

New York State Department of Health
Center for Community Health/Division of Family Health
Bureau of Women Infant and Adolescent Health

RFA # 17397
Grants Gateway # DOH01-STYA1-2018
Successfully Transitioning Youth to Adolescence RFA

GRANTS GATEWAY ISSUE:

The Successfully Transitioning Youth to Adolescence RFA has a Grant Opportunity Defined Work Plan. There is an issue in the Grants Gateway where the entire Work Plan is not displaying. The Department and Grants Gateway staff are working on the issue and it should be corrected soon. Notification will be sent once the issue is resolved.

Questions and Answers

APPLICATION SPECIFIC QUESTIONS

- 1. Question:** We have been serving youth since 2000. We became incorporated as a for-profit company in 2009. In 2014, we launched our non-profit company to enable us to pursue funding that would expand and sustain our programs. We planned to pursue this grant opportunity through our non-profit branch, which again we launched in 2014, and to leverage the years of experience and work of our umbrella company, because we don't want to lose that valuable history. The non-profit will be the lead in this application. Is this ok?

Question: I am for profit business and wanted to know if my company is eligible to apply for the Successfully Transitioning Youth to Adolescence RFA, as listed on the NYS contractor? I am interested in knowing if my business structure qualifies, before I research this opportunity further.

Response: See Section II. Who May Apply A. Minimum Eligibility Requirements; 1st bullet: Applications will be accepted from state and local government entities such as city and county health departments, school districts, and youth bureaus; and from not-for-profit 501(c)(3) organizations, including, but not limited to, Article 28 healthcare facilities, and community-based health and human service agencies.

- 2. Question:** Is there a limit to the number of applications an eligible organization may submit? May an organization submit one application for one county, and a separate application for another county?

Response: Applicants should only submit one application. See Section II. Who May Apply A. Minimum Eligibility Requirements; 2nd bullet: Applicants may propose to serve youth in one or two counties. Applicants may submit one application if proposing to serve youth in one or two counties.

See Section V. Completing the Application 6. Budget and Staffing, page 27, 6th bullet: An Applicant must propose to provide services in no more than two New York State counties.

3. **Question:** May an organization be a lead applicant and a sub-contracted applicant for the same zip codes?

Response: Yes. It is possible that a provider who applies and is awarded a contract be a named sub-contractor on a different application in the same service area that is also awarded a contract for this initiative. An applicant cannot be the lead applicant and sub-contractor on the same contract award.

4. **Question:** In one application, can the lead select the zip codes from two counties that are the highest Adolescent Sexual Health Needs Index (ASHNI) scores for each, and add additional zip codes from one (or both) of the counties? Or must the application be limited to one zip code for each county, and that being the highest for each one?

Question: RFA Section I. (last paragraph, page 5): This paragraph states that “applicants will be expected to provide services to youth residing within the highest need areas” in a county. Is it acceptable to propose a program serving just the zip code in which we are located (10452), which ranks as the fourth highest need in Bronx County?

Response: Applicants do not have to focus on one ZIP code. Applicants must propose to serve the highest need ZIP codes in that county or counties. If the applicant proposes to include other ZIP codes, they should demonstrate why this is a high need ZIP code and reasons why they are proposing to serve this ZIP code.

5. **Question:** Will small counties with comparatively low numbers of youth at risk, compared to much larger counties and cities, be able to compete against these larger municipalities for funding?

Question: Is there a minimum score for ASHNI or is it enough if it's in the top 50% for our area?

Response: There is no minimum ASHNI score required. Applicants are expected to provide services to youth residing within the highest need areas, as identified by the ASHNI, regardless of municipality size. If an applicant is proposing to include other ZIP codes, they should demonstrate why the need and reasons why they are proposing to serve their selected ZIP codes. There will be no preference given for the county(ies) that an applicant is applying to serve.

6. **Question:** We are a non-profit located in mid-town Manhattan and we are accessible by various means of public transportation. Can we propose to serve youth at our mid-town location who reside in areas (within the same county) that have the highest ASHNI zip codes?

Response: Services should be provided in the communities the applicant proposes to serve.

7. **Question:** What documentation is required for in-kind documentation?

Response: As part of the application process, the applicant is required to complete the Matching Funds Worksheet in the Grants Gateway. The applicant will identify sources or anticipated sources of match funds in this section. An applicant may be required to submit additional information concerning matching funds during the contract negotiation phase upon receiving an award for this initiative.

8. Question: Can you please clarify the funding start date? Is it 10/1 or 11/1?

Response: The anticipated start date for contracts is October 1, 2018.

9. Question: Approximately how many applications do you anticipate receiving? Approximately how many grants do you anticipate award?

Response: It is not known how many applications will be received. As stated in the RFA, page 3, funds will be awarded to 20-25 community-based projects throughout New York State (NYS) communities which bear the greatest burden of adolescent childbearing.

PROGRAM SPECIFIC QUESTIONS

10. Question: Page 7, III Project Narrative/Work Plan Outcomes; the text appears “serve youth, ages 9 – 21”. Is this supposed to say 9 – 12 or is the sentence referring to a broader group of New York State Department of Health (NYSDOH) programs than just the STYA programming?

Response: The statement is referring to NYSDOH overall commitment to funding community-based, primary prevention programs for youth ages 9-21 living in underserved, under-resourced communities. The STYA initiative is a component of this larger initiative and serves youth 9-12 living in underserved, under-resourced communities.

11. Question: What is the suggested cost per participant?

Question: Is there a minimum number of students that must be served by a program funded at the \$100,000 level? Is there a per-student cost rate set under the RFA, or can the applicant suggest one in the proposal? If we propose to serve approximately 50 students, with the program costing \$175,000, is a per-student cost rate of \$3500 acceptable?

