

RFA #18371

Grants Gateway #s:

Component A: DOH01-CHSCA2- 2020

Component B: DOH01-CHSCB2-2020

**New York State Department of Health**

Division of Chronic Disease Prevention

Bureau of Chronic Disease Prevention and Control

Component A: Creating Healthy Schools and Communities

Component B: Physical Activity and Nutrition Center of Excellence

MODIFICATIONS, QUESTIONS AND ANSWERS

January 21, 2020

## RFA MODIFICATIONS

*The following has been updated/modified in the RFA. Strike-through indicates deleted text; underlined/bolded text is new.*

### Section II. Who May Apply, C. Geographic Area, Component A

#### Selecting Communities:

- ~~Applications~~ **Applicants should** must select MCDs or NTAs from the tables in Attachment 2.
- Applicants should prioritize MCDs or NTAs in which worksites and community settings, early care and education (ECE) settings, municipalities, and school districts can be recruited to maximize public health impact and to coordinate activities between community and school sectors, where applicable.
- The number of community and school sites recruited should align with the percent of effort for each of these two sectors as described in the Section III. Project Narrative, Component A Scope of Work. ~~All sites recruited must reside within the high-need catchment area.~~
- **Some MCDs or NTAs may have few or no sites for a strategy. Therefore, it is the collective group of MCDs or NTAs identified by each applicant as their entire proposed catchment area that will include all the sites in which to implement all strategies.**
- **If an applicant can demonstrate that selecting specific worksites, community settings, ECEs, municipalities, or schools in an MCD or NTA outside those listed in Attachment 2 directly serves populations living in the eligible MCDs or NTAs in Attachment 2, then those sites may be included in the proposed scope of work. Although a list of sites for eligible MCDs or NTAs is not required to be included in the application, a description of any ADDITIONAL specific sites OUTSIDE eligible MCDs or NTAs must be provided in Section V. Completing the Application, 4. Initiative Plan for selecting, prioritizing, or identifying sites using the best information or data available to clearly demonstrate the reach of the populations being served in those sites. All final decisions to conduct activities outside of eligible MCDs or NTAs will be approved by the Department, post award.**

### Recruiting worksites, community settings, and ECEs:

- Since communities vary in the number of worksites, community settings, and ECE settings, applicants will have flexibility to recruit the number of sites in which to implement strategies with the greatest possible reach and potential impact.
- Applicants **should** ~~must~~ recruit non-Child and Adult Care Food Program (CACFP) child care centers, day care homes (either CACFP or non-CACFP), and non-CACFP school-based three-year old pre-kindergarten and pre-kindergarten programs based on availability within **eligible** MCDs or NTAs **with flexibility in selecting sites as noted in the *Selecting Communities* section above.** Applicants should work with partners, such as regional CCR&Rs and schools, to identify appropriate child care sites. When recruiting centers and pre-kindergarten school-based programs, applicants may only recruit sites that do not participate in the CACFP. When recruiting homes, applicants may recruit either CACFP or non-CACFP sites. Funded applicants may also choose to implement the physical activity component with some CACFP centers as identified and pre-approved by the Department, post award.

### Recruiting schools:

- Applicants will have flexibility to recruit school districts, charter schools, or non-profit private schools in their catchment area. The schools recruited should serve students living in most, preferably all, of the MCDs or NTAs selected. A minimum of one school district must be recruited **from within an eligible MCD or NTA** in the catchment area. A list of school districts can be found at: <https://data.nysed.gov/>.
- **Applicants are not required to select a school district for each eligible MCD or NTA that is selected.**
- **Applicants are not required to select a school district outside of an eligible MCD or NTA that serves students living in an eligible MCD or NTA.**
- **Applicants should prioritize the selection of school districts or school buildings that reside in the eligible MCDs or NTAs provided in Attachment 2. However, school districts or school buildings that reside outside the eligible MCDs or NTAs that serve students living within the eligible MCDs or NTAs may be selected under three conditions as follows.**
  1. **If a school district resides within the eligible MCD or NTA and has some school buildings outside the eligible MCD or NTA that serve students living in the eligible MCD or NTA, it is acceptable to work with those school buildings that reside outside the eligible MCD or NTA. There are no limitations to work in those school buildings outside the eligible MCDs or NTAs. Applicants will not be approved to work in other school buildings that do not serve students living in eligible MCDs or NTAs.**
  2. **If a school building resides in an eligible MCD or NTA, but the school district for that school building resides outside of the eligible MCD or NTA, the applicant can work with the school district on the wellness policies and the school building that resides in the eligible MCD or NTA and school buildings that reside outside the eligible MCD or NTA only if students living in the eligible MCD or NTA are served by those school buildings. Applicants will not be approved to conduct work in other school buildings that do not serve students living in eligible MCDs or NTAs.**
  3. **If an eligible MCD or NTA does not have a school district or school building, and the students living in the eligible MCD or NTA attend a school district or school building outside an eligible MCD or NTA, then the applicant may select that school district or**

school building(s) in which to work. However, the one school district minimum requirement must be selected from within the eligible MCDs or NTAs. A school district outside of the eligible MCDs or NTAs cannot serve as the one minimum school district. Applicants will not be approved to conduct work in school buildings that do not serve students living in eligible MCDs or NTAs.

- Applicants may choose to select school districts or schools, that are currently implementing activities under SNAP-Ed II funding, to implement activities that are non-duplicative or that do not supplant funds (i.e., activities that are not being conducted or supported at the district level or in school buildings with SNAP-Ed II funding). Applicants should take the necessary steps to confirm with selected school districts or schools if they are receiving SNAP-Ed II funding.

All final decisions to conduct activities in schools residing outside of eligible MCDs or NTAs will be approved by the Department, post award.

~~If applicants include other MCDs or NTAs not provided in the attachments, that information will not be reviewed.~~ Component A applicants may submit multiple applications for different sets of communities (provided one of the above category requirements is met for each set). If an applicant receives multiple awards, the applicant will receive a separate contract for each, with separate and distinct work plans and budgets for the communities in each award. Any applicants receiving multiple awards will comply with all specifications of each award individually, including separate and distinct staffing levels, deliverables, and other specifications required for this initiative.

The Department will only fund one applicant to work within each catchment area. **To encourage greater coverage of communities statewide, potential applicants are strongly encouraged to submit a letter of interest listing the communities where they propose to work.** The communities identified by applicants will be included in the questions and answers document which will be posted on or around the date listed on the cover of this RFA. This will allow community partners to work together to ensure adequate coverage within communities.

Applicants ~~are required to~~ should obtain and include a Memorandum of Understanding/ Memorandum of Agreement (MOU/MOA) with each school district recruited throughout the five-year grant term. If selecting school districts or schools currently receiving SNAP-Ed II funding, unduplicated SNAP-Ed II activities must be included as a provision of the MOU/MOA. In addition, applicants are strongly encouraged to obtain and include a Letter of Commitment from a CCR&R agency that supports the child care providers in the catchment area. Applicants should upload these as one PDF document under Pre-Submission Uploads in the Grants Gateway Forms Menu of an application.

## QUESTIONS AND ANSWERS

### I. Who May Apply

**Q1.** Do you have a chart or list of specific neighborhood/catchment areas for the five regions listed in the Creating Healthy Schools and Communities (CHSC) grant?

Western

Central  
Capital  
Metropolitan  
New York City

**A1:** Yes. The Component A instructions, maps, and tables for selecting eligible Minor Civil Divisions/Neighborhood Tabulation Areas (MCDs/NTAs) can be found in Attachment 2.

**Q2.** Does this opportunity only apply to school districts or could it potentially apply to Westchester Medical Center?

