

RFA # 18799 / Grants Gateway # DOH01-EWPH2-2022

New York State Department of Health
Center for Community Health
Division of Nutrition
Bureau of Child and Adult Care Food Programs
Eat Well Play Hard in Child Care Settings

QUESTIONS AND ANSWERS

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

The responses to questions included herein are the official responses by the State to questions posted by potential bidders and are hereby incorporated into the RFA # 18799. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

PROGRAM QUESTIONS:

SECTION I. INTRODUCTION

Question 1: There are 90 eligible CACFP-participating child care centers in the Lower Hudson Region. Would we be required to provide services for all 90 centers? (Section I. C. Table 2)

Answer 1: While Table 2 in section I. C. of the RFA shows the number of eligible CACFP-participating child care centers ($\geq 50\%$ Free/Reduced Meals) serving preschool-aged children by region, the staffing and deliverables requirement by position is outlined in Section III. A. 4. of the RFA. For example, each full-time* Registered Dietitian (RD) is expected to implement the Champion intervention in 9 center equivalents annually. This calculates to 45 center equivalents per full-time RD by the end of the five-year grant period (i.e. 1 RD x 9 center equivalents/year x 5 years = 45 center equivalents total).

SECTION II. WHO MAY APPLY

Question 2: Are CACFP sponsoring organizations eligible to apply for these funds?

Answer 2: As indicated in section II. A. of the RFA, eligible entities must be one of the following:

- a. A Child Care Resource and Referral (CCR&R) Agency as listed on the NYS Office of Child and Family Services (OCFS) website at the following link: <https://ocfs.ny.gov/programs/childcare/referral-agencies.php>.
- b. The New York City Department of Health and Mental Hygiene.
- c. A public or nonprofit CACFP sponsoring organization that is tax-exempt under Section 501(c)3 of the Internal Revenue Code that meets the following criteria:
 - i. A sponsor of child care centers, head starts, and/or day care homes. Sponsors that only operate adult programs, after-school programs, and/or emergency shelters are not eligible to apply and will be disqualified.
 - ii. Solely based and operating in New York State.

Question 3: Are non-CACFP-participating sponsoring organizations eligible to apply for these funds?

Answer 3: No, non-CACFP-participating sponsoring organizations are not eligible to apply for these funds. According to section II. A. of the RFA, eligible entities must be one of the following:

- a. A Child Care Resource and Referral (CCR&R) Agency as listed on the NYS Office of Child and Family Services (OCFS) website at the following link: <https://ocfs.ny.gov/programs/childcare/referral-agencies.php>.
- b. The New York City Department of Health and Mental Hygiene.
- c. A public or nonprofit CACFP sponsoring organization that is tax-exempt under Section 501(c)3 of the Internal Revenue Code that meets the following criteria:
 - i. A sponsor of child care centers, head starts, and/or day care homes. Sponsors that only operate adult programs, after-school programs, and/or emergency shelters are not eligible to apply and will be disqualified.
 - ii. Solely based and operating in New York State.

Question 4: I am in the process of filling out the prequalification form. Is there another way to get qualified since we are an existing affiliate?

Answer 4: According to section II. A. of the RFA, applicants must be prequalified in the Grants Gateway prior to submitting an application (www.grantsreform.ny.gov), unless exempt. Section IV. E. of the RFA states that not-for-profit applicants must be prequalified on the due date for this application submission.

Question 5: Our organization has been a 20-year CACFP sponsoring organization. We are also tax-exempt under Section 501(c)3 of the Internal Revenue Code. The

organization is a non-profit after-school program. I would like to know if we are eligible to submit an application.

Answer 5: According to the minimum eligibility requirements outlined in section II. A. 2. c. i., public or nonprofit CACFP sponsoring organizations that are tax-exempt under Section 501(c)3 of the Internal Revenue Code that only operate adult programs, after-school programs, and/or emergency shelters are not eligible to apply for this RFA and will be disqualified. However, sponsors of child care centers, head starts, and/or day care homes that also operate adult programs, after-school programs, and/or emergency shelters may apply for this RFA.

Question 6: My organization is a sponsor of adult day care program(s) and I'd like to get this program for my seniors. Are we eligible to apply for this grant?

