

RFA # 20339/ Grants Gateway # DOH01-CSFP3-2024

New York State Department of Health
Center for Community Health
Division of Nutrition

Request for Applications

Commodity Supplemental Food Program

KEY DATES:

Release Date:	August 17, 2023
Letter of Interest	August 24, 2023
Questions Due:	August 31, 2023
Questions, Answers and Updates Posted (on or about):	September 14, 2023
Applications Due:	September 28, 2023 by 4:00 PM

NYSDOH Contact Name & Address:
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I. Introduction

The New York State (NYS) Department of Health (Department) announces the availability of funding of \$4,300,000.00 annually for five (5) years to implement the Commodity Supplemental Food Program (CSFP) in the New York City and Long Island areas. CSFP works to improve the health of low-income residents 60 years of age and older by supplementing their diets with nutritious foods provided by the United States Department of Agriculture (USDA).

The Department is seeking applications from agencies to determine eligibility of applicants, manage participant caseload, receive and store USDA commodities, distribute supplemental foods, and provide nutrition education and health care referrals to eligible participants.

A. Background/Intent

The CSFP was created in 1969 in recognition of the critical importance of nutrition in an overall national public health agenda. The program is regulated and funded by the USDA Food and Nutrition Service (FNS) and administered by the Department through federal regulations and state policies. The USDA provides food commodities and administrative funds to the Department.

The CSFP is the only USDA nutrition program that provides monthly food assistance specifically targeting low-income adults 60 years of age and older. The program is designed to meet the unique nutritional needs of participants by supplementing diets with a monthly package of healthy, nutritious USDA commodities. CSFP aims to prevent vulnerable older adults at high risk for food insecurity and nutrition-related diseases from having to choose between spending their limited resources on food versus other basic needs. The NYS CSFP currently provides more than \$10 million per year of USDA commodity foods to approximately 35,945 participants. Participants (or their designee) pick up their monthly CSFP food package at a CSFP local permanent site (walk-in location) or at a mobile location (older adult housing center, church, recreation center, etc.).

The Department establishes contracts with local agencies to certify eligible individuals to receive program services; and receive, store and maintain inventory of USDA commodities for food package distribution to low-income participants. Program regulations govern the actions of the CSFP local agency contractors and dictate the oversight responsibilities and activities of the Department. CSFP relies on local agencies as an effective and convenient means for participants to have access to nutritious foods and nutrition education. Local agencies promote food security by assuring that participants receive a complete monthly food package as well as referrals to other community-based organizations. Local agencies also promote dignity and respect among CSFP participants by offering a positive certification and food issuance experience.

B. Available Funding

In NYS, CSFP services are solely provided in the New York City and Long Island areas due to limited funding and caseload assignment prescribed by the USDA.

The Department anticipates awarding up to three (3) contracts to implement CSFP in NYS in the New York City and Long Island Areas. It is anticipated that up to \$4,300,000.00 million in funding will be

available annually to implement the following core CSFP activities for the period October 1, 2024 – September 30, 2029:

- Conduct outreach, determine eligibility of applicants, receive and store USDA commodities per assigned caseload, distribute food packages, provide nutrition education, and refer participants to other financial assistance, nutrition and healthcare programs; and
- Meet specific annual caseload service requirements, maintain all required documentation and provide required reports to the Department.
- Utilize a Department-issued CSFP management information system to track participant eligibility requirements, program participation, real-time records of food distribution and monthly food packages, inventory management and satisfying monthly reporting requirements.

II. WHO MAY APPLY

A. Minimum Eligibility Requirements

1. Eligible Applicants must be prequalified in the New York State Grants Gateway, if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the “Key Dates” set forth on the Cover Page of this RFA
2. Not-for-profit, 501(c)(3) health organization, state or county health or human services department, tribal organization, community-based organization or other not-for-profit organization or academic institution;
3. Minimum request for caseload is 8,000 participants;
4. Minimum of three (3) years of experience working with the targeted population (adults 60 years and older).

Applicants may submit (1) application. If more than one (1) application is submitted, the first application submitted will be reviewed and considered for funding. All other applications will be rejected.

III. Project Narrative/Work Plan Outcomes

In the event that an award is made, the CSFP local agency will be responsible for meeting the deliverables outlined below and in **Attachment 3** (NYS CSFP Local Agency Work Plan).

A. Core CSFP Local Agency Requirements

The local agency is responsible for compliance with all operational and fiscal requirements as established by federal regulation 7 CFR 247, 7 CFR 250, CSFP Program Manual and the NYS CSFP Local Agency Work Plan. With guidance and technical assistance from the Department, the Grantee (CSFP local agency) will accomplish the following deliverables:

1. Caseload Management and Outreach:

- Identify high need area(s) of New York City and/or Long Island where CSFP can be implemented to successfully meet anticipated caseload.
- Conduct outreach to ensure that CSFP services are publicized in communities and among health and human service providers that serve the CSFP population.
- Ensure that the assigned caseload is met on a monthly basis.

- Ensure that the special needs of the homebound elderly are met, to the extent possible.
- Develop relationships with other community organizations to promote/offer the benefits of the CSFP program in the community.

2. Scheduling and Space:

- Identify permanent and/or mobile locations for on-site participant certification and distribution of CSFP food packages.
- Establish a schedule and space to provide convenient locations for high-quality service. At least one location must offer at least 3 hours of services one Saturday per month; early morning or evening appointments up to 7:00 pm at least once per week.
- Ensure that site locations offer CSFP participants a reasonable degree of privacy for confidential purposes during staff/participant interactions.
- Ensure that sites are clearly identified with signs posted that identify the Commodity Supplemental Food Program and include the name of the local agency and the hours of operation.
- Provide program space that is accessible to people with disabilities.
- Obtain a Memorandum of Understanding for all mobile site locations and update on an annual basis.

3. Participant Certification and Food Package Issuance:

- Determine eligibility of applicants in accordance with criteria established by USDA and the Department.
- Certify participants and properly document eligibility (age, income and residency) using a CSFP management information system issued by the Department.
- Train staff on certification and re-certification procedures.
- Comply with CSFP policies and procedures when issuing food packages.
- Issue donated foods to enrolled participants in accordance with the USDA Food Package Maximum Monthly Distribution Rates.
- Ensure that enrolled participants only receive one CSFP food package per month.
- Maintain accurate and complete records.

