ADDENDUM # 1
11/28/16

RFA # 1607280511 / Grants Gateway # DOH01-EWPH1-2016
New York State Department of Health
Division of Nutrition
Center for Community Health
Child and Adult Care Food Program

Eat Well Play Hard in Child Care Settings

Revisions to RFA Section V. Completing the Application

RFA Document, Page 27, Section V. 2. B. 4.

AMENDED:

Grants Gateway Program Specific Question #3B4 states:

"Describe how your organization proposes to develop community partnerships and connect with key leaders to enhance collaboration and support for Eat Well Play Hard strategies. Include a list of organizations and leaders within each selected target area and letters of support from those who agree to be a part of your partnership."

Unfortunately, the upload property was inadvertently omitted from this question in the Grants Gateway and cannot be modified once the opportunity is published.

Applicants are instructed to upload the list of organizations and leaders within each selected target area and letters of support from those who agree to be a part of your partnership along with the required upload for Question # 3A "High Need Target Areas."

Combine all documents into one PDF file and upload in Question #3A.

If there are any questions or concerns, please email Sandra Anable via email at: EWPH.Fiscal@health.ny.gov.

RFA # 1607280511/ Grants Gateway # DOH01-EWPH1-2016

New York State Department of Health
Center for Community Health / Division of Nutrition
Child and Adult Care Food Program

Request for Applications

Eat Well Play Hard in Child Care Settings

KEY DATES

Release Date:	**October 3, 2016**
Letter of Interest/Intent Due:	**October 21, 2016**
Questions Due:	**October 31, 2016**
Questions, Answers and Updates Posted (on or about):	**December 16, 2016**
Applications Due:	**January 13, 2017 by 4:00 PM**
DOH Contact Name & Address:	**Dwight LaDu, Director** **New York State Department of Health** **Division of Nutrition** **Child and Adult Care Food Program** **Riverview Center** **150 Broadway, Suite 650** **Albany, NY 12204-2719** **EWPH.Fiscal@health.ny.gov**

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I. Introduction

The New York State Department of Health (NYSDOH), Division of Nutrition, Child and Adult Care Food Program (CACFP), seeks applications to implement the Eat Well Play Hard in Child Care Settings (EWPHCCS) initiative in targeted high need areas of New York State. EWPHCCS is an evidence-based, multi-level obesity prevention intervention that focuses on improving the nutrition and physical activity behaviors of low-income families and their children enrolled in registered and licensed child day care programs. This intervention also addresses environmental changes to reduce childhood obesity by influencing the nutrition, mealtime and physical activity practices that encourage wellness and healthy lifestyles.

The NYSDOH anticipates contracting with up to 12 early care and education agencies to implement EWPHCCS in selected high-need target areas where children attend child care and where their families live. It is anticipated that approximately $2.3 million in annual federal Supplemental Nutritional Assistance Program Education (SNAP-Ed) and NYSDOH, Local Assistance funds will support contracts for a term of five years with an anticipated start date of October 1, 2017 and an end date of September 30, 2022, contingent upon the availability of funds.

A. Description of Program

EWPHCCS is administered by the NYSDOH CACFP, a nutrition and meal reimbursement program whose goal is to improve the quality of meals served in family day care homes, child day care centers, after school programs, emergency shelters and adult day care programs. CACFP plays a key role in influencing the nutrition habits of children in child care through meal requirements set by the United States Department of Agriculture (USDA). These meal requirements support EWPHCCS goals of serving low-fat or fat free milk and increasing the consumption of fruits and vegetables in child day care programs.

An outside evaluation of the EWPHCCS center-based curriculum found that participation increased children's at-home consumption of 1% milk and vegetables and has "…the potential to serve as a national model of effective nutrition education for preschool children and their families…" (1). This intervention forms the basis of EWPHCCS and will be enhanced by incorporating policy, systems and environmental changes in child day care programs to support families in making the healthier choice to eat better and play more.

Under this RFA, the NYSDOH seeks to fund nonprofit and government entities who can effectively implement a community approach to obesity prevention and wellness in child day care programs in targeted high need areas of NYS. Contractors will use established evidence-based curricula and an intervention methodology that focuses on collective impact and community based strategies to:

- Create a culture of health by improving the nutrition, mealtime and physical activity environments of child day care programs in targeted areas.
- Improve the likelihood that low-income children and their families will make healthy food choices and choose physically active lifestyles.

1 Williams PA, Cates SC, Blitstein JL, et al. Nutrition-Education Program Improves Preschooler's At-ome Diet: A Group Randomized Trial. *Journal of the Academy of Nutrition and Dietetics*. July 2014; (114)7:1001-08.

The EWPHCCS initiative utilizes a community engagement approach to complete the following required components:

- Eat Well Play Hard in Child Care Centers (EWPHCCC): a nutrition education and obesity prevention program that includes policy, systems and environmental change activities to improve the nutrition and physical activity practices in child day care programs.
- Farm to Preschool (F2P): seeks to increase parental and child care staff access to locally grown fresh fruits and vegetables and address concerns about the cost barriers to purchasing fresh fruit and vegetables.
- Breastfeeding Friendly (BFF): to protect, promote and support breastfeeding as an important component of early childhood health promotion.
- Community Engagement: includes the engagement of community members and key stakeholders in extending and promoting the message of healthy children through better eating and physical activity.

B. Background

Childhood obesity continues to be a major public health concern. Obesity during the preschool years is persistent and predicts overweight and obesity during adolescence and adulthood. In 2013, the national prevalence of preschool obesity was 14.7%; the racial ethnic breakdown was 18.7% Latino, 11.8% Blacks, 14.7% whites, and 21.1% Native American/Alaska Native (2). The 2014 prevalence estimate of obesity in New York State preschool children was 13.6%. Broken down by race and ethnicity, 17.1% of New York Hispanic preschool children were obese while the prevalence of obese Blacks and Whites was 11.9% and 11.3% respectively (3).

There are many factors that lead to overweight and obesity in children. Overweight and obesity are considered critical public health threats. It is predicted that the root causes of the national obesity epidemic, poor nutrition and physical inactivity, will become the leading underlying causes of preventable deaths in the United States. Poor nutrition is often the result of food insecurity, which increases children's risk of obesity and overweight. Food insecurity is defined as having limited access to adequate food and nutrition due to cost, proximity and/or other resources. Children living in low-income neighborhoods are 20-60% more likely to be obese or overweight than children living in high socio-economic areas (4). Nationally, about 25% of Black and Hispanic families experience food insecurity compared to 11% of white households (5). In NYS, on average 13.9% of households are considered to be food insecure with some counties having food insecurity rates as high as 20% (6). According to Feeding America, "of the 1.5 million New York City residents living in these households, one out of four are children." Children 36 months or younger who live in food insecure households have poorer overall heath and more hospitalizations than do children who live in food-secure households (7).

2 Progress on Childhood Obesity, August 2013. In *Centers for Disease Control and Prevention*. http://www.cdc.gov/vitalsigns/childhoodobesity/ (accessed November 2015).

3 *NYS Pediatric Nutrition Surveillance System* (PedNSS), unpublished 2014 data.

4 Singh GK, Siahpush M, Kogan MD, Neighborhood socioeconomic conditions, built environment and childhood obesity. *Health Affairs*, 29(3)503-512, 2010.

5 Coleman-Jensen A, Rabbitt MP, Gregory C, SinghA. *Household Food Security in the United States in 2014*. ERR-194, USDA, Economic Research Service, Septembe 2015. http://www.ers.usda.gov/media/1896841/err194.pdf (accessed November 2015).

6 http://www.feedingamerica.org/county/2013/overall/new-york (accessed November 2015).

7 Cook JT, Black M, Chilton M et al. Are food insecurity's health impacts underestimated in the US population? Marginal

SNAP helps increase food security and access to healthy nutrition for millions of low-income children. It is the largest federal food assistance program, yet roughly one in five people who are eligible for SNAP are not enrolled in the program. One study showed that participation in SNAP for six months is associated with a lower likelihood of food insecurity among children (8). In 2012, New York had the third highest SNAP participation rate in the nation with more than 1.6 million low-income families receiving SNAP benefits (9).The National Health and Nutrition Examination Survey (NHANES), reports SNAP households are less likely to consume raw vegetables and whole fruit and slightly more likely to choose less healthy snacks compared to food secure households (10).

In New York State, almost 840,000 children under age six have parents who work and consequently need child care services (11). In fact, nearly 33% of children under the age of five have a regular child care arrangement involving non-relative care. Children can spend up to forty hours each week in child care, receiving meals and snacks throughout the day (12). As a result, child care settings have proven to be a promising place to promote healthy behaviors in young children by providing a prime opportunity to help children establish healthy eating and physical activity habits as well as educating parents on healthy changes they can make at home. Successful interventions educate program staff and encourage them to model healthy food choices and physical activity throughout the day. These interventions also work with programs to develop policies that support health and wellness behavior changes in children. A recent article on obesity prevention in child care settings argues that a combination of programmatic, environmental and policy change strategies will likely be most effective in maximizing the potential of child care settings to promote healthy weight in young children (13). Since eating habits are established at an early age, introducing children to healthy foods during care and teaching parents about healthy lifestyles is key.

Over the years, obesity prevention interventions have targeted numerous segments of the population, including child day care programs. Historically, these obesity prevention efforts focused on changing an individual's behaviors and have not succeeded in reducing in obesity across the population. Current efforts now focus on creating healthy communities where the healthy option is the default option. One such effort in New York State is called Creating Healthy Schools and Communities. Building healthy communities requires commitment from diverse sectors and organizations that represent them. These include: education, including early care and learning; health care; food producers, processors, distributors and vendors; public health; transportation; faith-based and social organizations; as well as community residents. To further target the most at-risk populations, EWPHCCS is focused on building healthy child care communities in target areas where the burden of obesity is greatest among low-income populations.

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food security also predicts adverse health outcomes in young US children and mothers. *Adv. Nutr.* 2013; 4(1):51-61.

8 Mabli J, Worthington J. Supplemental Nutrition Assistance Program participation and child food security. *Pediatrics*, 133(4): 1-10, 2014.

9 Supplemental Nutrition Assistance Program Participation Rates: Fiscal Year 2012. USDA-FNS, February 2015.

10 Diet quality of Americans by SNAP Participation status: *Data from the National Health and Nutrition Examination Survey*, 2007-2010. USDA-FNS, May 2015.

11 *Child Care in the State of New York*, 2012. NACCRRA

12 Laughlin, L., Who's minding the kids? Childcare arrangements: Spring 2011. Washington: *United States Census Bureau*; 2013.

13 Lessard, L and Breck, A. Childhood Obesity Prevention in Childcare Settings: the Potential of Policy and Environmental Change Interventions. *Current Obesity Reports*. Published online: 09 April 2015.

II. Who May Apply

Applicants must meet the following minimum eligibility criteria in order to be considered eligible:

1. Organizations that do not participate in CACFP **and** have collaborative relationships with CACFP sponsoring organizations in the target area(s) selected. For example:
   - Child Care Resource and Referral (CCR&R) Agencies

   Please note that CCR&R agencies are defined in Title 5-B, Section 410-p of New York State Social Services Law as 501(c)3 not-for-profit corporations or local government entities that provide child care resource and referral services to a defined service area.

   OR

2. Organizations authorized by the NYS Office of Children and Family Services (OCFS) to license, register, or enroll child day care programs in New York State. For example:
   - Public or private 501(c)3 nonprofit organizations specifically contracted with OCFS to provide registration or legally exempt enrollment services.

   OR

3. CACFP participating Institutions and Sponsoring Organizations solely based and operating in New York State **and** who are public or nonprofit organizations that are tax-exempt under Section 501(c)3 of the Internal Revenue Code. CACFP institutions or sponsoring organizations must have:
   - Documented participation in CACFP for a minimum of three years; **and**
   - Documented program reviews in which they demonstrated they met state and federal regulations and financial reviews and/or Single audits that demonstrated compliance with generally accepted accounting practices.

All applicants must be prequalified in the Grants Gateway prior to submitting an application (www.grantsreform.ny.gov). It is strongly recommended that applicants begin the prequalification process immediately. **Applicants who are not prequalified through the Grants Gateway on the application due date/time will be disqualified.**

This RFA aims to address high-need postal zip codes where child day care programs are located. The Department has defined six regions (Western, Central, Capital, Lower Hudson Valley, New York City and Long Island) and identified high-need postal zip codes within these regions (Attachment 1). The identified high-need postal zip codes are defined as the target areas for this RFA. The applicant will select one or more target areas in which the intervention will be implemented. All or a portion of the licensed or registered child day care programs serving preschool children within the identified high-need areas would be targeted for the EWPHCCS intervention. Applicant organizations must demonstrate that they will be able to reach large numbers of low-income families to maximize the number of SNAP or SNAP eligible participants in each target area cluster.

The Department aims to have significant reach with this RFA. Since the identified target areas vary greatly in population density, agencies must apply for one or more target areas within a Region to ensure a minimum number of child day care programs are reached per award. Each region has a minimum proposal request amount, and each region has a regional maximum amount of available funding.

Applicants should only apply to work within the target areas included in Attachment 1. To facilitate community engagement, it is preferred that each applicant focus on target areas that contain a high density of eligible child day care programs. If applicants include target areas other than those included in Attachment 1, that information will not be reviewed. The Department will only fund one applicant to work within each target area. This RFA aims to serve each region to promote statewide coverage. Applicants can only apply for one region.

	NYC Region	LI Region	LHV Region	Capital Region	Central Region	Western Region
Minimum Proposal request	$100,000	$90,000	$80,000	$100,000	$100,000	$100,000
Regional Maximum of all awards	$2,000,000	$200,000	$200,000	$500,000	$500,000	$600,000

Applicants within a region may submit collaborative proposals with other eligible organizations to more effectively meet the deliverables outlined in this RFA. To do this, applicants may choose to form regional coalitions in order to more efficiently serve the target areas in their region. If submitting an application on behalf of a coalition, a letter of agreement signed by an authorized signatory of each partnering organization must be submitted with the application. The letter of agreement must indicate which target areas will be reached with EWPHCCS and indicate the lead applicant/organization. The application cover sheet (located under Pre-Submission Uploads) must be signed by an authorized signatory of the lead applicant.