Answer 6: According to the minimum eligibility requirements outlined in section II. A. 2. c. i., sponsors of child care centers, head starts, and/or day care homes that also operate adult programs, after-school programs, and/or emergency shelters may apply for this RFA provided they are also public or nonprofit CACFP sponsoring organizations that are tax-exempt under Section 501(c)3 of the Internal Revenue Code and also meet the other required criteria. However, sponsors that only operate adult programs, after-school programs, and/or emergency shelters are not eligible to apply for this RFA and will be disqualified.

Question 7: If we are claiming eligibility as a CACFP sponsoring organization, must we be listed on the NYS DOH website, www.health.ny.gov, as a CACFP sponsor? (Section II. A. 2. c.)

Answer 7: Verification of a CACFP sponsoring organization does not require being listed on the NYS DOH website (Health Data NY). Information found on the NYS DOH website (Health Data NY) provides site level data and many sponsoring organization names will not be listed.

Question 8: Please define CACFP Sponsoring organization in NYS? (Section II. A. 2. c. i.)

Answer 8: According to Federal regulations found at 7 CFR §226.2, a sponsoring organization means a public or nonprofit private organization that is entirely responsible for the administration of the food program in:

- a) One or more day care homes;
- b) A child care center, emergency shelter, at-risk afterschool care center, outside-school-hours care center, or adult day care center which is a legally distinct entity from the sponsoring organization;
- c) Two or more child care centers, emergency shelters, at-risk afterschool care

- centers, outside-school-hours care center, or adult day care centers; or
- d) Any combination of child care centers, emergency shelters, at-risk afterschool care centers, outside school-hours care centers, adult day care centers, and day care homes.

The term “sponsoring organization” also includes an organization that is entirely responsible for administration of the Program in any combination of two or more child care centers, at-risk afterschool care centers, adult day care centers, or outside-school-hours care centers, which meets the definition of a for-profit center in this section and are part of the same legal entity as the sponsoring organization.

For the purpose of this RFA, eligible CACFP sponsoring organizations must be public or nonprofit organizations that sponsor child care centers, head starts, and/or day care homes and are solely based and operating in New York State.

Question 9: Are "independent centers" eligible to apply for this RFA?

Answer 9: No. According to 7 CFR §226.2 Definitions, the term "independent center" means a child care center, at-risk afterschool care center, emergency shelter, outside-school-hours care center, or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations. For the purpose of this RFA, organizations that meet the definition of an “independent center” are not eligible to apply.

SECTION III. PROJECT NARRATIVE/WORK PLAN OUTCOMES

Question 10: Can you provide more details about what the system of maintaining PTO accruals should entail? Is the intention that PTO accruals will be reported to NYS DOH on a regular basis or will the system be employed internally by the funded agency to track PTO accruals?

Answer 10: Section III, A. 2. v. (Financial Accountability) states that applicants will be required to "maintain a time and effort reporting system for staff funded by the grant, including a system of maintaining Paid Time Off (PTO) accruals." Contracted agencies will also be required to make the procedure(s) and system(s) used for calculating, tracking, and monitoring earned and used PTO accruals by employees available for review upon request.

Question 11: Will RDs working 35 hours per week (which is considered full time at the NYC DOHMH) on a temp line with a subcontractor be considered an RD working full time and thus allowable on the grant?

Answer 11: Section III. A. 4. i. states that applicants must recruit, hire or assign, train,

and maintain one or more full-time Registered Dietitian(s) (RD) and Farm to Preschool Coordinator(s) as outlined. It also states that part-time RDs and Farm to Preschool Coordinators will not be funded. To be considered full-time, a position must be employed by one person at 100% FTE and the number of hours in a full-time work week must be equivalent to the applicant agency's full-time schedule, which usually ranges from 35-40 hours/week.

Question 12: Please clarify/define “center equivalents” and “unique center.” (Section III. A. 4.)