4. Warehousing, Commodity Orders and Inventory Control:

- Maintain a 2-4-week supply of all USDA donated foods, according to assigned caseload.
- Prepare donated food orders in accordance with assigned caseload.
- Maintain accurate inventory records of all USDA donated foods using a CSFP management information system issued by the Department.
- Report accurate inventory of all USDA donated foods.
- Physically count CSFP donated foods each month after the final distribution and prior to the monthly reconciliation, and as needed for inventory verification.
- Protect commodities from damage, loss and theft.
- Accept, handle, store, inventory and distribute donated foods according to Federal Regulation, State Policy, and all applicable rules/regulations.
- Accept direct deliveries from USDA (e.g. partial or full truckloads).

5. Senior Farmers' Market Nutrition Program (SFMNP):

- Develop a process for distributing 100% of assigned SFMNP check booklets to eligible participants and the inclusion of related SFMNP nutrition education activities.
- Account for SFMNP coupons issued to eligible participants.

6. Nutrition Services:

- Develop an annual nutrition education plan that will be provided to eligible participants in compliance with the Department's CSFP Nutrition Education Plan and USDA requirements.
- Provide nutrition education and information on availability of other nutrition and health services programs to CSFP participants.

7. Service Coordination:

- Provide verbal and written referrals to CSFP participants for the Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) and healthcare programs such as Medicaid and Medicare.
- Provide referrals to other programs providing health, social, and education services to eligible participants 60 years of age and older, as needed.

8. Participant Rights and Responsibilities:

- Inform participants of their rights and responsibilities in compliance with all federal regulations.
- Ensure that participants are treated fairly and respectfully.
- Communicate in the language(s) primarily spoken by the participants served when certifying and providing nutrition education materials to participants.
- Display the "And Justice for All" poster at all sites and ensure that the standard non-discrimination statement is included on all locally produced forms and informational materials.

9. Information Systems Management:

- Maintain a certification and donated foods inventory management system to track participation and food issuance.

10. Financial Accountability:

- Establish an annual proposed budget and related cost allocations.
- Maintain a financial management system that ensures accountability for all CSFP funds received.
- Assume responsibility for oversight and management of CSFP operations.
- Supply supporting documentation for all financial claims submitted to the Department.
- Maintain a time and effort reporting system for staff funded on the grant.
- Provide in-kind services and support to maintain CSFP operations, as needed.

11. Records and Reports:

- Maintain all records and reports affiliated with CSFP activities in compliance with the Department and/or USDA requirements.

- Comply with all reporting and documentation requirements specified by the Department and/or USDA.

12. Internal Controls:

- Establish internal controls and quality assurance procedures to ensure program integrity, security of donated foods, and participant satisfaction.

13. Staffing:

- Establish appropriate staffing levels and infrastructure to provide the required services and ensure successful operations. A desired staffing to participant ratio is between 1:350 – 1:500.
- Recruit, train, and orient qualified personnel to perform CSFP functions.
- Ensure sufficient staff are available to perform certification, distribution of food packages, data entry for inventory tracking, and warehousing responsibilities.
- Ensure warehouse staff duties include the receipt, intake, offloading, storage, inventory, and packaging of all donated foods.
- Ensure that staff are trained annually on certification, food package issuance, inventory, reporting and documentation, and complaint and civil rights procedures.

14. Transition of Operations to Successor Grantee:

- Provide full support and assistance in the transition of operations to a successor Grantee or to the Department.
- Provide for an orderly and controlled transition to either the Department or a successor Grantee.
- Minimize any disruption of CSFP services as outlined in the NYS CSFP Local Agency Work Plan.
- Continue to provide services and notifications to CSFP participants as directed by the Department, while maintaining staffing adequate to meet obligations under the contract during the transition period.

An Applicant may subcontract components of the NYS CSFP Local Agency Work Plan to be performed by Applicant pursuant to the terms of its Application, up to 40% of the contract value. If known, the Applicant is expected to state in their Application the specific components to be performed through subcontracts as well as the names of the subcontractors. Grantees will need to name subcontractors prior to reimbursement. Applicants should note that the lead organization (that is, the successful Applicant, as Grantee) will have overall responsibility for all Contract activities, including those performed by subcontractors and will be the primary contact for the Department. All subcontractors and subcontracts will be required to be approved by the Department.

B. Role of the New York State Department of Health (Department)

The Department is responsible for administering the NYS CSFP in accordance with federal regulations. The Department will:

- Develop and/or communicate program policies, regulations and objectives;
- Approve or modify annual work plans, budgets, and requests for budget modifications;
- Assign monthly caseload and order sufficient commodities to meet food package requirements;

- Provide access and training for the CSFP management information system;
- Conduct routine on-site monitoring and physical inventory reviews;
- Provide technical assistance, access to resources, and monitor progress of program and contract deliverables;
- Provide training as required;
- Approve and process monthly claims for payment; and
- Provide forms and format for reporting to the Department.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the New York State Department of Health (hereinafter referred to as NYSDOH, or the Department), Division of Nutrition, Bureau of the Child and Adult Care Food Programs, Commodity Supplemental Food Program. The Department is responsible for the requirements specified herein and for the evaluation of all Applications. See, Section V.C. (Review and Award Process).

B. Question and Answer Phase

All substantive questions by Applicants with respect to any aspect of the RFA must be submitted in writing to: Jessica Gottung, NYSDOH, Commodity Supplemental Food Program, at the following email address: CSFP@health.ny.gov. This includes Minority and Women Owned Business Enterprise (M/WBE) questions and questions pertaining to the M/WBE forms. See, Section IV.H. (Minority & Women-Owned Business Enterprise (M/WBE) Requirements). Questions of a technical nature related to formatting or other minor details related to preparation of an Application may also be addressed in writing to the email address noted above. Questions are of a technical nature if they are limited to how to prepare your Application (e.g., formatting) rather than relating to the substance of the Application.

To the degree possible, each question submitted by a potential Applicant pursuant to the terms of this RFA should cite the RFA section and paragraph to which it refers. Written questions will be accepted until the date posted on the Cover Page of this RFA.

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or applications should be directed to the NYSDOH contact listed on the cover of this RFA.

