

RFA #18140

Grants Gateway # DOH01-MSWP1-2019, DOH01-MSWP2-2019, and DOH01-MSWP3-2019

**New York State Department of Health
Center for Community Health/Division of Family Health**

Request for Applications

Migrant and Seasonal Worker Program (MSW)

**Questions and Answers
February 11, 2019**

GRANTS GATEWAY/ADMINISTRATIVE

1. **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?

Answer: Yes, not-for-profits must be prequalified on March 8, 2019, the due date for this procurement. Applications from not-for-profits that are not prequalified on the due date will not be reviewed.

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

Answer: In order to be prequalified, an applicant 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. The applicant will NOT be eligible for funding from this procurement if the agency is not prequalified on March 8, 2019. Please refer to RFA Section IV., E. How to file an application.

3. **Question:** What happens if we miss the 4:00 PM deadline on March 8, 2019?

Answer: No applications will be accepted after 4:00 PM on March 8, 2019. All applications are time stamped when submitted in the 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.

4. **Question:** How will I know if my application has been successfully submitted?

Answer: The Grants Gateway will always notify applicants of successful submission. If a prospective grantee does not get a successful submission message assigning their application a unique identification number, it has not successfully submitted an application.

5. **Question:** How can I be sure that all my documents uploaded correctly?

Answer: Applicants should double check all uploaded documents prior to final submission. All required documents must upload correctly and completely in order to be considered for scoring. Applicants can run the global error check at any time during the application process. (see p.63 of the Vendor User Manual).

6. **Question:** Can you please advise on which organizations in the Hudson Valley region are currently receiving funding for the Migrant and Seasonal Worker Program?

Answer: Currently, Hudson River Health Care serves Orange and Ulster, Orange County Health Department serves Orange County, and Agri-Business Child Development serves Orange and Ulster.

7. **Question:** We would like to know which agency, if any, is/are currently funded in the Long Island region.

Answer: Backstretch Employee Service Team serves non-agricultural workers at Belmont Racetrack in Nassau County.

8. **Question:** Is Long Island considered one region or two counties?

Answer: The Long Island Region contains 2 counties Suffolk and Nassau; these 2 counties are shaded in lavender on the map (Attachment 5).

9. **Question:** I am wondering why this opportunity is only offered to "public and not-for-profit organizations". We provide services in Spanish and other foreign languages for migrant seasonal workers but we are a for-profit organization. Just wondering if this opportunity might be offered in the future for FOR-PROFIT organizations.

Answer: Grants are procured according to the intent of the corresponding legislation. In this case the legislation indicates that the funding is to be for services and expenses to support grants to community health centers and comprehensive diagnostic and treatment centers for the purpose of furnishing primary health care services, both of which are not-for-profit organizational structures.”.

10. **Question:** Your grant for health services among migrant workers focuses solely on brick and mortar facilities. Are you open to a virtual ER licensed in NY? We are generally placed at the right of the plan design to triage patients based upon diagnosis and treatments from ER providers. Is that something you would entertain?

Answer: In accordance with this procurement, applicants must meet one of the following requirements:

Not-for-profits and public applicants eligible to apply under this initiative include:

- Hospitals and diagnostic and treatment centers licensed under Article 28 of the Public Health Law;
- Community health centers approved under section 330 of the Public Health Services Act (42 USCS§2545B); and other community health centers;
- Managed care organizations certified under Article 44 of the Public Health Law;
- County health departments possessing Article 28 licensure; and,
- Community-based organization.

The Department is unable to entertain any other types of applicants on this active procurement.

11. Question: Can an individual apply for this grant?

Answer: No, applicants must meet one of the requirements as listed in question 10 and as listed in RFA Section II., A. Minimum Eligibility Requirements.

12. Question: I have received the MSW Grant RFA and want to reply. However, I cannot find Attachment ONE. Please assist me in this search.

Answer: Attachment 1 is in the Pre-Submission Upload section of the Grants Gateway. 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".