Answer 12: A "unique center" is considered one child care center, regardless of size. Because larger child care centers with more preschoolers and more classrooms will require more time to implement the intervention, DOH will assign each child care center a "center equivalent." Smaller centers are considered a "single" center equivalent, meaning each "single" center counts as one center toward the nine centers per RD per year. A mid-sized center may be considered a "double" center equivalent, meaning each "double" center counts as two centers toward the nine centers per RD per year. Likewise, a large center may be considered a "triple" center equivalent, meaning each "triple" center counts as three centers toward the nine centers per RD per year.

DOH considers a variety of factors when determining center equivalents for each unique center, including:

- actual preschool enrollment
- number of preschool classrooms and number of preschoolers per classroom
- number and type of preschool shifts
- child care center hours of operation

Question 13: Two Farm to Preschool program timelines are provided in Section III, General Provisions of Farm to Preschool Intervention Implementation and Attachment 5: Farm to Preschool Intervention Flow Chart. Can you please clarify the differences in both of these timelines? For example, the flow chart lists the staff orientation as taking place in Jan-Feb and classroom activities in Mar-Apr. But the timeline in Section III indicates orientations would take place January-March and classroom activities from April-June.

Answer 13: The months provided were meant to demonstrate a general reference for timing of activities; they were not intended to show a concrete timeframe, as there is flexibility in timing of the activities based on a variety of potentially influencing factors.

Question 14: Two Farm to Preschool program timelines are provided in Section III, General Provisions of Farm to Preschool Intervention Implementation and Attachment

5: Farm to Preschool Intervention Flow Chart. How much flexibility exists in the delivery of various aspects of the program? For example, conducting staff orientations in Jan/Feb as indicated in the Flow Chart is very early in the year and risks losing staff awareness and interest in the program before more program activities take place.

Answer 14: The months provided were meant to demonstrate a general reference for timing of activities; they were not intended to show a concrete timeframe, as there is some flexibility in timing of the activities based on a variety of potentially influencing factors. However, the question suggests a gap in F2P activities following the F2P staff orientations; it's expected that F2P Coordinators will continue building relationships with intervention centers immediately following the F2P staff orientation at each center in order to build upon the initial information shared, work toward preparing for classroom gardening and education, F2P promotion, and to plan for and begin to facilitate PSE changes with the center.

Question 15: Two Farm to Preschool program timelines are provided in Section III, General Provisions of Farm to Preschool Intervention Implementation and Attachment 5: Farm to Preschool Intervention Flow Chart. Please clarify the type and frequency of gardening TA that is to be provided to centers. The Intervention flow chart indicates that gardening TA pauses between May and November; the timeline in Section III indicates gardening TA ends in June. Can gardening TA be provided to centers throughout the entire season, and ideally through September at least, to adequately support centers with setting up and sustaining center gardens?

Answer 15: F2P Coordinators should plan to provide technical assistance for each intervention center throughout all stages of the gardening process including facilitating the garden planning process; helping key F2P champions at the centers build their knowledge and skills to prepare, plant, maintain, and harvest the garden; and help the centers build lasting collaborations within their communities to sustain the gardens in the future. It's also expected that continued gardening technical assistance will be provided to each intervention center, as needed, throughout the pre-, mid-, and post-seasons.

SECTION IV. ADMINISTRATIVE REQUIREMENTS

Question 16: Is there another way to get prequalified since we have an existing affiliation with CACFP?

Answer 16: According to section II. A. of the RFA, applicants must be prequalified in the Grants Gateway prior to submitting an application (www.grantsreform.ny.gov), unless exempt. Section IV. E. on page 12 of the RFA states that not-for-profit applicants must be prequalified on the due date for this application submission.

Question 17a: I am looking at the grant in the Grants Gateway, but I don't see where to submit the letter of intent.

Question 17b: Could you please let me know how to go about submitting a Letter of Intent for our organization? I have not issued one prior and want to make sure I am doing it correctly.

Question 17c: In preparation to complete the Letter of Interest, we noticed that the Letter of Interest (Attachment 7) is missing from the full pdf grant document. If possible, would someone from DOH forward a copy to my attention?