Response: There is no suggested cost per participant. All costs must be related to the provision of STYA as outlined in the RFA and consistent with the scope of services, reasonable and cost effective.

12. Question: Is there a specific number of participants that are required to be served by this initiative / per component?

Question: Is it considered competitive if the total number of children served is relatively small, but the depth and breadth of service (such as hours of engagement) is notably greater than the minimum required hours of service per child?

Response: There is no minimum number of participants, youth, parents, guardians and other adult caregivers of preteen youth that should be served annually and for the total project. However, the scope of the proposed services and the number of participants need to commensurate with the requested funding.

13. Question: Is there a minimum of mentoring hours? How often are providers expected to meet with participants during the mentoring component?

Response: As stated in Section II Project Narrative/Workplan Outcomes B. Component 1 of the RFA, each mentoring relationship should be at least one year in duration as recommended by National Mentoring Partnership. Several resources are provided as attachments to this RFA to assist applicants in designing and implementing effective mentoring projects. Applicants should incorporate the six evidenced-based operational standards for effective mentoring projects. Please refer to Attachments 7-8 of the RFA.

14. Question: Can Comprehensive Adolescent Pregnancy Prevention (CAPP) staff serve as mentors/provide adult-led group sessions for STYA programming? If so, can they be paid from this grant?

Response: The STYA funding may only be used to expand existing activities or create new activities pursuant to this RFA. These funds may not be used to supplant funds for currently existing staff activities. Allocation of personnel costs to grant funds must be proportionate across revenue streams.

15. Question: Can an applicant specify to work with a target population (for example: only youth with disabilities) within the ASHNI zip codes they propose to serve?

Response: Applicants may choose to prioritize specific population(s) they wish to serve-including youth with disabilities, however, they should not exclude any youth who wish to enroll in programming.

16. Question: Are there specific outcomes or performance goals we would need to meet? Section III A “Performance Management” lists four “performance standards” that are relatively general.

Response: Funded projects will be required to adhere to reporting requirements supplied by the NYSDOH that include the specific measures mandated by the Administration on Children, Youth and Families (ACYF) The NYSDOH-funded ACT for Youth will work with each individual funded project and NYSDOH to develop and conduct an evaluation for both community-based activities as well as the overall STYA initiative in NYS. All awardees will be required to participate in the evaluation process. Each project will submit a quarterly report which will provide information pertaining to the project’s performance as outlined in Attachment 9 Workplan Standards and Instructions for Performance Measures of the RFA.

17. Question: How many hours of programming would be required annually? Section III B “Program Components” specifies 14 hours of annual programming for Component 1B, and 14 hours annually for Component 2, but none are mentioned for Components 1A and 3.

Response: For Component 1A, applicants must ensure that each mentoring relationship will be at least one year in duration. For Component 3, there is no time requirement for parents to be engaged in Component 3 activities, however the scope of the proposed services and number of participants need to commensurate with the requested funding.

18. Question: If a program participant asks a question about sexuality or the pressures of sexual activity, or a general question about contraception, would it be permissible to teach abstinence while also teaching medically accurate information about contraception?

Response: No, as noted in Section I Introduction on page 3 of the RFA, the STYA initiative does not utilize direct abstinence education strategies or curricula. Also, the provision of education on contraception would fall outside the allowable scope of STYA. However, as noted in Section III Project Narrative/Work Plan Outcomes on page 8 of the RFA, funded programs need to have a mechanism in place to refer youth, including youth that may be sexually active, to appropriate health care services based on the individual needs of that youth. A program participant can be referred for comprehensive sexuality education. The STYA initiative supports mentoring counseling and/or adult-supervised activities, designed for preteen youth; providing adult-led group sessions to encourage discussion of topics of concern to preteen youth; and providing parenting education to parent, guardians and caregivers.

19. Question: Do you need letters of support other than where you have programming?

Response: In Section II Who May Apply on page 6 of the RFA, it states that preference will be given to applicants that provide letters of commitment from all schools, service providers, institutions and community- or faith-based organizations, juvenile detention centers, residential care facilities, or other venues where project services will take place.

20. Question: Does programming for Component 1 and 2 need to add up to a total of 14 hours, or is it 14 hours per each component?

Response: Each mentoring relationship in component 1A will be at least one year in duration. All youth involved in Component 1B activities will be exposed to at least 14 hours of programming annually. All youth involved in Component 2 activities will be exposed to at least 14 hours of programming.

21. Question: We understand that youth have to be engaged in 14 hours of programming annually. Would projects that have rolling admissions be acceptable?

Response: The applicant's program design and structure will determine how often young people ages 9-12 are enrolled in the STYA program. The approach should be described in the application in accordance to RFA requirements.

22. Question: Is it acceptable if partner organization provide supervised activities?

Response: Applicants may subcontract components of the scope of work, however the applicant is responsible to retain a minimum of 51% of total contract activities. For those applicants that propose subcontracting, it is preferable to identify subcontracting agencies during the application process. 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.

23. Question: Would STYA grant fund programming that only runs summer programming if it meets the number of hours required in each component?

Response: No. That would not be supported by the initiative. As stated in Section II Project Narrative/ Work Plan Outcomes on page 8 of the RFA, "Services provided should be sustained efforts rather than one-time or sporadic contacts."

24. Question: Are participants of Component 1 also expected to participate in Component 2 or can they be different youth?

Question: Do the youth that have mentors need to also attend the group sessions for Component 2?

Response: Youth who have mentors should also attend the adult-led group sessions (Component 2) as part of an integrated program

25. Question: Do the parents, guardians, or adult caregivers referred to in Component 3 need to be related to the youth enrolled in Components 1 and 2 (or can they be individuals from the same zip codes and counties we are proposing to serve)?