- <https://grantsmanagement.ny.gov/resources-grant-applicants>
- Grants Gateway Videos: <https://grantsmanagement.ny.gov/videos-grant-applicants>
- Grants Gateway Team Email: grantsgateway@its.ny.gov
Phone: 518-474-5595
Hours: Monday thru Friday 8am to 4pm
(Application Completion, Policy, Prequalification and Registration questions)

- Agate Technical Support Help Desk
Phone: 1-800-820-1890
Hours: Monday thru Friday 8am to 8pm
Email: helpdesk@agatesoftware.com
(After hours support w/user names and lockouts)

Prospective Applicants should note that all responses by the Department to questions submitted with respect to this RFA which result in clarifications of or exceptions to the terms, conditions, and provisions of this RFA and/or the Master Contract for Grants, are to be raised during the Question and Answer Phase. The Applicant must clearly note what exceptions the Applicant is requesting be incorporated should the application result in a funded award. All questions and answers will be published by the Department to ensure equal access and knowledge by all prospective Applicants at https://grantsgateway.ny.gov/IntelliGrants_NYSSGG/module/nysgg/goportal.aspx by the date specified on the Cover Page of this RFA.

This RFA has been posted on the NYS Grants Gateway website at: https://grantsgateway.ny.gov/IntelliGrants_NYSSGG/module/nysgg/goportal.aspx and a link provided on the Department's public website at: <https://www.health.ny.gov/funding/>.

All Questions must be received by the date and time specified on the Cover Page of this RFA, under “Key Dates”, opposite the heading “Questions Due”.

All questions submitted by email should state the RFA Title and Number set forth on the Cover Page (RFA#20339, Commodity Supplemental Food Program) in the subject line of the email.

Questions and answers, as well as any updates, addendums to, and/or other modifications of this RFA, will be posted on these websites. All such questions and answers, updates, addendums to, and other modifications to this RFA will be posted by the date identified on the Cover Page of this RFA under “Key Dates”.

C. Letter of Interest

Prospective Applicants are strongly encouraged to complete and submit **Attachment 1** (Letter of Interest). Prospective Applicants who submit a Letter of Interest by the date specified on the Cover Page of this RFA may receive email notifications when updates to and modifications of this RFA are posted, including responses to written questions. Letters of Interest should be submitted via the Grants Gateway under the Pre-Submission Uploads section of the online application. Please note that you will receive an error message when uploading the letter into the application as other Pre-Submission uploads are not due until the application is submitted. A copy should also be emailed to csfp@health.ny.gov. Please ensure that the RFA number and title (RFA #20339 , Commodity Supplemental Food Program) is noted in the subject line and Letters of Interest are submitted by the date posted on the Cover Page of the RFA.

Submission of a Letter of Interest is not a requirement of this RFA, nor does the submission of a Letter of Interest by a prospective Applicant impose any obligation upon the Applicant to submit an Application in response to this RFA. To be clear, an Application may be submitted without first having

submitted a Letter of Interest.

D. Applicant Conference

An Applicant Conference will not be held for this RFA.

E. How to file an application

Applications must be submitted online via the Grants Gateway by the date and time posted on the Cover Page of this RFA under the heading “Key Dates”.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grants Management website at the following web address: <https://grantsmanagement.ny.gov/> and select the “Apply for a Grant” from the Apply & Manage menu. There is also a more detailed “Grants Gateway: Vendor User Guide” available in the documents section under Training & Guidance; For Grant Applicants on this page as well. Training webinars are also provided by the Grants Gateway Team. Dates and times for webinar instruction can be located at the following web address: <https://grantsmanagement.ny.gov/live-webinars>.

To apply for this opportunity (that is, to submit an Application):

1. Log into the [Grants Gateway](#) as either a “Grantee” or “Grantee Contract Signatory”.
2. On the Grants Gateway home page, click the “View Opportunities” button”.
3. Use the search fields to locate an opportunity; search by State agency (NYSDOH) or enter the Grant Opportunity name Commodity Supplemental Food Program.
4. Click on “Search” button to initiate the search.
5. Click on the name of the Grant Opportunity from the search results grid and then select the “APPLY FOR GRANT OPPORTUNITY” button located bottom left of the Main page of the Grant Opportunity.

Once the Application is complete, a prospective Applicant is **strongly encouraged** to submit their Application at least **48 hours prior to the** Application’s due date and time specified on the Cover Page of this RFA. This will allow sufficient opportunity for the Applicant to obtain assistance and take corrective action should there be a technical issue with the submission process. **Failure to leave adequate time to address issues identified during this process may jeopardize an Applicant’s ability to submit their Application.** Both NYSDOH and Grants Gateway staff are available to answer an Applicant’s technical questions and provide technical assistance prior to the Application due date and time. Contact information for the Grants Gateway Team is available under Section IV.B. (Question and Answer Phase) of this RFA.

PLEASE NOTE: Although NYSDOH and the Grants Gateway staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time for the submission of an Application, there is no guarantee that they will be resolved in time for the Application to be submitted on time and, therefore, considered for funding.

The Grants Gateway will always notify an Applicant of successful submission of the Applicant’s Application. If a prospective Applicant does not get a successful submission message assigning their

Application a unique ID number, it has **NOT** successfully submitted an Application. During the application process, please pay particular attention to the following:

- Not-for-profit Applicants must be prequalified, if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the “Key Dates” set forth on the Cover Page of this RFA. Be sure to maintain prequalification status between funding opportunities. **NOTE:** Three of a not-for-profit’s essential financial documents - the IRS990, its Financial Statement, and its Charities Bureau filing - expire on an annual basis. If these documents are allowed to expire, the not-for-profit’s prequalification status expires as well, and it will not be eligible for State grant funding until its documentation is updated and approved, and prequalified status is reinstated.
- Only individuals with the roles “Grantee Contract Signatory” or “Grantee System Administrator” can submit an Application on behalf of an Applicant.
- Prior to submission, the Grants Gateway will automatically initiate a global error checking process to protect against an incomplete Application. An Applicant may need to attend to certain parts of the Application prior to being able to submit the Application successfully. An Applicant must be sure to allow time after pressing the submit button to clean up any global errors that may arise. An Applicant can also run the global error check at any time in the application process. (see p.68 of the Grants Gateway: Vendor User Guide).
- Applicants should use numbers, letters, and underscores when naming their uploaded files. There cannot be any special characters in the uploaded file name. Also, be aware of the restriction on file size (10 MB) when uploading documents. Applicants should ensure that any attachments uploaded with their application are not “protected” or “pass-worded” documents.

