

South Dakota Tobacco Control Program RFA

2024-2025 FAQ

Updated: February 29, 2024

Updated information noted in Yellow

1. Within Catalyst120, how do I add applications, add attachments, and submit my application? *Note these videos are from previous funding cycle, but the information is still accurate.*
 - a. How to add applications: <https://youtu.be/KkrnNzRjMvI>
 - b. How to add attachments: https://youtu.be/4dnCOH2v9_M
 - c. How to submit an application: <https://youtu.be/mSvwaltC4mg>
2. Can the grant pay for the time to implement curriculums?
 - a. Yes, you can write that you are applying to implement an approved curriculum and funds would be used for time. You can also put if you already have the curriculum or if you plan to utilize a training that the SD-TCP supports for free curriculum.
3. Do we budget for travel to the Tobacco Control Institute?
 - a. Travel expenses (i.e. mileage and hotel) related to the Tobacco Control Institute and approved curriculum trainings will be directly reimbursed by the SD-TCP and should not be included in your budget request.
4. If we are wanting to look at other signage options besides metal, what are some things to think about?
 - a. Please note a few things to consider when determining signage:
 - i. All wording on signage must be permanent, meaning it cannot be changed or removed.
 - ii. Signage like sandwich boards are approved on a case by case basis due to differences in size, costs, material.
 - iii. Ideally, all signage should be permanent. However, we understand this isn't always the best use of signage or building structures change and signage needs to be moved.
 - iv. Signage material such as magnets, neon, fabric, foam cord, self-adhering vinyl are not fundable. Acrylic is a case-by-case basis. Plastic, wood, cardboard, and poster boards all have pros and cons. If you need information to determine the best material that isn't metal, contact the SD-TCP.

5. Can you provide more information regarding when you can create your own signage?
We have a school that is interested in new signage for their policy but would like it in their school colors.
 - a. DOH has free metal signage if a tobacco or smoke free policy is collected. However, we do know some entities prefer their own design. The SD-TCP always encourages using the free metal signage but is willing to consider special designed signage for learning facilities such as schools if they can provide justification as to why they would like their own design. We recommend spending around \$20-40/metal sign in this case. If a proposal is more than \$50/sign, provide justification.
 - b. Side Note: If a school or another entity is trying to create their own signage that includes “alcohol, tobacco, and other drugs”, the applicant must indicate they have other funding to help purchase this design. The SD-TCP will only cover part of the funding due to the signage referring other substances.
6. Is digital messaging approved in grant applications?
 - a. Yes, however if you want to do a digital board, there are some things to be aware of. The SD-TCP does not have these ads available. If you would like to use DOH ads for this, you would have to budget for the conversion of ad into a digital message and get DOH approval prior. If you are looking to create your own messaging, DOH will still need to approve prior to displaying.
7. Would rodeo flags be approved for purchase for rodeo activities?
 - a. Rodeo flags will not be approved as they are not an evidence-based practice.
8. Can we use popcorn or pharmacy bags to promote our messaging?
 - a. Popcorn or pharmacy bags are not fundable with this grant.
9. When will the state (DOH) offer new and updated brochures and rack cards so we are not using the same ones over and over?
 - a. DOH is currently working to create new materials. They will come out as production is complete.
10. Do you consider advertisements in the Fair books, newsletters, newspapers, sports programs, etc. as media?
 - a. Yes. Anything using the SD-TCP or DOH logos are considered media and must have prior approval before being published. If this would put you over the 50% total budget limit, provide an explanation on who you will reach with this media, etc.
11. Is there any reimbursements for the liability insurance you require for this grant? Rent, utilities, etc.?
 - a. No funds cannot be used for these items.
12. Does funding cover marijuana related efforts such as addressing youth vaping marijuana?
 - a. SD-TCP funding opportunities only covers tobacco related products and prevention and cessation efforts.
13. Can we use the funding for a subscription for Canva?

- a. No, funding cannot be used for a subscription or purchasing design programs such as Canva, InDesign, Shutterstock, or Photoshop.
- 14. If SD-TCP does not have a speaker available for a selected topic, are we limited to paying \$23/hour for an outside speaker or can we use the funding to pay the speaker's normal fee?
 - a. This can be discussed on a case-by-case basis. If the \$23/hour is not doable, justification/explanation and details would need to be provided.
- 15. Is the cost of time of service preparing, presenting, and completing follow-up of the curriculum activities limited to \$23/hour?
 - a. Yes, unless justification is made to explain why more is needed.
- 16. Can we request funds for the time it takes to complete tracking activities, quarterly reporting, and financial tracking and administration? If yes, can we request the individuals' regular rate of pay or is that also limited to \$23/hour?
 - a. Yes, it would be the \$23/hour unless justification is approved.
- 17. What is the source of funding for these grants? Is it federal pass-through or some other source?
 - a. State funds
- 18. It appears from the FAQs that funding for occupancy costs are not allowable. Is that correct?
 - a. Yes, that is correct.
- 19. Did I read that the cost of fringe benefits is not allowable?
 - a. You are correct that the cost of fringe benefits is not allowable.
- 20. Do you have brochures that talk about vaping topics like what is on JourneyWorks?
 - a. Currently what we have on our website is what is available. We only have a handful of new materials printed and ready for ordering. If there is a particular brochure you are referring to from JourneyWorks, we can see if something like that is in development soon or if on the list for down the line.