Response: Applicants may provide Component 3 activities to the parents, guardians, or adult caregivers to the youth enrolled in Components 1 and 2 and/or to parents, guardians, or adult caregivers from the same ZIP codes/counties.

26. Question: In making funding decisions, will any preference be given to proposals that will address ALL program components (Component 1A, Component 1B, Component 2, AND Component 3) compared to those that only address the minimum required components?

Response: No preference will be given to proposals that include all program components.

27. Question: The STYA model incorporates mentoring, counseling and supervised activities provided by adults for preteen youth ages 9-12. Is the acceptable age of mentors 18 or 21 to meet the requirement of adult-led?

Response: The acceptable age of mentors is age 18 or older.

28. Question: RFA Section I. (1st paragraph, page 3): Within the target population of “preteen youth ages 9 to 12,” Is there flexibility in the age groups and grade levels to be served? In other words, are proposed programs required to serve all students of the specified ages, or can a proposal serve just 4th and 5th graders (ages 9-11)?

Response: This initiative strives to implement strategies to build protective factors to promote the optimal transition of youth ages 9-12 from priority communities to adolescence fostering a transition to a healthy productive connected young adulthood. The applicant should describe the program design and structure and provide a justification why they are proposing to serve youth ages 9-11.

29. Question: When completing program reporting, will it be submitted through Grants Gateway, via email, or some other software?

Response: The NYSDOH funded ACT for Youth will assist with the training of awarded projects in the collection and submission of program reports through specific software programs. ACT for Youth will provide group sessions through webinars and individual technical assistance correspondence as needed to assist STYA programs with the successful completion of program reports.

STAFFING SPECIFIC QUESTIONS

30. Question: Does the Project Director have to be full-time employed by the project (STYA and matching funds) or can they share a % FTE with other funds as long as they are accessible full time to the NYS DOH for this project?

Response: The Project Director does not need to be employed as 100% FTE for this project. As stated in Section II Project Narrative/ Work Plan Outcomes on page 7 of the RFA, “A designated individual employed within the organization will be responsible for STYA administration, operation and oversight. This individual will be accessible to NYSDOH full-time (including by e-mail) and attend STYA provider meetings with other appropriate staff.”

31. Question: Is there a specific number of volunteers that we would be expected to recruit?

Response: Staffing for the STYA initiative would be dependent on the scope, design and structure of the proposed project.

BUDGET/MATCH SPECIFIC QUESTIONS

32. Question: RFA Section II A. Minimum Eligibility Requirements, last paragraph: Where local government or foundation funding is cited as the source of the required matching funds, are such matching funds required to be explicitly dedicated to the scope of work proposed?

Response: As stated in Section V Completing the Application on page 26 of the RFA, "This match must clearly be related to proposed STYA activities. Match dollars may include, but not limited to Personnel costs, volunteer and/or staff donated time, facility space/estimated and/or actual room rental, travel, audio visual equipment, other equipment purchased and used to support the project, office supplies, donated items/incentives from local businesses, organizations or individuals, cash match".

33. Question: Can office space and utilities covered by our organization be used as a percentage to make the necessary match requirements for this proposal? Likewise, could school space or participating organization space be used in the same manner?

Response: Yes.

34. Question: Is there a limit or cap on how much in-kind services can be used toward the local share amount?

Response: No. there is no cap on the amount of in-kind services that can be used towards the STYA initiative, however the in-kind must be related to the provision of STYA program activities.

35. Question: What documentation is required for in-kind documentation?

Response: As part of the application process, the applicant is required to complete the Matching Funds Worksheet in the Grants gateway. The applicant will identify sources or anticipated sources of match funds in this section. An applicant may be required to submit additional information concerning matching funds during the contract negotiation phase upon receiving an award for this initiative.

36. Question: In Section 6, it states that depreciable equipment can't be purchased with STYA funds. Would this apply to the **lease** of a van to transport program participants to and from program-related activities, or would the cost of leasing for the duration of the program be permitted?

Response: Capital expenditures for general purpose equipment are unallowable as direct charges, except where approved in advance by the awarding agency.

37. Question: Can we provide stipends to mentors/volunteers?

Response: Yes, stipends can be used for mentors or volunteers for expenses related to program activities, however stipends cannot be used as incentives to encourage program participation.

38. Question: Attachment 7, page 44 of the RFA, under "Mentor Stipends or Vendor Discounts" says that "projects have the option of reimbursing mentors for reasonable receipted costs incurred for the mentored youth during mentoring activities." We would like to know if it would be acceptable to provide stipends to encourage mentors and parents to participate?

Response: For the STYA initiative, incentives for program participation are not allowable project expenses. However, assisting with transportation and expenses related to program activities is allowed.

39. Question: Can grant funds be used to cover expenses related to training staff to be certified and/or recertified as facilitators in the evidence based programs to be included in our application?

Response: No. The STYA initiative does not require the use of curricula/evidence-based programs for this initiative. The NYSDOH funded ACT for Youth will deliver technical assistance and relevant trainings to funded STYA providers.

40. Question: RFA Section II. C. Available Funding: If an applicant is considering launching a smaller pilot project during the first year of the grant, is it possible to request \$100,000 with a \$75,000 match, and spread the funding out to cover a subsequent year of the program?

Response: No. Awards made through this initiative are annual for a five-year period contingent upon satisfactory performance and availability of funds. Funds not utilized in a previous contract year are not allowed to roll over into subsequent contract years.

41. Question: As stated in Section II Project Narrative/ Work Plan Outcomes, the final bullet point on page 7 “matching funds equal to 75% of the TOTAL PROJECT COST.” In other parts of the document, matching funds are identified as 75% of the “requested amount” or 3/7th of the project’s total costs.