III. Project Narrative/Work Plan Outcomes

EWPHCCS is a multi-faceted obesity prevention strategy that educates parents, their preschool children and child care program staff on the importance of good nutrition and physical activity. This project will include a focus on nutrition education as well as incorporation of policy, systems and environmental changes in child day care programs in an effort to support families in making the healthier choice to eat better and play more.

This initiative is partially supported by federal Supplemental Nutritional Assistance Program Education (SNAP-Ed) funding. The purpose of SNAP-Ed is to promote healthy diets and active lifestyles to SNAP recipients and eligible families through the provision of behaviorally-focused nutrition education and obesity prevention strategies including the development and adoption of policies and systems that facilitate and support environmental changes. SNAP-Ed goals are incorporated into the EWPHCCS components targeting children in care, their families, staff and the child day care program environment.

Consistent with the USDA SNAP-Ed goals, as well as the goals established by the NYS Office of Temporary and Disability Assistance (OTDA) which administers SNAP in New York State, the long-term goals of the EWPHCCS intervention are to:

- Increase consumption of fruits and vegetables by staff, children and parents of children in targeted child day care programs *
- Reduce consumption of sugar sweetened beverages by staff, children and parents of children in targeted child day care programs *
- Establish appropriate calorie and physical activity balance by staff, children and parents of children in targeted child day care programs *
- Improve the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans and the USDA food guidance**

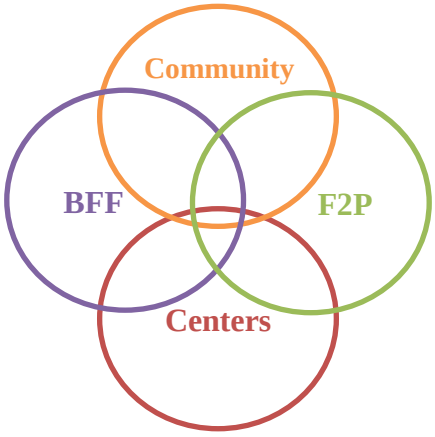
  * Eat Smart New York (ESNY) Primary Behavioral Outcomes

  ** USDA SNAP-Ed Goal

Project Components and Major Tasks

Applicants are expected to implement the following EWPHCCS required components that include nutrition education and obesity prevention initiatives with accompanying sustainable policy, systems, and environmental changes that increase access to affordable healthy foods and opportunities for physical activity in child day care programs in selected target areas. The goal is to develop healthy communities in places where child day care providers offer care and in places where families of those children live. To accomplish the deliverables outlined in this RFA, applicants will need to engage and mobilize the child day care programs and communities, engage decision makers and educate government policy makers on the need for and health impact of the work. Buy-in from multiple levels is critical to the success of policy, systems and environmental changes.

- Eat Well Play Hard in Child Care Centers (EWPHCCC)
- Farm to Preschool (F2P)
- Breastfeeding Friendly (BFF)
- Community Engagement



Applicants will propose to work in selected target areas where children from low-income families receive child care. There are separate, but complimentary, deliverables for each component of the intervention as outlined below. Applicants will also be required to describe planned strategies to maximize parent and staff engagement, which is an essential element for each of these components.

Eat Well Play Hard in Child Care Centers

The center-based intervention must be implemented by a Registered Dietitian (RD) using an established research-tested *Eat Well Play Hard in Child Care Settings* curriculum. This curriculum is implemented in approximately 16-week cycles during which three child day care programs can receive the intervention. The RD will conduct child, parent and center-wide child day care program staff lessons that focus on nutrition and physical activity. The RDs will also coach and mentor center teaching staff to enable and empower them to deliver the curriculum lessons on their own. The RDs will work onsite with center directors and food service staff to change or create new policies that support healthy lifestyle choices taught to children and their parents. Centers that have completed the center-based intervention, who chose to sustain the curriculum lessons and have policies and systems in place to support healthy lifestyle choices, will be deemed EWPH Champion Centers. EWPH Champion Centers receive ongoing support through additional resources and child care program staff trainings. Successful applicants will be trained to implement the center-based curriculum. For information on the existing center-based intervention, visit: http://www.health.ny.gov/prevention/nutrition/cacfp/ewphccs.htm.

Farm to Preschool

The Farm to Preschool (F2P) intervention is designed to address barriers related to poor nutrition and food insecurity including, but not limited to, access to and cost of locally grown fresh produce. By the end of the five-year grant period, it is anticipated that each target area cluster will include at least one F2P project that is accessible to the child day care programs selected for the intervention. This is accomplished through the integration, establishment or expansion of farmer's markets/farm stands **or** farm food deliveries **and** the incorporation and promotion of on-site gardening **as well as** the procurement of fresh produce for child care program meals/snacks.

It is preferred that farmers sell produce at a central location within the selected target area, such that intervention child day care programs, parents, staff and community members have access to locally grown fresh produce. Other acceptable F2P models may be proposed, including Community Supported Agriculture (CSA) or food box drop off projects. Project plans must include the ability for participants to use SNAP Electronic Benefits Transfer (EBT) cards, WIC Fruit & Vegetable checks, and other farmer's market coupon programs such as Fresh Connect, Health Bucks, etc. that target low-income families and are approved by CACFP.

F2P projects are required to include education and food demonstrations that engage parents, child care program staff and children in order to facilitate increased awareness and behavior change related to increasing the consumption of fruits and vegetables at home and in the child day care program. F2P projects will also encourage support from child day care staff to assist and collaborate with gardening projects and classroom activities for hands-on learning. It is expected that child day care programs will purchase and include fresh locally grown produce from F2P projects in menu planning for meals and snacks served to children. Cooperative buying groups could be developed to assist selected child day care programs in procuring and preparing locally sourced fruits and vegetables for their programs' food service. Information on farmers markets, food stands, USDA incentive payments for SNAP recipients, and community gardens must also be provided to participants. For more information on F2P, visit this National Farm to Preschool website: http://www.farmtoschool.org/our-work/about-preschool.

Educational materials and recipes used in F2P lessons must be derived from existing curricula approved by the NYS CACFP. The development of curriculum is not an allowable activity under this RFA. Successful applicants will be trained to implement F2P.

Breastfeeding Friendly

CACFP officially recognizes child day care programs that provide active support to breastfeeding families by helping mothers continue to breastfeed when they return to work or school. The RDs will also work with child day care programs to assist them in creating policies and environments that support breastfeeding mothers and their infants. They will also assist child day care programs in becoming designated as breastfeeding friendly. Resources and information from the Statewide CACFP Breastfeeding Coordinator, local WIC agencies, WIC peer counselors, local breastfeeding support groups, and websites such as http://www.health.ny.gov/prevention/nutrition/cacfp/breastfeedingspon.htm and www.BreastfeedingPartners.org are available to applicants.

Community Engagement

Community environments play an important role in promoting or inhibiting healthy behaviors. Policy, systems and environmental strategies are activities that support sustained behavior change by promoting and instituting policies that address barriers to healthy diets and physical activity in the selected target areas. Types of strategies include, but are not limited to, collaborating at the community level with partner organizations to address decreasing consumption of sugar sweetened beverages or drinking more water or low-fat or fat free milk in low-income communities; coordinating with partner organizations on local policies related to improving community physical activity opportunities; establishing, enhancing or expanding a community garden; and/or collaborating in a social marketing initiative to change the norms surrounding the food environment and healthy eating. For more information on other community activities, refer to the NYS DOH Division of Chronic Disease Prevention Framework, Domain 2 (page 8), which can be found at:
http://www.health.ny.gov/diseases/chronic/plans_reports/docs/chronic_disease_prevention_framework.pdf.

Utilizing the required components, grant deliverables include the following:

- Improve the nutrition and physical activity environment of child day care programs through the delivery of specific lessons for children, and training for child care center staff and parents.
- Coach and mentor classroom teachers to deliver child lessons directly.
- Work with center directors and staff to improve menu planning in line with NYS CACFP Healthy Child Meal Pattern requirements, USDA My Plate and the Dietary Guidelines for Americans.
- Incorporate health and wellness standards, including nutrition and physical activity, into center policies.
- Encourage and promote the establishment of breastfeeding friendly child day care programs in target areas selected for this intervention.
- Develop and implement a plan to increase access to locally grown fresh produce for families of children enrolled in the child day care programs and the surrounding community in each selected target area. The plan must include all of the following:
    - The integration, establishment or expansion of farmer's markets/farm stands **or** farm food deliveries for use by parents and their children, staff and food service operations that is centrally located in each target area cluster and accessible to intervention child day care programs. An on-site farmer's market should be proximal to the child day care programs selected for the intervention or easily reached by available private or public transportation. The location is not as critical for a community supported agriculture or food box drop method of distribution.
    - The incorporation and promotion of child gardening experiences and a nutrition education/food tasting component; Promotion of gardens at child day care programs is also required to teach children how food is grown.
    - The ability for participants to use SNAP EBT cards and other subsidized sources that

target low-income families and are approved by CACFP.

- Use existing or develop new community messaging aimed toward people in target areas as related to SNAP eligibility, eating more fruits and vegetables, decreasing sugar sweetened beverage consumption or drinking more water or low-fat or fat free milk, or increasing physical activity. Newly developed community messaging must conform to SNAP-Ed guidelines and must be pre-approved by NYS CACFP in advance.
- Join an existing collaborative that has similar nutrition and physical activity goals to coordinate messaging and community events. Examples or programs that may have an established collaborative include the Center for Disease Control (CDC) funded NYS Creating Healthy Schools and Communities (CHSC) grantees, Just Say Yes to Fruits and Vegetables (JSY) contractors, Eat Well Play Hard in Day Care Homes initiatives, and Eat Smart NY grantees. See Attachment 3 for a list of programs by Region. If a relevant collaborative does not exist, applicants should seek to partner with at least one other organization to advance the goals of this project. These collaborations and/or partnerships should be used to identify and recruit potentially eligible child day care programs into the EWPHCCS intervention, including those that are non-CACFP participating.
- Implement activities designed to support the sustainability or institutionalization of policy, system and environmental changes in child day care programs. These activities will: increase the child day care program and community awareness of SNAP benefits and support for healthy eating and physical practices; demonstrate success in increasing healthy eating and physical activity; and highlight the burden of poor nutrition, physical inactivity and obesity in the target area.

Grant performance measures include:

- Number of child day care programs that receive the EWPHCCS intervention.
- Number of and demographics of children, parents/caregivers and staff in child day care programs that receive required lessons.
- Number and type of marketing sessions to parents.
- Number of child day care programs that increase the *variety* of fruits and vegetables on menus.
- Number of child day care programs that increase the *frequency* of fruits and vegetables on menus.
- Number of child day care programs that adopt and/or improve policies for nutrition and physical activity best practices.
- Number of intervention child care program staff participating in the on-line Breastfeeding Friendly training available through CACFP.
- Number of intervention child day care programs that are newly conferred or renewing their Breastfeeding Friendly designation.
- Number and type of F2P projects integrated, established or expanded, including on-site farmer's markets, food drops, or cooperative buying groups.
- Number of on-site gardening projects at intervention child day care programs.
- Number and demographics of children and parents from child day care programs attending and/or participating in F2P activities.
- Number of people attending and/or participating in identified F2P sales venues.
- Number of child day care programs incorporating fresh produce purchased through identified F2P sales venues into meal or snack preparation.
- Total sales, including EBT and other coupon incentives, of produce purchased by parents, child day care programs, staff and community members.
- Number of SNAP, WIC, and other subsidized sources redeemed at F2P projects.

- Documented participation in a community coalition of key stakeholders in the target area or documented establishment of a partnership with one or more organizations that conduct similar childhood obesity prevention work.
- Number and type of community messaging aimed toward people in target areas as related to SNAP eligibility, eating more fruits and vegetables, decreasing sugar sweetened beverage consumption or drinking more water or low-fat or fat free milk, or increasing physical activity and documented release through media avenues, including number of people potentially reached.
- Number of success stories from child day care programs, parents and staff whose lives are improved by changes made through this initiative.
- Number of new child day care programs that join CACFP.

Evaluation

Organizations funded by this RFA will assist in collecting data for both process and outcome evaluations. This will include regular reporting related to the center-based interventions as well as the implementation of the strategies and activities fostering policy, system, and environmental changes. NYS CACFP will develop the evaluation plan for the EWPHCCS intervention and grantees will be required to participate in the evaluation to measure the impact of the intervention strategies and activities. Evaluation activities will aim to assess the extent to which activities are associated with documented policy, system, and environmental changes and demonstrate that these changes made an impact and contributed to the achievement of the outcomes of this initiative. Grantees will be required to report monthly on their activities and accomplishments using a web-based data collection tool that will be made available to funded organizations. Additional data collection through other methods may be required once grants are issued.

The Department's Institutional Review Board (IRB) approves research and evaluation protocols that involve human subjects. Grantee staff may be required to attend IRB training or complete on-line training.

Organizational Infrastructure and Staffing

Grantees will be required to hire a minimum of one full-time Registered Dietitian (RD) to implement the EWPHCCS intervention as well as a minimum of one part-time F2P Coordinator to implement the F2P intervention in the target areas selected. A Project Manager will also be needed to oversee the project staff and contract deliverables. The Project Manager would likely be assigned from the organization's existing administrative or management staff with 10% FTE allocated to EWPHCCS per 100% FTE RD.

All grant funded program staff will work together to develop a plan for the target area, including recruitment of child day care programs, scheduling interventions, locating and promoting the F2P projects, and creating the culture of health in the community. RDs should have some community or public health experience; familiarity with early care and learning programs is preferred. The F2P Coordinator should have experience in community organizing; knowledge of farmer's markets is preferred.