**A2:** No, this opportunity does not only apply to school districts. Minimum eligibility requirements can be found under *RFA Section II. Who May Apply, A. Component A* on page 6 of the RFA.

**Q3.** Do both components (Component A - Creating Healthy Schools and Communities; Component B - Physical Activity and Nutrition Center of Excellence) need to be included within the scope of the application process or would we be able to apply to just one of the two components?

**A3:** Applicants may choose to apply for only one component. Applicants may apply for both components with a separate application; a single application for both components A and B will be rejected. While organizations may apply for both components separately, a contract will only be awarded for one of the components. For example, if an applicant receives an award for Component B, the applicant will be ineligible to receive an award for Component A and vice-versa. If an applicant is the highest scoring in both a Component A region and the Component B, the award will be made in the best interest of the State.

**Q4.** Can we continue to work with communities that have been involved with CHSC and/or with Creating Healthy Places or Healthy Schools NY?

**A4:** Yes. Applicants may select MCDs/NTAs that have been involved with current or previous grants if they demonstrate the need for continued support.

**Q5.** Clarification on Child and Adult Care Food Program (CACFP) but not daycare centers?

**A5:** Applicants may propose to work with both CACFP child care centers and day care homes but will need additional information and approval from NYSDOH before recruiting and working with CACFP child care centers.

- When recruiting day care homes, applicants may recruit both CACFP and non-CACFP sites.
- When recruiting child care centers and pre-kindergarten school-based programs, applicants may only recruit sites that do not participate in the CACFP.
- Funded applicants may also choose to implement the physical activity component with some CACFP child care centers as identified and pre-approved by the Department, post award.

**Q6.** Child Care Resource and Referral Agencies (CCR&R) are county wide or region wide programs, while this grant is working in specific MCD. If we are working with the CCR&R can we provide training and resources to daycare facilities that are not in the identified communities as long as they are involved with the specific CCR&R? They may be serving families from those communities as communities are scattered throughout the counties.

**A6:** Applicants and their partners/subcontractors should prioritize working with child care providers located within the eligible MCDs and NTAs. Refer to the modification to *RFA Section II. Who May Apply, C. Geographic Area, Component A* at the beginning of this document for clarification.

**Q7.** In reference to Section II.A, paragraph 2 (“Preferred Eligibility”): Can the RFP issuers please provide an up-to-date list of Child Care Resource and Referral (CCR&R) agencies for the 5 major catchment areas?

**A7:** Yes. Applicants may access the following link from the Early Care and Learning Council for a complete list of the CCR&Rs in New York State: <https://earlycareandlearning.org/our-members/>.

**Q8.** In reference to Section II.C, paragraph 4 (“Recruiting worksites, community settings, and ECEs”): Can the RFP issuers please provide a list of all non-Child and Adult Care Food Program (non-CACFP) child care centers, day care homes, school-based three-year old pre-K, and pre-K programs for the 5 major catchment areas?

**A8:** A complete list is not available. Applicants should work with partners, such as regional CCR&Rs and schools, to identify appropriate child care sites.

**Q9.** For the Early Care and Education (ECE) intervention, does that include both private pre-kindergarten programs and pre-kindergarten programs within a school district?

**A9:** Yes. When recruiting pre-kindergarten school-based programs, applicants may only recruit sites that do not participate in CACFP. Applicants may recruit private pre-kindergarten programs if they serve mostly students living in the MCDs or NTAs selected. Applicants should work with partners, such as regional CCR&Rs and schools, to identify appropriate child care sites.

**Q10.** The following two questions are specific to page 8 of the RFA “Recruiting worksites, community settings, and ECE’s.” Does the applicant need to recruit child and adult care food programs, or can it be one or the other? Does the applicant need to recruit both government-based and non-government-based programs, or can it be one or the other?

**A10:** Applicants will have flexibility to recruit the number of sites in which to implement strategies with the greatest possible reach and potential impact. When recruiting ECEs, applicants must review and apply the following criteria to ensure the ECE program they are recruiting fits within one of the following: non-CACFP child care centers, day care homes (either CACFP or non-CACFP), and non-CACFP school-based three-year old pre-kindergarten and pre-kindergarten programs based on availability within MCDs or NTAs. Applicants should work with partners, such as regional CCR&Rs and schools, to identify appropriate child care sites. When recruiting centers and pre-

kindergarten school-based programs, applicants may only recruit sites that do not participate in the CACFP. When recruiting day care homes, applicants may recruit either CACFP or non-CACFP sites. Funded applicants may also choose to implement the physical activity component with some CACFP centers as identified and pre-approved by the Department, post award.

**Q11.** Are legally exempt providers allowed to be considered as ECE sites? (p. 11-12 – Physical Activity and Nutrition Standards in Early Care and Education Settings)

**A11:** Legally exempt ECE providers may be recruited if they are located within the specific MCDs or NTAs included in Attachment 2. However, applicants should consider sites with the greatest possible reach and potential impact for implementation. Applicants should work with partners, such as regional CCR&Rs and schools, to identify appropriate child care sites.

**Q12.** Pg. 11 – According to our local Child Care Council, there are approximately 100 legally exempt childcare programs in this county. Are we allowed to work with these programs as well, or only the licensed or registered programs?

**A12:** Legally exempt ECE providers may be recruited if they are located within the specific MCDs or NTAs included in Attachment 2. However, applicants should consider sites with the greatest possible reach and potential impact for implementation. Applicants should work with partners, such as regional CCR&Rs and schools, to identify appropriate child care sites.

**Q13.** In many of the smaller communities that are identified, there are few businesses located there. If there are daycare homes or municipalities that are interested in doing the Complete Streets/walkable communities work, is it still ok to choose them?

**A13:** Yes. Since communities vary in the number of worksites, community settings, and ECE settings, applicants will have flexibility to recruit the number of sites in which to implement strategies with the greatest possible reach and potential impact.

**Q14.** My team is interested in applying for the Creating Healthy Schools and Communities Grant – Component A. In the grant RFA, it mentions creating programs in multiple districts, but I wanted to check and see if it would be ok to focus on one district/neighborhood – Washington Heights?

**A14:** The Department intends to have significant reach through this RFA. Since communities vary in population density and size, applicants may apply for one or more eligible communities of any size (MCDs or NTAs) to achieve the greatest possible reach in the catchment area. A minimum combined population reach of 20,000 is required and all strategies must be implemented within the catchment area. Refer to Attachment 2 for total populations of MCDs and NTAs.

**Q15a:** Are organizations required to submit Memorandum of Understandings (MOUs) with all of the schools we plan to work with? On page 9 of the RFA it says that organizations should obtain MOUs with each school district throughout the five-year grant term and in other parts of the RFA the MOUs are required as an attachment.

**Q15b:** Is an MOU required from a school district for the grant application?

**Q15c:** Do the school MOUs need to be submitted with the application, for those selected to work with in Year 1 and/or for all five years (it is unclear on page 9 and 17)?

**Q15d:** If we are required to submit MOUs with all partnering schools, does the MOU need to be specific to this project?

**Q15e:** What content, commitments and information should be included in the MOUs we execute with school districts and other potential partners?

**A15a-e:** Applicants are required to obtain and include, in the application, a Memorandum of Understanding/Memorandum of Agreement (MOU/MOA) with each school district or school recruited throughout the five-year grant term. The MOU/MOA should cover the full five-year grant term indicating the multi-year commitment to supporting a systems approach to implementation. The MOU/MOA should not be for only one year. If an applicant is awarded, additional schools recruited post award in year 1 or beyond would also require an MOU/MOA for the duration of the grant term. The MOU/MOA may include only the strategies of this RFA, or it may be an MOU/MOA that includes other activities the applicant organization might be conducting with the school, outside of this grant, with the school strategies for this grant being a component of that broader MOU/MOA. The MOU/MOA should outline a collaboration between the applicant agency and the school district. At a minimum, the MOU/MOA should clearly state the start and end dates, describe the strategies to be supported/implemented, and the resources, staffing, etc., that the applicant agency and the school district will commit to the collaboration.