Response: Grants Gateway calculates match on the Grant Funds amount, not on the total project cost. The applicant must demonstrate the ability to fund at least 3/7ths of the project cost while the NYS DOH will fund up to 4/7ths of the total project cost. An example of this is: For a project that costs \$175,000, the State would fund \$100,000 and the Applicant would have to fund \$75,000. An example of this is: Applicant share: \$175,000 divided by 7 times 3 = \$75,000 - DOH share: \$175,000 divided by 7 times 4 = \$100,000. If you look at this same amount \$175,000 and use the 75% of the total cost as Grants Gateway calculates the amount Grants funds requested is \$100,000 – 75% is \$75,000. So, \$75,000 is the applicant share.

42. Question: See page 6 of RFA under II. D. Resources for Matching Funds – The RFA states that applicant must provide 3/7 of project’s total cost in matching; however, it further states that for every \$1 spent, the matching requirement is 75 cents. Per my calculations, 75 cents would be 3/4 of the \$1; not 3/7. Please confirm the matching requirement for this grant.

Response: Refer to the response to question #41. It is important that the applicant understands what is defined by total project cost, DOH share and applicant share. For calculation of the required match, please refer to the RFA pages 5,6 and 25-26 as well as the PowerPoint presentation posted with the Questions and Answers.

43. Question: Budget and Staffing Plan, page 25: If an organization has no federally-approved indirect cost rate, then its indirect cost rate is limited to 10% of total direct costs. If there is one lead agency and one subcontracting agency, and the lead agency take 10% of the total budget for indirect costs, can the subcontracting agency also take 10% of its budget for indirect costs?

Response: Yes, but the lead agency should be aware that any expenses (including indirect) budgeted for the subcontracting agency will reduce the allowable expenses for the applicant organization.

44. Question: The RFA states "Applicants may subcontract components of the scope of work, however the applicant is responsible to retain a minimum of 51% of total contract activities." Our initial plan is to subcontract somewhat more than 51% of the contract budget to community partners, but to provide most of the match from lead partner resources. If the contract total is for \$300,000, then, with the match, there will be at least \$525,000 in program resources. Does the 51% requirement apply to the \$300,000 contract, or to the \$525,000 total

project? For example, if the lead partner share of the contract budget was \$100,000, but the lead partner provided \$225,000 in match resources, the lead partner share of the total project would be $325,000/525,000 = 61.9\%$. Can we structure the project in this way?

Response: As stated in the RFA, the applicant is responsible to retain a minimum of 51% of total contract activities and costs.

45. Question: The 3/7th match for the STYA program budget for 2018 – can it be comprised of funds that are already committed to our STYA programming for FY18 or are we required to identify new sources for the matching funds?

Response: The applicant must complete a budget for Year 1 in the Grants Gateway. This budget must show how the applicant will meet the required match if selected for an award. Budget Year 1 is October 1, 2018 – September 30, 2019

46. Question: Will this be deliverable fee for service or line item budget reimbursement?

Response: Reimbursement will be based on an approved line item budget. Applicants will complete the Expenditure Based Budget in Grants Gateway.

47. Question: Is program evaluation direct or indirect cost?

Response: Program evaluation is conducted by NYSDOH funded ACT for Youth. It would not be a supported cost for this initiative.

48. Question: Is liability insurance considered direct or indirect cost?

Response: Liability insurance is an indirect cost.

49. Question: Are administration costs allowed? If so, is there a percentage cap?

Response: Yes. There is a 10 percent admin cost cap. Please refer the RFA page 26 last bullet.

50. Question: Overhead – what are allowable costs to overhead?

Response: Overhead is admin /indirect cost? Please refer to RFA page 26 last bullet

MWBE Questions

51. Question Page 18 Section Business Participation Opportunity for MWBE's #2 For-Profit and Municipality Applicants: **Eligible Expenditures include the value of the budget in total.** Is this the total of Non-Personal Services Expenditures? Or the total of PS + NPS I? As in other NYS grants we did not apply the MWBE target to salaries and fringe therefore the 30% applies to NPS only. Please confirm.

Response: Not-for-profits (NFPs) are the ONLY entities where MWBE Goal is applied to NPS Portion of Grant. Every other type of entity (municipality, other gov't entity, for-profit) the MWBE Goal is applied to full contract value.

52. Question: We plan to subcontract with a Partner to deliver Mentoring Services. Can we deduct the salaries and fringe benefits that are identified in their contract and apply the 30% target only to their NPS expenditures?

Response: If the subcontractor is a MWBE then the entire amount of the contract can be applied to meet your goal. If the subcontractor is not a MWBE you must show good faith effort that there is not MWBE that could provide this service.

53. Question: Does the MWBE 30% target apply to the required MATCH budget?

Response: No only the grant funds.

54. Question: When utilizing Women & Minority Owned Businesses, can the 30% requirement be covered by one or the other, or must the goal be reached through utilizing 15% Women Owned Businesses and 15% Minority Owned Businesses?

Response: The goal on the eligible portion of this contract will be 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified MWBE firms).

55. Question: Are MWBE Forms required at application?

Response: Yes, by submitting an application, a grantee agrees to complete an MWBE Utilization plan as directed in **Attachment 12** of this RFA. DOH will review the submitted MWBE Utilization Plan. If the plan is not accepted, DOH may issue a notice of deficiency. Form 1 must be completed by all grantees, Form 2 must be filled out by the grantee if the utilization plan (Form #1) indicates less than the stated participation goal (30%) for the procurement, Form 4 MWBE and Form 5 must be submitted.

56. Question: Any MWBE Forms that are completed at application, such as the Staffing Plan, are expected to change. Should that be reflected in our form(s)?

Response: Changes to the MWBE forms after the application is submitted should be discussed with your contract manager.

Administrative/Grants Gateway Questions

57. Question: The RFA does not reflect any page limitations for each of the narrative sections. Are there page limitations?