Applicants may subcontract components of the scope of work, however at least 30% of the budget must be used by the applicant organization. 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. Applicants should note that the lead organization (contractor) will have overall responsibility for all contract activities, including those performed by subcontractors, and will be the

primary contact for the NYSDOH. All subcontractors must be approved by the Department of Health.

The applicant organization shall use a larger percentage of the total budget than any individual subcontractor receives (e.g., if the applicant organization retains 40% of the total budget, no individual subcontractor may receive more than 39% of the total budget).

Contractors are required to submit supporting documentation with all vouchers submitted for payment. All expenses must be allowable under federal and state requirements.

Target Population

To ensure this intervention reaches children who are at the greatest risk for childhood obesity, lack of physical activity and poor nutrition habits, EWPHCCS will be implemented in CACFP participating child day care programs located in high needs target areas as defined in Attachment 1 of this RFA. High needs target areas were selected using Zip Code Tabulation Areas (ZCTAs) with both high poverty and high child obesity rates and were identified using a two-step process. First, high poverty ZCTAs were identified using data from the American Community Survey (2013 5-Year Estimates, Census Bureau). To be identified as high poverty, a ZCTA has:

A. A high percentage of children under 12 years who live in households at or below 185% of the poverty level; AND/OR
B. A high percentage of families with children under 5 at or below 130% of the poverty level.

Second, elementary school obesity rates (2010-2012 Student Weight Status Category Reporting Data by School District) and obesity rates of 2 to 4 year olds participating in the WIC program (2014 NYS Pediatric Nutrition Surveillance System) were used to classify areas with high child obesity rates.

Zip Code Tabulation Areas with both high poverty and high child obesity rates were classified as high need target areas.

If there are eligible non-CACFP participating child day care programs in the target area, then the applicant may use participation in EWPHCCS as an outreach tool to bring these programs into CACFP prior to the intervention.

Applicant organizations must demonstrate that they will be able to reach large numbers of low-income families to maximize the number of SNAP or SNAP eligible participants in each target area cluster. All eligible child day care programs in the selected target area(s) will be considered for the intervention. Ideally, one F2P project will be located in each target area cluster, accessible by the majority of child care sites selected for the intervention. Community events will support the messages to improve nutrition and physical activity practices of child day care programs and the families they serve.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the New York State Department of Health (NYSDOH), Division of Nutrition, Bureau of Child and Adult Care Food Program (CACFP). The Department is responsible for the requirements specified herein and for the evaluation of all applications.

B. Question and Answer Phase

All substantive questions must be submitted via email to EWPH.Fiscal@health.ny.gov or in writing to:

Sandra Anable
NYS Department of Health, Division of Nutrition
Child and Adult Care Food Program
Riverview Center
150 Broadway, Room 650
Albany, New York 12204-2719

To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Written questions will be accepted until the date posted on the cover of this RFA. This includes Minority and Women Owned Business Enterprise (MWBE) questions and questions pertaining to the MWBE forms.

Questions of a technical nature can be addressed in writing or via telephone by calling Sandra Anable at 518-402-7400. **Questions are of a technical nature if they are limited to how to prepare your application (e.g., formatting) rather than relating to the substance of the application.**

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or applications should be directed to the DOH contact listed on the cover of this RFA.

- www.grantsreform.ny.gov/grantees

- Grants Reform Videos (includes a document vault tutorial and an application tutorial) on YouTube: http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA

- Grants Team Email: Grantsreform@its.ny.gov
  Phone: 518-474-5595
  Hours: Monday thru Friday 8am to 4:30pm
  (Application Completion, Policy, and Registration questions)

- Agate Technical Support Help Desk
  Phone: 1-800-820-1890
  Hours: Monday thru Friday 8am to 8pm
  Email: helpdesk@agatesoftware.com
  (Technical questions)

Prospective applicants should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be raised prior to the submission of an application.

This RFA has been posted on the NYS Grants Gateway website at: https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx and a link provided on the Department's public website at: http://www.health.ny.gov/funding/. Questions and answers, as well as any updates and/or modifications, will also be posted on these websites. All such updates will be posted by the date identified on the cover of this RFA.

C. Letter of Interest

Prospective applicants are strongly encouraged to complete and submit a letter of interest (see Attachment 2). Doing so will guarantee prospective applicants receive notification when updates/modifications are posted; including responses to written questions. Letters of interest should be submitted via the Grants Gateway in the Pre-Submission Uploads section of the online application. A copy should also be emailed to EWPH.Fiscal@health.ny.gov. Please ensure that the RFA number is noted in the subject line and are submitted by the date posted on the cover of the RFA.

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 intent/interest.

However, the Department will only fund one applicant to work within each target area. **To encourage greater coverage of target areas statewide, potential applicants are strongly encouraged to submit a letter of interest listing the target areas where they propose to work.** Submitting a letter of interest with a list of proposed target areas served will assist the Department in ensuring maximum coverage of services throughout the State. The identified target areas will be included in the questions and answers posted on or around the date listed on the cover of this RFA. This will allow potential applicants to work together to ensure adequate coverage of the identified high need target areas.

D. Applicant Conference

An Applicant Conference **WILL NOT** be held for this project.

E. How to file an application

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 Reform website at the following web address: http://grantsreform.ny.gov/Grantees and select the "Grantee Quick Start Guide Applications" from the menu on the left. There is also a more detailed "Grantee User Guide" available on this page as well. Training webinars are also provided by the Grants Reform Team. Dates and times for webinar instruction can be located at the following web address: http://grantsreform.ny.gov/training-calendar.

To apply for this opportunity:

1. Log into the Grants Gateway as either a "Grantee" or "Grantee Contract Signatory".
2. Click on the "View Opportunities" button under "View Available Opportunities".
3. In the Search Criteria, enter the Grant Opportunity name <INSERT NAME> and select the Department of Health as the Funding Agency.
4. Click on "Search" button to initiate the search.
5. Click on the name of the Grant Opportunity form the search results grid and then select the "APPLY FOR GRANT OPPORTUNITY" button located bottom left of the Main page of the Grant Opportunity.

Once the application is complete, prospective grantees are **strongly encouraged** to submit their 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. Both DOH and Grants Reform staff are available to answer applicant's technical questions and provide technical assistance prior to the application due date and time. Contact information for the Grants Reform Team is available under Section IV. B. of this RFA.

PLEASE NOTE: Although DOH and the Grants Reform staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time, there is no guarantee that they will be resolved in time for the application to be submitted and, therefore, considered for funding

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 ID number, it has not successfully submitted an application. During the application process, please pay particular attention to the following:

- Not-for-profit applicants must be prequalified on the due date for this application submission. Be sure to maintain prequalification status between funding opportunities. Three of a not-for-profit's essential financial documents - the IRS990, Financial Statement and Charities Bureau filing - expire on an annual basis. If these documents are allowed to expire, the not-for-profit's prequalification status expires as well, and it will not be eligible for State grant funding until its documentation is updated and approved, and prequalified status is reinstated.
- Only individuals with the roles "Grantee Contract Signatory" or "Grantee System Administrator" can submit an application.
- Prior to submission, the system will automatically initiate a global error checking process to protect against incomplete applications. An applicant may need to attend to certain parts of the application prior to being able to submit the application successfully. Be sure to allow time after pressing the submit button to clean up any global errors that may arise. You can also run the global error check at any time in the application process. (see p.66 of the Grantee User Guide).
- Grantees should use numbers, letters and underscores when naming their uploaded files. There cannot be any special characters in the uploaded file name. Also be aware of the restriction on file size (10 MB) when uploading documents.

The following table will provide a snapshot of which roles are allowed to Initiate, Complete, and Submit the Grant Application(s) in the Grants Gateway.

Role	Create and Maintain User Roles	Initiate Application	Complete Application	Submit Application	Only View the Application
Delegated Admin	X				
Grantee		X	X		
Grantee Contract Signatory		X	X	X	
Grantee Payment Signatory		X	X		

Grantee System Administrator		X	X	X	
Grantee View Only					X

Late applications will not be accepted. **Applications will not be accepted via fax, e-mail, hard copy or hand delivery.**

F. Department of Health's Reserved Rights

The Department of Health reserves the right to:

1. Reject any or all applications received in response to this RFA.

2. Withdraw the RFA at any time, at the Department's sole discretion.

3. Make an award under the RFA in whole or in part.

4. Disqualify any applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.

5. Seek clarifications and revisions of applications.

6. Use application information obtained through site visits, management interviews and the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFA.

7. Prior to application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.

8. Prior to application opening, direct applicants to submit proposal modifications addressing subsequent RFA amendments.

9. Change any of the scheduled dates.

10. Waive any requirements that are not material.

11. Award more than one contract resulting from this RFA.

12. Conduct contract negotiations with the next responsible applicant, should the Department be unsuccessful in negotiating with the selected applicant.

13. Utilize any and all ideas submitted with the applications received.

14. Unless otherwise specified in the RFA, every offer is firm and not revocable for a period of 60 days from the bid opening.

15. Waive or modify minor irregularities in applications received after prior notification to the

applicant.

16. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's application and/or to determine an offerer's compliance with the requirements of the RFA.

17. Negotiate with successful applicants within the scope of the RFA in the best interests of the State.

18. Eliminate any mandatory, non-material specifications that cannot be complied with by all applicants.

19. Award grants based on geographic or regional considerations to serve the best interests of the state.

G. Term of Contract

Any contract resulting from this RFA will be effective only upon approval by the New York State Office of the Comptroller.

It is expected that contracts resulting from this RFA will have the following time period: Multi-year agreement for a period of five years beginning October 1, 2017 through September 30, 2022.

Continued funding throughout this grant period is contingent upon availability of funding and state budget appropriations. DOH also reserves the right to revise the award amount as necessary due to changes in the availability of funding.

A sample New York State Master Contract for Grants can be found in the Forms Menu once an application to this funding opportunity is started.

H. Payment & Reporting Requirements of Grant Awardees

1. The Department may, at its discretion, make an advance payment to not for profit grant contractors in an amount not to exceed *25* percent for the first contract cycle. No advances will be allowed for the remaining years of the contract resulting from this procurement.

2. The grant contractor will be required to submit monthly invoices and required reports of expenditures to the State's designated payment office (below) or, in the future, through the Grants Gateway:

New York State Department of Health
Division of Nutrition, Child and Adult Care Food Program
Riverview Center
150 Broadway, Suite 650
Albany, New York 12204-2719

Grant contractors must provide complete and accurate billing invoices in order to receive payment. Billing invoices submitted to the Department must contain all information and supporting

documentation required by the Contract, the Department and the Office of the State Comptroller (OSC). Payment for invoices submitted by the CONTRACTOR shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments. Authorization forms are available at OSC's website at: http://www.osc.state.ny.us/epay/index.htm, by email at: epayments@osc.state.ny.us or by telephone at 855-233-8363. CONTRACTOR acknowledges that it will not receive payment on any claims for reimbursement submitted under this contract if it does not comply with OSC's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Payment of such claims for reimbursement by the State (NYS Department of Health) shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be*:* Contractor will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Work Plan.

3. The grant contractor will be required to submit the following reports to the Department of Health at the address above and, in the future, through the Grants Gateway:

    a. Monthly Claims for Payment, including monthly Budget Statement and Report of Expenditures and supporting documentation – due close of business 30 days after the end of the reporting period.

    b. Statistical and quantitative data via the EWPHCCS Web Application, detailing services rendered and demographic characteristics of participants as required by the USDA's Education and Administrative Reporting System (EARS) - due as the program is administered and not later than 1 week following the date each program activity is administered.

    c. Closeout or Supplemental Claims for Payment – due close of business November 15 of the current year for any outstanding expenditures being claimed for the previous Federal Fiscal Year (FFY).

    d. Single Audit Report – As per the requirements outlined in Attachment A-1 Part A. Copies must be submitted to the DOH Audit Clearinghouse, the Federal Single Audit Clearinghouse and the NYSDOH Division of Nutrition.

All payment and reporting requirements will be detailed in Attachment D of the final NYS Master Grant Contract.

I. Minority & Woman-Owned Business Enterprise Requirements

Pursuant to New York State Executive Law Article 15-A, the New York State Department of Health ("DOH") recognizes its obligation to promote opportunities for maximum feasible participation of certified minority- and women-owned business enterprises and the employment of minority group members and women in the performance of DOH contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and

women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in state procurement contracting versus the number of minority- and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that DOH establish goals for maximum feasible participation of New York State Certified minority- and women-owned business enterprises ("MWBE") and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

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) For-Profit and Municipality Applicants: Eligible Expenditures include the value of the budget in total.

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). A contractor ("Contractor") on the subject contract ("Contract") must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and Contractor agrees that DOH may withhold payment pending receipt of the required MWBE documentation. For guidance on how DOH will determine "good faith efforts," refer to 5 NYCRR §142.8.

The directory of New York State Certified MWBEs can be viewed at: https://ny.newnycontracts.com. The directory is found in the upper right hand side of the webpage under "Search for Certified Firms" and accessed by clicking on the link entitled "MWBE Directory". Engaging with firms found in the directory with like product(s) and/or service(s) is strongly encouraged and all communication efforts and responses should be well documented.

By submitting an application, a grantee agrees to complete an MWBE Utilization plan as directed in **Attachment 4** of this RFA. DOH will review the submitted MWBE Utilization Plan. If the plan is not accepted, DOH may issue a notice of deficiency. If a notice of deficiency is issued, Grantee agrees that it shall respond to the notice of deficiency within seven (7) business days of receipt. DOH may disqualify a Grantee as being non-responsive under the following circumstances:

a) If a Grantee fails to submit a MWBE Utilization Plan;
b) If a Grantee fails to submit a written remedy to a notice of deficiency;

c) If a Grantee fails to submit a request for waiver (if applicable); or
d) If DOH determines that the Grantee has failed to document good-faith efforts to meet the established DOH MWBE participation goals for the procurement.

In addition, successful awardees will be required to certify they have an acceptable Equal Employment Opportunity policy statement.

