

**RFA #20139 / Grants Gateway # DOH01-PREP2-2023**

**New York State Department of Health**

*Center for Community Health/Division of Family Health Adolescent Health Unit*

*Personal Responsibility Education Program (PREP)*

**Questions and Responses**

- 1. Question: Can you make available Attachment 4 Adolescent Sexual Health Needs Index scores without having to initiate an application? I don't want to start and application if we aren't eligible. What would be considered a "high" ASHNI score?**

Response: As per Section VI., "Please note that all Attachments to this RFA are accessed under the "Pre-Submission Uploads" section of the Grants Gateway online Application. In order to access the online Application and other required documents such as the Attachments, a prospective Applicant must be registered and logged into the NYS Grants Gateway in the user role of either a "Grantee" or a "Grantee Contract Signatory. "As stated in Section II.A.4, "Applicants must propose to serve youth in ZIP codes with high ASHNI scores (Attachment 4) within their proposed catchment service area(s). Applicants can propose to provide services in additional ZIP codes reflective of their community resources and needs."

- 2. Question:**
- a. Can you please send me Attachment 3 of the list of approved programs for this RFP?**
  - b. Is there a list of approved EBPs to address those APSs?**
  - c. If there is a sexual health EBP that address more than sexual health and addresses other topics in this list, would that be count towards meeting this requirement (TOP includes many of these topics in addition to sexual health topics)**

Response: As per Section VI, "Please note that all Attachments to this RFA are accessed under the "Pre-Submission Uploads" section of the Grants Gateway online Application. In order to access the online Application and other required documents such as the Attachments, a prospective Applicant must be registered and logged into the NYS Grants Gateway in the user role of either a "Grantee" or a "Grantee Contract Signatory".

See Evidence-Based Programs, Attachment 3 for approved EBPs. Per Section III, "Applicants need to select at least three of the following Adulthood Preparation Subjects (APSs) to provide to youth. This can be done within the context of EBP delivery or as separate activities."

**3. Questions:**

- a. **I'm writing because I'm curious if you have placed our program Love Notes on the NYS allowable EBP list. Based on a study just released in November at the one year mark, participants in the Love Notes RCT were 46% less likely to become pregnant than their peers in a health based pregnancy prevention program or in the control condition. And, I'm curious, are any other Dibble programs on your list? I had heard through a CAPP applicant that perhaps our program Healthy Choices was on this list. Not sure if you share EBPs between PREP and CAPP.**
- b. **Is there a substantial difference for NYS list of EBPs compared to those listed for TPP programs? What criteria do programs need to meet in order to be included on the list?**

Response: Allowable EBPs for inclusion in this PREP initiative are included in Attachment 3-Evidence-Based Programs to Prevent Pregnancy, STIs, and HIV Among Adolescents. Per Section I., "The PREP initiative will support the implementation of programs that replicate effective evidence-based program (EBP) models that have been proven based on scientific research to change behavior, such as delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth; and activities to ensure access for youth to comprehensive reproductive health care and family planning services."

- 4. Question: In Attachment 4 - Adolescent Sexual Health Needs Index (ASHNI), we are checking to see if the excel spreadsheet may have been an earlier draft accidentally uploaded, as it seems to be missing neighborhood information (in column AA) for Region 6 for Brooklyn and Manhattan?**

Response: Attachment 4 is final. Applicants should reference zip codes and not neighborhood names in the application. Applicants must propose to serve youth in ZIP codes with high Adolescent Sexual Health Needs Index (ASHNI) scores (Attachment 4) within their proposed catchment service area(s).

- 5. Question: If an agency plans to devote a majority of PREP funding to high/very high need Zip Codes, can some services be provided in lower need communities?**

Response: Yes. As stated in Section III. A., "Applicants must propose to serve youth in ZIP codes with high ASHNI scores (Attachment 4) within their proposed catchment service area(s). Applicants can propose to provide services in additional ZIP codes reflective of their community resources and needs."

