

**New York State Department of Health**  
*Division of Environmental Health Protection*  
*Center for Environmental Health*

*Healthy Neighborhoods Preventive Health Cornerstones*

**QUESTIONS AND ANSWERS**  
**08/15/19**

RFA Section II. A., Page 4

**Question 1:** Our county is located in a rural area and the adjacent counties do not have a full-service LHD or HNP. Would the program allow our county to perform HNP services in the adjacent counties?

**Answer:** No. Services must be provided within the county receiving HNP funds.

RFA Section III. A. (2), Page 5

**Question 2:** What will the time period be for revisits to be completed?

**Answer:** The aforementioned section of the RFA outlines all types of revisits and appropriate timeframes.

**Question 3:** Do all dwelling units with an asthmatic have to have a revisit?

**Answer:** No.

**Question 4:** Will two-year revisits be expected? If not, should they be done?

**Answer:** Two-year revisits are not expected. The aforementioned section of the RFA outlines all types of revisits and appropriate timeframes.

**Question 5:** What is the criteria for allowing follow-up visits?

**Answer:** The aforementioned section of the RFA outlines all types of revisits and appropriate timeframes.

**Question 6:** Can you give me any idea of how many assessments are expected to be completed per year at the maximum funding level?

**Answer:** While no requirements are set, most grantees perform around 400 assessments per year.

**Question 7:** After completing the initial asthma visit, should we complete a 90-day revisit AND a one-year asthma follow-up visit? Or is it just the one asthma follow-up visit between 6-12 months?

**Answer:** The 90-day revisit is intended to address significant issues identified during the initial assessment. The one-year asthma visit is specific to homes with an asthmatic. Whether both visits are needed for a certain address should be at the discretion of HNP program staff.

RFA Section III. B, Page 7

**Question 8:** Page 7 Letter B Problems/Issues to be solved through this RFA. One of the bullets states, “more homes will be mitigated for radon.” What type of funding and mitigation sources will this RFA support?

**Answer:** It is expected that homes identified to have unacceptable radon levels through HNP will be referred to the NYSDOH Radon Program for more information, guidance, and resources for mitigation.

**Question 9:** The last bullet point states: Tenants will be educated about the control of bed bugs if the issue comes up. As there is no question on the eform- is this just to be recorded in the conditions narrative? In addition to education and brochures or referrals, are we to budget for products such as mattress encasements or pillow covers, typically purchased and provided for asthma?

**Answer:** Bed bug issues should be recorded in the conditions narrative. If HNP program administration decides that they would like their county program to provide supplies to prevent/reduce bed bug issues, they may budget for such items. It is not required.

**Question 9:** The thirteenth bullet point states: Residents will become more knowledgeable about the availability of substance abuse services. Is this to be recorded on the eform as a referral under ‘other’? Can we budget and purchase educational brochures addressing substance abuse? Is substance abuse considered injury prevention in the HNP grant?

**Answer:** Any referrals to substance abuse programs should be recorded as an ‘other’ referral on the eform. You may budget for educational materials regarding substance abuse treatment under the injury prevention objective.

RFA Section V., Page 20

**Question 10:** Do the 2 additional pages have to be text or can it be a map/graph/table? Is there any formatting requirement for these additional pages- if it is text does it have to be double spaced or can it be single spaced?

**Answer:** Whatever you feel is appropriate to answer the question is fine with us, as long as it is within the specified limits. There are no specific formatting requirements.

**Question 11:** In Grants Gateway, in the Workplan Overview Form, is there guidance for the Project Summary (50,000 characters) and Organizational Capacity entries? For the original RFA, we included our entire grant in the Project Summary box and a similar version of our organization description. Are we interpreting this correctly? Now that we have additional space for the uploads, is this section still required?

**Answer:** The project summary should provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, number of persons to be served, etc. The organizational capacity section should describe the staffing, qualifications, and ongoing staff development/training activities and relevant experience to support the project.

RFA Section V. A. (3a), Page 20

**Question 12:** For the additional uploads in Section V. #3, can this include charts and graphs? Can the additional text be a continuation of the 4000 character limit, or should each be a discrete part of

the response?

**Answer:** The uploads may contain charts and graphs. The additional text should be a continuation.

**Question 13:** We choose a town for each quarter to focus for door-to-door. If we get a referral from another town within the county will we be able to schedule them since the county is the target area?

**Answer:** Yes.

RFA Section V. A. (3b), Page 21

**Question 14:** The current HNP grant was approved to include mobile home parks (MHPs) within the target area for the program. Would it be acceptable to expand to MHPs throughout the entire county while retaining essentially the same target area as the current grant?

**Answer:** Yes.

**Question 15:** Section V.#3b states, “no more than 4 census tracts or municipal districts during any one fiscal year”. We are planning to identify no more than 4 municipal districts to target/focus on during the first year of this grant cycle, but can we continue to conduct visits in our previous geographic area as delineated in our previous grant cycle? And can these target areas be modified each year of the 5-year grant cycle?

**Answer:** Yes.

**Question 16:** Can we stay within the same town for two straight quarters?

**Answer:** Yes.

RFA Section V. A. (5d), Page 22

**Question 17:** How developed do the community partnerships need to be? Are we just proposing the partnership, including arrangements and agreements, or do we need to have full agreements with the partner agencies prior to submitting this application? We have previously gotten letters of support from our partner agencies, does this serve as appropriate support for our agreements?

**Answer:** Proposing the partnership including arrangements and agreements is sufficient. Letters of support from partner agencies is appropriate support for the agreements.

RFA Section V. A. (5f), Page 22

**Question 17:** Can you clarify what is meant by “Medical Support Network”? Is it anticipated that HNP staff members will be reaching out to health insurance plans to refer patients for a home assessment through this RFA?

**Answer:** This is a preferred qualification, so it is not required/anticipated. Per the aforementioned section of the RFA, ‘such networks may include facilities such as hospitals or clinics that will take new patients, or health plans that will refer asthma patients for environmental assessment.’