J. Limits on Administrative Expenses and Executive Compensation

On July 1, 2013, limitations on administrative expenses and executive compensation contained within Governor Cuomo's Executive Order #38 and related regulations published by the Department (Part 1002 to 10 NYCRR – Limits on Administrative Expenses and Executive Compensation) went into effect. Applicants agree that all state funds dispersed under this procurement will, if applicable to them, be bound by the terms, conditions, obligations and regulations promulgated by the Department. To provide assistance with compliance regarding Executive Order #38 and the related regulations, please refer to the Executive Order #38 website at: http://executiveorder38.ny.gov.

K. Vendor Identification Number

Effective January 1, 2012, in order to do business with New York State, you must have a vendor identification number. As part of the Statewide Financial System (SFS), the Office of the State Comptroller's Bureau of State Expenditures has created a centralized vendor repository called the New York State Vendor File. In the event of an award and in order to initiate a contract with the New York State Department of Health, vendors must be registered in the New York State Vendor File and have a valid New York State Vendor ID.

If already enrolled in the Vendor File, please include the Vendor Identification number on the application cover sheet. If not enrolled, to request assignment of a Vendor Identification number, please submit a New York State Office of the State Comptroller Substitute Form W-9, which can be found on-line at: http://www.osc.state.ny.us/vendor_management/issues_guidance.htm.

Additional information concerning the New York State Vendor File can be obtained on-line at: http://www.osc.state.ny.us/vendor_management/index.htm, by contacting the SFS Help Desk at 855-233-8363 or by emailing at helpdesk@sfs.ny.gov.

L. Vendor Responsibility Questionnaire

The New York State Department of Health recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep system online at https://portal.osc.state.ny.us.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website at: http://www.osc.state.ny.us/vendrep/forms_vendor.htm or may contact the Office of the State Comptroller's Help Desk for a copy of the paper form.

Applicants should complete and submit the Vendor Responsibility Attestation (Attachment 5).

M. Vendor Prequalification for Not-for-Profits

All not-for-profit vendors subject to prequalification are required to prequalify prior to grant application and execution of contracts.

Pursuant to the New York State Division of Budget Bulletin H-1032, dated July 16, 2014, New York State has instituted key reform initiatives to the grant contract process which requires not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for applications to be evaluated. Information on these initiatives can be found on the Grants Reform Website.

Applications received from not-for-profit applicants that have not Registered and are not Prequalified in the Grants Gateway on the application due date listed on the cover of this RFA cannot be evaluated. Such applications will be disqualified from further consideration.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor Prequalification Manual on the Grants Reform Website details the requirements and an online tutorial are available to walk users through the process.

1) Register for the Grants Gateway

- On the Grants Reform Website, download a copy of the Registration Form for Administrator. A signed, notarized original form must be sent to the Division of Budget at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.

  If you have previously registered and do not know your Username, please email grantsreform@its.ny.gov . If you do not know your Password, please click the Forgot Password link from the main log in page and follow the prompts.

2) Complete your Prequalification Application

- Log in to the Grants Gateway. **If this is your first time logging in,** you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.

- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.

- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Application.

- Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at grantsreform@its.ny.gov.

3) Submit Your Prequalification Application

- After completing your Prequalification Application, click the ***Submit Document Vault*** Link located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.

- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.

- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity.

N. General Specifications

1. By submitting the "Application Form" each applicant attests to its express authority to sign on behalf of the applicant.

2. Contractors will possess, at no cost to the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of this contract will possess the qualifications, training, licenses and permits as may be required within such jurisdiction.

3. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including the terms and conditions of the contract. Any exceptions allowed by the Department during the Question and Answer Phase (Section IV.B.) must be clearly noted in a cover letter attached to the application.

4. An applicant may be disqualified from receiving awards if such applicant or any subsidiary, affiliate, partner, officer, agent or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts.

5. Provisions Upon Default

    a. The services to be performed by the Applicant shall be at all times subject to the direction and control of the Department as to all matters arising in connection with or relating to the contract resulting from this RFA.

b. In the event that the Applicant, through any cause, fails to perform any of the terms, covenants or promises of any contract resulting from this RFA, the Department acting for and on behalf of the State, shall thereupon have the right to terminate the contract by giving notice in writing of the fact and date of such termination to the Applicant.

c. If, in the judgement of the Department, the Applicant acts in such a way which is likely to or does impair or prejudice the interests of the State, the Department acting on behalf of the State, shall thereupon have the right to terminate any contract resulting from this RFA by giving notice in writing of the fact and date of such termination to the Contractor. In such case the Contractor shall receive equitable compensation for such services as shall, in the judgement of the State Comptroller, have been satisfactorily performed by the Contractor up to the date of the termination of this agreement, which such compensation shall not exceed the total cost incurred for the work which the Contractor was engaged in at the time of such termination, subject to audit by the State Comptroller.

O. Healthy Meeting Guidelines

Contractors will certify that they will comply with the Department's requirements for healthy meetings when the State is reimbursing for all or a portion of the meeting costs. The Department reserves the right to review the site, menu and agenda so that the State can ensure the nutrition, physical activity, sustainability and tobacco-free guidelines are met. The Healthy Meeting Guidelines and frequently asked questions can be accessed at: http://www.health.ny.gov/funding/#reli .

P. Refusal of Funds from Tobacco-Related Entities

Contractors will certify that it has a written policy prohibiting any affiliation with a tobacco company or tobacco product manufacturer including receipt of gifts, grants, contracts, financial support and in-kind support, and other relationships. The contractor will certify that no not-for-profit subcontractors receiving funding through this agreement for work instrumental to achieving the goals and objectives of the grant has any affiliation with a tobacco company or tobacco product manufacturer. More information regarding the tobacco-free requirements, including frequently asked questions, can be found at http://www.health.ny.gov/funding/#reli.

V. Completing the Application

A. Application Format/Content

Please refer to the Quick Start Guide for assistance in applying for this procurement through the NYS Grants Gateway. This guide is available on the Grants Reform website at: www.grantsreform.ny.gov/Grantees.

ALL APPLICATIONS SHOULD CONFORM TO THE FORMAT/CONTENT PRESCRIBED BELOW. POINTS WILL BE DEDUCTED FROM APPLICATIONS WHICH DEVIATE FROM THE PRESCRIBED FORMAT.

1. Program Specific Questions

Complete the **Application Cover Sheet** (Attachment 6A) and upload under Program Specific

Question #1. **(*Not Scored but required*)**

A. Executive Summary *(Maximum Score: 0 Points)*

The Executive Summary is the opportunity for the Applicant to summarize each of the major sections of the RFA. It should include a brief description of the major points contained within the technical proposal, including organization's profile, relevant experience and background in providing nutrition education and policy, systems and environmental changes. Include a statement regarding the region and catchment areas to be served. All information in the Executive Summary should be substantiated in the Application. Upload is limited to no more than two pages.

B. Organizational Capacity and Experience *(Maximum Score: 38 Points)*

1) Describe the mission of the applicant organization and significant partner agencies and how the proposed EWPHCCS work fits with the organization's mission; also include a community needs assessment summary that conveys the need for EWPHCCS in the target areas identified. (1 point)

2) Early Care and Education Expertise (6 points)

    a) Describe understanding of current health and wellness standards and/or best practices for child day care programs.

    b) Describe collaborative experience with child day care programs' communication systems and educational processes and practices.

    c) Describe collaboration with child day care programs around essential operational elements including interaction within and between child day care programs in the selected catchment area.

    d) Describe experience with federal, state and municipal regulations, standards and mandates as related to child day care programs.

    e) Describe collaboration with child day care programs around essential operational elements, including the roles of caregivers, teachers, administrators, parent associations and food services related to the regulation and/or policy process.

    f) Describe essential operational elements of child day care programs including professional development requirements and plans for caregivers, teachers and staff.

3) Community Expertise (16 points)

    a) Describe experience and leadership in working with or through coalitions or partnerships in the child day care sector, including experience forming coalitions and/or participating in collaborations around child care program health and wellness activities. Optional upload may include coalition mission, vision, values and/or bylaws. Limit optional upload to four pages.

b) Describe experience and leadership in working in underserved low-income areas.

c) Describe experience working within or collaborating with Federal food and nutrition assistance programs, such as the Supplemental Nutrition Assistance Program (SNAP), Child and Adult Care Food Program (CACFP), National School Breakfast/Lunch Programs, Summer Food Service, or the Commodity Supplemental Foods Program.

d) Describe experience conducting policy, system and environmental changes in the community setting through collaborations with community partners. Include the types of policies, systems and/or environmental changes made and the sectors where the work occurred.

e) Describe experience in engaging and educating organizational and/or governmental decision makers in relation to the implementation of policy, system and environmental changes.

f) Describe experience in mobilizing communities around policy, systems and environmental changes to increase access to affordable, healthy food and opportunities for physical activity. Include the types of policies, systems and/or environmental changes made and the sectors where the work occurred.

4) Administrative and Financial Capability (14 points)

a) Demonstrate the organizational and managerial capacity to operate an EWPHCCS project.

b) Upload an organizational chart outlining the executive management of the applicant organization and the proposed location of the EWPHCCS staff and supervisory oversight.

c) If submitting an application on behalf of a coalition, upload a letter of agreement signed by an authorized signatory of each partnering organization that includes the target areas proposed to be reached. Letters of agreement must also identify the lead applicant/organization.

d) Upload the applicant organization's most recent A-133 audit (nonprofit organizations only).

e) Describe the applicant organization’s current administrative staffing pattern for activities such as payroll, bookkeeping, invoicing and general tracking of administrative and fiscal controls.

f) Upload copies of financial management policies and procedures or descriptions of the systems in place to ensure fiscal accountability of the applicant organization.

5) Grants Management Experience (3 points)

   a) Upload the completed Attachment 6C (located under Pre-Submission Uploads) for up to three grants exceeding $50k received by your organization over the past five years targeting early care and education services.

2. Program Activities (*Maximum Score: 40 Points*)

A. High Need Target Areas

Please complete Attachment 6B -High Need Target Area Identification Table, located under Pre-Submission Uploads in order to identify the high need target areas selected for the EWPHCCS initiative and upload under Program Specific Question #3A. Applicants should identify all the high need zip codes and child day care programs in which your organization proposes to implement the EWPHCCS intervention for the entire five-year grant period. Also, be sure to identify the number of Farm to Preschool projects your organization proposes to implement by high need zip code and those centers to participate in each F2P project. (4 points)

B. Project Implementation (21 points)

The ability to facilitate a culture of healthy eating and increased physical activity will be enhanced by the proximity of child day care program sites in relation to each other. Success is predicated on how well the applicant organization can organize and execute a community approach to EWPHCCS, in addition to implementation of its required components. Provide a description of how your organization will recruit and facilitate child day care program participation in the EWPHCCS intervention by responding to the following questions:

1) Describe each proposed target area cluster in relation to the cultural/language needs of the estimated eligible population in that location. Include a description of your organization's ability to meet the cultural and language needs identified.
2) For each target area cluster you propose to serve, describe the density of eligible child day care programs and how interventions will improve accessibility to planned community events, including Farm to Preschool activities.
3) For each target area cluster, describe how you plan to recruit the required number of eligible child day care programs for the 5-year duration of this grant; Describe how you propose to increase access to locally grown produce for families of children enrolled in the child day care programs, the surrounding community and staff and food service operations at intervention centers.
4) Describe how your organization proposes to develop community partnerships and connect with key leaders to enhance collaboration and support for Eat Well Play Hard strategies; Include a list organizations and leaders within each selected target area and letters of support from those who agree to be a part of your partnership.
5) Describe strategies that will be used to actively engage parents and families of children in child day care programs to attend EWPHCCS activities. Strategies should include participation in EWPHCCS education activities, Farm to Preschool events and other community activities.
6) Describe how your organization will create and foster community-wide awareness of Eat Well Play Hard strategies for young children and their families in the selected target area

cluster(s).

7) Identify activities that will be undertaken to sustain the gains achieved in policy, system and environmental changes, including types and time frames.

C. Project Staffing Patterns and Qualifications (15 points)

1) Describe the staffing pattern and rationale proposed to implement EWPHCCS. Additional professional staff may be necessary to meet the deliverables of the contract and provide administrative support. Upload job descriptions for the RDs, Farm to Preschool Coordinator, Project Manager, and any other hired staff and/or those providing supervision to the program into the Grants Gateway. If available, resumes should also be uploaded into the Grants Gateway.
2) In the event a vacancy occurs in any of the RD, Farm to Preschool Coordinator, or Project Manager positions, describe how the position will be covered within the organization until a new one is hired and how a replacement will be hired in a timely manner.
3) If some of the work will be subcontracted to other organizations, describe how the applicant will manage the work of subcontractors: i.e., specific deliverables of subcontractors and how the organization will ensure programmatic accountability. Uploads into Grants Gateway should include letters of collaboration, draft work plans outlining required deliverables, and proposed budgets. Limit optional upload to 10 pages or 10MB (all documents must be combined into one pdf file for upload).
4) Describe the applicant organization's capability and resources to ensure timely start-up, implementation and oversight of the proposed initiative.

3. Budget with Justification *(Maximum Score: 20 points)*

Refer to Attachment 7 for Instructions for Completion of the Expenditure Based Budget Section.

Complete and submit a budget following these instructions:

a) The budget for year one (October 1, 2017 – September 30, 2018) must be entered into the Grants Gateway. The budget for Year two must be uploaded as Attachment 7B. **For the year two budget, please be sure to complete all required Budget Pages included in Attachment 7B.** The budget for year two should be labeled as listed below; then uploaded to the Grants Gateway on line application under Program Specific Question #4B. The year two budget should be labeled as follows:
   - Budget Year 2 – October 1, 2018 – September 30, 2019

b) The amount requested for each year should be reasonable and cost effective, relate directly to the activities described in the proposal, and be consistent with the scope of services outlined in the RFA. For each budget year, do not exceed the maximum annual funding amount allowed.

c) In-kind contributions are not required but strongly encouraged. Please be prepared to identify the funding source for any in-kind funds included.

d) If your organization utilizes a federally approved fringe rate agreement, a current copy of the agreement must be submitted via the Grants Gateway under pre-submission uploads.

e) If your organization plans to utilize subcontractors, be sure to upload copies of letters of collaboration and applicable subcontracts to the Grants Gateway under pre-submission uploads.

f) If your organization plans to subcontract with vendors, be sure to upload copies of applicable subcontracts to the Grants Gateway under pre-submission uploads.

