

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

New York State Department of Health
Center for Community Health
Division of Nutrition
Bureau of Child and Adult Care Food Programs
Commodity Supplemental Food Program (CSFP)

QUESTIONS AND ANSWERS

Questions below were received by the deadline announced in the RFA. The New York State Department of Health (NYSDOH) is not responsible for any errors or misinterpretation of any questions received.

The responses to questions included herein are the official responses by the State to questions posted by potential bidders and are hereby incorporated into the RFA # 20339. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

PROGRAM QUESTIONS:

SECTION II. WHO MAY APPLY

A. MINIMUM ELIGIBILITY REQUIREMENTS

Question 1: Are governmental agencies (Area Office for Aging) eligible to apply?

Answer 1: Please refer to Section 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).

SECTION III. PROJECT NARRATIVE/WORK PLAN OUTCOMES

A. CORE CSFP LOCAL AGENCY REQUIREMENTS

Question 2: Are awardees required to serve both New York City and Long Island?

Answer 2: No. Awarded agencies may serve high need areas of New York City and/or Long Island. Please refer to RFA Section III. Project Narrative/Work Plan Outcomes; A. Core CSFP Local Agency Requirements; 1. Caseload Management and Outreach.

Question 3: Can we exclusively receive and distribute fruits, vegetables, grains, nuts, seeds and legumes including the processing of these specific foods?

Answer 3: No. Donated foods are provided by the United States Department of Agriculture (USDA) and must be distributed to enrolled participants in accordance with the USDA Food Package Maximum Monthly Distribution Rates. Please refer to Section VI Attachments of the RFA Attachment 15 (CSFP Monthly Food Package Distribution Rates) which can be found in the Presubmission uploads section of Grants Gateway.

Question 4: Are food packages provided by the state?

Answer 4: Donated USDA foods are delivered in bulk to awarded agencies and must be individually packaged by awarded agencies according to the USDA Food Package Maximum Monthly Distribution Rates. The foods are not pre-packed for distribution. Please refer to Section VI Attachments of the RFA Attachment 15 (CSFP Monthly Food Package Distribution Rates) which can be found in the Presubmission uploads section of Grants Gateway

Question 5: In what areas is the food delivered to?

Answer 5: Donated foods are delivered within New York City and/or Long Island. Please refer to Section I B. Available Funding of the RFA.

Question 6: Will there be unallocated funds in the budget, or can we budget for the full amount?

Answer 6: Applicants should prepare a 12-month budget not to exceed a cost per participant of \$121.67. For guidance on completing the budget proposal, please refer to Attachment 14 (CSFP Budget Template and Instructions) which can be found in the Presubmission uploads section of Grants Gateway.

Question 7: What will be required for Time and Effort reporting?

Answer 7: Awarded agencies may use their own human resources/personnel reporting systems. Further information will be provided to the awarded applicant.

Question 8: Is the staffing ratio based on Full Time Equivalents, or on number of people?

Answer 8: The staffing ratio is based on Full Time Equivalents (FTE's). For guidance on completing the budget proposal, please refer to Attachment 14 (CSFP Budget Template and Instructions) which can be found in the Presubmission uploads section of Grants Gateway.

Question 9: What documentation is required to be submitted for any Sub-Contractors?

Answer 9: Please refer to Section III. Project Narrative/Work Plan Outcomes; A. Core CSFP Local Agency Requirements of the RFA.

Question 10: How and where in the proposal should we indicate the use of a subcontractor?

Answer 10: Applicants that plan to subcontract are expected to state in the application the specific components of the scope of work to be performed through subcontracts. Subcontractors would be identified in Attachment 14 (CSFP Budget Template and Instructions) under the Contractual Services section of the budget work plan. Attachment 14 can be found in the Presubmission uploads section of the Grants Gateway.

Question 11: Can we include reference letters from sites we currently work with?

Answer 11: Please refer to Section V. Completing the Application; A. Application Format/Content; 5. Qualitative Reference Checks. 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.

ATTACHMENT 5- Geographic Service Area and Caseload Request

Question 12: When listing caseload on the Geographical Area attachment, are we listing our current caseload, or a projected caseload to meet the caseload number we are requesting?

Answer 12: Applicants should use Attachment 5 (Geographic Service Area and Caseload Request) to indicate the counties they are interested in providing CSFP services and the proposed caseload for each selected county. Attachment 5 (Geographic Services Area and Caseload) can be found in the Presubmission uploads section of Grants Gateway.

MISCELLANEOUS

Question 13: Are applicants allowed to submit their own application as the lead and also partner on a separate application as a subcontractor?

Answer 13: Yes.

Question 14: Given that we will need to hire staff, conduct outreach, and onboard sites, is there a ramp-up period before we are expected to reach our full caseload?

Answer 14: Awarded agencies are expected to meet awarded caseload during the contract term. Please refer to Section IV. Administrative Requirements; G . Term of Contract of the RFA, "It is expected that contracts resulting from this RFA will have the following time period: October 1, 2024 - September 30, 2029".

Question 15: What if we are unable to reach our full caseload due to participant turnover or other variables?

Answer 15: Failure to meet caseload assignment may result in caseload and corresponding funding reduction. Please refer to Attachment 3 (NYS Commodity

Supplemental Food Program Local Agency Work Plan) in the Presubmission uploads section of Grants Gateway, "Service to less than the caseload target may result in reduction of caseload and associated funding in the current contract year and/or in the subsequent contract year(s)."