PROGRAMMATIC

13. Question: On page 3, Section II., A. 3. refers to "New applicants or those currently funded...". Are currently funded grantees those who are administering the Migrant and Seasonal Farm Worker Health Program, or are they two separate programs?

Answer: Currently funded applicants refers to those agencies receiving funds to administer the Migrant and Seasonal Farm Worker program.

14. Question: Is it correct that MSW's working in any seasonal occupation (agricultural or non-agricultural) may be served under Component 1?

Answer: Component 1 is for migrant and seasonal workers who are employed as agricultural workers and component 3 is for migrant and seasonal workers who are employed in an area other than agriculture.

15. Question: We are looking to apply to the MSW RFA and we are wondering if this is a different grant than the MSFW grant we are currently a part of or if this is in addition to that grant?

Answer: The Migrant and Seasonal Farm Worker Program has been renamed to the Migrant and Seasonal Worker Program to better reflect the goals of this program. This grant is the same grant formerly named the Migrant and Seasonal Farm Worker Program. All current Migrant and Seasonal Farm Worker grants end September 30, 2019.

16. Question: Does Component 1 include the families of MSWs?

Answer: Yes.

17. Question: On the cover sheet, question 7 states: "Will you use grant funds directly to provide services or reimburse another agency with grant funds to provide a direct service?". Does this refer to only primary health care services, or all services to be provided?

Answer: This refers to comprehensive health care services. As stated in RFA Section III., C. "Provide or refer to comprehensive health care, including: preventive and primary medical and dental services, emergency and specialty care, and mental health and substance use services. Applicants should indicate if they will directly provide health care services on the cover sheet of the application and if not, describe where those services will be obtained."

18. Question: Our Migrant Seasonal Worker program does not provide direct health services. However, our agency does provide direct health services which may include migrant seasonal workers and their families. Is the expectation that any revenues received by our agency from providing direct medical services to migrant seasonal workers be returned to the Migrant Seasonal Worker program?

Answer: If the program activities proposed in the application do not include the provision of direct patient care, then revenue the “parent” agency receives from serving migrant and seasonal workers and their families does not need to be returned to the MSW program.

19. Question: Section V. D., Funding Methodology indicates an applicant funded through the current MSW RFP is eligible for a certain level of funding based upon the number of people served in year’s 2, 3, and 4 of the current 5 – year cycle. Would an applicant be able to apply for additional funds to provide services in additional counties or is the funding that is available to an applicant limited to what is indicated on the table? For example, we currently serve 4 counties with our Migrant Seasonal Worker program. Would additional funds be available if we expanded to 6 or 7 counties?

Answer: If the applicant applies to serve additional counties, and that places the applicant in a different band based upon number of individuals to be served, the base award band associated with the number of clients to be served would apply. If any additional funds are available, additional funds will first be allocated to eligible applicants that are serving 3 counties or more not to exceed an additional award amount of \$25,000 per applicant. Additional funds are dependent upon how many applicants apply and are awarded grant funding so there is no way to predict if this will occur.

20. Question: Page 19 of the RFA discusses the Work Plan. With regards to the Work Plan portion of the Grants Gateway template, are we required to complete the Project Summary, Organizational Capacity, and Project Details sections?

Answer: As stated in RFA Section V. Completing the Application, the applicant should copy and paste/insert the Project Summary as listed in Attachment 4 to the Project Summary in the Grants Gateway and insert N/A in the Organizational Capacity section. The Project Details which include the Objectives, Tasks and Performance Measures in the Workplan Properties Section have been entered for applicants and cannot be changed.

21. Question: Definition of Migrant and Seasonal Worker (RFA pg. 3, 1 paragraph): ...”Individuals who are employed in agriculture or other employment on a seasonal basis that establish temporary residence for the purpose of such employment.” Many dairy farmworkers are foreign born but may work in a year around capacity in their roles. These workers have the same issues (or worse in terms of access to assistance) that migrant workers experience. Does this RFA apply to these workers?

Answer: The definition of MSW states “who are employed in agriculture or other employment on a seasonal basis that establish a temporary residence for the purpose of such employment.” Workers who establish permanent residence would not be eligible for this program.