**Q16.** Page 9 of the RFP states "Applicants should obtain and include a Memorandum of Understanding/Memorandum of Agreement (MOU/MOA) with each school district recruited throughout the five-year grant term." Although NYC is a single school district, it is composed of 32 community school districts for elementary and middle schools. If we are looking to submit a proposal for a high-need area of NYC, can we sign an MOU with the local community school district? Or do we need to sign an MOU with the NYC Department of Education?

**A16:** A signed MOU with either the local community school district or the NYC Department of Education is acceptable.

**Q17.** Is a letter of commitment with a CCR&R required or is this only "strongly encouraged"? On page 9 of the RFA, it says that letters of commitment from a CCR&R are strongly encouraged and other parts of the RFA state that the letter of commitment is required.

**A17:** The letter of commitment with a CCR&R is strongly encouraged, but not required; it is a preferred eligibility. RFA Section II. Who May Apply A. Component A, under Preferred Eligibility the fifth bullet : "partnership commitment by securing a Letter of Commitment with at least one CCR&R that serves non-CACFP child care providers in the applicant catchment area."

**Q18.** Will this grant support the development and maintenance of a nutrition and healthy eating app and/or similar technology? Are there any restrictions/guidelines about the use of technology as part of this program?

**A18:** No, this grant will not support the development and maintenance of apps and/or similar technology. Yes, there may be restrictions/guidelines about the use of certain technology to support the implementation of grant strategies and will be provided post award. However, funds can support the purchase of computers, or similar office technology, for grant funded staff.

**Q19.** The RFP states that local municipalities are eligible to apply for funding, and that proposers must sign an MOU with the local school district. Because of mayoral control of NYC schools, this means that NYC can both apply for funding, and eliminate any competition by refusing to sign MOUs with any other proposers. Are there any current protections against that happening? If not, can NYSDOH clarify in the Q&A that municipalities applying for funding must sign MOUs with other entities submitting proposals?

**A19:** As stated in RFA Section V. *Completing the Application, A. Application Format/Content, Pre-Submission Uploads, Item #10*, MOU(s)/MOA(s) Letters of Commitment are required for an application. Furthermore, the Department of Health cannot impose protections against applicants or schools entering into MOUs nor can it direct municipalities or other applicants to sign MOUs with other entities submitting applications.

**Q20.** The majority of communities in St. Lawrence County are included in the list of eligible MCDs, with the notable exception of Potsdam. According to the maps available from [www.neighborhoodatlas.medicine.wisc.edu/](http://www.neighborhoodatlas.medicine.wisc.edu/) it is unclear why Potsdam has been excluded, especially when compared to neighboring Canton (a very similar community) which is included in the eligible list. Please see map below. Potsdam is home to two universities and is the headquarters of the local health system – all three of these are major employers and have food service (which is not true of most employers in the region). Please explain the reason Potsdam has been omitted from the list of eligible communities.

**A20:** Potsdam is not included on the list of eligible communities because it does not meet the eligibility criteria for this grant. Communities are eligible when 40% or more of their population is not non-Hispanic White and/or where the percent of people living in high-need block groups is above the regional mean. Refer to the modification to RFA Section II. *Who May Apply, C. Geographic Area, Component A* at the beginning of this document for clarification.

**Q21.** Additionally, in this grant, we plan to build on our successful Complete Streets work with individual municipalities and work on a county-level Complete Streets policy and its implementation. Without all of the towns included (Potsdam, Clare, Waddington, and Piercefield are the only communities not included) county-level work will be hindered. Please explain why Clare, Waddington, and Piercefield have been omitted from the list of eligible communities. Map of St. Lawrence County below.

**A21:** Potsdam and Waddington are not included on the list of eligible communities because they do not meet the eligibility criteria for this grant. Clare and Piercefield were excluded from the process of identifying eligible communities because their populations are below the threshold for a Census Block Group. However, applicants may work on county-level Complete Streets policies that include both eligible MCDs/NTAs from Attachment 2 and communities that reside outside the eligible MCDs/NTAs with priority given to the eligible MCDs/NTAs. Implementation activities

should be prioritized in eligible MCDs/NTAs. Refer to the modification to *RFA Section II. Who May Apply, C. Geographic Area, Component A* at the beginning of this document for clarification.

**Q22.** There are communities that DO NOT have the required settings (worksites, for example) to complete strategies in. However, the communities do include a population that lives, works, plays or attends school in other MCDs where the strategies can be implemented. Would we include those communities because we will impact the population, or NOT include those communities because we cannot implement strategies directly in there? (for example: in St. Lawrence County – the small communities of Depeyster, Macomb, etc.)

**A22:** Applicants and their partners/subcontractors should prioritize working with sites located within the eligible MCDs and NTAs. Refer to the modification to *RFA Section II. Who May Apply, C. Geographic Area, Component A* at the beginning of this document for clarification.

**Q23a.** If we pick MCDs to work with, and students who live there attend school in a neighboring MCD that is NOT on the list, are we required and/or allowed to work with that school district?

**Q23b.** I have a quick question to clarify which schools we can engage with the CHSC 2020 grant: The Town of Haverstraw is the required geographic area in Rockland County. There is one public school district, Haverstraw-Stony Point, from which to choose that serves families from the Town of Haverstraw and Town of Stony Point. Two of the eight schools within the district are physically located in Stony Point but serve students from the Town of Haverstraw as well as those from Town of Stony Point. To my knowledge, the district does not have “neighborhood schools” and therefore students are bused to schools outside their neighborhood; the Stony point-based schools would have students living in the catchment area. The information in the RFA in the Recruiting Schools section states that schools recruited should serve students living in most of the MCD and that at least one school district must be recruited from the catchment area. I believe the two Stony Point schools meet these criteria but I want to know:

- what is the necessary criteria I must demonstrate to justify working with the Stony Point-based schools?
- what are the limitations, if any, in working with the Stony Point-based schools because of their location?

**Q23c.** CHSC.2020.RFA, Section III, Component A - Scope of Work, A. Major Tasks, SCHOOL STRATEGIES, page 17, Work Plan Requirements: If a target MCD includes some, but not ALL of the school buildings in a school district, are we to work with the district in its entirety, or only work in the school buildings that fall within the target MCD? Likewise, if one school building is on a Reservation (a target MCD), but the rest of the school buildings that serve the Reservation population are outside the MCD, are we to work only in the building that is within the MCD, or can we work with all buildings that serve this population.

**Q23d.** On p. 8 under the section labeled “Selecting Communities,” the third bullet states that all sites recruited MUST reside within the high-need catchment area. We have a high-need catchment area whose students belong to a school district that is not physically located in a high-need catchment area. That district includes students from multiple towns; only one is identified as a high-need catchment area. Are we able to work with that school district?

**Q23e.** If the children living within an MCD we chose attend a school district outside of the MCD (i.e., children living in the MCD of Petersburg in Rensselaer County attend Averill Park School District outside of their MCD), may we work with that school district?

**Q23f.** Given that children from Kingsbury are included as part of the Hudson Falls School district, will Hudson Falls be included in the catchment area for the Kingsbury catchment area?

**Q23g.** If we are working with a community, do we need to engage the school district as well since some of the communities identified are one of many communities in a school district and contiguous communities may be in different school districts? Schools may not be located in the communities that we choose as well but students are bussed to the school in a neighboring community.