Answer 17a-c: According to section IV. C. of the RFA, prospective applicants are strongly encouraged to complete and submit a letter of interest using Attachment 7. Prospective applicants may also use the letter of interest to receive notification when updates/modifications are posted; including responses to written questions. Letters of interest should be submitted via the Grants Gateway under the Pre-Submission Uploads section of the online application. Please note that you will receive an error message when uploading the letter into the application as other Pre-Submission uploads are not due until the application is submitted. A copy should also be emailed to EWPH.RFA@health.ny.gov. The Letter of Interest should be submitted by the date posted on the cover of the RFA. Please ensure that the RFA number is noted in the subject line. Submission of a letter of interest 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. As noted in section VI. the RFA, the Letter of Interest (Attachment 7) is located in the Pre-Submission Upload section of the Grants Gateway.

Question 18: I am looking at the grant in the Grants Gateway, but I don't see how to apply for the grant.

Answer 18: According to section IV. E. of the RFA, applications must be submitted online via the Grants Gateway by the date and time posted on the cover of this RFA. Please see section IV. E. of the RFA for further instructions on how to apply.

Question 19: We are interested in applying for this grant, but I am having a hard time accessing the required paperwork.

Answer 19: According to section IV. E. of the RFA, applications must be submitted online via the Grants Gateway by the date and time posted on the cover of this RFA. Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grants Management website at the following web address: <https://grantsmanagement.ny.gov/> and select "Apply for a Grant" from the Apply & Manage menu. There is also a more detailed "Grants Gateway: Vendor User Guide" available in the documents section under

Training & Guidance; For Grant Applicants on this page as well. Training webinars are also provided by the Grants Gateway Team. Dates and times for webinar instruction can be located at the following web address: <https://grantsmanagement.ny.gov/live-webinars>.

Question 20a: We are a Not-for-Profit organization. What types of budget items are considered eligible expenditures toward the 30% MWBE goal?

Question 20b: We are a USDA university land grant extension, i.e., a Cornell Cooperative Extension. What types of budget items are considered eligible expenditures toward the 30% MWBE goal?

Question 20c: We have no plans to sub-contract if awarded a grant under this RFA. How would we establish a goal of 30% of contract cost for MWBE participation? (Section IV. I, 4th paragraph)

Question 20d: We have identified MWBE suppliers for this project; however, the cost of supplies is less than 30% of total cost. We have no plans to sub-contract any portion of the scope of work. Would we qualify for a partial waiver?

Question 20e: According to section IV. I. on page 17 of the RFA, it states that successful awardees will be required to certify they have an acceptable Equal Employment Opportunity (EEO) policy statement. How do we certify that our organization has an acceptable Equal Opportunity Employer policy statement?

Question 20f: Is the Total Dollar Value of Eligible Expenditures for the MWBE Utilization Plan calculated by subtracting salaries/fringe from total funding amount? (Attachment 9, Form 1, question 1)

Answer 20a-f: Section IV. I. of the RFA states that for purposes of this solicitation, the New York State Department of Health hereby establishes a goal of **30%** as follows:

- 1) For Not-for-Profit Applicants: Eligible Expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation.
- 2) Profit and Municipality Applicants: Eligible Expenditures include the value of the budget in total.

The directory of New York State Certified MWBEs can be viewed at: <https://ny.newnycontracts.com>. The directory is found on this page under “NYS Directory of Certified Firms” and accessed by clicking on the link entitled “Search the Directory”.

Section IV. I. also specifies that applicants must certify their organization has an acceptable Equal Opportunity Employer (EEO) policy statement. The MWBE Form #5 within Attachment 9 reflects a standard EEO policy that must be signed, dated, and

submitted by the applicant.

SECTION V. COMPLETING THE APPLICATION

Question 21: Can you provide some examples of what types of equipment would be considered “depreciable equipment?”

Answer 21: Section V. A. 5. (Budget) states that "expenditures will not be allowed for the purchase of major pieces of depreciable equipment or remodeling or modification of structure." Some examples of such unallowable expenses include: any equipment costing \$5,000 per unit or more; vehicles; kitchen appliances (such as refrigeration, stoves, and dishwashers); medical equipment; washers and dryers; handwashing stations; commercial food service equipment and/or dining facility equipment; retail infrastructure (such as refrigeration and shelving); community infrastructure (such as playgrounds and/or construction equipment); and large physical activity equipment (such as bicycles for recreation and/or demonstration, treadmills, ellipticals, weight sets, or machines).

