

RFA # 17683 / Grants Gateway # DOH01-CPIA1-2018

New York State Department of Health
Center for Community Health/Division of Chronic Disease Prevention
Bureau of Cancer Prevention and Control

Community Cancer Prevention in Action (CPIA)

Questions and Answers
March 1, 2018

Who May Apply/Applicant Eligibility

Q1: Why are the New York City boroughs excluded from applying for the CPIA Request for Applications (RFA)?

A1: The CPIA RFA interventions and five-year objectives are targeted at changes at the municipal level. Policy changes in New York City typically do not occur at that level (e.g., borough level). Therefore, these awards exclude applicants proposing geographic service areas within New York City.

Q2: Is there plan for a grant similar to this one to become available in the future where organizations in one of the five boroughs of New York City might be eligible to apply?

A2: There are no current plans for a similar procurement by the New York State Department of Health's Bureau of Cancer Prevention and Control. Plans are dependent on future funding availability.

Q3: I am a clinician at Columbia University Medical Center, which is a not-for profit-organization. The eligibility criteria appear to indicate this is a grant which the "organization" submits, not an individual. What are the specific mechanisms for Columbia? Do you know of a specific office or an individual who is familiar with this particular mechanism of application?

A3: Many academic institutions and medical centers have sponsored programs offices and/or grant development offices with staff responsible for submission and administration of grants. Your organization may have such an office.

Work Plan Outcomes/Required Activities

Q4: Is the HPV initiative just for year one?

A4: No. Activities that seek to meet or achieve the HPV-related outcomes will be implemented each year, throughout the full five years. Successful applicants (awardees) will implement *all* activities, as listed in RFA, Section III. A., *all* five years of the five-year grant period.

Staffing

Q5: Is there any more guidance in terms of how many staff will be essential in completing grant activities?

A5: No, there is no additional guidance other than that provided in RFA Section III. B., which requires that the proposed staff should be sufficient to competently conduct community engagement and education, organizational decision-maker engagement, government decision-maker education, and community mobilizing and empowerment activities for each of the three cancer prevention and risk reduction areas and otherwise meet all staffing requirements. Applicants should propose a sufficient staffing structure to implement all stated required activities to meet the five-year outcomes, sufficient for their proposed geographic service region, according to their organizational structure and agency requirements, and consistent with the available funding.

Subcontracting

Q6: If we were to subcontract with an organization, is that organization allowed to lobby for legislation?

A6: No, organizations that receive this grant funding may not lobby with the funds resulting from this grant award. Lobbying is expressly prohibited by all staff and subcontractors or consultants funded on this grant.

Q7: Is subcontractor lobbying limited to only work on this grant or all their work?

Q8: Are subcontractors prohibited from lobbying on only this grant or does that apply to their agency as a whole (e.g., Planned Parenthood)?

A7/8: Subcontractor lobbying is not permissible with staff and other resources on this grant and in support of this grant. However, a subcontractor may engage in these activities outside of the scope of this grant, with staff and other resources that are NOT funded on this grant, through separate organizational efforts.

Q9: If we know specific organizations that we intend to work with, should this be indicated in the application?

A9: Yes. If you intend to subcontract or hire consultants and you know these organizations at the time of the application, state them in the application and create Attachment 13: Subcontract/Consultant Statements of Scope of Work and Letters of Commitment that include all the information requested in RFA Section V. A. f., bullet 11. If you are partnering with organizations that are not included in the budget, please list those within the appropriate narrative sections, for example, in the Staffing Patterns and Qualifications section (See RFA Section V. A. e.).

Minority and Women-Owned Business Enterprise (M/WBE) Requirements

Q10: If eligible expenses for the M/WBE form are \$0 (salary, travel) do we just submit all the forms as “N/A” (not applicable) since it is a required upload?

A10: No. Please complete Page 1 of the Form 1 Utilization Plan with a statement in the Description Box that your organization’s total Eligible Expenses in the budget are \$0 due to funds being allocated towards (salary, travel, etc.). Also, complete the Form 2 Waiver Requests by selecting a Total Waiver from both M/WBE and M/WBE participation. Forms 4 and 5 are still required.

