

RFA # 18032 / Grants Gateway # DOH01-CSFP2-2019

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 (Department) is not responsible for any errors or misinterpretation of any questions received.

The responses to the questions included herein are the official responses by the Department to questions posted by potential bidders and are hereby incorporated into the RFA # 18032. 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 I.

Question 1: Are only adults 60 years of age and older eligible for CSFP?

Answer 1: Yes. CSFP only serves adults 60 years of age and older who meet the following CSFP eligibility requirements:

- Categorical eligibility – the individual must be 60 years of age or older.
- Residential eligibility – the individual must reside in New York State.
- Income eligibility – the income of the household must not exceed 130 percent of the Federal Poverty Guidelines.

Question 2: Is CSFP limited to the New York City and Long Island areas only?

Answer 2: Yes. CSFP services are solely provided in the New York City and Long Island areas due to limited funding and caseload assignment prescribed by the United States Department of Agriculture (USDA).

SECTION II.

Question 3: Does an organization need to currently serve 8,000 participants or does the proposed project have to cover 8,000?

Answer 3: An organization does not need to currently serve 8,000 participants in order to apply. However, the applicant organization must plan to serve a minimum of 8,000 participants per month if a contract is awarded.

Question 4: Where it says the minimum request for caseload is 8,000 participants, is that a yearly or monthly requirement?

Answer 4: Assigned caseload is a monthly requirement.

SECTION II. & III.

Question 5: Our organization is interested in partnering with a community-based organization that is already providing these services. What are the eligibility requirements for this grant and is subcontracting allowed?

Answer 5: The eligibility requirements for applying to this grant are listed on page 4 of the RFA (see Section II. Who May Apply). Applicant organizations must:

1. Be a not-for-profit, 501(c)(3) health organization, county health department, tribal organization, community-based organization or other not-for-profit organization or academic institution;
2. Have a minimum caseload request of 8,000 participants;
3. Have a minimum of three (3) years of experience working with the targeted population (adults 60 years and older); and
4. Be prequalified in the Grants Gateway, if not exempt.

As indicated on page 12, applicants may subcontract components of the scope of work up to a maximum of 40% of the contract value. 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. The lead organization (contractor) will have overall responsibility for all contract activities, including those performed by subcontractors, and will be the primary contact for the Department. All subcontractors must be approved by the Department of Health.

Question 6: Our organization is a large academic medical institution that offers many community-based outreach services. Can the not-for-profit arm of our organization apply to this grant?

Answer 6: Yes. The minimum eligibility requirements of the RFA state that this can include a 501(c)(3) health organization, other not-for-profit organization or academic institution.

SECTION III.

Question 7: What is the minimum information/documentation needed to determine “participant” eligibility?

Answer 7: To be certified as eligible for CSFP participation, the individual must meet:

- Categorical Eligibility – the applicant must be 60 years of age or older.
- Residential Eligibility – the applicant must reside in New York State.
- Income Eligibility – the income of the household must not exceed 130 percent of the Federal Poverty Income Guidelines.

To verify age, one of the following documents can be submitted: birth certificate, driver's/non-driver's license, Medicaid or Medicare card, or other types of documents deemed to provide positive age identification.

To verify identify, one of the following photo identification cards can be submitted: driver's/non-driver's license, passport, military or employment identification cards.

To verify residence, one of the following documents must list a New York State address: utility bill, cell phone bill, a letter from a shelter/house of worship/social services on letterhead, a current rent or mortgage document, letter from the shelter, or a voter registration card. Please note, CSFP applicants are not required to have lived in the State for any specific amount of time. For example, migrant and seasonal farm workers living in NYS at the time of application to the CSFP program meet the residency requirement.

To verify income, the following information may be submitted:

- Earnings from work – wages, salaries, tips, paycheck stubs, W 2 forms, letter of verification of employment and income by employer, unemployment compensation, workers' compensation, income from self-owned business
- Pensions/Retirement/Social Security – pensions, supplemental security income, retirement income, veteran's payments, social security award letters
- Welfare/Child Support/Alimony – public assistance payments, welfare payments, alimony, child support payments
- Other income – disability benefits, income from estates/trusts/investments, regular contributions from persons not living in the household, net rental income and any other income
- Self-declaration (verbal or written) of income is also permitted by federal regulation.

Question 8: For each participant served through the contract, what specific personal identification information will be recorded regarding other members of their households, if any?

Answer 8: In order to verify program eligibility, CSFP must collect the following information for other household members: name, date of birth, household income and current participation in CSFP.

Question 9: Will immigration status, ethnicity, or heritage information be captured for individuals who receive food packages distributed through this CSFP contract?

Answer 9: The following information is collected for CSFP applicants: name, date of birth, sex, race, ethnicity, address, household members and household income information. Immigration status is not collected, nor is United States citizenship a requirement to receive CSFP benefits.

Question 10: Is there a minimum number of mobile sites that must be served through this CSFP contract?

Answer 10: No. There is no minimum number of mobile sites that must be served. However, applicant organizations should consider how the proposed caseload will be met on

a monthly basis and determine how many permanent and/or mobile sites will be needed to reach this goal.