The following table will provide a snapshot of which roles are allowed to Initiate, Complete, and Submit the Grant Application(s) in the Grants Gateway.

Role	Create and Maintain User Roles	Initiate Application	Complete Application	Submit Application	Only View the Application
Delegated Admin	X				
Grantee		X	X		
Grantee Contract Signatory		X	X	X	
Grantee Payment Signatory		X	X		
Grantee System Administrator		X	X	X	
Grantee View Only					X

PLEASE NOTE: Waiting until the last several days to complete your Application online can be dangerous, as you may have technical questions. Beginning the process of applying as soon as possible will produce the best results.

Applications will not be accepted via fax, e-mail, paper copy or hand delivery.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

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F. Department of Health's Reserved Rights

The Department of Health reserves the right to:

1. Reject any or all applications received in response to this RFA.
2. Withdraw the RFA at any time, at the Department's sole discretion.
3. Make an award under the RFA in whole or in part.
4. Disqualify any Applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.
5. Seek clarifications and revisions of applications, in the Department's sole discretion.
6. Use Application information obtained through site visits, management interviews, and the state's investigation of an Applicant's qualifications, experience, ability, or financial standing, and any material or information submitted by the Applicant in response to the Department's request for clarifying information in the course of evaluation and/or selection under the RFA.
7. Prior to Application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.
8. Prior to Application opening, direct Applicants to submit proposal modifications addressing subsequent RFA amendments.
9. Change any of the scheduled dates.
10. Waive any requirements that are not material.
11. Award more than one contract resulting from this RFA.
12. Negotiate with successful Applicants within the scope of the RFA in the best interests of the State.
13. Conduct contract negotiations with the next responsible Applicant, should the Department be unsuccessful in negotiating with the selected Applicant.
14. Utilize any and all ideas submitted with the Applications received, at the Department's sole discretion.
15. Unless otherwise specified in the RFA, every offer in an Applicant's Application is firm and not revocable for a period of 60 days from the Application opening.
16. Waive or modify minor irregularities in Applications received after prior notification to the Applicant.

17. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an Applicant's Application and/or to determine an Applicant's compliance with the requirements of the RFA.
18. Eliminate any term of this RFA that cannot be complied with by any of the Applicants.
19. Award grants based on geographic or regional considerations to serve the best interests of the State.

G. Term of Contract

Any Contract resulting from this RFA will be effective only upon approval by the New York State Office of the Comptroller.

It is expected that contracts resulting from this RFA will have the following time period: October 1, 2024 - September 30, 2029

Continued funding throughout this five-year period is contingent upon availability of funding and state budget appropriations and the Grantee's continued satisfactory performance of its obligations under the Contract. NYSDOH also reserves the right to revise the award amount as necessary due to changes in the availability of funding.

A sample New York State Master Contract for Grants can be found in the Forms Menu once an application to this funding opportunity is started.

H. Payment & Reporting Requirements of Grant Awardees

1. 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.
2. The Grantee will be required to submit invoices and required reports of expenditures based upon the terms for payment set forth in Attachment A-1 to its Grant Contract to the State's designated payment office (below) or, if requested by the Department, through the Grants Gateway:

The Commodity Supplemental Food Program
New York State Department of Health
150 Broadway, Suite 600
Albany, NY 12204

A Grantee must provide complete and accurate billing invoices in order to receive payment of the grant funding provided for under the terms of its Grant Contract. Invoices submitted to the Department must contain all information and supporting documentation required by the Contract, the Department, and the Office of the State Comptroller (OSC). Payment for invoices submitted by the Grantee shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner of Health, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's

procedures and practices to authorize electronic payments. Authorization forms are available at OSC's website at: <http://www.osc.state.ny.us/epay/index.htm>, by email at: epayments@osc.state.ny.us or by telephone at 855-233-8363. Each Grantee acknowledges that it will not receive payment on any claims for reimbursement submitted under its Grant Contract if it does not comply with OSC's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Payment of claims for reimbursement by the State (Department) shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be: The Contractor will be reimbursed for actual expenses incurred as allowed in the approved contract budget and work plan with advances recouped by subtracting one-twelfth (1/12) of the advance amount from each monthly claim for payment.

3. The Grantee will be required to submit the following reports to the Department of Health at the address above or, if requested by the Department, through the Grants Gateway:
 - a) Monthly Claims for Payment, including monthly Budget Statement and Report of Expenditures and supporting documentation – due close of business 30 days after the end of the reporting period.
 - b) Monthly program activity reports including Physical Inventory Report, Vacancy Report, Outreach Report, Nutrition Education Report, Mobile Site List and Monthly Calendar. Reports are due by the 5th day of the following month or as directed by NYSDOH.
 - c) Closeout Supplemental Claims for Payment – due close of business November 15 of the current year for any outstanding expenditures being claimed for the previous Federal Fiscal Year (FFY).
 - d) Single Audit Report – As per the requirements outlined in Attachment A-1 Part A. Copies must be submitted to the DOH Audit Clearinghouse, and the Federal Single Audit Clearinghouse and the NYSDOH Division of Nutrition.

All payment and reporting requirements will be detailed in Attachment D of the final NYS Master Contract for Grants.

I. Minority & Woman-Owned Business Enterprise Requirements

Pursuant to New York State Executive Law Article 15-A, the Department recognizes its obligation to promote opportunities for maximum feasible participation of New York State-certified minority- and women-owned business enterprises (M/WBEs) and the employment of minority group members and women in the performance of NYSDOH contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report

found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in state procurement contracting versus the number of minority- and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that NYSDOH establish goals for maximum feasible participation of New York State Certified minority- and women-owned business enterprises (“M/WBE”) and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, the Department of Health hereby establishes a goal of **30%** as follows:

- 1) For Not-for-Profit Applicants: Eligible Expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation.
- 2) For-Profit and Municipality Applicants: Eligible Expenditures include the value of the total amount of the Budget provided for the Work Plan in the Grant Contract entered into pursuant to this RFA.