- 6. Question: Do executed and signed agreements with organizations where we plan to implement EBPs need to be provided at the time of application?**

Response: No. Per Section III. A., "Grantees will execute written and signed agreements with the organizations (schools, foster care agencies, youth detention facilities,

community-based organizations, etc.) where they plan to implement EBPs." This should be completed before implementing EBPs.

**7. Question:**

- a. Do EBPs need to meet all three Adulthood Preparation Subjects within their curriculum or can we provide APS activities outside of EBPs? Page 6 and page 24, question 608, seem to suggest yes, but page 8, second to last bullet, seems to contradict that. Could you please clarify?
- b. Will preference be given to programs that chose EBPs related to these topic areas? If so, will they be held to the same standard of fidelity as the sexual health EBP?
- c. Is there a maximum number of EBPs that one agency can choose to implement under one contract?
- d. *"EBP(s) that are selected need to include at least three adult preparation topics (described in section III) that are included within the curriculum content."* In the previous section of the narrative it says *Applicants need to select at least three of the following Adulthood Preparation Subjects (APSs) to provide to youth. This can be done within the context of EBP delivery or as separate activities.* Can the APSs be provided as separate activities or do the EBPs chosen need to include the three topics as written?

Response: Per Section V. A. 608., “**Note:** the Applicant needs to select a minimum of three APSs that are listed in section III, Project Narratives/Work Plan Outcomes. APS activities can be included within the selected EBP or be implemented in addition to the provision of EBPs.” Per Section V. A. 606., “the Applicant will ensure that all EBPs conducted with PREP funds be implemented with fidelity.”

There is no maximum.

**8. Questions:**

- a. What qualifies as a “high” ASHNI Score?
- b. Should all of the proposed zip codes individually fall within a certain high range of the index score?
- c. Is there a minimum score that is considered high?
- d. Collectively should the scores add up to be within a certain range?
- e. Would it be better to apply for zipcode areas outside of those you know are being applied for by other contracts in our area? (Should we try to cover other areas that may not have quite as high of an ASHNI score, but are not already covered by other applicants including CAPP).

Response: Per Section III., "PREP programs will be located in areas with high need as identified by the ASHNI (Attachment 4). Using this information, Applicants must propose to serve youth in ZIP codes with high ASHNI scores (Attachment 4) within their proposed catchment service area(s). Applicants can propose to provide services in additional ZIP codes reflective of their community resources and needs."

**9. Question: Can we apply if we are an Article 28 facility who is licensed to perform primary care but does not currently provide primary care?**

Response: Per Section II.A.3, “Applicants not licensed through Article 28 of the NYS Public Health Law (PHL) and certified to provide Medical Services - Primary Care must include a letter from one or more organizations licensed through Article 28 of the NYS Public Health Law (PHL). The Article 28 organization must be one that is certified to provide Medical Services - Primary Care who serve the targeted ZIP codes stating their intent to collaborate with the PREP Applicant organization to accept referrals for Medicaid patients and able to provide a full range of medical family planning services.”

**10. Question: Is there a minimum number of participants required?**

Response: No. There is no minimum. However, per Attachment 3, each EBP has a recommended number of participants for each cycle.

**11. Question: We have a pending Comprehensive Adolescent Pregnancy Prevention Program (CAPP) grant application—are we able to apply for funding through this RFP as well? If so, are there any implications on either application?**

Response: Yes. There are no implications.

**12. Question:**

- a. **We have a question about how the PREP and Comprehensive Adolescent Pregnancy Prevention (CAPP) grants relate to each other, as they are very similar. Do any organizations successfully maintain both CAPP and PREP grants? Would this be allowable?**
- b. **Is it possible for an agency to receive a combination of EBP contracts? Can they have both CAPP and PREP funding? Can they have both PREP and TPP funding?**

Response: Yes. This is allowable.

**13. Question: Attachment 12 outlines the requirements of a health educator and the health education supervisor. Each position requires (at a minimum) a Bachelor's degree in health education or health-related field. Would a Licensed Social Worker be considered a health-related field for the purposes of this grant?**

Response: Yes.

