

**APHA Affiliate Capacity-Building Initiative
Bidders Call Questions & Answers
Thursday, June 28, 2007**

1. Should affiliates include the type of application that they will be submitting in their letter of intent - individual or multi-affiliate application?

The type of application is not required, but it would be helpful information, if an affiliate has already determined that.

2. Can an affiliate receive the total proposed budget amount at one time?

No. APHA has not currently received the total amount allocated for this project from the Kellogg Foundation. Hence, we will not be distributing the total awarded amounts to any affiliate or multi-affiliate. It is our plan to make annual distributions.

3. Can the budget amounts for each year vary?

Yes. Each year an affiliate could request a different budget amount, as long as the amounts do not exceed the maximum of \$90,000 for individual affiliates and \$60,000 per affiliate in a multi-affiliate application. The variation should be reflected in the proposed activities as well.

4. What are the Quartile rankings? How were the rankings derived?

The Quartile rankings are true quartiles based on annual budgets of each affiliate. This data was collected in the Needs Assessment that each affiliate participated in earlier this year. The Policy and Research Group conducted a secondary data analysis and determined the quartiles. The quartiles are as follows:

Q1 \$2,000 - \$20,000

Q2 \$23,000 - \$53,000

Q3 \$70,000 - \$125,000

Q4 \$150,000 - \$4,500,000

5. How is the Quartile ranking relevant in the selection process?

Each application will be reviewed by three (3) proposal reviewers and scored based on the merit of the application. The Advisory Committee will reflect upon the recommendations from the reviewers based on Quartile rankings. Multi-affiliate applications will be compared to each other. In essence, each affiliate will be compared to affiliates of similar capacity. APHA hopes to provide funding for affiliates in each of the Quartiles. *Refer to the Selection Process, page 4 of the FAQ document for additional information.*

6. Should the affiliate use the budget template to present their current budget?

An affiliate can use the budget template provided, but it is not required. A description of the current budget should be included in all proposals. Please note the idea of the APHA Capacity-Building Initiative is to supplement the current programs and services being provided by your local affiliate. Grant funds should not be used to supplant them.

7. If an affiliate receives their 501(c)(3) certificate after they have applied for the grant with a fiscal agent, will they be eligible to receive future payments directly?

Yes. If an affiliate received their 501(c)(3) certificate during the grant cycle, APHA will release the next payment directly to the affiliate upon receipt of verification of their 501(c)(3) status.

8. Should an affiliate allocate funds for technical assistance that will be provided by APHA?

If an affiliate participates in the technical assistance provided by APHA, the affiliate may want to allocate funds to carry out a particular project or activity regarding the assistance they have received. For instance, an affiliate may attend APHA's training on how to compose a business plan; however, the affiliate may need additional resources to actually develop their individual plan.

9. Since it is a requirement for each affiliate that receives direct funds to attend the Annual Meeting, who is eligible to attend?

APHA asks that all successful applicants designate a project manager. We encourage affiliates to allow the project manager to attend the Annual Meeting to enhance the continuity of the grant. If your ARGC were to be selected as the project manager, another affiliate leader would be required to attend the Annual Meeting. *See Reporting Requirements, page 6 of RFP for additional information.*

10. Can an affiliate receive matching funds through a strategic community partnership? If so, how should this be identified in the proposal?

Yes. One of the initiative's goals is to assist affiliates in building strategic relationships with organizations of similar missions so that they may have a more profound impact on the public's health. In the budget template, the affiliate should identify this as an in-kind line item. In the budget justification, the affiliate should explain the process they plan to implement to coordinate matching funds through their partnership. *See Appendix C: Financial Proposal Instructions, page 9 of the RFP for additional information.*

11. Since the RFP states that it is a requirement for affiliates receiving direct funds to apply for a state or foundation grant, can grants from corporate sources be obtained as well?

Yes. However, it is APHA's policy not to accept funds from companies involved with tobacco, alcohol or firearms. The Governing Council and APHA Executive Board established these limitations and; therefore, these sources would seem inappropriate to match with APHA funds through the Affiliate Capacity-Building Initiative. For further guidance, affiliates are encouraged to review the Guidelines for Gifts and Donations developed by APHA. These guidelines, while insightful, are not mandatory for Affiliates to follow and all other sources can be considered on a case-by-case basis. For more details see the following link: <http://www.apha.org/NR/ronlyres/BDF244A9-19AD-4DD4-9069-853F890EDC86/0/CSRGuidelinesforGifts2006final.pdf>.