Q11: To meet the M/WBE requirement, is the 30% budget requirement for non-personnel services only, or does it apply to the entire budget? If it is based on the entire funding and personnel services used more than 70%, leaving less than 30% available, how can we still meet the MWBE requirement?

A11: Not-for-Profits have to spend 30% of the total eligible expenses in the budget to meet the 30% M/WBE participation goal. This includes Contractual Services that are not with Not-for-Profits, Equipment, and Operating Expenses/Supply purchases. Governmental Entities and For-Profits should base the 30% participation goal on the total budget amount. If Personal Services funding exceeds 70%, leaving less than 30% remaining, please determine the percentage that can be spent with an M/WBE and complete the Form 2 Waiver Request for the remaining difference; partial waivers can be requested if less than 30% is allocated to an M/WBE. If a 25% M/WBE utilization is projected and a waiver requested for the remaining 5%, your organization is still required to meet the 25% utilization.

Grants Gateway Application Instructions

Q12: I have accidentally started more applications than I intended to submit. Can I delete the ones I do not want to submit?

A12: Started applications cannot be deleted. However the application can be cancelled by changing the status to “Application Cancelled” using the Status Change feature.

Q13: I am trying to submit my application in Grants Gateway and am receiving an error. The system is saying I need to upload Attachment 14, PSE Change Interventions Implemented, but our agency does not have documentation to submit.

A13: PSE Change Intervention Implemented in Pre-Submission Uploads in the Grants Gateway was erroneously set as "upload required" even though this upload is applicable only to organizations responding to Preferred Qualifications (RFA, Section V. A. 2. g.). Due to this error, all applicants are required to upload a document in Pre-Submission Uploads, Attachment 14. Applicants not submitting documentation for PSE Change Interventions Implemented are

directed to upload a Word document with this statement typed on a single page, “*No Submittal*”. You will not be able to submit your application without uploading this document.

Q14: I am trying to submit my application in Grants Gateway and am receiving an error. The system is saying I need to upload Attachment 15, Fringe Detail Sheet, but our agency is not requesting fringe in the budget.

A14: Fringe Detail Sheet in Pre-Submission Uploads in the Grants Gateway was erroneously set as “upload required” even though this upload is applicable only for organizations requesting Fringe as outlined in Attachment 10, Grants Gateway Budget Data Entry Guidelines and Attachment 11, Grants Gateway Budget Instructions. Due to this error, all applicants are required to upload a document in Pre-Submission Uploads, Attachment 15. Applicants not requesting fringe in their application budgets are directed to upload a Word document with this statement typed on a single page, “*No Fringe Requested*”. You will not be able to submit your application without uploading this document.

Proposed Geographic Service Regions from Letters of Intent Submitted by Potential Applicants

RFA Section III. C., noted that the proposed regions to be served will be posted with the RFA Questions and Answers so that potential applicants may identify duplicate service regions and propose distinct ones. Please note that Letters of Intent were not required, and, do not require applications to be submitted. The information listed below may not represent the final applications to be submitted by the application due date and are provided only as an indication of possible applications and geographic service regions.

Agencies that Submitted Letters of Interest

Organization	Service Region
St. Mary's Healthcare	Fulton, Montgomery and Schenectady Counties
Population Health Collaborative	Western New York
Oneida County Health Department	Oneida County
Columbia University Medical Center, Department of Dermatology	Entire NYS, starting with Westchester County initially
NewYork-Presbyterian Lawrence Hospital	Westchester County - cities of Mount Vernon, New Rochelle and Yonkers
St. Lawrence County Health Initiative, Inc.	St. Lawrence, Lewis, Jefferson. May be applying as partner to Cayuga Community Health Network application
Cayuga Community Health Network, Inc.	Jefferson, Lewis and St. Lawrence
Ardent Solutions Network for Community Health	Allegany, Cattaraugus, Chautauqua, Steuben and Seneca Nations of Indians in the territories of Irving and Salamanca, NY
Broome County Health Department	Broome, Tioga and Chenango Counties focusing on Binghamton, Dickinson, Vestal, Chenango, Maine, Union, Colesville, Fenton, Deposit, Owego and Norwich
Erie Niagara Area Health Education Center, Inc.	Erie and Niagara County