Question 22: Are matching funds required to participate in this RFA? (Section V. A. 5.)

Answer 22: While this question references section V. A. 5., Attachment 14 (USDA FFY22 SNAP-Ed Plan Guidance) of the RFA states that SNAP-Ed grants require no match.

Question 23: Can we show “in-kind” expenses on the budget? (Section V. A. 5.)

Answer 23: Awarded agencies will be responsible for providing in-kind services and support to maintain EWP/HCCS operations as indicated in section III. A. 2. vi. of the RFA. In particular, section V. A. 4. of the RFA states that applicant agencies must demonstrate their financial ability to support a reimbursement-based grant as part of their application.

In-kind expenses can be shown on the budget in Attachment 13 (Budget Template). Attachment 13 (Budget Template) includes an In-Kind column within each budget category tab. The Other Funds column within the Expenditure Based Budget tab is formulated to sum any amounts entered in the In-Kind columns of the budget category tabs. Notice that In-kind funds should not be counted toward the overall funding request.

SECTION VI: ATTACHMENT 4

Question 24: I was reading through the RFA and came across the Next Steps Phase checklist. I noticed that the book titled Active Play by Diane Craft is listed under technical assistance for the classroom. Is this book intended to be provided to centers as part of one of the toolkits?

Answer 24: No. As noted in Attachment 4: Champion Intervention Post-Implementation Checklist, the book titled Active Play by Diane Craft should be recommended to centers as a possible resource to build upon the movement activities provided as part of the EWPCCS Champion curriculum. It is not intended to be purchased and provided to intervention centers as part of the Champion intervention toolkits.

SECTION VI: ATTACHMENT 12

Question 25: Attachment 12: Budget Requirements, Section A states “It is expected that applicants will propose the following staffing by region” followed by a table outlining staffing expectations per region. Section A. f. states “Agencies should also include the ‘cost reasonable’ annual salaries and corresponding full-time equivalent (FTE) values of other necessary program staff, including supervisors, nutrition assistants, communication, and data reporting staff.” Is the expected staffing plan outlined per region a minimum staffing plan or will other necessary program staff be an allowable cost?

Answer 25: According to Attachment 12 section A, it is expected that applicants will propose the following staffing by region:

Region	# FTE Champion RDs	# FTE Farm to Preschool Coordinators	# FTE Center Recruitment Coordinators	# FTE Project Managers
Long Island	1	1	0.05	0.20
New York City	9	2	0.45	1.10
Lower Hudson Valley	2	1	0.10	0.30
Capital	2	1	0.10	0.30
Central	2	1	0.10	0.30
Western	3	1	0.15	0.40

No part-time Registered Dietitians (RD) or Farm to Preschool Coordinators will be allowed.

Center Recruitment Coordinator(s) are expected to be allocated at 5% per each 1.0 FTE RD. For example, if an applicant proposes 9 FTE Champion RDs at 100% FTE each, then their proposal should also include one 0.45 FTE Center Recruitment Coordinator.

In addition, Project Manager(s) are expected to be allocated at 10% per each 1.0 FTE RD and Farm to Preschool Coordinator. For example, if an applicant proposes 9 FTE Champion RDs at 100% FTE each and 2 Farm to Preschool Coordinators at 100% FTE each, then their proposal should also include 1.10 FTE Project Managers. Notice the New York City Region is the only region in which the Project Manager role exceeds 100% FTE. In this case, either two part-time Project Managers or one full-time Project Manager (100% FTE) and one part-time Project Manager (10% FTE) should be hired or assigned.

Attachment 12 section A. f. states that applicants should also include the ‘cost reasonable’ annual salaries and corresponding full-time equivalent (FTE) values of other necessary program staff, including supervisors, nutrition assistants, communication, and data reporting staff. If applicants choose to include staffing in addition to the expected staffing by region as outlined in the table in section A., then points may be deducted during the scoring process. Any additional staffing that exceeds that outlined in section III. A. 4. is subject to review and approval prior to award. Further, section V. A. 5. (Budget) states that any ineligible budget items will be removed from the budget prior to contracting.