**14. Questions:**

- a. **Can we apply for zip codes in more than one county? Is there a limit?**
- b. **Is there a cap on the number of targeted ASHNI zip codes/populations we can include in our PREP program as long as they are within our proposed service area?**

Response: Yes. You may apply for zip codes in more than one county. There is no limit on zip codes. However, per Section II.B. of the RFA, “Applicants may only submit one (1) Application per region. Applicants that wish to propose services in both the Downstate Region and the Upstate Region must submit the Applications separately.”

**15. Question: Section III.A: Project Requirements (page 7) - Can we rely on the facilities’ ADA designation as sufficient for accessibility?**

Response: Yes. Per Section III. A. of the RFA. “Grantees will ensure that programming is held in fully accessible spaces and project modifications and accommodations for participants with disabilities are ascertained and provided. Applicants are required to attest to this requirement on the Statement of Assurances, Attachment 2.”

**16. Question: Section III.B.1: Incentives and Food Provision (page 8) - Would our current PREP incentive program – a food and game night for legal guardians and their youth to inform the greater community and educate parents/guardians about our PREP program, which makes our attendance more consistent – be suitable for this RFA? In other words, can we also purchase food/incentives for parents/guardians to encourage youth program attendance?**

Response: PREP funds cannot be used for food solely for adults. However, food may be present if youth are present at the event as well. Per Section III. B. 1. of the RFA, “Food and beverages for youth participants attending EBPs is also an allowable operating expense.”

**17. Question: Section III.B.2 (page 10) - The RFA states that applicants should propose activities that can include “provide transportation to improve youth access to services.” Is the purchase of bus tokens acceptable as transportation assistance?**

Response: Yes.

**18. Question: Section III.B.2 (page 10) - The RFA states that applicants should propose activities that can include “conduct clinic tours to inform youth on what to expect during a visit.” Can we offer clinic tours during non-operational hours at our clinics?**

Response: Yes.

**19. Question: Section III.B.3: Evaluation (page 10) – The RFA describes the categories of performance measures that grantees will be required to track. Should applicants edit/elaborate on the performance measures in the standardized work plan in any way, or is this not expected/permitted?**

Response: No. The standardized work plan should not be edited. Per Section V.A.8., “This RFA has a Grant Opportunity Defined Standardized Work Plan (Attachment 9) set in the Grants Gateway. The Objectives, Tasks and Performance Measures cannot be

removed from the Work Plan. The Applicant will adhere to the implementation of work plan activities per the standardized work plan.”

**20. Questions:**

- a. Section III (page 6) - The RFA states that PREP providers can facilitate Adulthood Preparation Subjects outside the context of an EBP. Does this mean PREP providers can book non-EBP multi-session programming as long as it’s covering at least three of the topics listed in the RFA?**
- b. In choosing at least 3 of the topics, would communication skills and stress management counts as 2 different subjects or one since they are both listed under examples of Healthy life skills?**

Response: As described in Section III, “Applicants need to select at least three of the following Adulthood Preparation Subjects (APSs) to provide to youth. This can be done within the context of EBP delivery or as separate activities.” Per Section III.B.2, “The ACT CCA provides essential support to the NYSDOH’s adolescent health initiatives, specifically related to promoting optimal sexual health for all young people in NYS and provides guidance in developing and implementing activities to promote and support positive youth behaviors in communities. Any potential adaptations that may need to be made to EBP(s) will be done in consultation with and approval from the ACT CCA...”

Per Section III, communication skills and stress management fall under one subject, Healthy Life Skills

**21. Question: Should applicants provide letters of support from community partners?**

Response: Letters of support are not a requirement of this RFA.

**22. Question: Can PREP providers increase the age range to up to 25 years old?**

Response: No. Per Section 513 of the Social Security Act (42 U.S.C. § 713), PREP is for youth ages 10 to 19, or up to 21 for youth who are pregnant and/or parenting.