Question 11: Do applicant organizations have the option of selecting all of the sites to be served, or will DOH and/or USDA also have input in which deciding sites will be served?

Answer 11: Applicant organizations have the option of selecting all sites in any of the New York City and/or Long Island counties. In New York State, CSFP currently serves approximately 33,000 participants each month so every effort will be made to transition current participants to new contracting agencies to avoid a disruption in CSFP benefits.

Question 12: Confirm whether the food packages distributed through this contract can be given to eligible seniors exclusively and not, for example, to any (other) member of their households?

Answer 12: The food packages distributed through this project must be exclusively provided for eligible CSFP participants. A CSFP participant may designate a person to act as a proxy to pick up their food package. If a participant designates a member of their household as a proxy, a food package may be given to the proxy to deliver to the CSFP participant. Otherwise, food packages may only be given to eligible participants.

Question 13: Are the foods shelf stable or do they need to be refrigerated?

Answer 13: At this time, the only CSFP commodity that requires refrigeration is cheese. All other food is shelf stable.

Question 14: Is the requirement for 3 hours of Saturday time per month and either early morning or evening appointments; or is the requirement to offer either one or the other?

Answer 14: As indicated on page 5, at least one location must offer a minimum of three hours of services one Saturday per month. In addition, at least one location must offer early morning or evening appointments up to 7:00 pm at least one time per week.

Question 15: What is the maximum number of food storage or warehouse sites permitted for use per awardee to which CSFP commodities can be delivered monthly?

Answer 15: The Department will award up to three (3) contracts to implement core CSFP requirements as described in Section III. Project Narrative/Work Plan Outcomes. The Department allows commodities to be delivered to a total of 5 locations. The number of food storage or warehouse sites to which CSFP commodities can be delivered will be dependent on the total number of contracts awarded. Each awardee will receive a portion of those 5 locations. For example, if two agencies are awarded a CSFP contract to provide core CSFP requirements, one agency could be allowed deliveries at 2 locations and the other 3 locations, or 1 and 4 locations.

If an organization is also applying for the optional full warehouse component to receive all of the Department's CSFP commodities (approximately 10 million pounds per year), up to four (4) locations may receive direct shipments of commodities from USDA. As stated on page 8 of the RFA, only one of the funded CSFP agencies may be awarded the optional full

warehouse component.

Question 16: Can commodities be electronically scanned upon delivery for inventory purposes, instead of being “physically” counted?

Answer 16: Upon delivery, commodities can be electronically scanned or physically counted. However, all commodities will likely need to be physically counted at the end of each month for inventory management purposes. When commodities are delivered, a contractor will receive full pallets. However, as food is distributed throughout the month, cases and loose items will need to be accounted for and this is currently only completed through physical counting.

Question 17: Does the cost per caseload include the unallocated line or is this the net amount excluding the unallocated funds?

Answer 17: The cost per participant does not include the unallocated budget line. An unallocated budget line represents 10% of an awardee's total budget and is used to accommodate an increase in participant caseload. The USDA assigns caseload on an annual basis. If New York State is awarded additional caseload during the contract term, the Department can quickly adjust the cash backed funding level available to the awarded agencies through use of the unallocated line.

For example, if an organization is initially awarded 15,000 participants, the cash backed funding level will be \$1,783,350 (15,000 participants x \$118.89 per participant). An additional 10% (\$178,335) will be added to the budget for a maximum contract value \$1,961,685. Of that amount, 10% will be held in an unallocated line (\$178,335) and the remaining funds (\$1,783,350) will be available for the organization to be reimbursed for performing CSFP work plan deliverables.

If the organization is awarded an additional 700 participants during the year, an additional \$83,223 (700 participants x \$118.89) in funding will be made available and released from the unallocated line. The maximum contract value will remain \$1,961,685 but the available cash backed funding will be increased to \$1,866,573 (\$1,783,350 + \$83,223 = \$1,866,573) and the unallocated portion will decrease to \$95,112 (\$178,335 - \$83,223 = \$95,112).

Question 18: If we are a current contractor, should we submit a proposed staffing pattern based on the requirements of the current FANIS software; or one based on the proposed improved information technology system, which will take less staff time for data entry?

Answer 18: It is best practice to propose a staffing pattern based on requested caseload. A desired staffing to participant ratio is between 1:350 – 1:650 in order to optimally fulfill all work plan deliverables. CSFP currently utilizes the Food and Nutrition Information System (FANIS) to track participation and commodity issuance. This system will continue to be utilized until a replacement solution is implemented.

Question 19: Please provide the list of any components of the contract that cannot be subcontracted?

Answer 19: Any component of the scope of work can be subcontracted up to a maximum of

40% of the contract value. The contractor will have overall responsibility for all contract activities, including those performed by subcontractors. Applicants that plan to subcontract are expected to state in the application the name of the subcontractor and the specific components of the scope of work to be performed through subcontracts.

Question 20: Will NYS DOH designate and provide the personnel reporting (i.e. Human Resources) system (hardware and/or software) to be used for this contract, or will awardees be able to use systems they currently utilize (i.e. not CSFP or USDA systems)?