**Q23h.** Page 8- A minimum of 1 school district per catchment area is required. Is that a self-defined catchment or is it 1 per each MCD chosen?

**Q23i.** Pg. 16 - Should we choose to work with the entire county's eligible municipalities, would we be required to work with all schools?

**A23a-i:** Applicants and their partners/subcontractors should prioritize working with sites located within the eligible MCDs and NTAs. Refer to the modification to *RFA Section II. Who May Apply, C. Geographic Area, Component A* at the beginning of this document for clarification.

**Q24.** Is DOH interested in seeing continuation of work within the schools and communities that have been supported through CHSC in the last five years, or is DOH more interested in seeing partnerships with new schools and communities, or a mix of the two approaches?

**A24:** A new competitive RFA provides the opportunity for applicants currently or not currently receiving DOH grant funding to submit an application that demonstrates the most current needs of the proposed communities.

**Q25.** We have been approached by two municipalities and school districts (non-contiguous). If we decide to work with both should we submit two applications (each with its own budget) or one application? If we should submit one application could and should we double our budget?

**A25:** The Department intends to have significant reach through this RFA and strongly recommends that applicants maximize the selection of MCDs/NTAs to achieve the greatest possible reach in the catchment area. Component A applicants may submit one application for all communities in the proposed catchment area. Component A applicants may submit multiple applications for different sets of communities. If an applicant receives multiple awards, the applicant will receive a separate contract for each, with separate and distinct work plans and budgets for the communities in each award. Any applicants receiving multiple awards will comply with all specifications of each award individually, including separate and distinct staffing levels, deliverables, and other specifications required for this initiative. Budgets must total but not exceed \$305,000 as the contract will be valued at this established amount.

**Q26a.** Our catchment area also includes Gates. Is it possible to expand our work into Gates in later years? Or are we required to submit a proposal to address both the City of Rochester and Gates at the same time? (p. 7 Geographic Area)

**Q26b.** If the catchment area we choose includes 10 worksites, do we have to work with all ten in year one? Or could we focus on one or two in year one.

**A26a-b:** It is expected that awarded applicants have the staffing and resource capacity to initiate or expand work plan activities for all required strategies in all selected MCDs/NTAs by the end of year two. The program and evaluation requirements are established to maximize the greatest possible duration of implementation impact over the full five-year grant term. Although site recruitment in MCDs/NTAs is an ongoing process that can continue into year four, most sites for all strategies are expected to be recruited and work plan activities initiated with pre (baseline) assessments completed by the end of year two through the first half of year three.

**Q27.** If the YMCA works with the school district in the MCD to provide afterschool programming, would the Y be considered the school or the community component of the grant?

**A27:** In this example, the YMCA would be considered a partner that supports the school component of the grant.

## **Component A – Scope of Work**

**Q28a.** On page 9 under *Project Narrative/Work Plan Outcomes*, there is *Component A- Scope of Work*. It says that the percent of funding will total 100% with community strategies being 65% and school strategies being 35%. Is it expected that there will be just one full-time coordinator who does both components rather than two full-time coordinators or a part-time employee who subcontracts out portions of the community and/or school?

**Q28b.** P. 40, Staffing Pattern and Qualifications Item a. “Staffing should be consistent with the percent of funding allocated for the community and school strategies (65%/35%) Do the percentages refer only to the percentage of total funding or also to the % of FTE staff positions (e.g., if 4FTE staff are included in the budget, only 1.4 FTE should be allocated to schools)? Can staff positions be split across community and school strategies?

**Q28c.** Can 1 staff be dedicated to the schools component if it fits the 35% 65% model? (p 20-21 organizational infrastructure and staffing)

**Q28d.** With regard to the 65% (community strategies)/35% (school strategies) split, does every budget category within the proposed budget need to have this percentage split, or is it that the overall budget should be split 65/35 for communities and schools? As an example, if we have two program staff, one leading the community side, and one leading the school side, and they each have similar salaries so the funding in the personal line is 50/50 split roughly, but we plan to spend less in program materials/professional development/media/communications on the schools, so overall the spend will be 65 communities and 35 schools, does this meet the requirement?

**Q28e.** With regard to the 65% (community strategies)/35% (school strategies) split, if we split one staff person's time on schools and communities, should we have multiple personal lines for that individual within the budget, so it is clear how their time is split? For example, a program manager oversees both the community and school strategies sides, so how do we adequately document this split so that the reviewers can clearly determine we are reaching the required 65/35 split?

**A28a-e:** Applicants must use grant funds to support a minimum of a .50 FTE, employed by the applicant agency. The applicant may determine how many staff are necessary to carry out the deliverables of the grant by the applicant agency or through one or more subcontracts, while maintaining the minimum staff requirement and percent of funding allocated for the community and school strategies. There is no requirement for specific community or school coordinators as some applicants may choose to split staff time and effort across the community and school strategies. The overall budget should represent a 65% allocation for the community component and a 35% allocation for the school component to support the staffing and work plan activities. Staff may be funded at 1.0 FTE within each of the split allocations. One staff may be dedicated to the school component using the 35% allocation. The total staff percent time and effort, with any community/school split time and effort, should be clearly described in *Section V. Completing the Application, 6. Staffing Pattern and Qualifications 6a*.

**Personal Services Salary Detail:** A separate line will be required for each staff member that will be providing time and effort to both the community and the school strategies. Follow the budget data entry guidelines; entering the annual salary, number of months funded and percent of effort. The Role/Responsibility should be representative of the appropriate strategy.

**Operating Expenses:** In the event 65%/35% split of the total budget is not fully fulfilled by Personal Services, the remainder should be covered by Operating Expenses. A separate budget line will be required for each instance of proposed expenditures for community strategies and school strategies.

**Q29.** Is the expectation that the grant dollars be split equally between the 3 strategies?

**A29:** The percent of funding allocated to the community and school strategies, including communication and sustainability activities, is listed below with an expectation that the percent of funding will total 100%. The budget and work plan objectives and tasks should be developed in accordance with these percentages.

1. Community Strategies 65%
2. School Strategies 35%

## **A. Major Tasks**

**Q30a.** Most worksites in rural areas do not have cafeterias but may have vending machines or bring food in for meetings. Do these worksites still count towards the work? I think only our hospitals and colleges have cafeterias, cafes or food service of any kind. Otherwise they rely on

vending machines or staff needs to bring their own food in. Many are located at a distance from stores and do not have easy and available access to the stores during a lunch break.

**Q30b.** Pg. 10 strategy 1. Food Service Guidelines (FSGs) in Worksite and Community Settings – Does implementing a Healthy Meeting Policy qualify as completing this Strategy?

**A30a-b:** Worksites and community settings that have vending machines and/or other venues such as cafeterias, cafes, grills, snack bars, concession stands and micro-markets, are included on the FSGs strategy. Healthy Meetings and Events Guidelines and Policies will not be addressed in this strategy.

**Q31.** Do all of the strategies have to be implemented in all of the chosen communities, or can the strategies be worked on where most appropriate across the region (and not necessarily in all chosen MCDs)?

**A31:** Since communities vary in the availability of sites across the community and school strategies, it is not expected that applicants will implement all strategies in all selected MCDs/NTAs, but rather all strategies will be implemented across the proposed catchment area based on site availability to achieve the greatest possible reach.

**Q32.** Pg. 10 – please define “micro-market”

**A32:** Micro-markets, as defined by *Food Service Guidelines for Federal Facilities*, are small food service areas, such as stores or kiosks, in which a cashier is not present, and the consumer makes purchases through self-checkout stations.