The goal on the Eligible Expenditures portion of a Grant Contract awarded pursuant to this RFA will be **15%** for Minority-Owned Business Enterprises (“MBE”) participation and **15%** for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified M/WBE firms). A Grantee awarded a Grant Contract pursuant to this RFA must document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of the Grant Contract and Grantee will agree under the terms of its Grant Contract that NYSDOH may withhold payment pending receipt of the required M/WBE documentation required by the Department or the OSC. For guidance on how NYSDOH will determine “good faith efforts,” refer to 5 NYCRR §142.8.

The directory of New York State Certified M/WBEs can be viewed at: <https://ny.newnycontracts.com>. The directory is found on this page under “NYS Directory of Certified Firms” and accessed by clicking on the link entitled “Search the Directory”. Engaging with firms found in the directory with like product(s) and/or service(s) is strongly encouraged and all communication efforts and responses should be well documented by a Grantee to evidence its good faith efforts to encourage M/WBE participation in the performance of its obligations under its Grant Contract.

By submitting an Application, each Applicant and potential Grantee agrees to complete an M/WBE Utilization plan as directed in **Attachment 11** of this RFA. NYSDOH will review the M/WBE Utilization Plan submitted by each Grantee. If a Grantee’s M/WBE Utilization Plan is not accepted, NYSDOH may issue a Notice of Deficiency. If a Notice of Deficiency is issued, Grantee agrees that it shall respond to the Notice of Deficiency within seven (7) business days of receipt. NYSDOH may disqualify a Grantee as being **non-responsive** under the following circumstances:

- a) If a Grantee fails to submit a M/WBE Utilization Plan;
 - b) If a Grantee fails to submit a written remedy to a Notice of Deficiency;
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- c) If a Grantee fails to submit a request for waiver (if applicable); or
- d) If NYSDOH determines that the Grantee has failed to document good-faith efforts to meet the established NYSDOH M/WBE participation goals for the procurement.

In addition, Grantees will be required to certify they have an acceptable Equal Employment Opportunity policy statement.

J. Vendor Identification Number

Effective January 1, 2012, in order to do business with New York State, you must have a vendor identification number. As part of the Statewide Financial System (SFS), the Office of the State Comptroller's Bureau of State Expenditures has created a centralized vendor repository called the New York State Vendor File. In the event of an award of a grant to a successful Applicant pursuant to the terms of this RFA and in order to initiate a Grant Contract with the New York State Department of Health, a Grantee must be registered in the New York State Vendor File and have a valid New York State Vendor ID.

If already enrolled in the Vendor File, the Applicant should include the Vendor Identification number in your organization information. If not enrolled, to request assignment of a Vendor Identification number, an Applicant should please submit a New York State Office of the State Comptroller Substitute Form W-9, which can be found on-line at: <https://www.osc.state.ny.us/files/vendors/2017-11/vendor-form-ac3237s-fe.pdf>

Additional information concerning the New York State Vendor File can be obtained on-line at: http://www.osc.state.ny.us/vendor_management/index.htm, by contacting the SFS Help Desk at 855-233-8363 or by emailing at helpdesk@sfs.ny.gov.

K. Vendor Responsibility Questionnaire

The Department strongly encourages each Applicant to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. The Vendor Responsibility Questionnaire must be updated and certified every six (6) months. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire> or go directly to the VendRep system online at <https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system>.

An Applicant must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at itservicedesk@osc.ny.gov.

Applicants opting to complete online should complete and upload **Attachment 10** (Vendor Responsibility Attestation) of the RFA. The Attestation is located under Pre-Submission Uploads and once completed should be uploaded in the same section.

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, www.osc.state.ny.us/vendrep, and upload it with their

Application in the Pre-Submission Uploads section in place of the Attestation.

L. Vendor Prequalification for Not-for-Profits

Each not-for-profit Applicant subject to prequalification is required to prequalify prior to submitting its Application in the Grants Gateway.

Pursuant to the New York State Division of Budget Bulletin H-1032, dated July 16, 2014, New York State has instituted key reform initiatives to the grant contract process which requires a not-for-profit Applicant to register in the Grants Gateway and complete the Vendor Prequalification process in order for any Application submitted by that Applicant to be evaluated. Information on these initiatives can be found on the [Grants Management Website](#).

An Application received from a not-for-profit Applicant that (a) has not Registered in the Grants Gateway or (b) has not Prequalified in the Grants Gateway on the Application's due date specified on the Cover Page of this RFA cannot be evaluated. Such Applications will be disqualified from further consideration.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The [Vendor Prequalification Manual](#) on the Grants Management Website details the requirements and an [online tutorial](#) are available to walk users through the process.

1) Register for the Grants Gateway

- On the Grants Management Website, download a copy of the [Registration Form for Administrator](#). A signed, notarized original form must be sent to the NYS Grants Management office at the address provided in the submission instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.

If you have previously registered and do not know your Username, please email grantsgateway@its.ny.gov. If you do not know your Password, please click the [Forgot Password](#) link from the main log in page and follow the prompts.

2) Complete your Prequalification Application

- Log in to the [Grants Gateway](#). **If this is your first time logging in**, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the New York State agency from which you have received the most grants. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Application.

- Specific questions about the prequalification process should be referred to your primary New York State agency representative or to the Grants Gateway Team at grantsgateway@its.ny.gov.

3) **Submit Your Prequalification Application**

- After completing your Prequalification Application, click the **Submit Document Vault Link** located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

All potential Applicants are strongly encouraged to begin Grants Gateway Registration and Prequalification process as soon as possible in order to participate in this opportunity.

M. General Specifications

1. By submitting the "Application Form" each Applicant attests to its express authority to sign on behalf of the Applicant.
2. Grantees will possess, at no cost to the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of any Contract awarded pursuant to this RFA will possess the qualifications, training, licenses, and permits as may be required within such jurisdiction.
3. Submission of an Application indicates the Applicant's acceptance of all terms and conditions contained in this RFA, including the terms and conditions of the Master Contract for Grants. Any exceptions the Applicant would like considered by the Department relating to the terms and conditions of this RFA and/or Master Contract for Grants must have been raised during the Question and Answer Phase of this RFA (See, Section IV.B.).
4. An Applicant may be disqualified from receiving an award if such Applicant or any subsidiary, affiliate, partner, officer, agent, or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts, in the State of New York or otherwise.
5. Provisions Upon Default
 - a. If an Applicant is awarded a grant pursuant to this RFA, the services to be performed by the successful Applicant pursuant to the terms of the Grant Contract entered into with the Department shall be at all times subject to the direction and control of the Department as to all matters arising in connection with or relating to the Contract resulting from this RFA.