Response: You will be entering your responses on Grants Gateway and where there are limitations it will be noted in that section. For example, each Program-Specific Question has a 4,000-character limit, that includes spaces and punctuation. Grants Gateway will not allow applicants to insert any narrative above this character limit. Other sections with limitations will display the character limit in the individual section.

58. Question: What documents does a not-for-profit need to maintain in their document vault to remain prequalified?

Response: An applicant that is prequalified in Grants Gateway, must have a current IRS 990, the Financial Statement and the Charities Bureau filing in the vault. If any of these three documents are not included or have expired, the not-for-profit's prequalification status expires as well, and the applicant will NOT be eligible for funding from this procurement if the agency is not prequalified on December 20, 2017.

59. Question: For the workplan, what is the Performance Measure Name?

Response: You may name the performance measure a name that makes sense to you. You must copy and paste the performance measure itself as listed in Attachment 9 into the narrative section of the performance measure

60. Question: Related to the Preferred Eligibility section, do we need to upload our Board of Directors list? Where would we do so?

Response: Yes, please upload to the Board of Directors list to the Grantee document folder located in the Forms Menu of Grants Gateway.

61. Question: Where should Letters of Commitment be uploaded?

Question: Is there a place on the Grants Gateway to upload letters of support/collaboration, or do we send them to you some other way?

Response: Letters of Commitment/Support/Collaboration should be saved as one PDF file and uploaded to the Grantee Document Folder located in the Forms Menu of Grants Gateway.

62. Question: Does a not-for profit need to be pre-qualified on the due date of this RFA to be eligible to apply for this procurement?

Response: Yes, not-for-profits must be prequalified on December 20, 2017, the due date for this procurement. Applications from not-for-profits that are not prequalified on the due date will not be reviewed.

63. Question: What happens if we miss the 4:00 PM deadline on December 20?

Response: No applications will be accepted after 4:00 PM on December 20th. All applications are time stamped when submitted in Grants Gateway. As stated in Section IV.E. How to File an Application, "prospective grantees are strongly encouraged to submit their application at least 48 hours prior to the due date and time" to avoid submission issues.

64. Question: How can I be sure that all my documents uploaded correctly in grants gateway?

Response: Applicants should double check all uploaded documents prior to final submission. All required documents must upload correctly and completely to be considered for scoring. Incomplete applications will have points deducted.

65. Question: When vouchering for payment, will it be done through emailing the DOH, or through Grants Gateway?

Response: At this time vouchering will be done through email.

66. Question: Are Vendor Responsibility Attestation forms required for Government applicants?

Response: Yes, all applicants must complete the vendor responsibility attestation. Those exempt from completing vendor responsibility questionnaire should check the box that indicates they are exempt.

STYA Applicant Conference – PowerPoint Slides



**Department
of Health**

Applicant Conference

RFA # 17397

Successfully Transitioning Youth to Adolescence

Issued October 27, 2017

Bureau of Women, Infant and Adolescent Health

December 6, 2017

Welcome

Successfully Transitioning Youth to Adolescence Initiative RFA Applicant Conference

- All participants have been placed on mute
- Submit questions via styarfa@health.ny.gov

Important Information

Applications must be submitted online via Grants Gateway by 4:00PM on December 20, 2017

- Late applications **will not** be accepted
- Applications **will not** be accepted via fax, email, hard copy or hand delivery
- Questions and answers will be posted on Grants Gateway on or about December 1, 2017
- Questions can be submitted until 4:00 PM on November 17, 2017 to styarfa@health.ny.gov

Agenda

- Review of RFA
- Project Requirements
- Application
- Grants Gateway Instructions
- Review & Award Process

Review of RFA

Introduction

- The STYA initiative is funded by Title V State Abstinence Education Grant Program awarded to NYS DOH by the U.S. Department of Health and Human Services Administration on Children and Families (ACYF)
- In developing its state plan, New York chose to focus on mentoring, counseling and adult-supervision programs as an innovative strategy to promote abstinence from sexual activity and support a healthy transition to adolescence among preteen youth
- New York's STYA initiative **does not** utilize direct abstinence education strategies.

Purpose

- Develop, enhance or expand prevention programs aimed at delaying the onset of adolescent sexual activity and decreasing the incidence of adolescent pregnancy and childbearing
- Implement strategies to build protective factors to promote optimal transition of youth ages 9-12 living in priority communities from middle childhood to adolescence fostering a transition to a healthy, productive, connected young adulthood

Purpose (cont'd)

- Impact inequities through medically accurate information and providing opportunities to meet the unique needs of New York State's youth including priority populations residing in under-resourced communities, culturally underrepresented youth populations especially Hispanic, African-American and marginalized/priority populations which may include:
 - Youth in foster care
 - Youth with disabilities
 - Homeless/Runaway youth
 - Youth involved in the juvenile/adjudication systems

STYA Specific Goals

- Decrease the initiation of sexual activity among preteen youth through the support of community-based projects that incorporate mentoring, counseling or adult-supervised activities for preteen youth ages 9-12 who reside in priority communities
- Create and expand opportunities and provide support and alternatives to sexual activity for preteen youth to promote optimal transition into a healthy young adulthood
- Promote the development of positive long term relationships between adults and youth
- Provide education to parents, guardians and caregivers of preteen youth to enhance their parenting skills

Minimum Eligibility

Applications will be accepted from NYS:

- Local government entities
- Not-for-profit 501(c)(3) organizations including but not limited to:
 - Article 28 Healthcare Facilities
 - Community-based Organizations
 - Health and Human Service Agencies

Minimum Eligibility (cont'd)

- Applicants may propose to serve youth in one or two counties
- Applicants may propose to serve youth from the highest ZIP codes within that county(ies) based on the Adolescent Sexual Health Needs Index (ASHNI)
- Applicants **must** demonstrate the ability to fund at least 3/7th of the project's total cost

