



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

**REQUEST FOR APPLICATION # 34301-17623
AMENDMENT # 4
FOR HEALTHY BUILT ENVIRONMENT FUNDING
OPPORTUNITY**

DATE: JULY 10, 2023

RFA # 34301-17623 IS AMENDED AS FOLLOWS:

1. This RFA Schedule of Events updates and confirms scheduled RFA dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		Confirmed
2. Letter of Intent Teleconference	1:00 p.m.	Confirmed
3. Written "Questions & Comments" Deadline	2:00 p.m.	Confirmed
4. State Responses to written "Questions and Comments"		Confirmed
5. Letter of Intent Deadline	2:00 p.m.	Confirmed
6. State issues Invitations to Apply		Confirmed
7. Application Teleconference	10:00 a.m.	Confirmed
8. Written "Questions and Comments" Deadline	2:00 p.m.	Confirmed
9. State Response to Written "Questions and Comments"		July 10, 2023
10. Deadline for Applications	2:00 p.m.	July 21, 2023
11. Evaluation Notice Released		August 21, 2023
12. Effective Start Date of Contract		September 1, 2023

2. State responses to questions and comments in the table below amend and clarify this RFA.

Any restatement of RFA text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFA document.

QUESTION / COMMENT	STATE RESPONSE
1 Was the teleconference recorded?	The link for the recording is: RFA #34301-17623 HBE Application Teleconference-20230627 1500-1
2 "What qualifies as "Documents that demonstrate public support"? Are there specific requirements for this?"	Some examples of this would be a letter of support or a letter of commitment from a related organization, local health department, or elected official. You could also include documents that show that your project is part of a

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	<p>master plan that has already been adopted by the public. The supporting documentation is optional and is not scored on its own. Rather, it is meant to support your project narrative. If you mention that you have a letter of support/commitment in your application or that your project is part of a master plan, you should include supporting documentation to back that claim.</p>
<p>3 How do I print the entire application?</p>	<p>Please complete the first page and right click to print the first page. Click next, save and then you can right click and print the rest of the pages.</p>
<p>4 If applying for construction, and you will most likely need to bid out to a contractor, does the funding need to be under "professional Services"?</p>	<p>Construction of fixed assets should go under capital purchases, which would include the fixed assets and any associated fees of installing it. If the expenses are for plans or construction documents and don't include installation of a fixed structure, please put them under professional fee.</p>
<p>5 If you are purchasing materials or something larger like light fixtures with some of the funding, would that go under capital expenditure? We will have to get bids on things that are over a certain amount.... That is not a very clear question, but I hope you understand it...</p>	<p>The Program Expense Report ("Policy 3") attachment of the grant contract defines capital purchases as "purchases of fixed assets" which can "include land, equipment, buildings, leasehold improvements, and other fixed assets." According to this definition, fixed assets like the light fixtures described would fall under capital purchase.</p>
<p>6 Competitive Requirements – As a unit of local government, the answers to questions 1 & 3 are both "No". For question 4, is our Mayor considered the "Executive Director"?</p>	<p>The answer to question 4 would be Not Applicable (NA).</p>
<p>7 The LOI submitted originally was to apply for playground equipment installation in one park. Is it a possibility to change the location of the playground installation from the park to our property in a different area. It is also an area that is cut off from other amenities that can be found in the county. I had already submitted the LOI when I had a Parks & Recreation Board meeting where interest was also shown for the playground to be installed in the other area instead of the park. Both areas are in desperate need of a playground. Please advise if the location of the project can be changed at this point in the process or not.</p>	<p>The location cannot be changed. The Application must be for the same project that you outlined in your Letter of Intent (LOI). The Application provides more detail to your project in your LOI.</p>
<p>8 Some prices have increased since the submission of our LOI. Is this a problem to have a slight increase from LOI or to remove a component in its entirety?</p>	<p>You can edit your budget to fit the confines of the requested amount in your LOI if that means pairing it down. However, the project should still be the one proposed in the LOI, even if it is paired down to fit within the confines of this funding source.</p>
<p>9 Please clarify what the budget submission includes: a. 500-word narrative; b. Excel Rollup pages (<i>not</i> listed in requirements); and c. Each budget year pages.</p>	<p>a. refers to a written narrative that will be provided in question 16 of the application. It asks you to "Provide a budget narrative of the project including total project costs and clearly delineated funding requests. The narrative should complement and explain the budget template that you will attach to this application."</p>