Tobacco Youth & Community Engagement RFA Specific

- 1. I have more than 4 activities for a goal area. How do I add in the additional activities?
 - a. You can combine activities if needed within your descriptions. Just make sure to identify that they are different activities. For example, if in Goal 1 you have 6 activities. Label activities 5 & 6 as the number, then put the activity description in. If you have activities that follow the same timeframe, you could put them together to help identify timeline.

2. **If you write and receive the Community Tobacco Grant**, do you have to do the work and then wait to be paid? I heard that happened this year and we do not have the funds to get paid afterward so I am wondering if it is worth trying to write for the grant. We have to cover Insurance that isn't covered by grant, etc. I am just curious as the State Institute is after the deadline for the grant again so hard to learn what to do to put in the grant and make connections and learn from others before the grant is due.
 - a. Yes – this grant has made changes to the way the grant funds are paid out. Grantees are given the option to be reimburse monthly or quarterly. Whether they are on a quarterly or monthly basis, the grantee will submit an invoice monthly or quarterly. Once invoices are received, the TPC will review the invoice in comparison to the submitted and approved budget and the reporting completed in Catalyst. If everything appears to be correct the TPC will then request for a check for the invoice amount be sent to the grantee.
3. I see INDEPTH and NOT have self-paced modules. Can we write in funds for this?
 - a. Funds may be used to facilitate the in-person/virtual options of INDEPTH and NOT. Self-paced modules do not require facilitation and mainly consist of helping promote items. Therefore, funds surrounding the self-paced programs should be limited.
4. Can you tell me a little bit more about the TOP curriculum? What are you hoping/wanting with implementation of this program?
 - a. The curriculum is defined as a positive youth development program designed to build teen’s educational successes, life and leadership skills, and healthy behaviors and relationships. This curriculum targets adolescents ages 12 to 19. It generally happens over 12 lessons and then has 10 community hours for youth to participate in. The Tobacco Control Program is meeting with trainers to determine which lessons are the best fit for grantees. As for writing, I would budget for the 12 lessons and 10 community hours +prep and materials. Reminder that community hours can be linked to a lot of the work already being done in the workplans!
5. Can we apply to use \$400 to get someone trained in NOT?
 - a. No, we will help cover costs of implementing NOT but not the facilitator training itself.
6. What do you mean by “educational kits” vs “quit kits”?
 - a. Educational Kits include items that provide prevention and cessation education to whom it is being delivered in an effort to spread knowledge and awareness. This may include but is not limited to brochures, business cards, pamphlets, activity worksheets, etc. Quit Kits are for someone who is ready to quit tobacco use. Items are targeted towards educating someone on how to help, where they can get assistance, and tools that can help them throughout their quitting process, if not until they can get professional help.
 - b. An education kit is a packet of information that includes information around educating on tobacco and doesn’t include items outside of the purpose to educate. An educational kit is basically a packet of materials you are handing

out. For instance, if you have a packet that has thirdhand smoke information, benefits of not using tobacco, and secondhand smoke handout, that could be an educational kit. It should not include gum, candy, toothpicks, fidgets, anything associated with helping someone quit. If it contains those types of items, then it needs to be a QuitKit.

7. Under the Activity 1 in Goal 1, there is no timeframe checkboxes, what should I do?
 - a. You can write in which quarter(s) within the description if needed.
8. If we plan to utilize activities out of the Toolkit, do you need to know specifically which ones or can we just state we will be utilizing the Toolkit for activities and keep it general? We would like some input from students and it may be difficult to get details right now.
 - a. Ideally the more specific, the better. But we understand there are some instances that is difficult. If activities can't be chosen for the application, make note of the reasoning why for the review committee to understand. If awarded, you will need to stay within the proposed budget for activities unless you are authorized to shift funds around.
9. If we chose to use media, is it able to be edited to add our logo/name as well?
 - a. Yes, most items are able to be cobranded, you will just have to put a request in online. Staff can help you with this process.

Disparities RFA Specific

1. Lifeskills is only offered in the TYCE grant now, correct?
 - a. Correct. LifeSkills will only be supported through TYCE funds and no longer through Disparities.
2. Can Community Health Workers be written into the tobacco control work for this funding?
 - a. You can utilize Community Health Workers as long as you are not paying the Community Health Worker to do specific work that would cause double dipping from funding sources.