Preferred Eligibility

Preference will be given to applicants that demonstrate:

- Minimum of five years experience serving youth
- A Board of Directors and staff including senior management representative of the racial, ethnic and/or cultural populations to be served
- Letters of commitment

Awards

- Anticipated award period: October 1, 2018- September 30, 2023
- 20-25 awards anticipated
- Applicants may request an annual award amount between \$100,000 - \$300,00

December 6, 2017

14

Project Requirements

Project Requirements

Applicants must sign the Statement of Assurances that they are attesting to the project requirements:

- All educational materials presented as factual, grounded in scientific research and are medically accurate
- Programming and materials to be used by the proposed project will not contradict Section 510(b)(2)(A-H) elements of the Social Security Act
- Ensure that programming is held in fully accessible spaces and project modifications/ accommodations are provided.
- A designated individual employed within the organization will be responsible for STYA administration, operation and oversight, accessible fulltime to NYSDOH

Performance Management

- The practice of actively using performance data to improve the public's health
- A clear and focused approach to improving outcomes and the strategic use of performance standards to guide the development and implementation of improvement strategies.

Performance Standards

1. Decrease the initiation of sexual activity among preteen youth through the support of community-based projects that incorporate mentoring, counseling, or adult-supervised activities provided by adults for youth ages 9-12 who reside in priority communities in NYS
2. Create and expand opportunities and alternatives to sexual activity for preteen youth to promote optimal transition to healthy young adulthood
3. Promote the development of positive long-term relationships between adults and youth
4. Provide education to the parents, guardians and caregivers of preteen youth to enhance their parenting skills.

Program Components

- Proposed projects should include all three components
- Within Component 1, applicants should select A and/or B
- Design and implementation of projects should be based on community needs and resources
- Applicants may propose to expand or enhance an established mentoring, counseling or adult- supervision program that meets the RFA requirements or propose to establish a new program.

Component One

Provide individual, small group and/or team mentoring and counseling AND/OR adult-supervised activities that create educational, recreational, or vocational opportunities for preteen youth.

Component 1 A: *Provide individual, small group, and/or team mentoring and counseling for preteen youth.*

- Each mentoring relationship will be at least one year in duration
- Ongoing monitoring of the interaction between mentor and mentee is recommended at least monthly and more often in the beginning

Component One (cont'd)

Component 1 B: *Provide or expand adult-supervised activities that create educational, recreational, or vocational opportunities for preteen youth.*

- Activities should provide alternatives to and demonstrate the advantages of postponing sexual activity and support the development of a skill set that can support a successful transition into healthy young adulthood
- Activities should stimulate cognitive, social, physical and/or emotional growth and provide a context for productive relationship building between adults and youth among youth.

Component Two

Component 2: *Provide adult-led group sessions designed to encourage in-depth discussion of topics of concern among preteen youth.*

- Adult-led small group youth sessions with approximately six to eight youth designed to allow for in-depth discussions of topics of concern to preteen youth
- Discussions provide the opportunity for youth to practice behaviors to resist pressures to initiate sexual activity and other risk-taking behaviors serving as a model to approach and resolve future problems

Component Three

Component 3: *Provide parenting education to the parents, guardians, and other adult caregivers of preteen youth.*

- Projects will provide information and education to parents at venues such as schools, the workplace and other community-based settings.
- Workshops can be conducted with parents alone or parents together with children
- Range of topics include adolescent development, communicating effectively, nurturing healthy relationships, supporting the development of good habits, addressing risky behaviors, supporting school and career success, etc.

Program Information

- Food and beverages provided during STYA activities must follow the Guidelines for Healthy Food and Beverages for Adolescent Health Programs
http://www.actforyouth.net/resources/n/n_adolescent_food_guidelines.pdf
- All proposed activities should be cost-effective
- Activities need to have a clear rationale that is well-articulated as part of a larger program strategy

Subcontracts

- Applicant must retain 51% of all program expenditures – Subcontracts cannot exceed 49% of total program costs.
- Applicant must state the specific components of the scope of work for subcontractors
- Applicant has the overall responsibility for all contract activities
- Subcontractors should be approved by NYSDOH

Application

Required Submissions

- **Application Cover Page** (Attachment 13) – provides relevant information about the applicant organization, amount of funding requested, proposed ZIP codes to be served etc.
- **Statement of Assurances** (Attachment 2) – applicant should complete and the statement should be signed by an individual authorized to sign for the organization

Program Summary

- Describe county(ies) and geographic areas to be served
- Identify health inequities for the selected populations/communities
- Describe the priority populations to be served
- Include strengths, opportunities and needs of communities
- Describe the program design

Organizational Capacity

- Describe organization's mission, services provided and communities served
- Describe the organization's experience in providing youth programming and opportunities for under-resourced communities
- Include information for any proposed subcontractors listed in the application
- Describe how the applicant will work with other services providers to identify and provide a wide range of positive opportunities for youth
- Propose STYA staff
- Describe the organization's length of experience with government contracts . Include current and previous collaborations with NYSDOH

Community Resources and Needs Assessment

- Identify the proposed ASHNI ZIP code(s) selected for the proposed focused area(s)
- Identify the needs in the priority community(ies) for the proposed project that pose an increased risk for early adolescent sexual activity
- Identify community resources currently available for preteen youth in proposed project communities
- Applicants should include the direct involvement of stakeholders in identifying community resources and needs

Description of Project Narrative

- Describe the design and structure of the proposed project and how it addresses the needs and resources of the community
- Identify the priority population to be served and how services meet the needs of this population
- Describe how the agency will work with other service providers to foster a network of community resources for referrals if needed
- Identify the locations where services will be provided and confirm that they are appropriate and accessible for the priority population