**23. Questions:**

- a. Are digital/electronic signatures acceptable on all required application forms/attachments? On page 22 of the RFA, it notes that Attachment 2 can be signed in ink or digital.**
- b. For all the other attachments that require signatures, are we allowed to have the signatures in ink or digital as well?**
- c. On page 22 of the RFA, it notes that Attachment 2 can be signed in ink or digital. For all the other attachments that require signatures, are we allowed to have the signatures in ink or digital as well?**

Response: Forms must be signed (ink or digital) by an individual authorized to sign for the Applicant organization.

**24. Question: In addition to submitting our narrative answers to the Program Specific Questions (Section V.A., page 21) within the Grants Gateway online application, should applicants also upload a separate document with our answers to these questions as an attachment in Grants Gateway? If so, is there a particular format we should follow?**

Response: No.

**25. Question: Applicants are asked to describe critical issues or unmet needs contributing to initial and subsequent unintended teen pregnancy and teen births, and STIs/HIV in the communities to be served and to identify the incidence and prevalence of adolescent pregnancy and births, and STIs/HIV in the target ZIP codes that will be served. Most available data is pre-COVID, yet COVID disruptions have affected sexual health education and other factors that influence teen pregnancy, teen births, and the prevalence of STIs. Does the state have post-COVID data available for use? If not, are applicants able to demonstrate post-COVID community changes with internal or other data?**

Response: The available information found on the DOH website is the most up-to-date information that is currently available. Applicants can cite other data in their response that is more recent.

**26. Question: Regarding the ASHNI data, is the goal to support youth demographics from these zones, or for our program site to be physically located within these zones?**

- a. How does the state interpret the ASHNI – serving sites in those areas or serving youth who live in those areas who may travel to schools or sites of cultural or other affiliation? For example, may youth and their families travel to Chinatown in Manhattan for work, education, recreation, shopping and more, but live in other zip codes.
- b. For example, we currently serve a high school in 10002. The students at this school, when surveyed anonymously revealed many deficiencies in their knowledge of reproductive health, STIs, and sexual health. Their principal similarly had concerns about the knowledge level of the youth. While the school is located within 10002, and some students live in the local area, many also come from all over the city to attend the school. In order for us to know where all the kids are coming from, we'd need to partner with the school administration to collect their addresses unless we anonymously survey the teens. Is the state looking for this level of detail or assurances that an agency is service youth who live in the highest need zones on Attachment 4?
- c. For past participants, we understand that the youth were surveyed in the past grant years and the state may have some indication of where youth are coming from.

Response: The ASHNI scores should reflect where the bulk of the youth come from, not the agency's physical location. In circumstances where student zip codes may differ from school location, NYSDOH does not require that level of detail for application submission, but the agency may be required to provide this information at NYSDOH's request.

Per Section II.A, "Applicants must propose to serve youth in ZIP codes with high Adolescent Sexual Health Needs Index (ASHNI) scores (Attachment 4) within their proposed catchment service area(s)."

**27. Question: On page 25 of the RFA, under 8. Work Plan, it notes "This RFA has a Grant Opportunity Defined Standardized Work Plan (Attache 9) set in the Grants Gateway. The Objectives, Tasks and Performance Measures cannot be removed from the Work Plan. The Applicant will adhere to the implementation of work plan activities per the standardized work plan."**

- a. We would like to confirm that in Attachment 9 – Work Plan Summary, do we, the applicant, copy and paste those text (project summary, objectives, tasks, and performance measures) into our grants gateway portal application? We do not come up with our own objectives, tasks, and performance measures – is this correct?**

Response: Applicants do not come up with their own objectives, tasks, and performance measures. Per Attachment 9, Page 1, "For the Grants Gateway Work Plan Project Summary, applicants are instructed to insert the Project Summary as it is listed in the text box below. In the Grants Gateway Work Plan Organizational Capacity section, applicants are instructed to list this as "not applicable." Any additional Project Summary or Organizational Capacity entered into these areas will not be considered or scored by reviewers of your application."

**28. Question: May we apply for EBPs that are not listed in the Attachment 3 - Evidence-based Programs to Prevent Pregnancy, STIs, and HIV Among Adolescents?**

Response: No.