- b. In the event that the Grantee, through any cause, fails to perform any of the terms, covenants, or promises of any Contract resulting from this RFA, the Department acting for and on behalf of the State, shall thereupon have the right to terminate the Contract by giving notice in writing of the fact and date of such termination to the Grantee.
- c. If, in the judgement of the Department, the Grantee acts in such a way which is likely to or does impair or prejudice the interests of the State, the Department acting on behalf of the State, shall thereupon have the right to terminate any Contract resulting from this RFA by giving notice in writing of the fact and date of such termination to the Grantee. In such case the Grantee shall receive equitable compensation for such services as shall, in the judgement of the State Comptroller, have been satisfactorily performed by the Grantee up to the date of the termination of this agreement, which such compensation shall not exceed the total cost incurred for the work which the Grantee was engaged in at the time of such termination, subject to audit by the State Comptroller.

V. Completing the Application

A. Application Format/Content

Please refer to the Grants Gateway: Vendor User Guide for assistance in applying for this procurement through the NYS Grants Gateway. This guide is available on the Grants Management website at: <https://grantsmanagement.ny.gov/vendor-user-manual>. Additional information for applicants is available at: <https://grantsmanagement.ny.gov/resources-grant-applicants>.

The Grants Gateway works well in most cases with all browsers, including Microsoft Edge, Google Chrome, Safari, and Firefox. However, you will need to use Internet Explorer Compatibility Mode in Microsoft Edge if you need to save 500-character limit fields in the Work Plan. You can access Internet Explorer mode by right-clicking on a tab in Edge and selecting the option “Reload Tab in Internet Explorer Mode”.

Please respond to each of the sections described below when completing the Grants Gateway online Application. Your responses comprise your Application. Please respond to all items within each section. When responding to the statements and questions, be mindful that Application reviewers may not be familiar with your agency and its services. Your answers should be specific, succinct, and responsive to the statements and questions as outlined. Please be aware that the value assigned to each section described below indicated the relative weight that will be given to each section of your Application when scoring your Application.

It is each Applicant’s responsibility to ensure that all materials included in its Application have been properly prepared and submitted. Applications must be submitted via the Grants Gateway by the Application deadline date and time specified on the Cover Page of this RFA.

Pre-Submission Uploads

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.

- Application Cover Page (Attachment 2)
- Site Locations and Hours of Operation (Attachment 4)
- Geographic Service Area and Caseload Request (Attachment 5)
- List of Organization’s Board of Directors (Attachment 6)
- CSFP Key Personnel Job Descriptions (Attachment 7)
- Vendor Responsibility Attestation (Attachment 10)
- Minority & Women-Owned Business Enterprise Forms (Attachment 11)
- CSFP Budget Template and Instructions (Attachment 14)
- References (Attachment 16)

Program Specific Questions

Complete **Attachment 2** (Application Cover Page) and upload under the Pre-submission Upload section of Grants Gateway. (Not Scored)

1. Program Summary (*Maximum Score: 4 points*)

The Program Summary is the opportunity for the Applicant to summarize the proposed project or service, including objectives to meet the stated goals. In this section, applicants will:

- a. Describe the proposed project or service for which the organization is requesting funding, including the project’s goals, proposed strategies/services/activities, and the ability to operate both permanent and mobile sites in New York City and/or Long Island to achieve stated goals and requested caseload.

2. Statement of Need (*Maximum Score: 10 points*)

In this section, the Applicant will describe the proposed catchment area to be served and how it was determined that there is a need in this particular area. Include the following information:

- a. Identify the county(ies) in which the organization is applying to provide CSFP services. For each county, identify the site type (permanent or mobile site), proposed site name and address, day and hours of operation, and proposed monthly caseload. Complete and upload **Attachment 4** (Site Locations and Hours of Operation) in the Pre-submission upload section of the Grants Gateway.
- b. Identify the proposed catchment service area and explain how the area was selected. Relate the population need in the catchment area to the Department’s assigned caseload of 35,945 and the caseload being requested by your agency. Complete and upload **Attachment 5** (Geographic Service Area and Caseload Request) in the Pre-submission upload section of the Grants Gateway.
- c. Identify and provide a detailed description of the demographics of the community including socioeconomic status and other relevant characteristics and/or indicators of the need for CSFP services in the proposed catchment areas to be served.

- d. Describe how the site location(s) will meet the needs of racially/ethnically diverse communities, homebound individuals, people without access to transportation, residents of older adult housing centers, minorities, individuals with disabilities, and Lesbian/Gay/Bisexual/Transgender/Questioning Individuals (LGBTQ).

3. Applicant Organization (*Maximum Score: 5 points*)

In this section, the Applicant will provide information on the organization applying for this funding opportunity. Include the following information:

- a. Describe the organization's mission, services and experience, including oversight of administrative, fiscal and programmatic aspects of grant funded contracts and providing emergency food and nutrition assistance to the targeted population (adults 60 years and older). Include the length of time your organization has provided these services.
- b. Upload an Organizational Chart that shows the hierarchy within the organization/parent organization (if applicable) and identify key positions/staff associated with the CSFP proposed program.
- c. Complete and upload **Attachment 6** (List of Organization's Board of Directors) under the Pre-submission Upload section of the Grants Gateway. (*Not Scored*)

4. Program Activities (*Maximum Score: 56 points*)

In this section, the Applicant will provide information on a variety of activities required under the Work Plan to provide CSFP services. The Applicant will provide information on its experience and should report how it proposes to manage:

- a. **Caseload Management and Outreach:** Describe how the agency would ensure requested caseload is met on a monthly basis especially during the cold winter and hot summer months. Describe the outreach plan to publicize CSFP services to ensure that eligible adults 60 years of age and older are served.
- b. **Scheduling and Space:** Describe how permanent and/or mobile locations will be selected for on-site participant certification and distribution of CSFP food packages. Describe site locations that offer CSFP participants a reasonable degree of privacy for confidential purposes during staff/participant interactions. Identify location(s) that provide flexible hours to meet the needs of adults 60 years of age and older ensuring that at least one location offers a minimum of three (3) hours of services one Saturday per month; and either early morning appointments or evening appointments up to 7:00pm at least one time per week.
- c. **Participant Certification and Food Package Issuance:** Describe the certification and re-certification process including how participants will be notified of certification time frames and requirements. Describe the process for complying with CSFP policies and procedures related to issuing food packages, including how USDA donated foods will be safeguarded to ensure that participants only receive one food package per month.