Applicants will complete Year 1 of the budget online. A Year 2 budget will need to be uploaded using the Expenditure Based Budget Attachment 7B. For all existing staff, the Budget Justification must delineate how the percentage of time devoted to this initiative has been determined. THIS 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.

Applicants should assume twelve (12) month budgets, with an October 1 start date. The general budget guidance contained within Attachment 7 should be adhered to regardless of the submission method.

Budgets must reflect no less than the minimum proposal amount by region and up to the regional maximum per annual award (see Table below?).

	NYC Region	**LI Region**	**LHV Region**	**Capital Region**	**Central Region**	**Western Region**
Minimum Proposal	$100,000	$90,000	$80,000	$100,000	$100,000	$100,000
Regional Maximum	$2,000,000	$200,000	$200,000	$500,000	$500,000	$600,000

It is the applicant's responsibility to ensure that all materials to be included in the application have been properly prepared and submitted. Applications must be submitted via the Grants Gateway by the date and time posted on the cover of this RFA. The value assigned to each section is an indication of the relative weight that will be given when scoring your application.

B. Freedom of Information Law

All applications may be disclosed or used by DOH to the extent permitted by law. DOH may disclose an application to any person for the purpose of assisting in evaluating the application or for any other lawful purpose. All applications will become State agency records, which will be available to the public in accordance with the Freedom of Information Law. **Any portion of the application that an applicant believes constitutes proprietary information entitled to confidential handling, as an exception to the Freedom of Information Law, must be clearly and specifically designated in the application.** If DOH agrees with the proprietary claim, the designated portion of the application will be withheld from public disclosure. Blanket assertions of proprietary material will not be accepted, and failure to specifically designate proprietary material may be deemed a waiver of any right to confidential handling of such material.

C. Review & Award Process

Applications meeting the guidelines set forth above will be reviewed and evaluated competitively by the *NYSDOH* Division of Nutrition, Child and Adult Care Food Program.

The following applications will not be reviewed:

- Applications that do not meet the minimum applicant eligibility criteria, including:
  - Applications from sponsors of unaffiliated centers, multi-state sponsoring organizations and for-profit organizations.
  - Applications from CACFP participating organizations, or their principals or staff, that are on the National Disqualified List or in the seriously deficient process during the period from RFA release to execution of a contract.
  - Applications from organizations that do not participate in CACFP and do not have collaborative relationships with CACFP sponsoring organizations in the target area(s) selected.
  - Applicants that are not prequalified on the application due date (if not exempt).

In the event of a tie score, the determining factors for a grant award, in descending order of importance will be:

- Applicant with the highest score in the Program Activities section.
- Applicant with the highest score in the Organizational Capacity and Experience section.

A minimum score of 65 points out of a possible 100 points (i.e. 65%) is required for funding. Applications will fall into one of three categories: 1) approved and funded; 2) approved, but not funded due to limited resources; 3) not approved.

Up to 12 awards will be made, pending the availability of funds. This RFA aims to serve each region to promote statewide coverage. In the event there are no applications with passing scores in a region, then the funding available for that region will be redistributed to other regions. The Department will award annual funding based on the number of intervention centers and F2P projects proposed, or until the total number of eligible centers is exhausted in the region, or as proposed by the applicant, whichever is less.

All costs should be reasonable and related to market rates. Unallowable and/or unreasonable costs will be removed from the budget requests before any awards are made.

Applications with minor issues (missing information that is not essential to timely review and would not impact review scores) MAY be processed, at the discretion of the State, but all issues need to be resolved prior to time of award. An application with unresolved issues at the time award recommendations are made will be determined to be non-responsive and will be disqualified.

If changes in funding amounts are necessary for this initiative or if additional funding becomes available, funding of successful grantees will be modified to broaden their reach or funding will be awarded in the same manner as outlined in the award process described above to passing applicants that did not receive funding in rank order from highest to lowest score, pending sufficient numbers of potentially eligible child day care centers exist in a sufficient number of unserved target areas as outlined in this RFA.

Once an award has been made, applicants may request a debriefing of their application. Please note the debriefing will be limited only to the strengths and weaknesses of the subject application and will not include any discussion of other applications. Requests must be received no later than ten (10) business days from date of award or non-award announcement.

To request a debriefing, please send an email to Sandra Anable at *EWPH.Fiscal@health.ny.gov*. In the subject line, please write: *Debriefing request (EWPHCCS).*

In the event unsuccessful applicants wish to protest the award resulting from this RFA, applicants should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found on the OSC website at http://www.osc.state.ny.us/agencies/guide/MyWebHelp.

VI. Attachments

Please note that certain attachments are accessed in the "Pre-Submission Uploads" section of an online application. 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".

Attachment 1:	Target Areas Instructions, Maps and Table
Attachment 2:	Sample Letter of Interest *
Attachment 3:	List of Potential Collaborators
Attachment 4:	Minority & Women-Owned Business Enterprise Requirement Forms *
Attachment 5:	Vendor Responsibility Attestation *
Attachment 6A:	Application Cover Sheet *
Attachment 6B:	High Need Target Area Identification Table *
Attachment 6C:	Grants Management Experience Sheet *
Attachment 6D:	Health Data NY Instructions
Attachment 7:	Budget Instructions for Completing the Expenditure Based Budget Attachment 7B
Attachment 7A:	Fringe Benefit Rate Calculation Worksheet *
Attachment 7B:	Expenditure Based Budget for Year 2*
Attachment 8:	USDA SNAP-Ed Guidance *
Attachment 9:	General Definitions
Attachment 10:	Required Performance Measures for EWPHCCS

*These attachments are located/included in the Pre Submission Upload section of the Grants Gateway online application.

ATTACHMENT 1

Target Areas: Instructions, Table and Maps

Instructions: Applicants should use the Table of High Need Zip Codes along with the County Maps as a tool to help identify the high need zip codes your organization intends to target.

This attachment includes:

A. Table of High Need Zip Codes Sorted by Region with Corresponding CACFP Participating Centers - The list of high need zip codes are organized by county within each of six regions of New York State (Capital Region, Central Region, Western Region, Lower Hudson Region, Long Island, and New York City). For each zip code, the number of CACFP participating child day care programs are identified. Applicants are expected to select zip codes to identify target area clusters containing an appropriate number of child day care programs to support the number of 100% FTE Registered Dietitians (RDs) proposed in the budget.

B. Statewide Map

C. New York City Map

D. County/Region Maps of High Need Areas by Zip Code – These county maps are organized by region and highlight the geographical clusters of high need zip codes.

1) Capital Region
2) Central Region
3) Lower Hudson Region
4) Long Island
5) Western Region
6) Western Region – Buffalo, Niagara Falls, Rochester

High Need ZIP Codes SORTED BY REGION
with Corresponding CACFP Participating Centers

Total CACFP Participating Centers = 1171

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
Capital Region Total			**133**
	Albany Total		**27**
12047	Albany	Capital	2
12067	Albany	Capital	0
12085	Albany	Capital	0
12120	Albany	Capital	0
12143	Albany	Capital	1
12147	Albany	Capital	0
12183	Albany	Capital	0
12189	Albany	Capital	0
12202	Albany	Capital	3
12203	Albany	Capital	1
12204	Albany	Capital	1
12206	Albany	Capital	2
12207	Albany	Capital	2
12208	Albany	Capital	3
12209	Albany	Capital	2
12210	Albany	Capital	5
12220	Albany	Capital	1
12224	Albany	Capital	1
12226	Albany	Capital	1
12229	Albany	Capital	0
12232	Albany	Capital	1
12240	Albany	Capital	1
12303	Albany	Capital	0
	Clinton Total		**15**
12901	Clinton	Capital	10
12903	Clinton	Capital	1
12910	Clinton	Capital	0
12918	Clinton	Capital	0

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
12919	Clinton	Capital	1
12921	Clinton	Capital	0
12923	Clinton	Capital	0
12929	Clinton	Capital	0
12934	Clinton	Capital	0
12935	Clinton	Capital	1
12944	Clinton	Capital	2
12952	Clinton	Capital	0
12958	Clinton	Capital	0
12959	Clinton	Capital	0
12962	Clinton	Capital	0
12979	Clinton	Capital	0
12985	Clinton	Capital	0
12992	Clinton	Capital	0
	Columbia Total		**7**
12174	Columbia	Capital	0
12184	Columbia	Capital	1
12502	Columbia	Capital	0
12521	Columbia	Capital	1
12534	Columbia	Capital	5
12546	Columbia	Capital	0
12567	Columbia	Capital	0
	Delaware Total		**7**
12167	Delaware	Capital	0
12406	Delaware	Capital	1
12434	Delaware	Capital	1
12474	Delaware	Capital	0
12760	Delaware	Capital	0
13739	Delaware	Capital	0
13740	Delaware	Capital	0
13754	Delaware	Capital	1
13755	Delaware	Capital	0
13756	Delaware	Capital	0
13757	Delaware	Capital	0

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
13775	Delaware	Capital	1
13786	Delaware	Capital	0
13788	Delaware	Capital	0
13804	Delaware	Capital	0
13820	Delaware	Capital	0
13825	Delaware	Capital	0
13838	Delaware	Capital	2
13839	Delaware	Capital	0
13849	Delaware	Capital	0
13856	Delaware	Capital	1
	Essex Total		**9**
12808	Essex	Capital	0
12857	Essex	Capital	0
12883	Essex	Capital	3
12932	Essex	Capital	2
12936	Essex	Capital	1
12941	Essex	Capital	0
12942	Essex	Capital	0
12944	Essex	Capital	0
12950	Essex	Capital	1
12956	Essex	Capital	2
12964	Essex	Capital	0
12974	Essex	Capital	0
12975	Essex	Capital	0
12993	Essex	Capital	0
12996	Essex	Capital	0
12997	Essex	Capital	0
12998	Essex	Capital	0
	Franklin Total		**5**
12914	Franklin	Capital	0
12917	Franklin	Capital	0
12920	Franklin	Capital	1
12926	Franklin	Capital	0
12937	Franklin	Capital	0

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
12939	Franklin	Capital	0
12953	Franklin	Capital	1
12957	Franklin	Capital	0
12966	Franklin	Capital	0
12969	Franklin	Capital	0
12980	Franklin	Capital	0
12986	Franklin	Capital	1
12989	Franklin	Capital	0
13655	Franklin	Capital	2
	Fulton Total		**7**
12078	Fulton	Capital	4
12095	Fulton	Capital	3
12117	Fulton	Capital	0
13452	Fulton	Capital	0
13470	Fulton	Capital	0
	Greene Total		**3**
12083	Greene	Capital	0
12176	Greene	Capital	0
12405	Greene	Capital	0
12413	Greene	Capital	1
12414	Greene	Capital	1
12418	Greene	Capital	0
12422	Greene	Capital	0
12423	Greene	Capital	0
12424	Greene	Capital	0
12431	Greene	Capital	0
12439	Greene	Capital	0
12442	Greene	Capital	0
12452	Greene	Capital	0
12460	Greene	Capital	0
12470	Greene	Capital	0
12480	Greene	Capital	0
12482	Greene	Capital	1
12492	Greene	Capital	0

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
	Montgomery Total		**4**
12010	Montgomery	Capital	3
12068	Montgomery	Capital	1
12072	Montgomery	Capital	0
12095	Montgomery	Capital	0
13339	Montgomery	Capital	0
	Otsego Total		**5**
12036	Otsego	Capital	0
12064	Otsego	Capital	0
12197	Otsego	Capital	1
13320	Otsego	Capital	0
13450	Otsego	Capital	0
13468	Otsego	Capital	0
13488	Otsego	Capital	0
13820	Otsego	Capital	3
13849	Otsego	Capital	1
	Rensselaer Total		**11**
12090	Rensselaer	Capital	1
12094	Rensselaer	Capital	0
12121	Rensselaer	Capital	0
12180	Rensselaer	Capital	9
12182	Rensselaer	Capital	1
	Saratoga Total		**4**
12118	Saratoga	Capital	2
12188	Saratoga	Capital	1
12803	Saratoga	Capital	1
12828	Saratoga	Capital	0
	Schenectady Total		**13**
12303	Schenectady	Capital	1
12304	Schenectady	Capital	6
12305	Schenectady	Capital	3
12306	Schenectady	Capital	1
12307	Schenectady	Capital	0
12308	Schenectady	Capital	2

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
	Schoharie Total		**4**
12035	Schoharie	Capital	0
12043	Schoharie	Capital	3
12076	Schoharie	Capital	0
12122	Schoharie	Capital	0
12131	Schoharie	Capital	0
12149	Schoharie	Capital	0
12160	Schoharie	Capital	0
12187	Schoharie	Capital	0
13459	Schoharie	Capital	1
	Warren Total		**7**
12801	Warren	Capital	2
12804	Warren	Capital	3
12810	Warren	Capital	0
12814	Warren	Capital	0
12815	Warren	Capital	0
12817	Warren	Capital	1
12824	Warren	Capital	0
12845	Warren	Capital	0
12853	Warren	Capital	0
12860	Warren	Capital	0
12878	Warren	Capital	0
12885	Warren	Capital	1
	Washington Total		**5**
12816	Washington	Capital	1
12819	Washington	Capital	0
12821	Washington	Capital	0
12823	Washington	Capital	0
12828	Washington	Capital	0
12832	Washington	Capital	1
12838	Washington	Capital	0
12839	Washington	Capital	2
12865	Washington	Capital	0
12873	Washington	Capital	0

