

**California Obesity Prevention Program
Breastfeeding Support in California Community Clinics
Request for Application**

Questions and Answers

Question 1: If we don't currently bill patients through Medi-Cal at our hospital-based clinic, would that disqualify us from participating? Our hospital does bill Medi-Cal for other services, but not bill for services in this particular clinic. Do we need to bill for services within this program's scope of work from the start of the grant period? Would we still qualify to apply if we could start billing Medi-Cal starting near or at the end of the grant period?

- Answer: Page 5 of the RFA under Eligibility states clinics must be an approved Medi-Cal provider. Not currently billing patients through Medi-Cal at your hospital based clinic would disqualify you from participating.

Question 2: Only community clinics are eligible to apply, correct?

- Answer: Page 5 of the RFA refers organizations that are eligible to apply. Page 15 of the RFA asks applicants to describe their organization.

Clinics and organizations that are an approved Medi-Cal provider and that serve a diverse ethnic population of low-income mothers in both rural and urban areas are encouraged to apply. Applicants can be:

- ✓ Community Clinic-Federally Qualified Health Center
- ✓ Community Clinic-Federally Qualified Health Center look-alikes
- ✓ Hospital Outpatient Clinic
- ✓ County Public Health Department Clinic
- ✓ Indian Health Services Clinic
- ✓ Rural Health Services Clinic
- ✓ Non-Profit
- ✓ Local Government

Question 3: Are County, public hospitals able to apply?

- Answer: See answer to #2, above

Question 4: Are WIC offices able to apply?

- Answer: See answer to #2, above.

Question 5: When WIC is a program within the organization applying for the grant, is an MOU required?

- Answer: The California Obesity Prevention Program (COPP) does not require an MOU.

Question 6: The grant shows two days of training/travel, but does not indicate how many days for each travel. How many days travel should we budget for?

- Answer: Applicants are to budget for two trips: A one-day in-person orientation meeting in Anaheim on January 30, 2013, and a one-day in-person joint advisory meeting, tentatively scheduled in April 2013, in Sacramento. COPP anticipates each meeting beginning at approximately 9:30-10:00am and ending at approximately 3:00-3:30pm.

Travel for each meeting is expected to occur the day of the meeting; therefore, overnight lodging/per diem will not be authorized with this cooperative agreement, unless applicants are unable to make travel arrangements the day of each meeting because of where they live.

Question 7: The grant shows two days of training/travel, is there a maximum number of days for each of the two travel days permitted?

- Answer: See answer to #6 above.

Question 8: Are meals included at the mandatory Anaheim and Sacramento meetings? Which need to be budgeted?

- Answer: COPP will not provide meals during the mandatory Anaheim and Sacramento meetings. Refer to Appendix D: Travel Reimbursement Information for meal/expense reimbursement rates.

Question 9: Is parking needed/authorized at the Sacramento mandatory meeting? If so, how much is authorized?

- Answer: The location for the Sacramento meeting has not been determined. Applicants will be reimbursed if the location selected requires applicants to pay for parking. Refer to Appendix D: Travel Reimbursement Information of the RFA.

Question 10: It appears that management is to be included in the "indirect cost" section. Where should the cost for the manager travel be included? As an indirect or under the operating expenses?

- Answer: In the scenario you described, the travel would be under the “indirect” cost. If a program manager is listed in the budget either as staff or in-kind, the travel would be budgeted in travel on Appendix F with details and rolled into the “other costs” category for the agreement budget.

Question 11: The budget sheet is not rolling over the amounts entered under personnel, is this a glitch?

- Answer: Yes this is a glitch. COPP will upload a corrected budget sheet to the COPP website on Monday, December 3, 2012.

Question 12: The date on the budget sheet list December 1, 2012-June 30, 2013. Is this correct or an oversight? If incorrect, what is the correct date it should reflect?

- Answer: The correct date on the Budget sheet should state January 29, 2013-September 29, 2013. A corrected Budget sheet and Budget Justification Worksheet will be upload to the COPP website on Monday, December 3, 2012.

Question 13: The SOW has prestated objectives. Are we supposed to add any objectives of our own?

- Answer: No, applicants are not to add objectives to the Scope of Work (SOW). Applicants are required to complete the “Responsible Party” column of the SOW.

Question 14: Our organization is interested in responding to the recently-released RFA. Because I do not have access to the full Adobe Acrobat, I can’t fill in the forms in the RFA. Would it be possible to receive a version of the RFA that would be fillable?

- Answer: The forms in the RFA are now fillable.