Description of Project Narrative (cont'd)

Component 1:

- Clearly identify which components are chosen 1 A and /or 1 B
- Specify and describe the mentoring model to be implemented if selecting Component 1A and how you will address the six elements of an effective mentoring program
- Describe plan to ensure mentored relationships will be at least one year in duration
- Clearly describe orientation and training of mentors working with youth

Description of Project Narrative (cont'd)

- Clearly describe the specific adult-supervised activities to be conducted if choosing component 1 B
- Clearly indicate the number of adult volunteers providing adult-supervised activities
- Describe the orientation and training for volunteers working with youth
- Describe the plan to ensure that youth involved in component 1 B activities will be exposed to 14 hours of programming annually

Description of Project Narrative

Component 2

- Describe the plan to ensure discussion groups consist of no more than 6-8 youth per group
- Indicate the number of adult volunteers to be recruited for groups of six to eight youth and how they will be selected
- Describe the orientation and training for adult volunteers working with youth
- Describe the plan to ensure that youth involved in component 2 will be exposed to at least 14 hours of programming annually

Description of Project Narrative

Component 3

- Provide an overview of the topics to be provided to parents, guardians and caregivers of preteen youth
- Indicate the number of sessions and number of participants for parenting education

Work Plan

- Grant Opportunity Defined work plan set in Grants Gateway
- Objectives and tasks cannot be removed from the work plan
- Adhere to the implementation of work plan activities per the standardized work plan
- Include the required performance measures for each work plan objective as listed in Attachment 9

Applicant Information

- Applicants must register for the Grants Gateway
- Not-for Profit applicants must complete and submit the Prequalification Application
- Applicants must have a vendor identification number
http://www.osc.state.ny.us/vendor_management/issues_guidance.htm
- Application submission indicates the applicant's acceptance of all conditions and terms contained in the RFA, including the terms and conditions of the contract

Budget

- Applicants are required to complete the budget in Grants Gateway – See Attachment 10
- Funding may only be used to expand existing activities or create new activities pursuant to the RFA
- Funds may not be used to supplant funds for current existing staff activities
- The proposed budget should reflect the matching funds requirement

Budget (cont'd)

- Complete Year 1 budget in Grants Gateway – assume start date of October 1, 2018
- List all personal services from agency including a project Director/Coordinator.
- List non-personal services related to this project
- Include travel expenses for up to two staff to attend annual two-day provider meeting in Albany, NY .

Budget (cont'd)

- Total administrative costs are not to exceed 10%
- Funds may be used to ensure cultural sensitivity such as translating materials to appropriate languages, for visually or hearing impaired, hiring bi-lingual staff, providing wheel-chair accessible transportation
- Funds may be used for background checks
- This initiative **does not** provide funding for direct clinical/medical services and supplies such as but not limited to case management, mental health counseling, health care, crisis intervention, child care or services that are available through other resources.
- This initiative **does not** provide funding for direct abstinence education strategies/curricula.

Budget / Matching Funds Requirement

Matching Funds Requirement

- Match may be made using local government dollars, private dollars (such as foundation dollars), or in-kind support.
- Match **cannot** come from state or federal sources and may not be used as a match on any other grant.
- The source of the proposed match must be shown on the Grants Gateway Match Worksheet



New York State
Grants Gateway

Grants Gateway

Match Requirements for DOH01-STYA1-2018

Successfully Transitioning Youth to Adolescence



New York State
Grants Gateway

DOH01-STYA1-2018 Match Information

Page 5, Section II D explains the requirements for matching funds for the STYA1 grant.

The applicant must demonstrate the ability to fund at least 3/7ths of the project cost while the NYS DOH will fund up to 4/7ths of the total project.

The Expenditure Budget in the Grants Gateway application will automatically tell you if you have reached the minimum amount of match required, however it will show as a 75% match because the Grants Gateway calculates match on the Grant Funds amount, not on the total project cost.



New York State
Grants Gateway

DOH01-STYA1-2018 Match Example

Example:

For a project that costs \$175,000, the State would fund \$100,000 and the Applicant would have to fund \$75,000 of it.

The math for this is fairly simple:

Applicant share: \$175,000 divided by 7 times 3 = \$75,000

DOH share: \$175,000 divided by 7 times 4 = \$100,000



DOH01-STYA1-2018 More Match Math

Example with harder numbers:

For a project that costs \$207,400, the State would fund \$118,514.28 and the Applicant would have to fund \$88,885.71 of it.

Applicant share: \$207,400 divided by 7 times 3 = \$88,885.71

DOH share: \$207,400 divided by 7 times 4 = \$118,514.28

$\$88,885.71 + \$118,514.28 = \$207,399.99$ or

$\$88,886 + \$118,514 = \$207,400$

NOTE: Round your numbers so you are using whole dollar amounts. If you have to round up, make sure you round up for the Applicant amount and round down for the State amount



DOH01-STYA1-2018 Minimums and Maximums

The RFA allows for grant funds for amounts between \$100,000 and \$300,000 so the minimum and maximum amounts that the applicants and DOH contribute are as follows:

Minimum Project Amount: \$175,000

Applicant share: \$75,000

DOH share: \$100,000

Maximum Project Amount: \$525,000

Applicant share: \$225,000

DOH share: \$300,000



New York State
Grants Gateway

DOH01-STYA1-2018 Match Review

To review, your total project amount must be between \$175,000 and \$525,000.

Once you determine the total cost of your project, divide that number by 7 and then multiply the answer by 3. That is how much you will have to provide in match. This number must be at least \$75,000 and at most \$225,000.

Divide the project total by 7 and then multiply the answer by 4 to get the DOH grant funds amount. This number must be at least \$100,000 and at most \$300,000.