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	b. and c. refer to the "Attachment 2 Excel Budget" that is hyperlinked with the RFA. Please note that there are several different tabs that need to be filled out. That is what b. and c. are referring to. Once all excel tabs are filled out, it should be save and uploaded in the application.
10 Section II. 5.Budget. Please define or describe "detailed budget" if it does not mean the excel pages in Attachment 2.	The detailed budget is referring to the excel attachment. The budget narrative should explain the project costs. It should complement and explain the budget template.
11 In the Sample GR Grant Contract, page 6, Section D.5. regarding subcontracting, we are subcontracting services (for example, "purchase and install ramps" "finishing concrete pad" etc. For subcontracted services, is D.5 requiring that we get "prior written approval of the State." If so, what does this approval process look like and how long does approval take? Is this requirement requiring written prior approval for all 4 of our subcontractor services? If not, what is the intent or purpose of D.5?	Your State grant manager will work with you to make this as seamless as possible. This usually requires an email to your grant manager to inform them of the desire to obtain a subcontract and how you will go about bidding (or why you will forgo it). The documentation is to ensure that the grantee is adhering to fair procurement procedures and any applicable local and state laws concerning bidding. The grant manager will ensure that they respond quickly as to not inhibit grant work but still ensure fair practices.
12 In the Competitive Requirements document, Item 4, if our Leadership title is "President" (instead of Executive Director), do we need strike out the term and replace or just say ("President" John Doe)?	If there is a board of directors, please list them. The title does not need to be changed on the form. You can add "President" like in your example. If there is not a board of Directors, then you would put "Not Applicable" (NA).
13 At grant award, to confirm, we do not need to have expenses approved by the state in advance? Our project will move very quickly	The grant contract will outline the scope of work that you will do with the award. All purchases must be in line with the grant contract terms. Some items, such as subcontractors, do need additional State approval in advance. State coordination is through your individually assigned State grant manager and should not inhibit progress. All grantees should thoroughly read and understand the terms of their grant contract before making a purchase. As these are reimbursement contracts, a reimbursement will not be made if the purchase is not in line with the contract.
14 Our project has four components (install this, install that, etc.). Do we complete one workflow for each component or one workflow that represents all four components?	You only need to complete one Grant Project Flow Chart that represents your entire project. You may find the response to question 15 helpful as well.
15 We don't understand the Workflow document. Please provide a completed workflow example. Is it a task level workplan?	The Healthy Built Environment Grant Project Flow Chart is posted with this RFA as "Exhibit 1". It is intended to be a simplified version of a logic model and allow the applicant to think about all of the activities and resources that will need to be completed to successfully accomplish the project goals. Arrows have been added to Exhibit 1 to provide clarity. Each square is a column with blank boxes for you to fill out that answers the question at the top of the column. You do not need to fill in every single box. Start with the first column and think about all of the resources you will need. Then, for each resource go across and answer the

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	other questions. An example of a logic model from a funded project in 2021 is attached to this amendment.
16 What budget category would “landscaping” or “installing” be in, or any similar service? Capital? Non-personnel?	A fixed asset, such as landscaping or infrastructure, and all associated fees for installation should be placed in capital purchase.
17 Please define “project” and “program.”	The program refers to the entire “Healthy Built Environment” grant program and includes all of the projects under it. A project is all of the individual grant applications that are awarded.
18 If we have questions to help with any part of the grant application, who is the POC? For example, if a follow up question is needed to clarify the state’s intent or other technical support on instructions, forms, portal etc.	All questions related to this grant application should be sent to competitive.health@tn.gov .
19 Our project is a comprehensive improvement that includes four components (ramps, concrete finishing, landscaping). For applications like ours, will the DOH award all or nothing, or just components if they can’t approve the total amount?	Applicants should only apply for the maximum amounts allowed for each phase. The project as a whole can cost more than that if other funding sources are available. TDH can award part of a project if there is not adequate funding for the entire request.
20 Please confirm and restate word limits as discussed in the Presentation.	The limits are as follows: Project Abstract & Problem Statement (300 words max) Project Narrative (750 words max) Project Management (500 words max) Evaluation (500 words max) Budget (500 words max) The application has been updated with the correct amounts.
21 Please confirm that <i>Work Evaluation Plan</i> is to be attached in <u>both</u> Section 2 and Section 4.	The Work and Evaluation Plan will only be uploaded once in the application. It should complement both your project narrative (what you wrote for question 13) and your Evaluation narrative (that you wrote for question 15). You should submit your application with the online form provided under the Healthy Built Environment RFA on the TDH Funding Opportunities page . You can also find a template for the Work and Evaluation Plan here as “Exhibit 2”.
22 Our organization has contracted with a general contractor for the project construction. The contractor is tasked to secure all materials and related work via a competitive bid. Will we need to show documentation of each bid for each material order or will the contract with the general contractor cover this requirement?	Please refer to section “D.5 Subcontracting” of the GR or GG sample contract for requirements surrounding subcontracting. Please see section “D.20 Procurement” for requirements surrounding purchases. The answer to the question would be determined by what was in your subcontract(s) and what it covers. If awarded, your grant manager can work with you to collect required documentation.
23 The primarily deliverable for our application is a planning initiative to develop a connectivity plan to improve access to and between existing public spaces. While developing this plan, we plan to construct short-term public realm interventions, which serve to test evolving concepts by measuring public engagement, preference and excitement. This community-led decision making will help determine the	Though planning grants can include tactical urbanization projects as described here, the cap is still 50,000. Applicants must choose a project that is in either Phase A or Phase B, but not both. They must adhere to the maximum funding allowed for the section they apply for.

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<p>characteristics and components of the final design and long-term phased implementation plan.</p> <p>Is it acceptable to expand our planning application funding beyond \$50,000 in order to include some implementation funding to construct these interim public realm improvements?</p>	

3. **RFA Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFA not expressly amended herein shall remain in full force and effect.