22. Question: Would this RFA cover seasonal workers who have refugee status?

Answer: The definition of MSW states “who are employed in agriculture or other employment on a seasonal basis that establish a temporary residence for the purpose of such employment.” Refugees who establish permanent residence would not be eligible for this program.

23. Question: Are seasonal agricultural workers that live year-round in the service area (i.e. do not live in temporary housing) excluded from the population served under this grant? RFA Section I Introduction.

Answer: The definition of MSW states “who are employed in agriculture or other employment on a seasonal basis that establish a temporary residence for the purpose of such employment.” Workers who establish permanent residence would not be eligible for this program.

24. Question: Pg. 4 A. Provision of Services - Would it be feasible to conduct training for owners/managers on topics that benefit migrant and seasonal workers under this RFA? E.g. safe/healthy worker housing, where to access transportation services for their workers, etc.?

Answer: If outreach and education of managers of businesses who employ migrant and seasonal workers would address reducing barriers to access, this would be considered an acceptable strategy to describe in the workplan.

25. Question: Since funds under this RFA may not be used to supplant existing staff and activities, can you please confirm that our current staff and activities under this grant are no longer funded? RFA Section V # 8.

Answer: Funding for current Migrant and Seasonal Farmworker contracts ends on September 30, 2019. Any successful applicants will receive funding to support staffing and activities as proposed in their application beginning on October 1, 2019.

26. Question: Would offering behavioral health, nutrition, or occupational health services (new services) to our existing migrant patients be considered expanding existing activities or a new activity? RFA Section V # 8.

Answer: As stated in RFA Section V. 8., “This funding may only be used to expand existing activities or create new activities pursuant to this RFA.” Provision of additional services would be described as expanding services.

27. Question: Would expanding current services (medical, dental, social) to new migrant field housing locations be considered expanding existing activities or a new activity under this RFA, e.g. in a new county? RFA Section V # 8.

Answer: As stated in RFA Section V. 8., “This funding may only be used to expand existing activities or create new activities pursuant to this RFA.” Provision of services to an additional location would be described as expanding services.

28. Question: Would expanding current services (medical, dental, social) to new migrant field housing locations in the counties currently served be considered expanding existing activities or a new activity under this RFA if we have not served a particular farm or field housing site previously? RFA Section V # 8.

Answer: As stated in RFA Section V. 8., “This funding may only be used to expand existing activities or create new activities pursuant to this RFA.” Provision of services to an additional location would be described as expanding services.

BUDGET

29. Question: As an existing grantee with a historical population served of approximately 2,200, is the award amount of \$100,000 an annual amount (total received over 5 years would equal \$500,000) or a total for the 5-year period (i.e. \$20,000 per year)? RFA Section V # Funding Methodology.

Answer: Using the example provided, an agency serving 2,200 people could potentially be awarded \$100,000 annually for a total of \$500,000 over 5 years.

30. Question: Is the training/education limitation of \$2,000 per year per key staff person, or \$2,000 per year for all training regardless of the number of staff? RFA Section V # 8 (a).

Answer: Training is limited to \$2,000 per year in total regardless of the number of staff trained.

31. Question: V. Completing the Application, D. Criteria for Allocation of Funds, Funding Methodology (Page 33) – Regarding the funding methodology for Component 1, the RFA states, “Existing grantees, may only apply for an amount up to the award amount indicated in the chart below, based on the population that they have historically. Population served is calculated based upon the average of actual clients served in years 2, 3, and 4 of the current 5-year cycle, as reported by the grantee.” What data source will the Department of Health (DOH) use to determine the average number of clients served by an organization? Will the DOH use the totals reported in the Annual Report under Section III: Access, Question 2a: “Number of unduplicated MSFW patients served by contractor” for each of the past three years? If not, could you please provide the DOH’s methodology for calculating this average?

Answer: The data reported in the current Migrant and Seasonal Farmworker quarterly reports is used to calculate the average of actual clients served.