

Question #	Question	Answer
1	For contractors currently funded by the Michigan Department of Community Health (MDCH) Tobacco Section, is it necessary to apply for this Request for Proposals (RFP) in order to be funded for FY13, beginning October 1, 2012?	Yes- there is no continuation funding for FY13. Only agencies that successfully apply for the RFP are eligible for funding in FY13. It is a competitive RFP, so depending on the number of applications received, it is likely that not all agencies that apply will be funded.
2	I am not able to open one or more of the attachments to the RFP.	If you need RFP attachments, please email ogrodzinskik@michigan.gov and list the specific attachments needed. They will be emailed to you.
3	If our agency was not funded by the MDCH Tobacco Section previously are we eligible to apply?	Yes, if your agency meets the description of eligibility described in the RFP.
4	If our agency was previously funded by the MDCH Tobacco Section, but not funded during the current fiscal year (FY12), are we eligible to apply?	Yes, if your agency meets the description of eligibility described in the RFP.
5	Can we apply to work on the same work plan objective that we have worked on in past years?	Yes.
6	For Attachment F, the Community Assessment of Tobacco-Free Environments, if we choose Attachment B (TF parks and beaches), do we fill out all of Attachment F or just Part 1?	Please complete all of Attachment F regardless of the work plan you are selecting to apply for through the RFP.
7	Can you please clarify if this competitive announcement is for all agencies interested in applying including those currently funded, or is our contract renewable again next fiscal year without participating in this RFP process?	There is no continuation or renewable funding available for FY13. Only agencies that successfully apply for the RFP are eligible for funding in FY13. It is a competitive RFP, so depending on the number of applications received, it is likely that not all agencies that apply will be funded.
8	Are the quit smoking interventions specifically for only pregnant women or will we be able to include their partners, care givers, and women in their postpartum phase? This question is related to the Infant Mortality Rate Reduction Supplemental Work Plan.	The policy change objective is specific to clinics serving low income pregnant women. The policy adopted by the clinic or clinics should address the strategies identified in Toolkit #6. The policy itself must be geared toward pregnant women, but could also address partners, care givers, and postpartum women.
9	In Activity #1 of the Infant Mortality Rate Reduction Supplemental Work Plan it mentions a MDCH led training. How many staff from our agency can attend? Is there	The MDCH led training related to the Infant Mortality Rate Reduction Supplemental Work Plan will be included in the overall October 25 th training to be held in Lansing

	a cost? Is it local or in Lansing?	described on page 7 and 8 of the RFP. The training will be free, but you must budget travel expenses for it in your proposal as described in the RFP. At least 1 and as many as 3 staff should attend. You should describe how many staff will be attending the training, and their roles in #4 Work Plan Selection and #5 Work Plan Selection for the Infant Mortality Rate Reduction Supplemental Work Plan, and also in the budget and budget justification as required.
10	If an agency is applying for the Infant Mortality Rate Reduction Supplemental Work Plan should the \$10,000 be on a separate budget sheet?	No. The \$10,000 can be included in the overall budget, but should describe costs specific to the Infant Mortality Rate Reduction Supplemental Work Plan.
11	Is MDCH interested in seeing community interventions in addition to clinic settings for the Infant Mortality Rate Reduction Supplemental Work Plan?	In the Work Plan Selection portion of the application, agencies are asked to include a description of any additional interventions, strategies and/or activities that your agency would add to the standard Infant Mortality Rate Reduction Supplemental Work Plan that would increase the likelihood of success. It is up to the applicant to determine what strategies or activities, if any, to include in this portion of the application.
12	Our agency is interested in the Infant Mortality Rate Reduction Supplemental Work Plan, however our counties are not listed as eligible. Can we apply for this work plan if we have high prenatal smoking rates in our community?	No. In order to apply for the Infant Mortality Rate Reduction Supplemental Work Plan, your agency must be applying for one of the main work plans (SF public housing commissions, TF parks and beaches, or 24/7 TF schools), AND must be located in and serve residents of the 13 counties listed in the RFP as identified as priority areas in Governor Snyder's Health and Wellness initiative for reducing the infant mortality rate.
13	Can an agency that is funded by the MDCH Tobacco Section to work on TF parks and beaches currently during FY12 apply to work on the same work plan through the RFP in FY13?	Yes.
14	The minimum grant request is \$35,000. If our agency is currently funded during FY12 by the MDCH Tobacco Section at a lower amount, do we need to show justification in our application for why we are asking for	No, you do not need to show justification for this. The proposed budget must be realistic based on staffing and the proposed activities. The final funding award amounts will be based on the size, scope and nature