- d. **Warehousing, Commodity Orders, and Inventory Control:** Describe how the organization will prevent commodities from damage, loss and theft. Describe how the organization will dedicate adequate storage space to maintain a 2-4 week supply of USDA commodities based on assigned caseload.
- e. **Senior Farmers' Market Nutrition Program (SFMNP):** Identify the proposed process for supplying and accounting for SFMNP coupons issued to eligible participants for produce, and related provisions for nutrition education activities related to SFMNP foods.
- f. **Nutrition Services:** Describe the provision of nutrition education and information on availability of other nutrition and health services programs to CSFP participants per federal regulations.
- g. **Service Coordination:** Describe how the organization will provide verbal and written referrals to CSFP participants for the Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) and healthcare programs such as Medicaid and Medicare; and provide referrals to other programs providing health, social, and education services to adults 60 years of age and older, as needed.
- h. **Participant Rights and Responsibilities:** Describe how participants will be informed of their civil rights and will be treated fairly and respectfully.
- i. **Information Systems Management:** Describe how the organization will maintain a certification and inventory management system to track participation and food issuance (assume that a system will be provided by the Department).
- j. **Financial Accountability:** Describe the proposed processes for establishing a budget and related cost allocations, a time and effort reporting system for staff funded on the grant, and a financial management system that ensures accountability for all CSFP funds received. Describe how the organization will ensure supporting documentation for all financial claims is submitted to the Department.
- k. **Internal Controls:** Describe the process for establishing internal controls and quality assurance procedures to ensure program integrity.
- l. **Staffing:** Describe the recruitment practices to establish appropriate staffing levels and infrastructure to provide the required services and ensure a successful operation. A desired staffing to participant ratio is between 1:350 – 1:500. Provide proposed position descriptions and appropriate qualifications for all CSFP staff to provide the required services. Upload job descriptions and qualifications of all key personnel proposed to carry out the proposed activities as **Attachment 7** (CSFP Key Personnel Job Descriptions) in the Pre-submission Upload section of the Grants Gateway. Describe the proposed number of staff, including Full-Time and Part-time staff, to be hired to provide required CSFP services including certifying participants, communicating in the languages spoken by participants, distributing food packages and warehouse services (receipt, intake, offload, storage, inventory and packaging of commodities). Describe the process to

ensure that staff are trained annually on certification, commodity issuance, inventory, reporting and documentation, and complaint and civil rights procedures.

- m. Transition of Operations to Successor Grantee:** Describe the process for providing full support and assistance in the transition of operations beginning at least three to six (3-6) months before the contract end to a successor Grantee or to the Department, to provide for an orderly and controlled transition to either the Department or a successor contractor and minimize any disruption of CSFP services as outlined in the NYS CSFP Local Agency Work Plan. Describe a process to provide services and notifications to CSFP participants as directed by the Department, while maintaining adequate staffing levels to meet obligations under the contract during a transition period.

5. Qualitative Reference Checks (*Maximum Score: 5 points*)

Qualitative Reference Checks are required to be completed on each applicant that meets minimum qualifications. Applicants are instructed to complete **Attachment 16** (References) and upload under the Pre-submission Upload section of the Grants Gateway. The references submitted need to meet the following criteria and will be verified upon reference check:

- Be a State, Federal, or other governmental grantor and
- Have conducted evaluation of the Applicant Agency's fiscal and programmatic performance.

Please Note: Per attachment 16, the New York State Commodity Supplemental Food Program cannot be used as a reference

The references will be contacted by NYSDOH who will set up a conference call with each reference. The reference will be asked standardized questions and the responses will be scored by the Department. The Applicant will receive zero (0) points for any unsuccessful reference check following three (3) attempts made by the Department to contact the reference. The Applicant will receive zero (0) points for any reference that does not meet the minimum criteria.

6. Budget (*Maximum Score: 20 points*)

With an October 1, 2024 start date, the Applicant must submit a 12-month budget with consideration given to all costs necessary to fully support CSFP operations as described in this application. Complete and upload **Attachment 14** (CSFP Budget Template and Instructions) in the Pre-submission Upload section of the Grants Gateway. Applicants will use **Attachment 14** to complete the Expenditure Budget template in the Grants Gateway. Detailed instructions can be found in the Grants Gateway. Please note: An application cannot be submitted unless the Expenditure Budget is also completed in the Grants Gateway Forms Menu.

- a. The budget request should be clear, accurate, complete and in alignment with the activities to be conducted as described in the RFA.
- b. All budget items must relate directly to the provision of CSFP and be consistent with the scope of services outlined in the RFA.

- c. All costs submitted must be justified with an accompanying narrative.
- d. Personal service positions must relate directly to the proposed services listed in the RFA. List the annual salaries of staff that will be working on the project and the corresponding percentages of their time that will be spent working on CSFP activities.
- e. The budget request may not exceed a cost per participant of \$121.67.
- f. Existing contractors may not request a caseload that exceeds a forty (40) percent increase over the caseload awarded under the previous Request for Applications (RFA).
- g. All budget items are justified and allowable under state and federal guidelines.
- h. Indirect costs will be limited to 10 percent or less of direct costs. All indirect cost rates are subject to review and approval as set forth in the federal and/or Program regulations. Calculated indirect cost rates will be subject to Department review and approval. Direct costs may include Personal Service, Fringe Benefits, Space, Program Operations, Travel, Equipment, and Other budget costs. If claiming indirect costs, an indirect cost approval letter must be uploaded.
- i. The budget should include all subcontracting/consultants (if applicable) with contractual amounts and methodologies. All subcontractors and/or consultants must be approved by Department prior to the start of the work.

THIS FUNDING MAY ONLY BE USED TO EXPAND EXISTING ACTIVITIES OR CREATE NEW ACTIVITIES PURSUANT TO THIS RFA. THESE FUNDS MAY NOT BE USED TO SUPPLANT FUNDS FOR CURRENTLY EXISTING STAFF ACTIVITIES.

Budgets will be evaluated for cost reasonableness, staff to participant ratio, and personal service expenses proposed in the application.