**Q33a.** Are retail food locations included in community settings in which to establish FSGs?

**Q33b.** Is the concept of “healthy retail” included under Strategy 1: FSG in worksite and community centers? For example, can we work with corner stores or businesses that have a concession stand (bowling alley, skating rink, etc.)

**Q33c.** Are retail food locations that prepare and serve food included in community setting in which to establish FSGs?

**A33a-c:** Retail food locations, such as corner stores, are not included in the FSGs strategy. Worksites and community settings that have concession stands and/or other venues such as cafeterias, cafes, grills, snack bars, vending machines and micro-markets, are included in the FSGs strategy.

**Q34.** Are food pantries included in community settings in which to establish FSGs?

**A34:** No, food pantries are not included in the FSGs strategy.

**Q35.** Are community meal sites, such as free-will dinners, included in community settings in which to establish FSGs?

**A35:** Worksites and community settings with food service venues in which food is being sold or food is being served and have the capacity to implement FSGs, should be targeted.

**Q36.** On p. 10 under item #1 in the Strategy section examples of community settings are provided (e.g. parks, stadiums, buildings/areas where community organizations meet). Can you provide further definition of “community settings?” Specifically, what criteria should be considered when selecting a community setting? We are thinking about fire departments (they often are the hub in our rural communities), churches, town-owned community centers, etc.

**A36:** Worksites and community settings with food service venues in which food is being sold or food is being served and have the capacity to implement FSGs, should be targeted.

**Q37.** Pg. 11/12 – Is it DOH intent that CHSC will work to encourage providers who are not CACFP currently to participate in the future?

**A37:** While it is not an intended outcome of this procurement, CHSC grantees may encourage child care providers who are eligible to participate in CACFP but not currently participating to participate in the program. CHSC grantees should do this by connecting providers with the NYSDOH Division of Nutrition, Child and Adult Care Food Program via mail at [cacfp@health.ny.gov](mailto:cacfp@health.ny.gov) or telephone at 1-800-942-3858 to facilitate enrollment and participation.

**Q38.** In Section 2. Physical Activity and Nutrition Standards in Early Child Care and Education Settings under components number 2 and 3, does the grantee staff have to fulfill these components, or can this work be subcontracted?

**A38:** Awarded applicants may choose to subcontract this work. Subcontractors hired to work on this strategy will be required to complete a two-day Physical Activity and Nutrition Training of Trainers conducted by the Department.

**Q39.** The CDC Whole School, Whole Community, Whole Child (WSCC) Model is mentioned on pg. 16 as a resource, but only incorporating the strategies of Comprehensive School Physical Activity Programs (CSPAP) and Healthy Nutrition Environment. Are there anticipated opportunities to incorporate other components of the WSCC Model (based on previous communications, trainings, etc.)?

**A39:** Grant funding to support the staff and implementation of the required school strategies at 35% of the total budget is the priority for the grant application with the required grant strategies taking priority. If an awarded applicant can demonstrate that they have exhausted all implementation efforts to support the required grant strategies and have available funding in the 35% allocation, then proposals to support other select components of the WSCC Model that directly align with and support the required grant strategies may be considered on a case-by-case basis, post award. Some components such as Health Education; Health Services; Counseling, Psychological and Social Services; and the Physical Environment as it relates to capital improvements will not be considered.

**Q40.** Pg. 16. School Strategy Component 2. Please clarify if you are looking for a complete *school board approved* CSPAP plan or may the schools work on the components?

**A40:** A complete school board approved CSPAP plan is not required. Applicants may propose to support schools in the best way that meets the needs of school administrative processes for establishing, developing, implementing, and evaluating CSPAP components to support the district's local school wellness policy.

**Q41a.** Pg. 19 Optional Strategy – if we chose to include this strategy, must it be implemented with every worksite/community that implements the FSG strategy or only in worksites/communities that choose to on top of their FSG strategy?

**Q41b.** Do we need to choose to do physical activity in the worksite up front or can it be a case by case as worksites identify they want to have that in addition to food guidelines?

**A41a-b:** This optional strategy can be implemented with any number of the selected FSG worksites. It does not need to be implemented in every worksite. This strategy does not need to be identified for the application as it is not being scored. Applicants may choose to implement this strategy with selected FSGs worksites, post award with DOH approval.

**Q42a.** Can schools and early care and education sites be considered as worksites? (p. Food Services Guidelines in Worksites and Community Settings)

**Q42b.** Can schools be used as worksites?

**Q42c.** Can early childhood centers be used as worksites?

**Q42d.** During the fourth year of the current CHSC (2015-2020) grant, it was determined that schools should be included as worksites since the schools are among the largest employers in our rural communities. Will schools continue to be included this as worksites in the CHSC 2020-2025 grant?

**A42a-d:** No, schools and early care and education sites cannot be selected as worksites. This RFA directly supports the required Food Service Guidelines strategy of the Centers for Disease Control and Prevention State Physical Activity and Nutrition (SPAN) Program in New York (2018-2023). Under the SPAN Program, food service venues in schools, child care and other facilities that have programs governed by federal laws and regulations (e.g., the National School Lunch Program or the Child and Adult Care Food Program) cannot be included for the Food Service Guidelines strategy for worksites. Therefore, schools and early care and education sites cannot be selected as worksites for this RFA at this time.

**Q43.** School staff are not included in the intermediate outcomes in the logic model. Should staff wellness be included in the CSPAP and nutrition policies?

**A43:** Support for school employee wellness is part of the Staff Involvement component of CSPAP. This is limited only to promoting physical activity. This does not include using the school as a

worksite for the Food Service Guidelines strategy or other nutrition policies. Although a school may have a staff wellness program that promotes both physical activity and nutrition, funding for this grant can only support the Staff Involvement component of CSPAP for physical activity. The primary audience for the school strategies of this RFA are students.

**Q44.** Can you share more about the labor costs of installing complete streets material – is any labor allowable? E.g. artists for implementation, community stipends, construction of elements (p. 15-16 – Physical Activity Access Notes)

**A44:** Labor costs, of any kind, are not allowable.

**Q45.** Can a worksite be included if they only have vending machines?

**A45:** Worksites and community settings that have vending machines and/or other venues such as cafeterias, cafes, grills, snack bars, concession stands and micro-markets, can be targeted for the FSGs strategy.

**Q46.** Can we support community gardens under the grant?

**A46:** No, community gardens are not targeted under this grant.

**Q47.** Page 23 (section D, second bullet) references an annual in-person training for Component A grantees. Do Part B applicants need to budget for costs associated with this training (food, venue/AV rental, etc.)?

**A47:** Yes. Component B applicants should budget for anticipated costs for hosting the two-day in-person grantee meeting in Albany including conference space, A/V rental, food for breakfast lunch, and snacks for two days, anticipated consultant/trainer expenses. The Component B applicant may or may not choose to include breakfast as part of the agenda. If those costs are not included, then Component A grantees would have breakfast on their own covered by grantee budgets. All hotel lodging, dinner, and mileage for Component A grantees will be supported by grantee budgets. Additional costs for supporting the early care and education physical activity and nutrition training of trainers may be supported by the awarded Component B applicant and will be finalized post award, therefore those costs do not need to be included in the application budget. Albany venue costs may also be adjusted should a state venue be used for the meeting. All costs will be reviewed and finalized with the awarded applicant, post award.

**Q48.** Can you clarify the roles of New York State Department of Health (NYSDOH) staff and Physical Activity and Nutrition Center of Excellence (PANCE) staff with regard to providing CHSC Part A grantees with training on different aspects of the required strategies (subject matter, workplan expectations, appropriate expenditures, etc.)? Please clarify how the NYSDOH and PANCE staff roles differ, or if PANCE staff should plan to work collaboratively with NYSDOH staff on all aspects of grantee training.