Question 26: Champion Intervention centers receive \$500 in toolkit materials and Farm to Preschool intervention centers receive \$250 in toolkit materials. Gardening materials for Farm to Preschool toolkits can be very expensive which can limit the amount and type of supplies centers receive for their gardens. Can the funding for toolkits for both programs be aligned to \$500 each if the applicant budget allows? Increasing funding for Farm to Preschool toolkits would allow the creation and enhancement of larger, more robust center gardens.

Answer 26: Attachment 12 section I. a. ii. through iv. note the allowable projected costs for toolkits as follows:

- Champion Implementation Toolkits – \$250 per Champion center equivalent (9 center equivalents per FTE RD annually).
- Champion Sustainability Toolkits – \$250 per unique child care center [not center equivalent] implementing the Champion initiative.
- Farm to Preschool Toolkits – \$250 per unique child care center implementing the Farm to Preschool project (3 unique centers per FTE Farm to Preschool Coordinator annually). See the Farm to Preschool Center Toolkits list.

Question 27: Attachment 12: Budget Requirements, Section J. a. states “Indirect costs, including federally approved indirect cost rates, are not allowed.” Will the applying agency’s indirect rates be funded up to the 15% cap on administrative costs? Or are indirect costs not allowable expenses this grant period?

Answer 27: As stated in Attachment 12 of the RFA, indirect costs, including federally approved indirect cost rates, are not allowed. This means that no indirect costs will be

allowed. If an applicant includes indirect costs in their proposed budget, then it will be considered an ineligible budget item and will be removed from the budget prior to contracting as noted in section V. A. 5. (Budget) of the RFA.

Question 28: Attachment 12: Budget Requirements, Section J. a. states that the Other budget category should include “Administrative Staff– includes “cost reasonable” administrative, human resources, fiscal and other necessary staff required for program operations not delivering direct programming.” Should the administrative portion of an FTE staff salary be included in the Other category and excluded from the Personal budget category?

Answer 28: Yes. According to Attachment 12 section A. g., any “cost reasonable” administrative, human resources, fiscal and other necessary staff required for program operations not delivering direct programming should be included in the Other budget category. According to Attachment 12 Section J. a., any personnel that provide both direct services and administrative duties may be split accordingly between the personnel and administrative cost categories. The explanation/justification should be very specific as to the time spent on activities in such instances. Funds requested in support of administrative personnel are subject to NYS Executive Order #38 and attending NYS Social Services Law. Pursuant to this order, grant funds may not be used to support the salaries of administrative personnel that receive compensation in excess of \$199,000 without an approved waiver.

MISCELLANEOUS

Question 29: I manage 7 school-based health clinics. Each school has Pre-K. We have a dietitian on site. Would this grant only be for day care centers or would Pre-K qualify?

Answer 29: According to Section I. C. of the RFA, a CACFP-participating child care center is eligible to participate in EWPHCCS if at least 50 percent of attending children receive free or reduced priced meals. The primary audience for EWPHCCS is preschool-aged children, including those in pre-k programs that participate in CACFP. However, the funding amounts available by region are meant to support wide geographic coverage within each region, not just the centers for a particular sponsor. Table 2 on page 5 of the RFA shows the number of eligible CACFP-participating child care centers ($\geq 50\%$ Free/Reduced Meals) serving preschool-aged children by Region. See Section I. C. of the RFA for more details.

Question 30: Can EWPHCCS funds be used toward the Head Start non-federal match requirement?

Answer 30: Interested parties will need to follow up with Head Start to learn more

about their non-federal match requirement.

Question 31: Do we need to apply for this RFA in order to receive EWPHCCS programming for our child care center(s)?

Answer 31: No. According to section I. of the RFA, the Department is seeking applications from organizations to implement the EWPHCCS initiative in eligible child care centers. Eligible child care centers may still receive EWPHCCS programming from an implementing agency without applying for this RFA.

ATTACHMENT TO QUESTIONS AND ANSWERS DOCUMENT

According to section IV. C. of the RFA, potential applicants are strongly encouraged to submit a letter of interest listing the target areas where they propose to work. The regions identified from letters of interest that were submitted by the due date listed on the cover page of the RFA include the Capital and Lower Hudson Valley regions. All other letters of interest did not specify the region in which they propose to work.