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
12887	Washington	Capital	1
Central Region Total			**160**
	Broome Total		**18**
13730	Broome	Central	0
13746	Broome	Central	0
13748	Broome	Central	0
13754	Broome	Central	1
13760	Broome	Central	3
13762	Broome	Central	0
13777	Broome	Central	0
13787	Broome	Central	1
13790	Broome	Central	4
13797	Broome	Central	0
13813	Broome	Central	0
13833	Broome	Central	0
13901	Broome	Central	2
13903	Broome	Central	4
13904	Broome	Central	0
13905	Broome	Central	3
	Cayuga Total		**6**
13021	Cayuga	Central	5
13071	Cayuga	Central	0
13081	Cayuga	Central	0
13092	Cayuga	Central	0
13111	Cayuga	Central	0
13118	Cayuga	Central	1
13140	Cayuga	Central	0
13156	Cayuga	Central	0
	Chenango Total		**4**
13040	Chenango	Central	0
13052	Chenango	Central	0
13072	Chenango	Central	0
13124	Chenango	Central	0
13136	Chenango	Central	0

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
13155	Chenango	Central	0
13332	Chenango	Central	0
13411	Chenango	Central	1
13460	Chenango	Central	0
13485	Chenango	Central	0
13801	Chenango	Central	0
13809	Chenango	Central	0
13814	Chenango	Central	1
13815	Chenango	Central	2
13841	Chenango	Central	0
	Cortland Total		**17**
13045	Cortland	Central	14
13077	Cortland	Central	1
13141	Cortland	Central	1
13803	Cortland	Central	1
13863	Cortland	Central	0
	Herkimer Total		**8**
13324	Herkimer	Central	0
13329	Herkimer	Central	0
13338	Herkimer	Central	0
13340	Herkimer	Central	0
13350	Herkimer	Central	4
13357	Herkimer	Central	1
13365	Herkimer	Central	2
13407	Herkimer	Central	0
13431	Herkimer	Central	0
13454	Herkimer	Central	0
13491	Herkimer	Central	1
	Jefferson Total		**12**
13601	Jefferson	Central	5
13602	Jefferson	Central	4
13603	Jefferson	Central	0
13605	Jefferson	Central	0
13607	Jefferson	Central	0

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
13612	Jefferson	Central	0
13615	Jefferson	Central	0
13616	Jefferson	Central	0
13619	Jefferson	Central	1
13622	Jefferson	Central	0
13624	Jefferson	Central	1
13627	Jefferson	Central	0
13632	Jefferson	Central	0
13634	Jefferson	Central	1
13637	Jefferson	Central	0
13650	Jefferson	Central	0
13656	Jefferson	Central	0
13659	Jefferson	Central	0
13661	Jefferson	Central	0
13673	Jefferson	Central	0
13679	Jefferson	Central	0
13691	Jefferson	Central	0
	Lewis Total		**0**
13312	Lewis	Central	0
13325	Lewis	Central	0
13327	Lewis	Central	0
13343	Lewis	Central	0
13404	Lewis	Central	0
13433	Lewis	Central	0
13489	Lewis	Central	0
13665	Lewis	Central	0
	Madison Total		**3**
13122	Madison	Central	0
13163	Madison	Central	0
13355	Madison	Central	0
13364	Madison	Central	0
13402	Madison	Central	1
13421	Madison	Central	2
13832	Madison	Central	0

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
	Oneida Total		**21**
13054	Oneida	Central	0
13313	Oneida	Central	0
13316	Oneida	Central	1
13319	Oneida	Central	0
13363	Oneida	Central	0
13440	Oneida	Central	3
13442	Oneida	Central	0
13471	Oneida	Central	0
13477	Oneida	Central	0
13480	Oneida	Central	1
13483	Oneida	Central	0
13486	Oneida	Central	0
13494	Oneida	Central	0
13495	Oneida	Central	0
13501	Oneida	Central	12
13502	Oneida	Central	4
	Onondaga Total		**37**
13029	Onondaga	Central	1
13030	Onondaga	Central	0
13088	Onondaga	Central	3
13108	Onondaga	Central	2
13112	Onondaga	Central	0
13120	Onondaga	Central	1
13159	Onondaga	Central	0
13202	Onondaga	Central	3
13203	Onondaga	Central	5
13204	Onondaga	Central	8
13205	Onondaga	Central	4
13206	Onondaga	Central	1
13207	Onondaga	Central	0
13208	Onondaga	Central	3
13209	Onondaga	Central	1
13210	Onondaga	Central	3

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
13211	Onondaga	Central	0
13212	Onondaga	Central	0
13218	Onondaga	Central	0
13224	Onondaga	Central	1
13244	Onondaga	Central	1
13261	Onondaga	Central	0
	Oswego Total		**10**
13028	Oswego	Central	0
13042	Oswego	Central	1
13069	Oswego	Central	4
13083	Oswego	Central	0
13103	Oswego	Central	0
13114	Oswego	Central	0
13126	Oswego	Central	3
13131	Oswego	Central	0
13132	Oswego	Central	0
13142	Oswego	Central	1
13145	Oswego	Central	0
13167	Oswego	Central	0
13302	Oswego	Central	0
13493	Oswego	Central	1
	Saint Lawrence Total		**10**
12965	Saint Lawrence	Central	0
12967	Saint Lawrence	Central	0
12973	Saint Lawrence	Central	0
13613	Saint Lawrence	Central	1
13614	Saint Lawrence	Central	0
13617	Saint Lawrence	Central	2
13621	Saint Lawrence	Central	0
13625	Saint Lawrence	Central	0
13630	Saint Lawrence	Central	0
13635	Saint Lawrence	Central	0
13639	Saint Lawrence	Central	0
13642	Saint Lawrence	Central	1

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
13645	Saint Lawrence	Central	0
13646	Saint Lawrence	Central	0
13648	Saint Lawrence	Central	0
13652	Saint Lawrence	Central	0
13654	Saint Lawrence	Central	0
13662	Saint Lawrence	Central	2
13664	Saint Lawrence	Central	0
13666	Saint Lawrence	Central	0
13667	Saint Lawrence	Central	0
13668	Saint Lawrence	Central	1
13669	Saint Lawrence	Central	0
13670	Saint Lawrence	Central	0
13672	Saint Lawrence	Central	1
13676	Saint Lawrence	Central	2
13678	Saint Lawrence	Central	0
13681	Saint Lawrence	Central	0
13690	Saint Lawrence	Central	0
	Tioga Total		**4**
13732	Tioga	Central	0
13736	Tioga	Central	0
13743	Tioga	Central	0
13760	Tioga	Central	0
13811	Tioga	Central	1
13864	Tioga	Central	0
14883	Tioga	Central	0
14889	Tioga	Central	1
14892	Tioga	Central	2
	Tompkins Total		**10**
13068	Tompkins	Central	0
13073	Tompkins	Central	2
14850	Tompkins	Central	8
14883	Tompkins	Central	0
Western Region Total			**204**
	Allegany Total		**7**

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
14707	Allegany	Western	0
14709	Allegany	Western	0
14711	Allegany	Western	1
14714	Allegany	Western	0
14715	Allegany	Western	1
14717	Allegany	Western	0
14735	Allegany	Western	0
14739	Allegany	Western	1
14754	Allegany	Western	0
14770	Allegany	Western	0
14774	Allegany	Western	0
14777	Allegany	Western	0
14806	Allegany	Western	0
14813	Allegany	Western	1
14822	Allegany	Western	0
14836	Allegany	Western	0
14880	Allegany	Western	0
14895	Allegany	Western	3
	Cattaraugus Total		**10**
14041	Cattaraugus	Western	0
14042	Cattaraugus	Western	1
14129	Cattaraugus	Western	0
14138	Cattaraugus	Western	0
14719	Cattaraugus	Western	0
14726	Cattaraugus	Western	0
14730	Cattaraugus	Western	0
14737	Cattaraugus	Western	1
14743	Cattaraugus	Western	0
14748	Cattaraugus	Western	0
14760	Cattaraugus	Western	6
14772	Cattaraugus	Western	0
14779	Cattaraugus	Western	2
14783	Cattaraugus	Western	0
14788	Cattaraugus	Western	0

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
	Chautauqua Total		**15**
14048	Chautauqua	Western	2
14063	Chautauqua	Western	3
14081	Chautauqua	Western	1
14136	Chautauqua	Western	0
14701	Chautauqua	Western	7
14710	Chautauqua	Western	0
14716	Chautauqua	Western	0
14723	Chautauqua	Western	0
14724	Chautauqua	Western	0
14728	Chautauqua	Western	0
14733	Chautauqua	Western	0
14740	Chautauqua	Western	0
14750	Chautauqua	Western	0
14767	Chautauqua	Western	0
14769	Chautauqua	Western	0
14775	Chautauqua	Western	0
14782	Chautauqua	Western	0
14784	Chautauqua	Western	0
14787	Chautauqua	Western	2
	Chemung Total		**10**
14845	Chemung	Western	2
14861	Chemung	Western	0
14864	Chemung	Western	0
14872	Chemung	Western	0
14889	Chemung	Western	1
14901	Chemung	Western	4
14903	Chemung	Western	1
14904	Chemung	Western	2
14905	Chemung	Western	0
	Erie Total		**63**
14006	Erie	Western	0
14034	Erie	Western	0
14035	Erie	Western	0

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
14043	Erie	Western	4
14047	Erie	Western	3
14061	Erie	Western	0
14070	Erie	Western	1
14081	Erie	Western	1
14091	Erie	Western	0
14141	Erie	Western	2
14201	Erie	Western	3
14202	Erie	Western	1
14203	Erie	Western	2
14204	Erie	Western	1
14206	Erie	Western	2
14207	Erie	Western	5
14208	Erie	Western	2
14209	Erie	Western	2
14210	Erie	Western	1
14211	Erie	Western	2
14212	Erie	Western	2
14213	Erie	Western	0
14214	Erie	Western	3
14215	Erie	Western	6
14216	Erie	Western	2
14217	Erie	Western	2
14218	Erie	Western	2
14219	Erie	Western	1
14220	Erie	Western	2
14222	Erie	Western	1
14223	Erie	Western	2
14225	Erie	Western	5
14226	Erie	Western	2
14227	Erie	Western	1
	Genesee Total		**3**
14013	Genesee	Western	0
14020	Genesee	Western	3

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
14125	Genesee	Western	0
14143	Genesee	Western	0
	Livingston Total		**1**
14462	Livingston	Western	0
14481	Livingston	Western	0
14510	Livingston	Western	1
14517	Livingston	Western	0
14545	Livingston	Western	0
	Monroe Total		**36**
14211	Monroe	Western	1
14603	Monroe	Western	0
14605	Monroe	Western	7
14606	Monroe	Western	3
14607	Monroe	Western	2
14608	Monroe	Western	3
14609	Monroe	Western	4
14611	Monroe	Western	5
14613	Monroe	Western	1
14615	Monroe	Western	2
14616	Monroe	Western	0
14619	Monroe	Western	1
14620	Monroe	Western	2
14621	Monroe	Western	5
	Niagara Total		**10**
14012	Niagara	Western	0
14028	Niagara	Western	0
14094	Niagara	Western	4
14120	Niagara	Western	4
14301	Niagara	Western	0
14302	Niagara	Western	0
14303	Niagara	Western	1
14304	Niagara	Western	0
14305	Niagara	Western	1
	Ontario Total		**6**

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
14432	Ontario	Western	2
14456	Ontario	Western	4
14463	Ontario	Western	0
14471	Ontario	Western	0
14504	Ontario	Western	0
14532	Ontario	Western	0
14544	Ontario	Western	0
14547	Ontario	Western	0
14548	Ontario	Western	0
14561	Ontario	Western	0
	Orleans Total		**6**
14103	Orleans	Western	3
14411	Orleans	Western	3
14479	Orleans	Western	0
	Schuyler Total		**0**
14818	Schuyler	Western	0
14869	Schuyler	Western	0
14878	Schuyler	Western	0
14891	Schuyler	Western	0
	Seneca Total		**3**
13148	Seneca	Western	2
13165	Seneca	Western	0
14521	Seneca	Western	1
14541	Seneca	Western	0
14847	Seneca	Western	0
14860	Seneca	Western	0
	Steuben Total		**18**
14572	Steuben	Western	1
14807	Steuben	Western	0
14808	Steuben	Western	0
14809	Steuben	Western	1
14810	Steuben	Western	2
14819	Steuben	Western	0
14820	Steuben	Western	1

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
14821	Steuben	Western	0
14826	Steuben	Western	0
14830	Steuben	Western	9
14839	Steuben	Western	0
14843	Steuben	Western	3
14855	Steuben	Western	0
14858	Steuben	Western	0
14885	Steuben	Western	1
14898	Steuben	Western	0
	Wayne Total		**10**
13146	Wayne	Western	0
14433	Wayne	Western	1
14489	Wayne	Western	2
14513	Wayne	Western	2
14516	Wayne	Western	0
14522	Wayne	Western	2
14551	Wayne	Western	2
14555	Wayne	Western	0
14590	Wayne	Western	1
	Wyoming Total		**1**
14082	Wyoming	Western	0
14113	Wyoming	Western	0
14130	Wyoming	Western	0
14145	Wyoming	Western	0
14427	Wyoming	Western	0
14530	Wyoming	Western	1
	Yates Total		**5**
14507	Yates	Western	0
14527	Yates	Western	4
14837	Yates	Western	1
14842	Yates	Western	0
Lower Hudson Total			**86**
	Dutchess Total		**12**
12501	Dutchess	Lower Hudson	0