**A48:** Most of the community component strategy training will be provided by PANCE. In year one, the Early Care and Education two-day in-person training will be provided by NYSDOH's State

Physical Activity and Nutrition (SPAN) program staff and its consultants with PANCE support as needed. A dedicated NYSDOH school coordinator will work in collaboration with PANCE to assess, develop, or provide school training for grantees. DOH contract managers and PANCE staff will work together to provide technical assistance and guidance to grantees on strategy implementation, with PANCE conducting most of this work. This will include phone calls, webinars, and in-person trainings. PANCE will develop, facilitate, or procure consultants for the webinars and in-person trainings. NYSDOH and PANCE staff will collaborate on most planning for trainings with PANCE taking the lead on development. NYSDOH may provide some training through NYSDOH consultants or partners. NYSDOH will approve PANCE training plans, materials, and expenditures. The nature of technical assistance will depend on the grantee needs that will determine if the lead will be PANCE or NYSDOH staff in some cases. PANCE and NYSDOH staff will communicate on a weekly basis on a variety of training and technical assistance proposals and plans. DOH staff will provide guidance on the budget expenses and approvals and all evaluation requirements including fiscal and evaluation webinars and calls to grantees. PANCE staff will not be responsible for budget guidance, training, or expenditure approvals for grantees or evaluation guidance with respect to the required evaluation components of the grant. PANCE may provide guidance or resources on other program evaluation tools where DOH will not be collecting data. PANCE and NYSDOH will have conference calls every two weeks in the first year to discuss and plan all training and technical assistance needs of the grantees.

**Q49.** Will an outside or independent evaluator be required for the Performance Monitoring and Evaluation aspect of the Work Plan requirement?

**A49:** No. Grant funding should not be used to hire an outside or independent evaluator to conduct the required evaluation activities for the grantee or other evaluation activities that the applicant may want to conduct. NYSDOH will be responsible for providing all training and guidance to grantees for the performance monitoring and evaluation requirements and activities. However, the applicant may use grant funding to support internal evaluation staff whose role may be to assist program staff with the evaluation requirements of the grant.

**Q50.** The SNAP-Ed program is currently working in the selected school district in the MCD. Can we collaborate with SNAP-Ed on supporting the school district in assessing and updating their local wellness policy? This is a deliverable that overlaps the two programs (SNAP-ED and CHSC).

**A50:** Applicants may not support the duplication or overlapping of activities currently being conducted under SNAP-Ed II funding in a school district or school building. Applicants may collaborate with the SNAP-Ed program to ensure the coordination and implementation of separate non-duplicated activities. Refer to the modification to *RFA Section II. Who May Apply, C. Geographic Area, Component A* at the beginning of this document for clarification.

**Q51.** The headquarters for Rockland Head Start is located in the MCD; can we work with them as a community agency?

**A51:** Rockland Head Start may be recruited as a community agency for the food service guidelines strategy but should not be recruited for implementation of Physical Activity and Nutrition Standards in Early Care and Education Setting unless approved post-award. Applicants must

recruit non-Child and Adult Care Food Program (CACFP) child care centers, day care homes (either CACFP or non-CACFP), and non-CACFP school-based three-year old pre-kindergarten and pre-kindergarten programs based on availability within eligible MCDs/NTAs. Funded applicants may also choose to implement the Early Childhood Education component with some CACFP centers as identified and pre-approved by the Department, post award.

## II. Administrative Requirements

**Q52.** I am confused about the wording here. I g. it says that funding may be requested under administrative cost line for support of the agencies overall structure but then h. says it is ineligible under NPS lines and must be itemized. Can you explain the difference to me?

g. Funding may be requested under the administrative cost line to support a portion of the agency's overall organizational structure to the extent that it allows a funded applicant to implement program activities. This includes funding for administrative and fiscal staff, space, supplies, telephone, and other expenses indirectly associated with program implementation and service delivery. **Administrative costs may not exceed a rate of 10% of the total direct costs.**

h. Ineligible Budget Items:

- Indirect or administrative lines will not be accepted as NPS budget lines. Itemized budget lines related to these costs (i.e. rent, heat, telephone) will be allowed with appropriate justification in the narrative and must be entered in the appropriate sections of the on-line budget.

**A52:** This error was addressed through Addendum #2 posted on 12/12/19. Please refer to the full RFA posted in the Grants Gateway for this Addendum.

**Q53.** With Addendum #2 Budget Section H deletes that Indirect or administrative lines will not be accepted as NPS. I can now add Indirect under NPS and what justification will be required for this line?

**A53:** Indirect (administrative costs) are to be budgeted in the Other Expense Detail. Please refer to the Budget Data Entry Guidelines.

**Q54.** Additionally, I see the letter of intent is optional. Would you recommend this portion to be completed or not necessarily?

**A54:** Submission of a letter of interest/intent (due 12/20/19) is not a requirement or obligation upon the applicant to submit an application in response to this RFA. Applications may be submitted without first having submitted a letter of interest.

**Q55.** Attached is a budget template we've used in the past and plan on using for this bid. My team wants to know if you would be okay with the costs in lines 22-26 as explained to the right of the spreadsheet. The rest of the template would be adjusted to follow your budget guidelines.

**A55:** Budgets can only be accepted via the on-line NYS Grants Gateway format and must be entered by applicants in the appropriate forms menu section(s). Budgets will not be accepted in any other format (faxed, uploaded, emailed, etc.). Budget costs submitted by applicants cannot

be commented on and are reviewed per RFA Section V. Completing the Application, C. Review and Award Process.

**Q56.** If certification for a M/WBE is pending can it count toward the 30%? (Certification would be approved by 10/1/20)

**A56:** No. If a potential firm is still in the process of certifying as an M/WBE, their budgeted amount should not be counted towards the Total Amount of M/WBE Eligible Expenses. However, on the Form 2 Waiver Request, this information can be used as justification for a waiver from that particular budget item by checking the box 'Waiver Pending ESD Certification' and providing the Application Number and Date of filing with Empire State Development.

**Q57.** We will be subcontracting with Not for Profits...Choice For All, Vision Long Island, Research Foundation at Stony Brook and the Nassau and Suffolk County Childcare Councils. Do I need to submit a M/WBE waiver for each? Forgot to add that Not for Profits are not eligible to apply for MWBE.

**A57:** No, waivers are not required when subcontracting with Not-for-Profits. Budgeted items with Not-for-Profits are not M/WBE eligible and therefore should not be counted towards an organizations Total Amount of M/WBE Eligible Expenses.

### **III. Completing the Application**

**Q58.** Section V, *Completing the Application*, subsection 8, *Budget and Justification*, bullet c (p. 48 of RFP) notes that "A minimum of a 1.0 FTE is required to be employed by the applicant." Can you please clarify whether it is required to have, at a minimum, one person working full time, or if the applicant can have the equivalent of at least 1.0 FTE among all proposed staff?

**A58:** An applicant may have the equivalent of at least 1.0 FTE among one or more staff.

**Q59.** Does the Project Director need to be supported by the 1.0 FTE or can that position be in-kind?

**A59:** The Project Director can be in-kind but must be employed by the applicant agency.

**Q60.** On page 46 of the RFA, the instructions state to cut and paste two clauses into the Workplan Overview Form. We want to confirm that nothing additional or original is also required here.

**A60:** Correct, 5b and 5c on pages 46 – 47 contain text that should be copy and pasted into the work plan overview and organizational capacity sections of the Grants Gateway Work Plan. No further text is required to be added by applicants.

