

**Questions and Answers about
Local Policy Grant RFP
Updated December 13, 2016**

QUESTION: Do we need to include our organization's name and page numbers in the footer on all the documents, including the proposal narrative, the workplan, the budget narrative, etc.? Or are the organization's name and page numbers only necessary for the proposal narrative?

ANSWER: It would be great to have your organization's name and page numbers in the footer on as many documents as you can. As the review panel is going through all the applications, it helps make sure that all of the papers stay with the right group.

Please do the following:

- Definitely put your organization's name and page numbers in the footer of the proposal narrative.
- After that, just do the best you can. If you can add your name and page numbers to other documents (e.g. the workplan, budget narrative, etc.), please do so.
- But don't spend hours trying to fit it into Excel spreadsheets or other documents that don't make it easy or are hard to merge together.

QUESTION: How do you enter in the lobby expense amount in the applicant budget worksheet?

ANSWER: Please follow the instructions below. If you have additional questions, feel free to call ClearWay Minnesota's Senior Finance Manager, Lana Kopylov, at 952-767-1406.

1. Complete all components of the budget worksheet first. All line items need to be completed so that the cells on row 47 populate (the Grand Totals).
2. After you have finalized all parts of your budget worksheet, calculate what 3% of 47D (Grand Total Requested from CWMN) is and enter it into 50D
3. 50D and 50E (which should be zero) should automatically add up together to populate 50F, which shows the total amount that will be spent on lobbying.

QUESTION: Do we need to submit letters of commitment from all partners that we plan to work with (e.g., coalitions, partner agencies, etc.)?

ANSWER: No, ClearWay Minnesota assumes that all applicants will propose working with a broad array of partners including community groups, coalitions, individual advocates, churches, schools, etc. The letters of commitment are needed for third-party organizations that would be doing a significant amount of work under your proposal (for example, a vendor, partner or consultant that you plan to pay with grant funds to complete some of the required work).

Question: The RFP states that applicants for local policy grant funding can request between \$100,000 and \$300,000 in funding; however, the budget instructions reference a \$150,000 hard cap. How much funding can local policy grant applicants apply for?

Answer: The reference to a hard cap of \$150,000 in the original budget instructions was an error. An updated version of the RFP has been posted to the website. Local policy grants can be between \$100,000 and \$300,000. Applicants can request any dollar amount within that range.

Question: If we submit an attachment marked “trade secret,” does it count toward the 25-page limit?

Yes.

Question: Do local units of government need to complete the Applicant Financial Questionnaire form?

Yes.

Question: For Question 6 on the Financial Questionnaire, do counties need to upload the entire audit conducted by the Minnesota Office of the State Auditor, or can they simply provide a link to the document on the OSA website?

County governments can provide a link.

Question: Is the workplan included in the 25-page limit?

Answer: The workplan does *not* count toward the 25-page limit.

Question: In the RFP, double-spacing is requested. Does this include the workplan, or refer just to the proposal itself?

Answer: The proposal should be double-spaced, but the workplan can be single-spaced.

Question: Where are the forms required for the RFP available as Word documents?

Answer: The forms are saved in a folder on Egnyte titled “RFP Forms.” You can access those documents by signing into your Egnyte account.

Question: I am having problems typing in the Letter of Intent Forms. What do I do?

Answer: If the forms don’t allow you to type in them when you open them, click on “View” in the top left corner and click on the “Edit Document” line. That should allow you to type in the document.

Question: Are the policy strategies around keeping the price of tobacco high (setting minimum prices for cigars and banning the redemption of tobacco coupons) required?

Answer: No, but keeping the price of tobacco high through local strategies is important. Applicants are encouraged to take on work around price if it is a good fit for their communities. Price strategies are likely to be more impactful than other point-of-sale options included on the secondary menu. That is why they are listed in their own group, separate from the required and secondary options.

Question: What materials need to be submitted if an applicant is planning to apply for both local policy grant funding and TA provider funding?

Answer: Many of the forms required during the application process only need to be submitted once (e.g., the acknowledgment of terms and conditions and the applicant financial questionnaire). But applicants will need to submit two of the following:

- Two workplans (one for local policy grant work, one for TA provider work)
- Two project narratives (one for local policy grant work, one for TA provider work)
- Two budget worksheets (one for local policy grant work, one for TA provider work)
- Two budget narratives (one for local policy grant work, one for TA provider work)

Question: Can city and county public health agencies apply for funding if they are not allowed to lobby?

Answer: Both city and county public health agencies are invited to apply for this funding. ClearWay Minnesota understands that different limits for lobbying may be imposed on city and county employees, as compared to nonprofit organizations. However, the main purpose of this funding is to pass bold tobacco control policies at the state and local levels. To do this effectively, grantees must be able to lobby. If city or county agencies are interested in applying for funding but have limits on the lobbying work they can do, they should outline in their proposal what those limits are and how they would still be able to effectively pass policies and meet the goal of the grant funding.

Question: Will applicants be penalized for not including secondary policy options in their proposal?

Answer: No, applicants will not be penalized for not selecting secondary policy options. We see Tobacco 21 and flavor restriction policies as those likely to be most impactful. However, we believe other point-of-sale strategies will lead to incremental decreases in youth access to tobacco products and can help set the stage for bolder policy options in the future. Secondary areas of policy work should be done with the ultimate goal in mind of moving toward flavoring and Tobacco 21 policies and only selected if they are appropriate for the applicant area.

Question: Will legal technical assistance be provided to grantees?

Answer: Yes, ClearWay Minnesota anticipates that grantees will have access to legal TA through the Public Health Law Center.

Question: Is this funding opportunity open to tribes?

Answer: This funding is specifically aimed at nonprofit organizations and local public health agencies. ClearWay Minnesota has a separate funding stream dedicated for tribal partners.

Question: Can we reference in our application that we will be partnering with another organization?

Answer: Yes, applicants are welcome to partner with other organizations. For example, one organization might have policy and lobbying expertise but would partner with another organization that has an active youth network. However, ClearWay Minnesota's preference is to primarily fund one organization per applicant.

Question: Our organization has a smoke-free policy but allows for designated smoking areas outside. Can we still apply?

Answer: Yes.

Question: Will we be able to work on policies such as tobacco-free parks, smoke-free patios and setbacks through this RFP?

Answer: Currently, we do not plan to fund those policy strategies.

Question: Can we pass e-cigarette/clean indoor air policies through this funding?

Answer: Passing additional local e-cigarette/clean indoor air policies are not currently covered by the RFP policy options menu. Currently, more than 50 percent of Minnesotans are covered by local clean indoor air ordinances that include e-cigarettes. Our goal is to focus on passing a statewide policy that adds e-cigarettes to the Freedom to Breathe Act.