	a higher amount than our current grant amount?	of the proposed project, the size of the population and geographic area served, and will be based on costs reasonable to support the proposed activities.
15	Can we use money from the budget to purchase tobacco prevention educational materials?	Yes, if they support your proposed activities.
16	Can we use money from the budget to purchase tobacco-free signage?	Yes, if it supports your proposed activities.
17	If we're doing one of the regular work plans, and then we're adding the Infant Mortality Rate Reduction Supplemental Work Plan, do we have to budget only \$10,000 for the Infant Mortality Rate Reduction Supplemental Work Plan or can it be a larger budget?	You may only budget \$10,000 for the Infant Mortality Rate Reduction Supplemental Work Plan.
18	Are any matching funds required?	There is no matching funds requirement to the RFP. You may see page 6 under "Agency Profile" in the RFP for guidance about other tobacco prevention related funding.
19	In looking at the work plans, the templates are there. As part of the RFP can we change/edit/add to the work plan that we are choosing?	In the Work Plan Selection portion of the application, agencies are asked to include a description of any additional interventions, strategies and/or activities that your agency would add to the work plan that would increase the likelihood of success. It is up to the applicant to determine what strategies or activities, if any, to include in this portion of the application.
20	Question 20 is related to the previous question (Question 19)- So, we would provide that information in the narrative form, not by modifying the work plan?	Yes, provide that information in narrative format under the Work Plan Selection and Review portion of the RFP.
21	In regard to TF parks and beaches, if we wanted to do an environmental-type activity and we needed to purchase materials related to this, for example to do a beach sweep, is that allowed?	Funding from this RFP may not be used to purchase equipment, incentives, food, or to provide direct tobacco dependence treatment services. Funding may not be used to support any lobbying activities. So if the materials fell under these categories it would not be allowed.
22	Question 22 is related to the previous question (Question 21)- Specifically, if we wanted to purchase bags to collect butts, latex gloves for kids to wear during the clean-up, and supplies we	Yes, these purchases would be allowed under the Supplies and Materials line item of the budget.

	need to pick the butts off the ground for a beach clean-up, would this be allowed.	
23	If we apply for the Infant Mortality Rate Reduction Supplemental Work Plan, do we need to include the grant coordinator staff time in the \$10,000, or can that be included in the coalition coordinator's time under the main work plan budget?	The staff time necessary to complete the Infant Mortality Rate Reduction Supplemental Work Plan activities should be included in the \$10,000.
24	Our health department is currently funded to provide services for Hillsdale and Branch Counties. Can we expand our coverage area under this RFP to include St. Joseph County as well?	You may expand your coverage area beyond the coverage area you are currently funded for by the MDCH Tobacco Section in your application.
25	For Attachment F, Community Assessment of Tobacco-Free Environments, do we need to complete the assessment for each county, or for our jurisdiction which is 3 counties?	You can determine how best to complete the assessment.
26	For Attachment F, Community Assessment of Tobacco-Free Environments, should Attachment F be filled out in its entirety or should we just fill out the assessment portions that pertain to the specific work plan we are applying for?	You should complete Attachment F in its entirety.
27	Regarding the eligibility criteria for selection of the Tobacco-Free Schools Work Plan, I'm wondering about specifics as far as what comprehensive means. Is it considered comprehensive if the school district still has improvements to make in the policy?	No, it is not considered comprehensive if there are still improvements to make in the district's policy related to the model policy provided in the toolkit.