**Q61a.** Is there a place (or benefit) to upload Letters of Commitment/MOUs from worksites, municipalities or community organizations that are not subcontractors? For example, we received a letter of commitment from a local hospital to work with us to improve FSGs if we are funded.

**Q61b.** In addition to MOUs with schools and Letters of Commitment from CCR&R agencies, is there any benefit to including additional letters of support for our application?

**A61a-b:** No, there is no benefit to uploading Letters of Commitment from CCR&R agencies, worksites, municipalities or other community organizations that are not subcontractors. They will not be evaluated.

**Q62.** Are the applications reviewed independently if multiple applications come from the same agency?

**A62:** Yes. All applications are reviewed independently.

**Q63.** Component B - Can the awarded applicant budget/charge a fee for managing subcontractors and/or for covering the capital costs allowing the applicant to pay project costs prior to reimbursement? This fee would be in addition to the 10% administrative cost charged to the total direct costs.

**A63:** No, applicant budgets cannot include a fee for managing subcontractors or to cover capital improvement project costs. The contracts resulting from this RFA are cost reimbursable contracts; the grantee must first incur the cost before requesting reimbursement by submitting the required supporting documentation.

**Q64.** P.39, 4. Initiative Plan, Communities Item d. States “select or prioritize municipalities” - if we are working in a single municipality (city) should we describe how specific neighborhoods, zip codes or census tracts within the municipality will be selected?

**A64:** Applicants should provide the strongest possible description for selecting or prioritizing municipalities.

**Q65.** P. 39, Initiatives Plan, Schools Item n – “facilitating communication and sustainability activities” What audiences should we plan to communicate with? General public, parents, school personnel, all of the above? What would be regarded as “demonstrated sustainability success” – continuation of activity or implementation of policy change for one year, or longer?

**A65:** All of the above. Demonstrated sustainability could cover a wide range of areas such as policy adoption and implementation; permanent outcomes of a wellness policy committee, coalition, or a school/community partnership; securing outside funding; or the creation of a new wellness staff position in the school as some examples. Six examples can be found on page 18 of the RFA (Section III. Project Narrative/Work Plan Outcomes, Component A Scope of Work, 3. Physical Activity Access, Communication and Sustainability) that can be used as reference.

**Q66.** P. 41, Item g Should resumes of key fiscal staff be included?

**A66:** Yes.

**Q67.** In the description of the Application Format and Content for Component B (page 44-47 of the RFA), both section 4 (page 44; Initiative Plan, first paragraph) and section 5 (page 46; Work Plan, a, first paragraph) reference developing a work plan and identifying performance measures for each major activity. Could you clarify how text for sections 4 and 5 should differ?

**A67:** This is the same content. Addendum #1 issued on 12/6/19 provides the work plan template for Component B beginning on page 7. Objectives 1 - 7 correspond to the Initiative Plan Major Tasks a. – g. to be completed in the Grants Gateway application. The objectives have been populated. The applicant must complete the “applicant defined” items. Please refer to the full RFA posted in the Grants Gateway for this Addendum.

**Q68.** In the “Program Specific Questions” document on Grants Gateway, the instructions for section 5b state “Complete the ‘Project Summary’ using the text provided in the RFA, IV Administrative Requirements, A. Application Format/Content, Application Format and Content for Component B, 5b.” However, RFA section IV subsection A (page 25, last paragraph) does not contain Project Summary information. Is the appropriate language to use in RFA section V subsection A, 5b (page 46, last paragraph)?

**A68:** Yes, the appropriate language to use to complete the Project Summary of the Work Plan in the Grants Gateway is located at the bottom of page 46 of the RFA (*Section V. Completing the Application, A. Application Format/Content, Application Format and Content for Component B, 5b.*)

**Q69.** The “Work Plan Overview Form” on Grants Gateway says it comprises three sections, but there is no box in which to enter information for Section 3 (Project Details). Is this an error? If so, please clarify where to submit this information.

**A69:** This is not an error. Section 3 (Project Details) comprises Objectives, Tasks and Performance Measures. Please refer to Attachment 7, Grants Gateway Work Plan Instructions.

**Q70.** In order to incentivize and encourage leaders of school-based wellness committees, would it be allowable to offer stipends through the grant for Wellness Committee leaders?

**A70:** Yes. A stipend is an allowable expense for Wellness Committee leaders for efforts that are directly related to the work plan deliverables of this grant. The stipends would represent a portion of the 35% school funding allocation in the budget.

**Q71.** In the Statement of Need section (page 44, section 2a, first sentence), could you please clarify and elaborate on what is meant by “statewide physical activity and nutrition systems”?

**A71:** The strategies of this RFA fall within existing statewide systems that may govern, regulate, require, or set standards that influence or inform the physical activity and nutrition system components to be developed, enhanced, and implemented through this grant. Some worksites/community settings for Food Service Guidelines may operate within a statewide agency or organizational system, whereas others may have no statewide oversight. Early Care and Education settings operate within a statewide regulatory system. The work to implement Activity-

Friendly Routes connected to Everyday Destinations occurs within a statewide transportation system with significant regulations and requirements. Schools operate under state agency regulations and standards. An understanding of what systems exist or do not exist, and the opportunities and challenges of these systems are important to providing a range of training, technical assistance, guidance, and accurate resources to help Component A grantees work with and/or within these systems.

**Q72.** We are unclear about what can we purchase with grant funds considering the directive in Addendum #2 “• Expenditures will not be allowed for the purchase of major pieces of depreciable equipment (although limited computer/printing equipment may be considered) or remodeling or modification of structure.”

- Refrigerators
- Freezers
- Microwaves
- Blender
- Robocoup (industrial blender)
- Oven
- Toaster oven
- Cook top
- Water cooler
- Cardio gym equipment e.g., treadmill, stationary bike, rowing machine, weights
- Outdoor playground equipment e.g., parcourse, jungle gym, etc

**A72:** Major pieces of depreciable equipment, in support of community and/or school strategies, intended for community or school partner use may be considered. Major pieces of depreciable equipment to be retained by the applicant, will not be allowed.

#### **IV. Attachments**

**Q73.** Attachment 7A Workplan Each of the objectives state “increase the number of” [activities, settings] by #. What is the baseline number? Should the target number include only entities that have not been engaged at all previously? For example, if a child care provider had improved a nutrition policy previously, should they be included in the target if they will now be engaged to improve physical activity practices? Are you simply wanting to know the total number of child care providers (or activities, schools, workplaces) that will be engaged during the first year?

**A73:** For each objective, the baseline is zero and the target number should be based on the objective description for year 1 with the understanding that many of the objectives may not see outcomes until years 2 or 3. The performance measures for each objective task will be used to track progress towards achieving the objective targets using the DOH Catalyst reporting system for awarded applicants. Work plans will be updated each year and the opportunity to change target numbers will provided at that time.

**Q74a.** How should we submit letters of support from important stakeholders who will be CHSC partners, but will not be subcontractors with whom we would sign more formal MOUs?

**Q74b.** Are Letters of Support / Commitment from outside agencies allowed besides the one required (CCR&R)? If yes, should they be uploaded to a specific attachment?

**A74a-b:** Letters of support beyond those that are provided for preferred eligibility and/or subcontractors are not requested for this funding opportunity and they will not be evaluated.

**Q75.** When including citations/references should they be included within a specific attachment?

**A75:** Citations/references can be included with Attachment 11, Applicant Information Sheet.

**Q76.** (Reference MWBE Utilization Plan- Attachment 6) To determine the dollar amounts for MWBE requirements, we must first determine the "Total Dollar Value of Eligible Expenditures for Life of Contract" (MWBE form #1, page1). The instructions indicate that salary, fringe should not be included and then states in the example that "Salaries is not included in the equation because salaries are not considered eligible for Grant Contracts". Since salaries and fringe are eligible for grant contracts, do we include them in our total dollar value here? In other words, should we expect to spend 30% of the total contract budget of \$305,000 on MWBE, or should we tease out the expenses such as Salaries, Fringe, Rent, Space and Utilities?