Any ineligible budget items will be removed from the budget prior to contracting. The budget amount requested will be reduced to reflect the removal of the ineligible items. The grant award will be modified to reflect approved sites, anticipated caseload and removal of the ineligible items. It is the applicant's responsibility to ensure that all materials to be included in the application have been properly prepared and submitted. Applications must be submitted via the Grants Gateway by the date and time posted on the cover of this RFA. The value assigned to each section is an indication of the relative weight that will be given when scoring your application.

7. Workplan

This RFA has a Grant Opportunity Defined Work Plan set in the Grants Gateway. The Objectives and Tasks cannot be removed from the Work Plan. The applicant will adhere to the implementation of Work Plan activities per the standardized Work Plan.

For the Grants Gateway Work Plan Project Summary, applicants are instructed to insert the Project Summary as it is listed in **Attachment 3** (NYS CSFP Local Agency Work Plan). 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 in to these areas will not be considered or scored by reviewers of your application.

B. Freedom of Information Law

All Applications may be disclosed or used by NYSDOH to the extent permitted by law. NYSDOH may disclose an Application to any person for the purpose of assisting in evaluating the Application or for any other lawful purpose. All Applications will become State agency records, and will be available to the public in accordance with the New York State Freedom of Information Law (FOIL). **Any portion of an Application that an Applicant believes constitutes proprietary information entitled to confidential handling, as an exception to the general rule regarding the availability to the public of State agency records under the provisions of the Freedom of Information Law, must be clearly and specifically designated in the Application.** If NYSDOH agrees with the Applicant’s claim regarding the proprietary nature of any portion of an Application, the designated portion of the Application will be withheld from public disclosure. Blanket assertions of proprietary material will not be accepted, and failure to specifically designate proprietary material may be deemed a waiver of any right to confidential handling of such material.

C. Review & Award Process

An Application which meets ALL of the guidelines set forth above will be reviewed and evaluated competitively by the NYSDOH Division of Nutrition/Bureau of the Child and Adult Care Food Programs/Commodity Supplemental Food Program. An Application that does not meet the minimum criteria (PASS/FAIL) will not be evaluated. An Application that does not provide all required information will be omitted from consideration.

The value assigned to each section indicates the relative weight that will be given in scoring the Application.

1. Cover Page	Not Scored
2. Program Summary	4 points (4%)
3. Statement of Need	10 points (10%)
4. Applicant Organization	5 points (5%)
5. Program Activities	56 points (56%)
6. Qualitative Reference Checks	5 points (5%)
7. Budget	20 points (20%)

Applications with minor issues (for example, an Application missing information that is not essential to timely review and would not impact review scores) MAY be processed and evaluated, at the discretion of the State, but any issues with an Application which are identified by the Department **must** be resolved prior to time of award. An Application with unresolved issues at the time award recommendations are made will be determined to be non-responsive and will be disqualified.

Applications that fail to provide all required information will be omitted from consideration.

1. Applications meeting the minimum eligibility criteria will be reviewed and scored by a

team of trained Department reviewers using a standardized review tool developed specifically for this RFA.

2. An application must have a minimum score of 70% to be considered for funding.
3. Applications will be ranked according to their review score.
4. Awards will be made to the highest scoring applicants until all Department caseload is filled (add what that figure is).
5. Awards for existing Grantees will be limited to no more than a forty (40) percent increase of caseload awarded under the previous RFA. To receive an increase, applicants must have documented ability showing existing target caseload levels have been met.
6. Award amount will be based on assigned caseload and cost per participant, a maximum amount not to exceed \$121.67 per participant.

In the event of a tie score, the applicant with a higher score in the Qualitative Reference Checks section will break the tie. If there is still a tie, then the applicant with a higher score in the Program Activities section will break the tie.

In the event that there is an insufficient number of acceptable applications scoring 70 and above, the department reserves the right to reprocure.

If changes in funding amounts are necessary for this initiative or if additional funding becomes available, funding will be modified and awarded in the same manner as outlined in the award process described above.

Applicants will be deemed to fall into one of three categories: 1) not approved, 2) not funded due to limited resources, and 3) approved and funded. Not funded Applications may be awarded should additional funds become available.

Once awards have been made pursuant to the terms of this RFA, an Applicant may request a debriefing of their own Application (whether their Application was funded or not funded). The debriefing will be limited only to the strengths and weaknesses of the Application submitted by the Applicant requesting a debriefing and will not include any discussion of ANY OTHER Applications. Requests for a debriefing must be received by the Department no later than fifteen (15) Calendar days from date of the award or non-award announcement to the Applicant requesting a debriefing.

To request a debriefing, please send an email to Jessica Gottung at csfp@health.ny.gov. In the subject line, please write: *Debriefing Request-Commodity Supplemental Food Program RFA*.

Any unsuccessful Applicants who wish to protest the award or awards resulting from this RFA should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found on the OSC website at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp>. (Section XI. 17.)

VI. Attachments

Please note the following Attachments to this RFA are accessed under the “Pre-Submission Uploads” section of the Grants Gateway online Application and are not included in the RFA document. In order to access the online Application and other required documents such as the Attachments, a prospective RFA #20339, Commodity Supplemental Food Program

Applicant must be registered and logged into the NYS Grants Gateway in the user role of either a “Grantee” or a “Grantee Contract Signatory”.

- Attachment 1: Letter of Interest to Apply (Not Required)
- Attachment 2: Application Cover Page
- Attachment 3: NYS CSFP Local Agency Work Plan*
- Attachment 4: Site Locations and Hours of Operation
- Attachment 5: Geographic Service Area and Caseload Request
- Attachment 6: List of Organization’s Board of Directors
- Attachment 7: CSFP Key Personnel Job Descriptions
- Attachment 8: CSFP Federal Regulations Part 247*
- Attachment 9: CSFP Federal Regulations Part 250*
- Attachment 10: Vendor Responsibility Attestation
- Attachment 11: Minority & Women-Owned Business Enterprise Forms
- Attachment 12: CSFP Program Planning Data*
- Attachment 13: CSFP General Definitions*
- Attachment 14: CSFP Budget Template and Instructions
- Attachment 15: USDA Monthly Food Package Distribution Rates*
- Attachment 16: References

*These attachments are for reference only and do not need to be completed.