibility requirements.

FAQ26:

Can funds be used for screening and health fairs?

A:

We want to see a process in place for that person who was screened if they are identified at risk, or diagnosed, there needs to be a process in place to do something for that risk or diagnosis rather than screening with no follow up care.

FAQ27:

Does the letter of commitment need to be notarized?

A:

No

FAQ28:

Could you speak more on the matching funds state and federal allowed for the grant?

A:

In case of federal and private funding sources you would need to check with the funding sources to see if you are allowed to use those funding sources as a match. We can not speak to other granting organizations, but they could have restrictions or requirements for using their funds as a match, so you would want to be sure that whatever funds are being used as a match can indeed be legally used as a match.

FAQ29:

What is the primary goal of the program: is it preventive, treatment, or to identify the largest problem areas? What is the optimal goal of the program? Will this be available every year?

A:

The optimal goal is to reduce the burden of diabetes in Tennessee. This is the second round of funding for Project Diabetes. There is no preference for projects that focus on prevention versus treatment. Project diabetes is focused on both preventive and treatment measurers, because they are both important to decreasing the burden of diabetes in Tennessee.

FAQ30:

On the application review process it states “technical merit based on criteria as cited in these guidelines”. Will the review board be using any additional criteria beside what is listed?

A:

The reviewer will be using what is listed here. It strictly goes on what is asked for the application. We will not evaluate an application against something we did not ask for in the application. We are very careful not to do that. What you see in the application is what we will evaluate against. Pay particular attention to the little gray boxes that contain questions – that should serve as your checklist.

FAQ31:

It is possible to have that made available to us in a check list format?

A:

We will post a checklist that could be used. In the meantime, use the little gray boxes filled with questions throughout the document.

FAQ32:

If we get funded out of this cycle can we automatically apply for the next cycle?

A:

Sure, anyone is eligible as long as you meet the eligibility guidelines for applicants anyone can apply. It will be competitive funding.

FAQ33:

If I want to continue a project does it have to be completed within one year?

A:

These specific projects are being funded for one year, if you want to expand this project you have to reapply at the next funding opportunity.

FAQ34:

How is the money distributed? Is the first quarter payment given in advance? How is the funding pulled down?

A:

Funding is based on invoices, the organization must invoice the state for services rendered and be reimbursed. The state will process the invoice and cut a check for the approved invoice amount.

FAQ35:

Is this invoice prepared monthly?

A:

Yes, it is specified in the contract invoices may be submitted no more often than monthly.

Important to Note:

Any legal review of the proposing organization's application, by the proposing organization, should occur BEFORE the agency submits a request or any response(s).