**A76:** No. Personal Services including salary and fringe are not to be counted towards a contractor's 'Total MWBE Eligible Expenses'. The budget items that should be considered are: Contractual Services that are not with a Not-for-Profit, Equipment such as desks, computers, laptops, etc. and Operating Expenses in which the organization has the option of where to purchase these goods and services including Office and Program Supplies or Materials, Media/Marketing/Ads, Copying/Printing, Catering services, etc.

## Other

**Q77.** Could one of our board members also serve as a contractor/subcontractor; Would NYS consider it a "Conflict of Interest" in our submission?

**A77:** Subcontracts and consultant agreements require preapproval by the Department. General Procurement Standards require a documented procurement procedure that demonstrates the applicant is not violating OMB 200.318(c)(1) *"The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts."*

## Organizations Submitting Letters of Interest

### Component A

<b>Organization</b>	<b>Service Region</b>
Akwesasne Boys and Girls Club	Capital Region: not specified
Bassett Healthcare Network – Bassett Medical Center	Capital Region: Johnstown city, Johnstown town, Ephratah, Oppenheim, Canajoharie, St. Johnsville town, Charleston town, Palatine town, Root town
Boys & Girls Clubs of Schenectady	Capital Region: Schenectady
Buffalo Niagara Medical Campus, Inc	Western Region: Buffalo
Broome County	Central Region: City of Binghamton, Towns of Barker, Lisle, Conklin, Maine, Nanticoke, Sanford, Triangle and Windsor. Towns of Barton, Berkshire, Candor, Newark Valley, Richford, Spencer and Tioga.
Capital Roots	Capital Region: Albany, Watervliet, Cohoes, Mechanicville
Cayuga County	Central Region: City of Auburn, etc.
Chautauqua County Health Network	Western Region: Dunkirk City, Dunkirk Town, Ripley Town, Harmony Town, North Harmony Town, Clymer Town, Carroll Town, and Poland Town.
Clinton County Health Department	Capital Region: Altona, Au Sable, Clinton, Black Brook, Champlain, Chazy, Dannemora, Ellenburg, Mooers, Town of Plattsburgh, City of Plattsburgh, & Saranac
Cornell Cooperative Extension of Columbia and Greene Counties	Capital Region: Rensselaerville town, Hudson city, Durham town, Prattsville town, Roxbury town, Stamford town, Harpersfield town, Kortright town, and Davenport town
Cornell Cooperative Extension of Jefferson County	Central Region: Jefferson
Cornell Cooperative Extension of Nassau County	Metropolitan Area Region: not specified
Cornell Cooperative Extension Niagara	Western Region: City of Niagara Falls, City and School District of Lockport, Town and School District of Newfane, Tuscarora Reservation
Cornell Cooperative Extension Warren County	Capital Region: not specified
Common Ground Health	Western Region: Monroe County, City of Rochester, Gates
Dutchess County Department of Behavioral and Community Health	Metropolitan Area Region: not specified
Elevate Upstate, Inc.	Central Region: Greater Syracuse Area

Erie 1 BOCES	Western Region: Collins, Concord, Otto, East Otto, Ashford, Machias, Great Valley, Salamanca City, Salamanca Town, Red House
Erie 1 BOCES	Western Region: Cheektowaga Town
Erie 1 BOCES	Western Region: Lackawanna City, Tonawanda City and Tonawanda Reservation
Essex County Public Health Department	Capital Region: Au Sable town, Chesterfield town, Crown Point town, Elizabethtown town, Lewis town, Moriah town, Westport town, Willsboro town
Fund for Public Health	NYC Region: Central/East Harlem and Brownsville/East New York
Genesee Valley BOCES	Western Region: Batavia, Stafford, Pavilion, Covington, Perry, Warsaw, Leicester, Mt. Morris, North Dansville, Dansville Town
Genesee Valley Health Partnership, Inc.	Western Region: not specified
Glens Falls Hospital	Capital Region: Johnsburgh, Chester, Warrensburg, Glens Falls, Fort Edward, Kingsbury, Fort Ann, Whitehall, Granville, Corinth
Montefiore Health System	NYC Region: Bronx - Norwood, Eastchester-Edenwald-Baychester, Van Nest-Morris Park-Westchester Square
Montgomery County	Capital Region: Montgomery County
Nassau-Suffolk Hospital Council (NSHC)	Metropolitan Area Region: Glen Cove City, Shinnecock Reservation, Southampton town
Nepperhan Community Center	Metropolitan Area Region: Yonkers
NYC Health and Hospitals	NYC Region: Areas of Brooklyn
Niagara Falls Boys and Girls Club	Western Region: City of Niagara Falls
North Country Healthy Heart Network, Inc.	Capital Region: All eligible MCDs in Franklin County, NY
Northeast Health Foundation	Capital Region: not specified
Oneida-Herkimer-Madison BOCES	Central Region: Mount Markham CSD, Oriskany CSD, Owen D. Young CS, Utica City School District, Waterville CSD
Onondaga County Health Dept.	Central Region: City of Syracuse, Town of Van Buren, Baldwinsville Central School District, Onondaga Nation, Syracuse City School District
Open Door Family Medical Center	Metropolitan Area Region: not specified

Orange County Health Department	Metropolitan Area Region: Cities of Middletown, Newburgh, Port Jervis, Towns of Deerpark, Highlands, Mount Hope, New Windsor and Walkkill
Research Foundation - State University of New York (SUNY) Cobleskill	Capital Region: Delaware, Otsego, and Schoharie Counties
Rochester Institute of Technology	Western Region: Rochester City School District and City Charter Schools
Rockland County Health Department	Metropolitan Area Region: Haverstraw
St. Lawrence County Health Initiative	Central Region: All eligible St. Lawrence County MCDs
Staten Island Partnership for Community Wellness	NYC Region: Richmond County
The Institute for Family Health	NYC Region: Bronx Borough Neighborhood Tabulation Areas (NTAs): 1. Allerton-Pelham Gardens 2. Bedford Park-Fordham North 3. Crotona Park East 4. East Concourse-Concourse Village 5. East Tremont 6. Fordham South 7. Hunts Point 8. Kingsbridge Heights 9. Longwood 10. Melrose South-Mott Haven North 11. Morrisania-Melrose 12. Mott Haven-Port Morris 13. Parkchester 14. Pelham Parkway 15. Soundview-Bruckner 16. Soundview-Castle Hill- Clason Point-Harding Park 17. University Heights-Morris Heights 18. Van Cortlandt Village 19. Van Nest-Morris Park-Westchester Square 20. West Concourse
The New York - Presbyterian	NYC Region: Washington Heights North and South, Marble Hill-Inwood
The Salvation Army	Capital Region: The City of Glens Falls and Washington/Warren Counties

Young Women’s Christian Association of Yonkers, Inc.	Metropolitan Area Region: not specified
Union Settlement	NYC Region: East Harlem, Manhattan, New York City
Western Suffolk BOCES	Metropolitan Area Region: Town of Babylon
Western Suffolk BOCES	Metropolitan Area Region: Town of Islip
Western Suffolk BOCES	Metropolitan Area Region: Town of Southampton/Shinnecock
Western Suffolk BOCES	Metropolitan Area Region: Town of Hempstead

**Component B**

Health Advancement Collaborative of Central New York
JSI Research & Training Institute Inc.
Montefiore Health System
The Center for Discovery
The New York Academy of Medicine