

TCHD CPPW Request for Proposal

Frequently Asked Questions and Answers

- 1) **Question:** What should be included in the proposal about target populations?

Answer: When identifying target populations, clarify reach and numbers if possible.

- 2) **Question:** What information is needed about those who will be partners in the proposal?

Answer: Attach your partner's commitment to the grant with clarification of their role, including the jurisdiction.

- 3) **Question:** Do we need Box 12 and 13 for each intervention or just one time?

Answer: Box 12 (Budget) and Box 13 (Budget Narrative) should be completed for each intervention.

- 4) **Question:** Are other funding sources to be included in the grant application?

Answer: Yes, include all funding sources.

- 5) **Question:** When looking at promotion elements, should education be included?

Answer: No, add or expand promotion elements; e.g. for signage, lighting, kiosks for transit, etc., when this is part of the promotion and establishment of new policies and systems changes that increase access to physical activity for large numbers of people

- 6) **Question:** When developing the proposal on community gardens, what are the standards?

Answer:

- What will make it sustainable?
- Specify local planning/zoning process and timeframe for approval.
- Is a water tap available?
- Water for long-term – who will pay?
- What is the ongoing management/oversight plan – organization structure, responsibilities, who will do this beyond the grant?
- Gardeners' agreements?
- Will it include composting?

- Who will be assisting in the setup of the garden? Now and in the future.

7) **Question:** Should separate proposals be written if the budget is over \$150,000?

Answer: Yes, if the budget is over \$150,000 separate proposals should be submitted.

8) **Question:** What should be included in the evaluation section of the proposal?

Answer:

- Number of people reached
- Is the proposal realistic for the grant time frame
- Is it sustainable
- Does the budget realistically reflect the cost

9) **Question:** What should be included in explaining enhancements or renovations?

Answer: Explain the lessons learned, why the original didn't work and what should be done differently.

10) **Question:** Because development of Master Plans is a long process, how will you evaluate outcomes for these projects?

Answer: Master Plans set long term policy, which is the goal of this grant. However, policies mean little unless they are implemented. An implementation plan should be a component of any Master Plan developed with grant funds. Elements of implementation include targets, indicators, priority for funding (e.g., 2, 5, 10 years), funding mechanism(s), and who will be responsible for implementation.

11) **Question:** Can consultants and contractors be hired to design and install playgrounds (concrete walks, ramps, play lot curb, turf, irrigation modifications, survey, earthwork, drainage, etc.).

Answer: None of the work to be performed by the Grantee shall be sub-granted or subcontracted to any other party, **except** as may be provided in the Scope of Work. So, yes, consultants and contractors can be hired to design and install playgrounds as long as they are specifically provided in the Scope of Work and not to be hired at a later date.

12) **Question:** What is the page limit for Box 2?

Answer: 1 page

13) Question: Do we need to submit a separate application for each intervention?

Answer: Yes, please submit a separate application for each because each will need separate budgets and budget narratives too. That will keep it simple and clean.

14) Question: 1. Do partners need only to sign the letter of agreement form on page 16, or should they also/instead send a support letter also outlining their participation? Do they need to sign the letter of agreement form if they send a clear, signed letter of support?

Answer: The partners can outline their participation in the letter of agreement form under the "Agree to complete the following activities" in the left hand column and then provide a list of main activities in the right hand column on page 16 of the Letter of Agreement form. They do not have to have a letter of support as well. To keep it simple, please use the Letter of Agreement form.

15) Question: On the budget form, p. 13, it shows staff position, salary, & benefits columns. Do we fill this in only if we are requesting funding for reimbursement of staff time or is this calculation required to show the entire project budget even if the applicant's organization is planning to absorb that cost?

Answer: If you are not reimbursing staff time (possibly only using in-kind), do not fill that in. Only reimbursement costs are to be included in your budget.

16) Question: On the budget form, p. 13, it shows a row (#6) for travel costs. What type of travel costs may be reimbursed?

Answer: Travel costs are only for the Denver Metro area.