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
12508	Dutchess	Lower Hudson	2
12511	Dutchess	Lower Hudson	0
12522	Dutchess	Lower Hudson	0
12524	Dutchess	Lower Hudson	1
12531	Dutchess	Lower Hudson	0
12533	Dutchess	Lower Hudson	0
12538	Dutchess	Lower Hudson	1
12581	Dutchess	Lower Hudson	0
12582	Dutchess	Lower Hudson	0
12590	Dutchess	Lower Hudson	2
12592	Dutchess	Lower Hudson	0
12594	Dutchess	Lower Hudson	1
12601	Dutchess	Lower Hudson	5
12603	Dutchess	Lower Hudson	0
	Orange Total		**10**
10950	Orange	Lower Hudson	2
12550	Orange	Lower Hudson	3
12553	Orange	Lower Hudson	1
12566	Orange	Lower Hudson	0
12577	Orange	Lower Hudson	0
12584	Orange	Lower Hudson	1
12729	Orange	Lower Hudson	0
12746	Orange	Lower Hudson	0
12771	Orange	Lower Hudson	2
12780	Orange	Lower Hudson	1
	Rockland Total		**9**
10901	Rockland	Lower Hudson	0
10952	Rockland	Lower Hudson	0
10954	Rockland	Lower Hudson	0
10956	Rockland	Lower Hudson	0
10977	Rockland	Lower Hudson	9
	Sullivan Total		**6**
12458	Sullivan	Lower Hudson	0
12483	Sullivan	Lower Hudson	0

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
12701	Sullivan	Lower Hudson	2
12725	Sullivan	Lower Hudson	0
12732	Sullivan	Lower Hudson	0
12733	Sullivan	Lower Hudson	0
12734	Sullivan	Lower Hudson	0
12736	Sullivan	Lower Hudson	0
12737	Sullivan	Lower Hudson	0
12741	Sullivan	Lower Hudson	0
12743	Sullivan	Lower Hudson	0
12747	Sullivan	Lower Hudson	0
12751	Sullivan	Lower Hudson	0
12754	Sullivan	Lower Hudson	1
12759	Sullivan	Lower Hudson	0
12762	Sullivan	Lower Hudson	0
12768	Sullivan	Lower Hudson	0
12775	Sullivan	Lower Hudson	1
12778	Sullivan	Lower Hudson	0
12779	Sullivan	Lower Hudson	0
12783	Sullivan	Lower Hudson	0
12786	Sullivan	Lower Hudson	0
12787	Sullivan	Lower Hudson	0
12788	Sullivan	Lower Hudson	2
12789	Sullivan	Lower Hudson	0
12790	Sullivan	Lower Hudson	0
12791	Sullivan	Lower Hudson	0
	Ulster Total		**12**
12401	Ulster	Lower Hudson	4
12412	Ulster	Lower Hudson	0
12416	Ulster	Lower Hudson	0
12419	Ulster	Lower Hudson	0
12428	Ulster	Lower Hudson	1
12432	Ulster	Lower Hudson	0
12449	Ulster	Lower Hudson	0
12464	Ulster	Lower Hudson	0

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
12471	Ulster	Lower Hudson	0
12472	Ulster	Lower Hudson	0
12477	Ulster	Lower Hudson	4
12481	Ulster	Lower Hudson	0
12515	Ulster	Lower Hudson	0
12528	Ulster	Lower Hudson	0
12547	Ulster	Lower Hudson	0
12548	Ulster	Lower Hudson	0
12561	Ulster	Lower Hudson	2
12568	Ulster	Lower Hudson	1
12589	Ulster	Lower Hudson	0
	Westchester Total		**37**
10507	Westchester	Lower Hudson	1
10549	Westchester	Lower Hudson	2
10550	Westchester	Lower Hudson	6
10552	Westchester	Lower Hudson	0
10553	Westchester	Lower Hudson	1
10562	Westchester	Lower Hudson	5
10566	Westchester	Lower Hudson	2
10567	Westchester	Lower Hudson	0
10573	Westchester	Lower Hudson	2
10601	Westchester	Lower Hudson	2
10606	Westchester	Lower Hudson	1
10701	Westchester	Lower Hudson	7
10703	Westchester	Lower Hudson	1
10705	Westchester	Lower Hudson	1
10801	Westchester	Lower Hudson	5
10805	Westchester	Lower Hudson	1
Long Island Region Total			**45**
	Nassau Total		**22**
11510	Nassau	Long Island	3
11520	Nassau	Long Island	3
11542	Nassau	Long Island	1
11550	Nassau	Long Island	6

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
11553	Nassau	Long Island	3
11561	Nassau	Long Island	2
11572	Nassau	Long Island	1
11575	Nassau	Long Island	1
11590	Nassau	Long Island	2
	Suffolk Total		**23**
11701	Suffolk	Long Island	2
11706	Suffolk	Long Island	3
11713	Suffolk	Long Island	0
11717	Suffolk	Long Island	2
11718	Suffolk	Long Island	0
11722	Suffolk	Long Island	1
11726	Suffolk	Long Island	1
11749	Suffolk	Long Island	1
11752	Suffolk	Long Island	0
11772	Suffolk	Long Island	4
11901	Suffolk	Long Island	3
11931	Suffolk	Long Island	0
11932	Suffolk	Long Island	2
11933	Suffolk	Long Island	0
11934	Suffolk	Long Island	0
11937	Suffolk	Long Island	1
11941	Suffolk	Long Island	0
11944	Suffolk	Long Island	0
11947	Suffolk	Long Island	0
11950	Suffolk	Long Island	1
11951	Suffolk	Long Island	0
11955	Suffolk	Long Island	0
11958	Suffolk	Long Island	0
11965	Suffolk	Long Island	0
11967	Suffolk	Long Island	1
11970	Suffolk	Long Island	0
11971	Suffolk	Long Island	1
11972	Suffolk	Long Island	0

ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
New York City Total			**543**
	Bronx Total		**155**
10451	Bronx	New York City	11
10452	Bronx	New York City	16
10453	Bronx	New York City	12
10454	Bronx	New York City	11
10455	Bronx	New York City	13
10456	Bronx	New York City	16
10457	Bronx	New York City	22
10458	Bronx	New York City	5
10459	Bronx	New York City	10
10462	Bronx	New York City	1
10466	Bronx	New York City	13
10468	Bronx	New York City	9
10472	Bronx	New York City	8
10473	Bronx	New York City	7
10474	Bronx	New York City	1
	Kings Total		**245**
11203	Kings	New York City	29
11205	Kings	New York City	6
11206	Kings	New York City	12
11210	Kings	New York City	17
11211	Kings	New York City	16
11212	Kings	New York City	24
11214	Kings	New York City	9
11216	Kings	New York City	14
11218	Kings	New York City	7
11219	Kings	New York City	28
11220	Kings	New York City	20
11226	Kings	New York City	27
11233	Kings	New York City	15
11235	Kings	New York City	13
11237	Kings	New York City	8
	New York Total		**39**

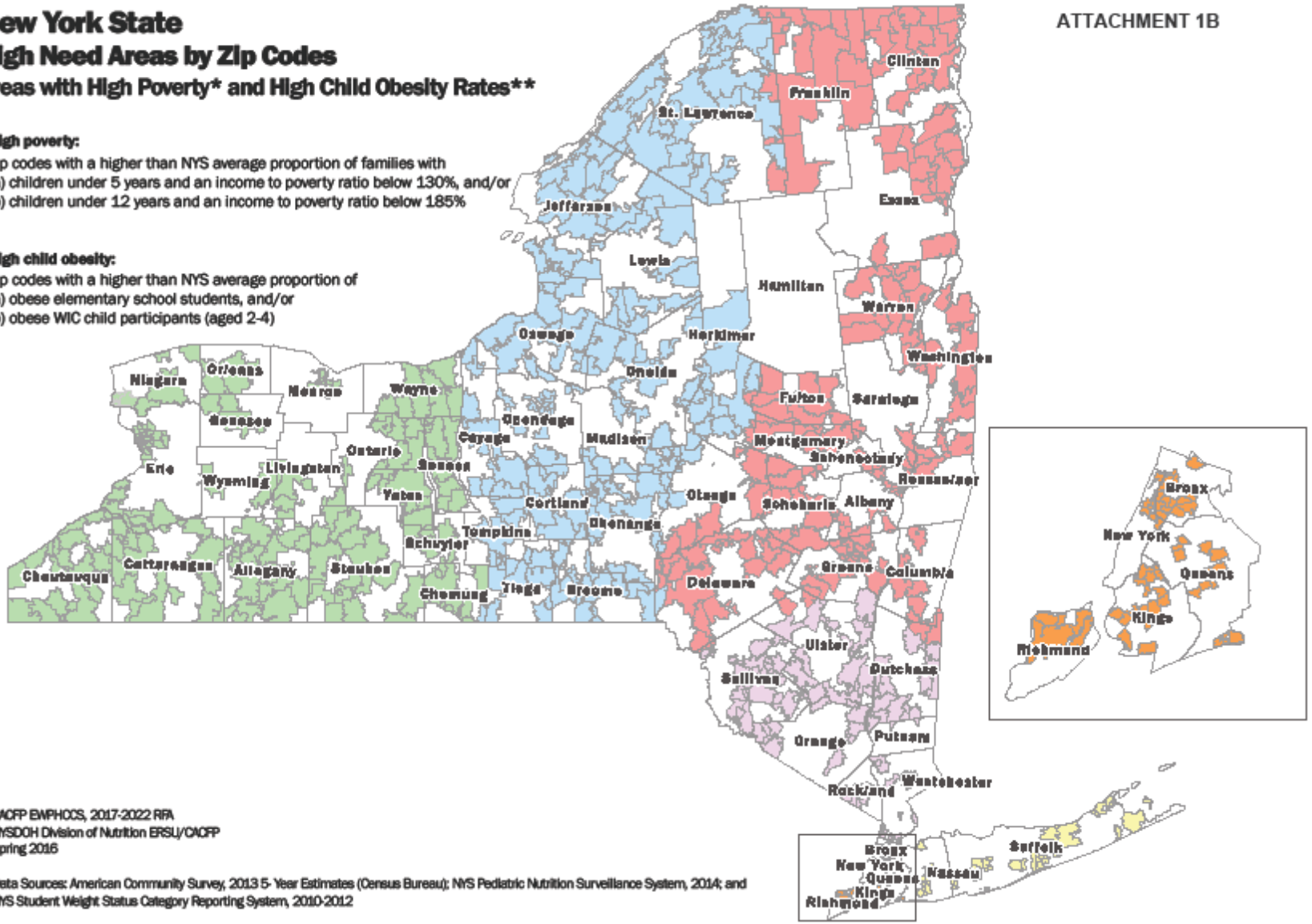
ZIP Code	County	Region	# CACFP Headstart & Child Care Centers
10027	New York	New York City	11
10030	New York	New York City	5
10031	New York	New York City	6
10034	New York	New York City	3
10035	New York	New York City	6
10039	New York	New York City	8
	Queens Total		**79**
11102	Queens	New York City	3
11355	Queens	New York City	9
11365	Queens	New York City	5
11369	Queens	New York City	3
11372	Queens	New York City	8
11373	Queens	New York City	12
11417	Queens	New York City	0
11419	Queens	New York City	3
11432	Queens	New York City	19
11435	Queens	New York City	9
11691	Queens	New York City	5
11692	Queens	New York City	3
	Richmond Total		**25**
10301	Richmond	New York City	4
10302	Richmond	New York City	2
10303	Richmond	New York City	5
10304	Richmond	New York City	8
10314	Richmond	New York City	6

ATTACHMENT 1B

New York State
High Need Areas by Zip Codes
Areas with High Poverty* and High Child Obesity Rates**

***High poverty:**
Zip codes with a higher than NYS average proportion of families with
(a) children under 5 years and an income to poverty ratio below 130%, and/or
(b) children under 12 years and an income to poverty ratio below 185%

****High child obesity:**
Zip codes with a higher than NYS average proportion of
(a) obese elementary school students, and/or
(b) obese WIC child participants (aged 2-4)



CACFP EWPHCCS, 2017-2022 RFA
NYSDOH Division of Nutrition ERSU/CACFP
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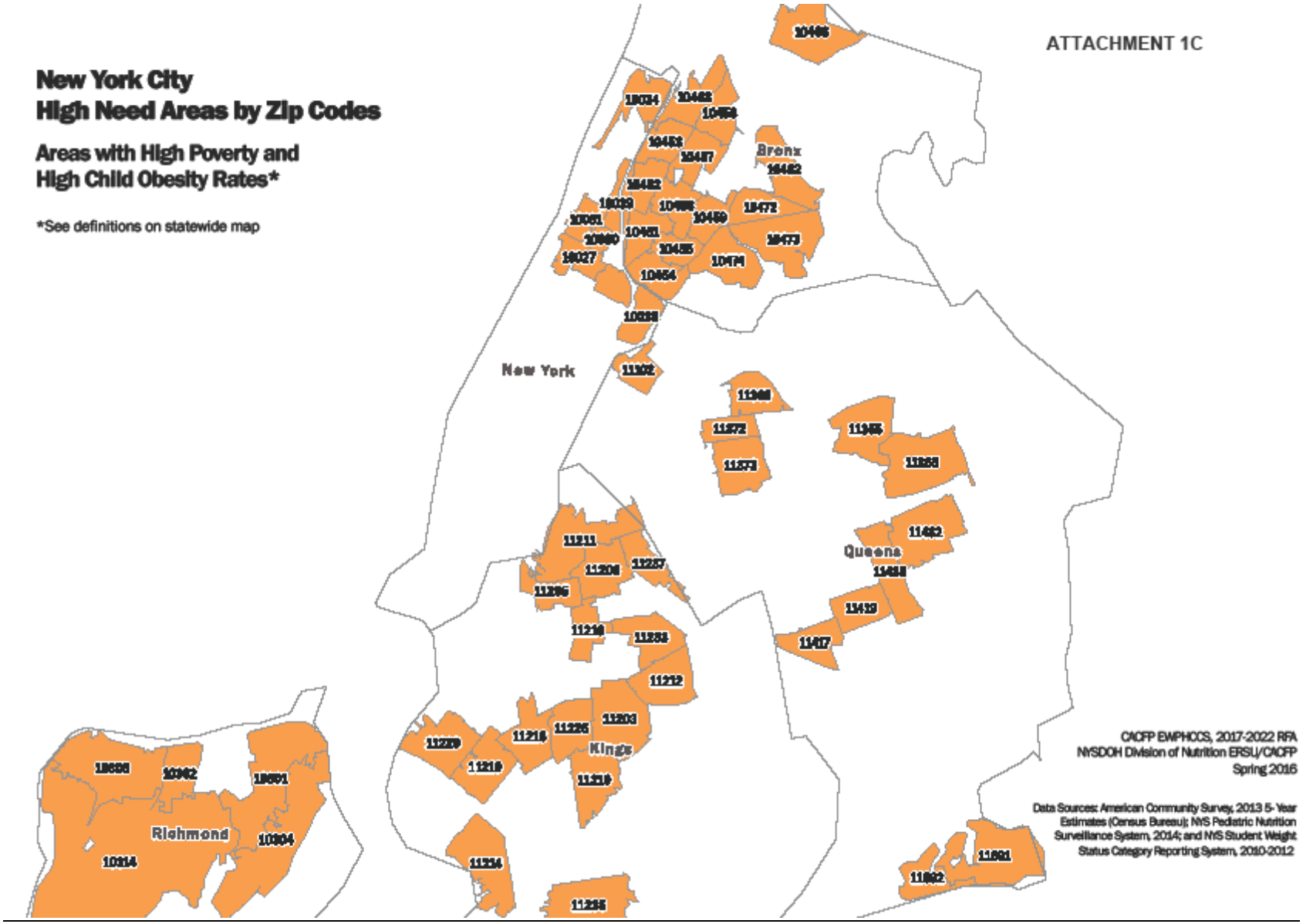
Data Sources: American Community Survey, 2013 5- Year Estimates (Census Bureau); NYS Pediatric Nutrition Surveillance System, 2014; and NYS Student Weight Status Category Reporting System, 2010-2012