Question 15: I noticed that the Budget Justification form (Appendix F) on the website is for Project Lean. Will a different form be uploaded for use in response to the Breastfeeding Support RFA?

- Answer: A corrected Budget Justification form in response to the Breastfeeding Support RFA will be uploaded to the COPP website on Monday, December 3, 2012.

Question 16: While I have Adobe Acrobat, I am unable to select an 11 point font for the documents – I can do it in 10 or 12 only. Should I complete the forms in 12 point font? Also; should the narrative be written in Microsoft word then converted to PDF (in which case I can use 11 point font for that portion)? I see that Part A – Project Narrative has a 2-page maximum, does Part B - Organizational Background - have any maximums/minimums – or am I just supposed to complete the checklist for Org Background (not write anything original?)

I can combine files and select pages if I convert Word documents into Adobe Acrobat; but I am concerned about lining up the documentation where you have page breaks; should I make adjustments (for example page 17 where the Organizational Background Section kicks in. Does this mean that I am submitting to you your instructions as part of the RFA packet and inserting the 2 page narrative before or after the B. list of questions?

- Answer: If your Adobe Acrobat does not allow for an 11 point font, select the 12 point font.

The Project Narrative must be completed in Microsoft Word then converted to a PDF. The Project Narrative has a two-page maximum.

The Organizational Background section of the RFA requires applicants to answer the questions asked on pages 17-24. Only answer the questions asked, do not provide additional information in this section.

Applicants are to submit, by December 14, 2012:

- Application Cover Sheet (Appendix A)
- Organization Capacity Worksheet (Appendix B), which includes a 2 page maximum Project Narrative and Organization Background Worksheet
- Scope of Work (Appendix C)
- Budget Worksheet/Budget Justification Worksheet (Appendix E and F)
- Letters of Support

Question 17: I was asked today whether the \$25,000 would cover supplies (including important but expensive tools such as a transcutaneous bilirubin

monitor=\$6-8K or sensitive scale=\$1.5K), and management/support staff income. Any idea?

- Answer: The State of California considers “equipment” to be anything \$5,000 or more, and would not be allowed under this agreement. All request for scales, breast pumps, etc. which would be in “other costs,” and will be reviewed on a cases-by-case basis as a part of the clinic selection process. Applicants must demonstrate how requested items will assist in the clinic or organization accomplishing the activities listed in the Scope of Work.

Staff time for services that are being billed to Medi-Cal cannot be paid through this contract. These staff can be paid to provide other non-Medi-Cal reimbursable services, such as quality improvement and staff training.

Question 18: Funds cannot be used for construction, equipment, meals or snacks. Does the term “equipment” refer to indirect/general office equipment such as printers, computers etc. or any type of equipment, for example, hospital grade breast pumps?

- Answer: See answer to #17 above.

Question 19: I’m a So Cal public health consultant and was wondering if you knew whether or not an consultants would be brought on to help deliver the technical assistance part of the grant?

- Answer: The California Obesity Prevention Program is not in the process of hiring consultants for this project. Health consultants and Breastfeeding experts can help local community clinics and organizations apply for the RFA.

Question 20: The RFA asks for a "Commitment to learning how to establish or maximize billing for direct lactation services through existing Medi-Cal, local health authorities, and health plans" as a condition of participation. I'd like more information, before applying, if possible, about how a Federally Qualified Health Center could be reimbursed for services or maximize billing for direct lactation services. Do you have this information?

- Answer: For additional information refer to:

<http://www.calwic.org/focus-areas/breastfeeding/health-care-reform>
Ramping Up for Reform-WIC Breastfeeding Toolkit

Question 21: Regarding personnel expenses, it seems that due to time constraints it might be difficult to recruit and hire staff such as a bilingual peer counselor in the given time frame. Would it be allowable to include in the budget training expenses (e.g., CLC course) for NPs or RNs already working in the clinic? Would it be allowable to budget for the work of a medical director/physician overseeing the project (with duties specified in the budget justification section)?

- Answer: The answer to both questions is yes.

Question 22: Regarding learning to improve billing Medi-Cal for lactation services, is that something we would be expected to 1) figure out ourselves? 2) figure out during the process, including through participation in the COIN? or 3) address by budgeting for a consultant/ billing expert to assist us?

- Answer: The answer to your first question is no, you will not be required to figure out by yourselves how to bill Medi-Cal for lactation services.

The answer to your second question is yes, you will learn the process of billing Medi-Cal for lactation services during your participation in the COIN.

The answer to your third question is no, you will not need to budget for a consult/billing expert to assist you in learning how to bill Medi-Cal for lactation services.