

RFA 22-11012: Local Cannabis Education and Youth Prevention

Questions and Answers

March 22, 2023

General Questions

1. Question: Can a local municipal government apply as the lead applicant with a co-applicant of a local health jurisdictions (LHJs)?

Answer: California Department of Public Health (CDPH) will award funding, on a competitive basis, to California county and city local health jurisdictions (LHJs). Lead applicants should be LHJs.

2. Question: In addition to the incentive requirements of items not being related to or promote cannabis, tobacco, alcohol, or other substances and with CDPH prior approval, are there any other restrictions we should we aware of? For example, are there limitations for the amount and type of incentives?

Answer: The incentive should be reasonable for the effort provided. All incentives are subject to additional review and documentation for approval. CDPH will not reimburse for meals or refreshments served at meetings, workshops, training sessions, etc. conducted by Applicant or subcontractors. Applicant and subcontractors cannot use funding for lobbying activities. Promotional items ("swag") are also not reimbursable.

Letters of Intent

3. Question: For the Letter of Intent, the RFA states that we should note the Service areas. What does Service areas refer to, is that the geographic service area that the agency serves (ex. County of ...)?

Answer: Service area refers to the jurisdiction or geographic areas that the LHJ serves.

Formatting/Logistics

4. Question: Will you accept electronic signatures on our documents (e.g., letter of intent, Darfur Contracting Act, etc.), specifically those signed via DocuSign.

Answer: Electronic signatures will be accepted.

5. Question: Can we use a form that was previously completed in December 2022 but contains still accurate information or does it have to have an updated and current date?

Answer: Forms can be submitted for 2 years without an updated date if the information is still accurate and the form has not changed.

Project Narrative, Scope of Work, and Evaluation

6. Question: How many annual objectives are required for each project year?

Answer: There are no required number of annual objectives. Applicants should propose as many annual objectives as necessary to meet their program goals.

7. Question: Can annual objectives repeat or span multiple project years? For example, if addressing a policy area this may require a multi-year objective to achieve.

Answer: Annual objectives must be Specific, Measurable, Action oriented, Realistic, and Time bound (SMART) and support the program goals.

Annual objectives can repeat. Annual objectives can span multiple years.

8. Question: What should the scope of objectives be compared to activities? For example, could an objective focus on providing training and community education to X number of people and stakeholders, or would that be more at the activity level?

Answer: Annual objectives must be Specific, Measurable, Action oriented, Realistic, and Time bound (SMART) and support the program goals.

Activities should focus on the specific tasks or functions to achieve the objective. Activities should support the organization in attaining the objective.

Refer to Attachment D. Scope of Work Template.

9. Question: On page 19 of the RFA, under Impact of Activities on the Scoring Criteria, it states "The Project Narrative describes how activities will impact the whole community." Does "whole community" in this case mean the entire county, or could it be the geographic sub area that the project proposal focuses on or specifically defined populations for engagement?

Answer: Community refers to the jurisdiction that the LHJ serves.

10. Question: Will grantees be held to achieving the proposed objectives or just the activities under each objective? For example, if we did not meet the objective, but did complete all the activities then would that harm us?

Answer: Grantees are required to submit semi-annual progress reports which will include, but is not limited to, status of activities, challenges, and successes.

Grantees are required to meet with CDPH quarterly or monthly (to be determined by CDPH after funding has been awarded) to identify challenges, successes, and technical assistance requests.

Grantees are required to share evaluation results with CDPH in the form of a Final Evaluation Report. CDPH will provide guidance on the Final Evaluation Report after funding has been awarded.

11. Question: May we include ranges targets in the objective? For example, providing funding to 3-5 youth-serving organizations?

Answer: Objectives should include a target number.

12. Question: How should we reflect in-kind support within scope of work to show leverage and organizational capacity?

Answer: Scopes of work should include annual objectives, activities, responsible staff, timeline, and performance measure and/or deliverables. Responsible staff can be in-kind and can be listed as such.

Budget

13. Question: How should we reflect in-kind support within the budget to show leverage and organizational capacity?

Answer: In-kind support in the budget narrative and budget detail can be listed as such, e.g., "in-kind" or \$0.00.

14. Question: Will grantees be able to rollover unspent funds from one FY/project year to the other?

Answer: Rolling over unspent funds within the contracted time is possible with justification and written prior approval from CDPH.

15. Question: CDPH's travel reimbursement rates are quite a bit lower than our county's current travel reimbursement rates for per diem meals and hotel stays. When applying to RFA 22-11012 should we budget only what CDPH allows

or should we budget realistically. I ask because I wonder if CDPH will be updating its travel and lodging reimbursement rates in the future.

Answer: Mileage, hotel, and per diem are capped at current California Department of Human Resources rates. Applicants should budget according to current California Department of Human Resources rates. Grantees will be notified if the California Department of Human Resources changes rates.