**29. Questions:**

- a. On page 5, the RFA states, "The information and activities carried out under the program will be provided in the cultural context that is most appropriate for individuals in the particular population group to which the information and activity is directed." We noted, however, that there are no EBPs geared to the Asian American and Pacific Islander (AAPI) youth community or translated into dominant languages for this demographic such as Chinese or Korean. Are there EBPs other than those listed in Attachment 3 that are acceptable to use and that are designed for an AAPI population?**
- b. Pages 7 and 9 of the RFA emphasize that grantees must ensure fidelity of implementation of the EBPs, and we understand that grantees may not alter**



**core content for EBPs. Does the state consider translation of training materials into other languages (e.g., Chinese, Vietnamese, and Korean) an acceptable modification that does not compromise implementation fidelity? Will the state allow agencies to modify EBPs for cultural relevance? What is the specific process that agencies must engage in to make modifications?**

- c. May we translate the materials from an EBP into Chinese or other languages if needed? What would be the process to do this? Is in-person interpretation allowable?**

Response: Per Section III.B.2. of the RFA, "...change must be reviewed and approved by the ACT for Youth Center for Community Action (ACT CCA) prior to incorporating the activities in the EBP." This would include the adaptation into other languages that are not currently available.

**30. Question: In the RFA page 7, under A. Project Requirements, bullet #3, says, "Grantees will execute written and signed agreements with the organizations (schools, foster care agencies, youth detention facilities, community-based organizations, etc.) where they plan to implement EBPs..."**

- a. Do we need to obtain signed letters for our school and other partners in advance of submitting this application or is this done post-award? If letters are required upon submission, are they uploaded as a single document along with the letter from an Article 28 provider?**
- b. For the purpose of this application, would we only need an Article 28 provider letter? Should we have provider letter for each neighborhood we serve?**
- c. Should this letter be detailed with the program core components and requirements or will a general statement that they reviewed the requirements and agree to ensure that all components will be met to ensure fidelity suffice?**

Response: Per Section III.A. of the RFA, "Grantees will execute written and signed agreements with the organizations (schools, foster care agencies, youth detention facilities, community-based organizations, etc.) where they plan to implement EBPs. The curriculum should be reviewed with the appropriate official at the selected venue to obtain their agreement in writing to ensure that all components of EBP(s) are implemented with fidelity." These agreements are required before an awarded contract is executed, but not at the time of application for this RFA.

Per Section V.A. of the RFA, "As a reminder, the following attachments need to be uploaded under the Pre-Submission Uploads section of the Grants Gateway in order to submit an Application in the system."

Per Section II.A.3 of the RFA, "Applicants not licensed through Article 28 of the NYS Public Health Law (PHL) and certified to provide Medical Services - Primary Care must include a letter from one or more organizations licensed through Article 28 of the NYS Public Health Law (PHL). The Article 28 organization must be one that is certified to provide Medical Services - Primary Care who serve the targeted ZIP

codes stating their intent to collaborate with the PREP Applicant organization to accept referrals for Medicaid patients and able to provide a full range of medical family planning services. The letter needs to be signed by an individual authorized to sign for the Article 28 licensed organization, and indicate the provider's willingness to accept referrals, including referrals of Medicaid clients; appropriate assessment and referral; ability to provide a full range of medical family planning services; and follow-up agreements. Letters will need to be included as a single upload as Attachment 15 in the Pre-submission uploads section of the Grants Gateway online Application."

A general letter will suffice.

**31. Question: IV. Administrative Requirements, H. Payment & Reporting Requirements of Grant Awardees *The Department may, at its discretion, make an advance payment to a successful not-for-profit grant Applicant under this RFA (a "Grantee") in an amount not to exceed 25 percent of the annual grant provided for under the Grantee's Contract. Are there additional rules outlined as to how this money is used?***

Response: The advance represents the first dollars that have been paid under the renewal contract when fully executed. Any advance payment should be applied against future payments. Only Not for Profits are eligible for an advance payment. Please see Section III.B. Advance Payment and Recoupment from the State of New York Master Contract for Grants for more information.