Answer 20: Awarded agencies may use their own human resources/personnel reporting systems. The Department will only provide the participant certification and food issuance information technology system to be used for this contract.

Question 21: The RFA gives the impression that any/all project data be captured using only funder-provided software. Does that requirement also pertain how the awardee's human resource (personnel) and finance (budget) components are tracked?

Answer 21: No. The software provided by the Department will be used for tracking participant certification and inventory management. The contractor is responsible for maintaining the personnel and financial management systems to ensure accountability for work performed and CSFP funds received.

Question 22: Will the funder/grantor (e.g. NYS DOH or USDA) provide hardware sufficient for each CSFP paid staff member with any reporting or data entry responsibilities, to each have one laptop or tablet or desktop, etc. to perform their CSFP tasks during the grant period?

Answer 22: The contractor should budget for all needed computer equipment, but there is the potential that costs may be shared with the Department depending on the technology solution in place at the time.

Question 23: Which entity will have responsibility for providing service or replacement in cases where CSFP hardware or reporting devices require repair or replacement?

Answer 23: Contracted agencies will have the responsibility of maintaining hardware/reporting devices, as well as maintaining insurance to cover the replacement value of computers/hardware purchased with CSFP funds. Reimbursement may be provided if the repair/replacement is not due to loss or theft.

SECTION IV.

Question 24: Is the letter of interest mandatory?

Answer 24: No. A letter of interest is not mandatory or required. Applications may be submitted without first having submitted a letter of interest.

Question 25: As of July 1, 2018, is DOH aware of any vetted NYS MWBE firms certified to also transport food, that can be sourced for this contract?

Answer 25: No, however the directory of New York State Certified MWBEs can be viewed at: <https://ny.newnycontracts.com>. You can try searching the directory for transportation, trucking or like words to see if firms are identified. The MWBE directory also provides vendor contact information and a description of the services available in order to identify and confirm which vendors may offer food transportation.

SECTION V.

Question 26: Guidance is needed to determine if an applicant has the capacity to fully implement the contract, specifically as it pertains to the minimum “in-kind” contribution required or expected to be considered a viable awardee candidate. Please advise:

- What is the minimum percentage of FTE Human Resources personnel time that applicant should anticipate contributing as in-kind support?
- What is the minimum percentage of FTE Warehouse Management personnel time that applicant should anticipate contributing as in-kind support?
- What is the minimum percentage of FTE Information Technology personnel time that applicant should anticipate contributing as in-kind support?
- What is the minimum percentage of FTE Food Transport personnel time that applicant should anticipate contributing as in-kind support?
- What is the minimum percentage of annual food package costs that an applicant should anticipate contributing as in-kind support?

Answer 26: Previous CSFP grant opportunities required an in-kind contribution however, this is not a requirement for this Request for Applications (#18032). Applicant organizations must submit a 12-month budget with consideration given to all costs necessary to fully support CSFP operations as described in the application. All costs must be consistent with the scope of services outlined in the RFA and be justified with an accompanying narrative. As stated on page 27, the budget request may not exceed a cost per participant of \$118.89.

Question 27: If we are a current contractor whose warehouse was approved to handle USDA food shipments and we are re-applying based on the same warehouse space (and not for the city-wide optional warehouse operation) should we cover that in the standard sections of our application, or is there any additional material we should file?

Answer 27: Applicant organizations should describe their warehouse plans for the core local agency requirements in the program specific questions section of the Grants Gateway (question 4e) and in Attachment 14 (CSFP Budget Template).

Applicant organizations who are applying for the optional city-wide full warehouse operations should also complete questions 7a – 7j in the program specific section of the Grants Gateway and the appropriate sections of Attachment 14 (CSFP Budget Template).

ATTACHMENT 4

Question 28: Should we include caseload for each site we currently have?

Answer 28: Applicant organizations should use Attachment 4 (CSFP Site Locations and Hours of Operation) to indicate the location of proposed CSFP permanent sites and mobile

sites, as well as proposed caseload for each site.

MISCELLANEOUS

Question 29: Our organization has multiple sites in the city of New York. Can an organization submit more than one application?

Answer 29: No. An organization may only submit one application.

Question 30: Do we need to submit a Memorandum of Understanding for every partnership we currently have or want to propose or can we provide a sample and the list of agencies we have MOU's with?

Answer 30: A Memorandum of Understanding (MOU) does not need to be submitted with the application. An MOU agreement is used to highlight the responsibilities and requirements of contracted agencies and mobile sites. While it is a program requirement that CSFP contractors have an MOU agreement in place prior to any CSFP activity taking place, the submission of an MOU agreement is not required for RFA #18032.

Question 31: Does the funder place a greater priority, if any, on the total number of seniors served, or on the diverse number of geographic areas, i.e. number of different communities that the seniors served reside in?

Answer 31: The RFA is seeking to provide CSFP services to older adults in the following New York City and Long Island counties: Bronx, Kings, Nassau, New York, Queens, Richmond and Suffolk. There are no specific geographic areas or communities targeted within these counties. Ensuring that caseload assignment is met, and eligible adults are served on a monthly basis is a work plan deliverable.