What if I Only Know Our Match Amount

If you're starting with the number that you, the applicant, can provide in match and working to figure out the total grant funds that can be requested, just reverse the calculations:

Example: our organization can provide \$120,000 in matching funds. Take \$120,000 and divide by 3 (\$40,000) and multiply that by 7.

\$120,000 divided by 3 = \$40,000

\$40,000 times 7 = \$280,000

You'd have a \$280,000 project and the state would fund \$160,000.

\$120,000 + \$160,000 = \$280,000

\$280,000 ÷ 7 x 4 = \$160,000

December 6, 2017

48

Grants Gateway Instructions

Pre-Qualification

- Not-for-profit applicants must be prequalified on the due date (December 20,2017) for this application submission. Applications from not-for-profits who are **not** prequalified will not be reviewed.
- Prequalification status must be maintained between funding opportunities. Three of a not-for-profit's essential financial documents-IRS990, Financial Statement and Charities Bureau filing-expire on an annual basis
- **If any of these documents are allowed to expire, the not-for-profit's prequalification status expires as well and they will NOT be eligible for funding from this procurement.**

Helpful links for Grants Gateway

- Information: <https://grantsreform.ny.gov/grantees>
Videos (includes a document vault tutorial and an application tutorial) on YouTube: <https://grantsreform.ny.gov/youtube>
- Grants Gateway Team (Application Completion, Policy, and Registration questions)
Email: grantsgateway@its.ny.gov
Phone: 518-474-5595
Hours: Monday thru Friday 8am to 4:30pm
- Agate Technical Support Help Desk (Technical questions)
Email: helpdesk@agatesoftware.com
Phone: 1-800-820-1890
Hours: Monday thru Friday 8am to 8pm

Grants Gateway User Roles

Grantee User Roles	
Grantee <ul style="list-style-type: none">• Edit Contract and Application Information• Submit edited information• Receives emails from the system	Grantee Contract Signatory <ul style="list-style-type: none">• All Grantee abilities• Electronically sign contracts• There MUST be someone in this role for every organization
Grantee Delegated Administrator <ul style="list-style-type: none">• Add or Edit user accounts• Manage prequalification (Document Vault)	Grantee System Administrator <ul style="list-style-type: none">• All Grantee and Grantee Contract Signatory abilities• Additional admin abilities



To Apply for this opportunity

- Log into the Grants Gateway as either a “**Grantee**” or “**Grantee Contract Signatory**” or **Grantee System Administrator**”
- Click on the “View Opportunities” button under “View Available Opportunities”.
- In the Search Criteria, enter the Grant Opportunity name **Successfully Transitioning Youth to Adolescence**, and select the Department of Health as the Funding Agency.
- Click on “Search” button to initiate the search.
- Click on the name of the Grant Opportunity from the search results grid and then select the “APPLY FOR GRANT OPPORTUNITY” button located bottom left of the Main page of the Grant Opportunity.

Submitting the Application

- Applicants are **strongly encouraged** to submit their completed applications at least 48 hours prior to the due date and time. This will allow sufficient opportunity for the applicant to obtain assistance and take corrective action should there be a technical issue with the submission process.
- Only individuals with the roles “**Grantee Contract Signatory**” or “**Grantee System Administrator**” can submit an application.

Attachments

- Certain attachments are accessed in the “Pre-Submission Uploads” section of an online application and are not included in the RFA document.
- In order to access the online application and other required documents such as the attachments, prospective applicants must be registered and logged into the NYS Grants Gateway in the user role of either a “Grantee” or a “Grantee Contract Signatory”.

Pre submission Upload Section in Grants Gateway

- Attachment 2: Statement of Assurances
- Attachment 11: Vendor Responsibility Attestation
- Attachment 12: Minority & Women-Owned Business Enterprise Forms
- Attachment 13: Application Cover Sheet

Application Requirements

- Applications must be submitted online via the Grants Gateway by 4:00PM 12/20/2017
- Late applications will not be accepted. Applications will not be accepted via fax, e-mail, hard copy or hand delivery
- For further information on how to apply, please access Grantee Quick Start Guide
- <http://grantsreform.ny.gov/Grantees>

Important Information

- Applications are due on 12/20/17
- Applications must be submitted to Grants gateway by 4:00PM on the due date
- Questions can be submitted until 11/17/17 to styarfa@health.ny.gov
- Questions and Answers will be posted (on or about) 12/1/17
- A copy of this presentation will be posted with the Questions and Answers (on or about) 12/1/17
- Contracts are anticipated to start October 1, 2018
- www.health.ny.gov/funding/ as well as the Grants Gateway site

Review & Award Process

Review and Award Process

- Pre-screening for minimum eligibility requirements
- Applications meeting requirements will be reviewed and evaluated competitively by the NYSDOH Division of Family Health, Bureau of Women, Infant and Adolescent Health
- An application must have a minimum score of 70 to be considered for funding
- In the event of a tie score, the applicant with the highest score in Application Section 4 Project Narrative breaks the tie

Review and Award Process (cont'd)

- Successful applicants' proposed budgets will be reviewed and any unallowable expenses will be removed, including costs for which other funding sources are available. The resulting awards will be the allowable amounts requested.
- Applicants will be deemed to fall into one of three categories:
 - approved and funded
 - approved but not funded due to resources (may be funded should additional funds become available)
 - not approved (not receiving a passing score)
- If changes in funding amounts are necessary for this initiative, funding will be modified and awarded in the same manner as outlined in the award process

Questions and Answers

- <http://grantsreform.ny.gov/grantees>
- E-mail: grantsreform@budget.ny.gov
- http://www.osc.state.ny.us/vendor_management/issues_guidance.htm
- <http://www.actforyouth.net>
- http://www.actforyouth.net/resources/n/n_adolescent_food_guidelines.pdf
- styarfa@health.ny.gov