**32. Question: What does NFP stand for in Attachment 6: Minority & Women-Owned Business Enterprise Requirement Forms? If we are a nonprofit community-based organization, is that the correct form for us to fill out?**

Response: NFP stands for Not for Profit. Per Section IV.I., "This RFA does not establish minimum goals for participation of minority or women-owned business. Therefore, completion of the MWBE Utilization Plan is optional (Attachment 6 or Attachment 7, Forms 1-3. Forms 4 & 5 are required for all Applications regardless of goal). Funded Applicants are encouraged to engage with firms found in the directory for the acquisition of required product(s) and/or service(s) associated with this grant."

**33. Question: I'm the founder of The She Shift which empowers women and children and I'm a fairly new, small NYS WBE. For the PREP grant, would I be able to partner with a nonprofit to apply or how does this work if you're an interested WBE?**

Response: Per Section II. A., "Applications will only be accepted from NYS youth-serving organizations, such as city and county health departments, school districts, youth bureaus; and from not-for-profit 501(c)(3) organizations, including, but not limited to, Article 28 healthcare providers, community-based health and human service providers,

and local health and human service agencies.” We have added your information as an interested NYS certified WBE below for any eligible applicant to consider NYS Certified WBE: The She Shift LLC

Owner: Ms. Melissa Clark  
Address: 1843 Central Avenue, Suite 184 Albany, NY 12205  
Phone: 518-522-4418  
Email: [thesheshift@gmail.com](mailto:thesheshift@gmail.com)  
Website: <http://www.thesheshift.com>

**34. Questions:**

- a. **Is there an MWBE Goal for this RFA? The RFA says no, but we would like to confirm.**
- b. **Was there a typo? Is there really a 0% goal for MWBEs?**

Response: As stated in Section IV. I., Minority & Woman-Owned Business Enterprise Requirements of the RFA, “For purposes of this solicitation, the Department of Health hereby establishes a goal of 0%.”

**35. Question: For any attachments that are not applicable to us, do we have upload something to say this is not applicable to us, or can we leave that upload blank?**

Response: Per Section V.A. Pre-Submission Uploads of the RFA, all applicants are required to upload the following attachments in Pre-Submission Uploads:

- Attachment 1: Application Cover Sheet
- Attachment 2: Statement of Assurances
- Attachment 8: Vendor Responsibility Attestation
- Attachment 13: Vendor Contact Form
- Attachment 14: Subcontractor Information Form
- Attachment 15: If applicable, signed letter(s) of referral arrangement from one or more organizations licensed through Article 28 of the NYS Public Health Law and certified to provide Medical Services - Primary Care

Applicants must fill out M/WBE Form #4 and M/WBE Form #5 in Attachment 6: Minority & Women-Owned Business Enterprise Requirement Forms (NFPs) **OR** in Attachment 7: Minority & Women-Owned Business Enterprise Requirement Forms (Government Entities).

**36. Question: For this RFA application, we are conducting a youth survey and would like to include a copy of the survey questions and results as we will be describing our survey results in the narrative. Can the state advise where we can upload these attachments?**

Response: Additional attachments will not be accepted.

**37. Question: Are stipends paid to Peer Leaders an allowable expense?**

Response: Yes.

**38. Question: Can you please provide guidance regarding Budget Years 2-5: Per the information provided in Section V – Completing the Application, Program Specific Questions, 7. Budget (pasted below), the RFA requests entry of Year 1 budget information into the Grants Gateway portal. Can you clarify where program budget information for Years 2-5 should be to be provided with the application submission?**

Response: Budget information for Years 2-5 is not required.

**39. Question: Per the Note on page 25 of the RFA (pasted below), guidance regarding Budget Years 2-5 is not included in any of the 3 documents referenced. Note: Please refer to Attachment 10, Attachment 11, and Attachment 16 BPRASH Budget Guidance for information on completing the budget(s).**

Response: Budget information for Years 2-5 is not required.