1. **What is the Wisconsin Partnership Program?**
   Created with funds from the conversion of Blue Cross/Blue Shield United of Wisconsin, the Wisconsin Partnership Program (WPP) is dedicated to improving the health and well-being of the public through investments in research, education and evidence-based practices, including interventions leading to lasting environmental, institutional or policy change. The WPP is guided by a Five-Year Plan that describes its purpose and grant-making strategies to accomplish its mission and vision. The 2009-2014 Five-Year Plan is available at [http://www.med.wisc.edu/partnership/five-year-plan/728](http://www.med.wisc.edu/partnership/five-year-plan/728).

2. **What is the Lifecourse Initiative for Healthy Families?**
   The Lifecourse Initiative is a strategic and targeted grant initiative of the WPP’s Oversight and Advisory Committee (OAC) to improve community conditions that support African-American women and their families to have healthy birth outcomes. The Lifecourse Initiative is a two-phase, multi-year program beginning with collaborative formation and community action planning followed by implementation and evaluation.

3. **What is the Lifecourse Perspective?**
   The Lifecourse Perspective asserts that differences in exposure to both protective and risk factors over the span of a woman’s life impacts her ability to achieve healthy birth outcomes.

4. **Who are the leaders of the Lifecourse Initiative for Healthy Families?**
   A core leadership team, including WPP staff, Oversight and Advisory Committee (OAC) members and a senior faculty leader with background in maternal and child health support the project. A Steering Committee, appointed by the OAC, comprised of maternal and child health experts, health care professionals, community advocates and other leaders with specialized expertise provide guidance on the Lifecourse initiative’s overall direction.

5. **Will the WPP require grantees to secure an academic partner?**
   The WPP has made available a team of academic partners to support the work of LIHF Collaboratives. These academic partners have a range of skills and expertise. A list of academic partner team members will be made available to applicants. However, applicants may choose to work with other faculty in addition to the LIHF academic partner team. Contact WPP Associate Director Cathy Frey, [ccfrey@wisc.edu](mailto:ccfrey@wisc.edu) or (608) 265-8146, with questions about academic partners.
FUNDING AVAILABILITY

6. Is it permissible to spend less than the up to $150,000 that is available for Year One and spend more than the up to $100,000 that is available in Year Two?
   Applicants should use the funding announcement as guidance and submit requests for funds that fall within the described amounts.

7. Is there an expectation for an in-kind or cash contribution?
   To support a sustainable collaborative model, all applicants are expected to make an in-kind or cash contribution with an increasing level of contribution in the second year of the grant. See the section on “Budget” for more information.

PROPOSAL REVIEW

8. Will revisions to proposals be allowed after the deadlines?
   Under this targeted Request for Application, the OAC will negotiate with applicants the terms of the award. Applicants may be required to make changes to the proposal or provide an oral presentation.

POST AWARD

9. When is the Memorandum of Understanding developed?
   The WPP will negotiate the terms of each grant with award recipients immediately following the OAC’s award decisions, and a Memorandum of Understanding must be finalized before funds are distributed.

10. Can budget adjustments be requested after an organization receives an award?
    Adjustments in excess of 10 percent of the total annual budget in any of the major budget categories (personnel, supplies, travel, equipment, contracts) must be requested in writing and approved by the director of the WPP. The WPP’s accountant should be notified of any changes in key personnel and expenses outside the approved project budget.

NONSUPPLANTING POLICY

11. What is supplanting?
    Supplanting means to take the place of and serve as a substitute for other funds. The Insurance Commissioner’s Order creating the WPP prohibits funds from being awarded to replace funds that would otherwise be available for a proposed project. For supplanting to occur, funds expended would need to replace other funds available to the applicant for the proposed project.

12. How does the WPP determine if supplanting might occur?
    Each applicant must answer the application’s nonsupplanting questionnaire before an award decision can be made, which is reviewed by the SMPH Associate Dean for Fiscal Affairs.
13. Why can't indirect costs be included in the budget?
The OAC requires funds to be used for expenses directly related to the project. For example, funds may be
used to support an accountant or administrative staff person that assists in preparing financial,
compliance or program documents that can be directly connected to the project.

Indirect costs that directly relate to the project should be based on an approved allocation method. For
more information, see the guidelines for allowable expenses on our website. If you have questions
regarding a particular expense, contact Steve Smith at smsmith9@wisc.edu or (608) 265-8109.

14. What costs can be included as match or as in-kind support?
Applicants are required to provide partial matching of current resources or leveraging of future resources
for the grant they are requesting. Matching resources may include, but are not limited to, financial or
human resources, overhead and other indirect expenses; and/or expanded capacity through partners
recruited. The level of in-kind or cash match is determined by the applicant but expected to increase in
year two.

15. What information should be included in the budget narrative?
The budget narrative should include information that is not already provided in the web-based budget
forms and should be used to provide more details regarding why a particular expense is necessary in
completion of the project.

16. Capital expenditures costing $5,000 or more with a useful life of two years or more are not allowed in
the budget request. Is there any reason an organization could include this type of expenditure?
The applicant must make a very compelling argument that the equipment is critical to the success of the
proposal. If you have questions regarding a particular capital expense, contact Steve Smith at
smsmith9@wisc.edu or (608) 265-8109.

17. Can the budget include participant incentive reimbursements?
Yes, reasonable participant incentive reimbursements are allowable costs. Details regarding these costs
can be found in the guidelines for allowable expenses on the WPP website.

18. Is it permissible to use a grant writer to complete the proposal and pay the fee from awarded grant
funds?
No, grant funds can only be used to execute activities listed in the work plan and agreed upon in the
Memorandum of Understanding.

19. Are letters of commitment required?
Letters of commitment are required from community partners making a financial or in-kind contribution
to the project.

20. What is a letter of support?
Letters of endorsement or support are from individuals or organizations that speak to the ability of the
community partner (LIHF Collaborative) to perform the proposed project.
OTHER QUESTIONS

21. Does an evaluation plan guide the project? Should applicants set aside dollars for evaluation-related activities?

Yes. Applicants should review the evaluation criteria in the appendix to the funding announcement to better understand evaluation expectations and ensure that the application addresses these expectations. Project budgets and staffing should reflect costs for evaluation-related activities.

TRAINING AND TECHNICAL ASSISTANCE

22. Who do I contact with questions about applying for funds or getting more information about the project?

- LIHF Program Officer Quinton Cotton, qcotton@wisc.edu or (608) 263-7870, for general application and programmatic questions.
- WPP Accountant Steve Smith, smsmith9@wisc.edu or (608) 265-8109, with budget-related questions.
- WPP Associate Director Cathy Frey, ccfrey@wisc.edu or (608) 265-8146, with questions about academic partners.

23. Where can I go to get the most up-to-date information about what is happening in each of the LIHF communities?

There is a designated contact in each community. During the planning phase, please contact a representative from the convening agency to get more information about activities underway in each community. The planning phase concludes on March 31, 2012. (http://www.med.wisc.edu/wisconsin-partnership-program/lihf-request-for-proposals/1405)