ATTACHMENT 1C

New York City
High Need Areas by Zip Codes

Areas with High Poverty and High Child Obesity Rates*

*See definitions on statewide map

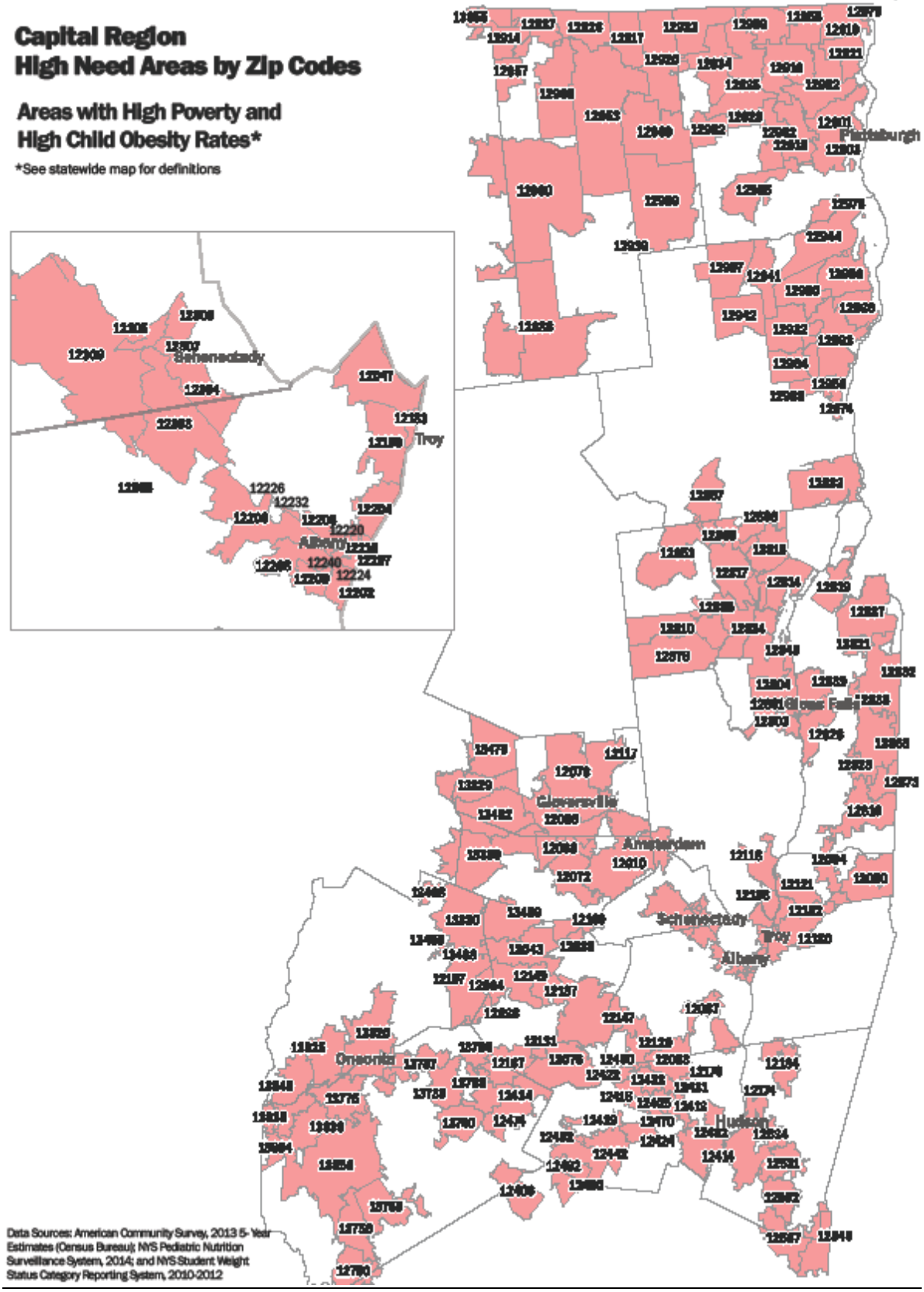


ATTACHMENT 1D 1)

Capital Region
High Need Areas by Zip Codes

Areas with High Poverty and High Child Obesity Rates*

*See statewide map for definitions

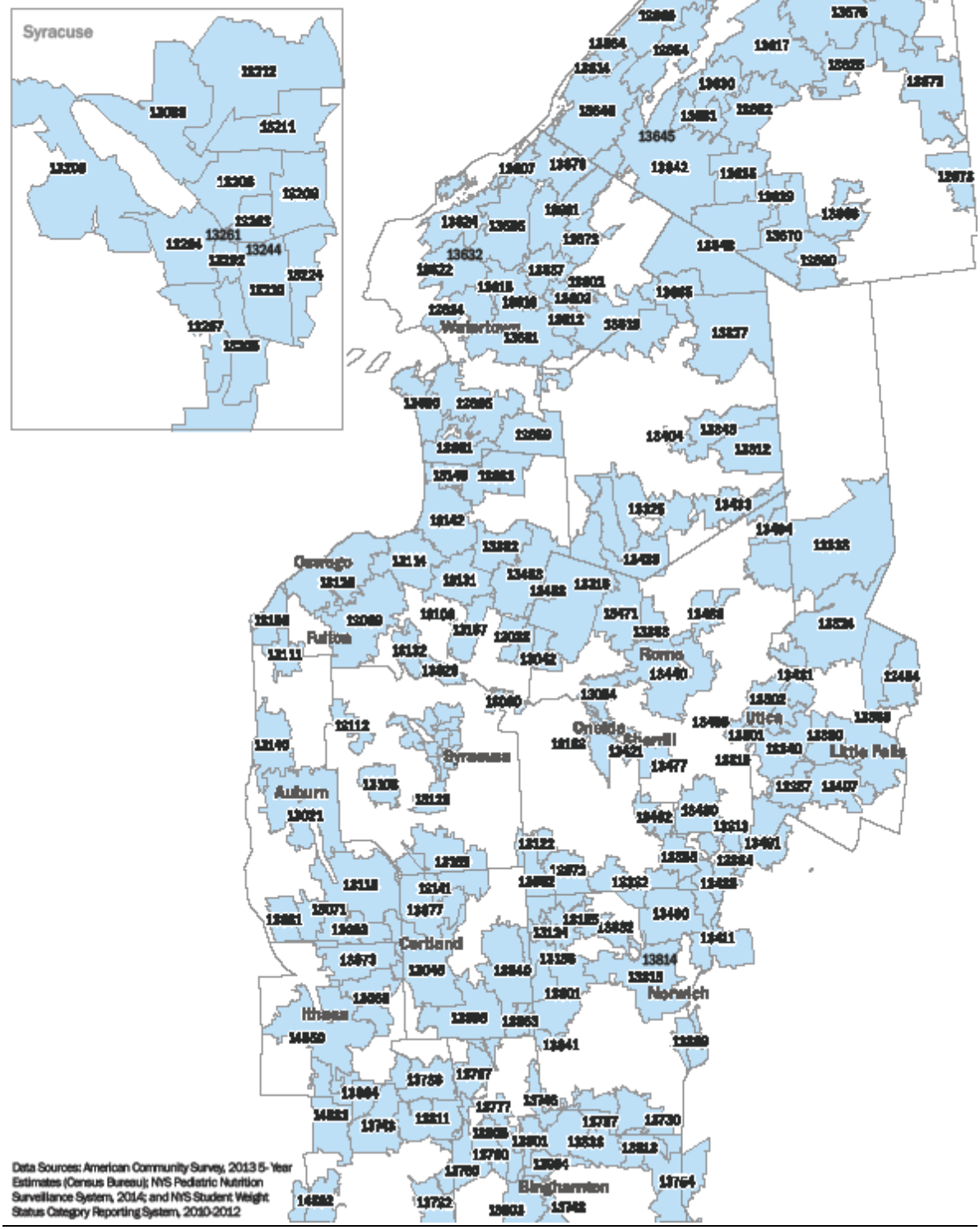


Data Sources: American Community Survey, 2013 5- Year Estimates (Census Bureau); NYS Pediatric Nutrition Surveillance System, 2014; and NYS Student Weight Status Category Reporting System, 2010-2012

ATTACHMENT 1D 2)

Central Region
High Need Areas by Zip Codes
Areas with High Poverty and High Child Obesity Rates*

*See definitions on statewide map



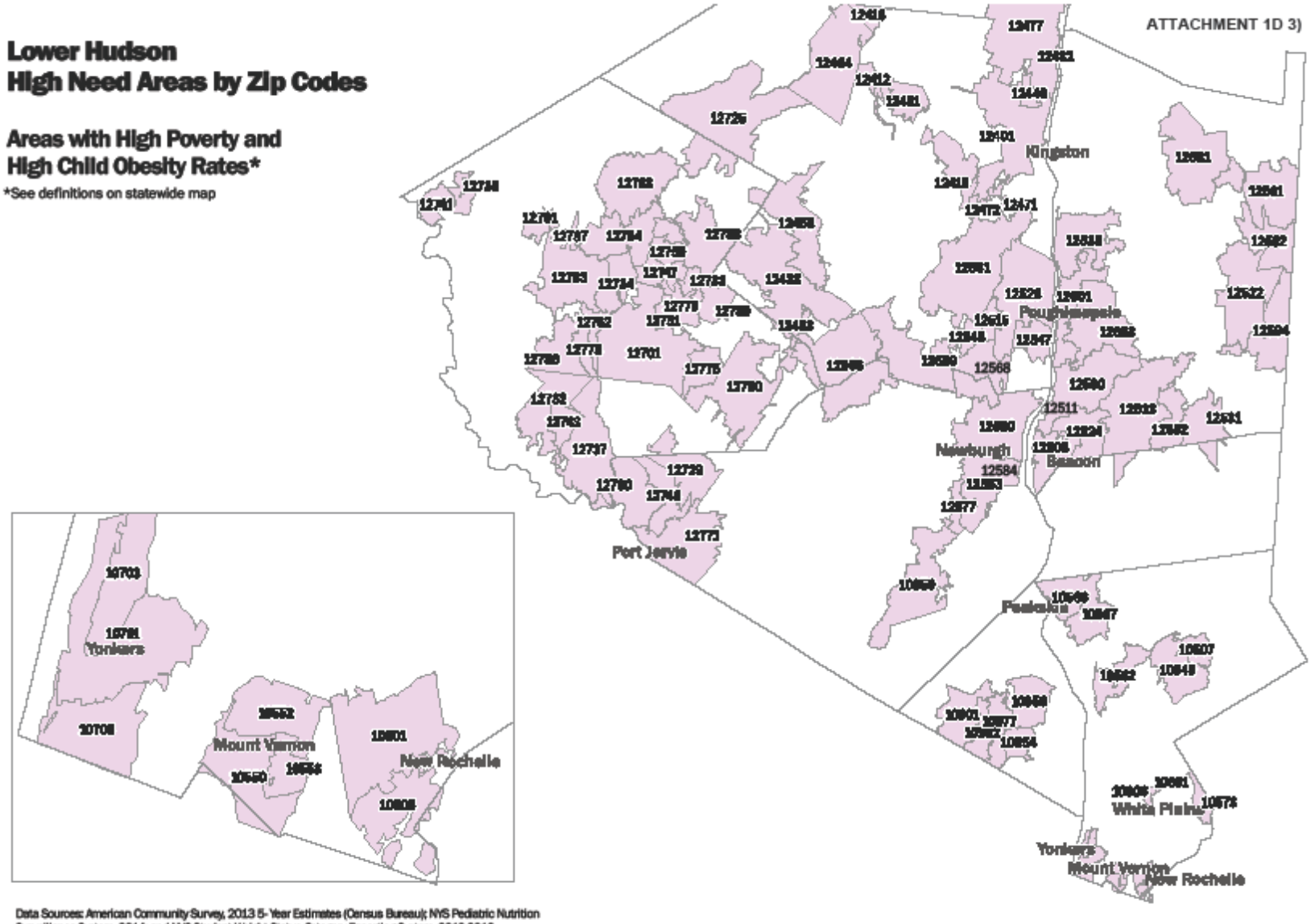
Data Sources: American Community Survey, 2013 5- Year Estimates (Census Bureau); NYS Pediatric Nutrition Surveillance System, 2014; and NYS Student Weight Status Category Reporting System, 2010-2012

ATTACHMENT 1D 3)

Lower Hudson
High Need Areas by Zip Codes

Areas with High Poverty and High Child Obesity Rates*

*See definitions on statewide map

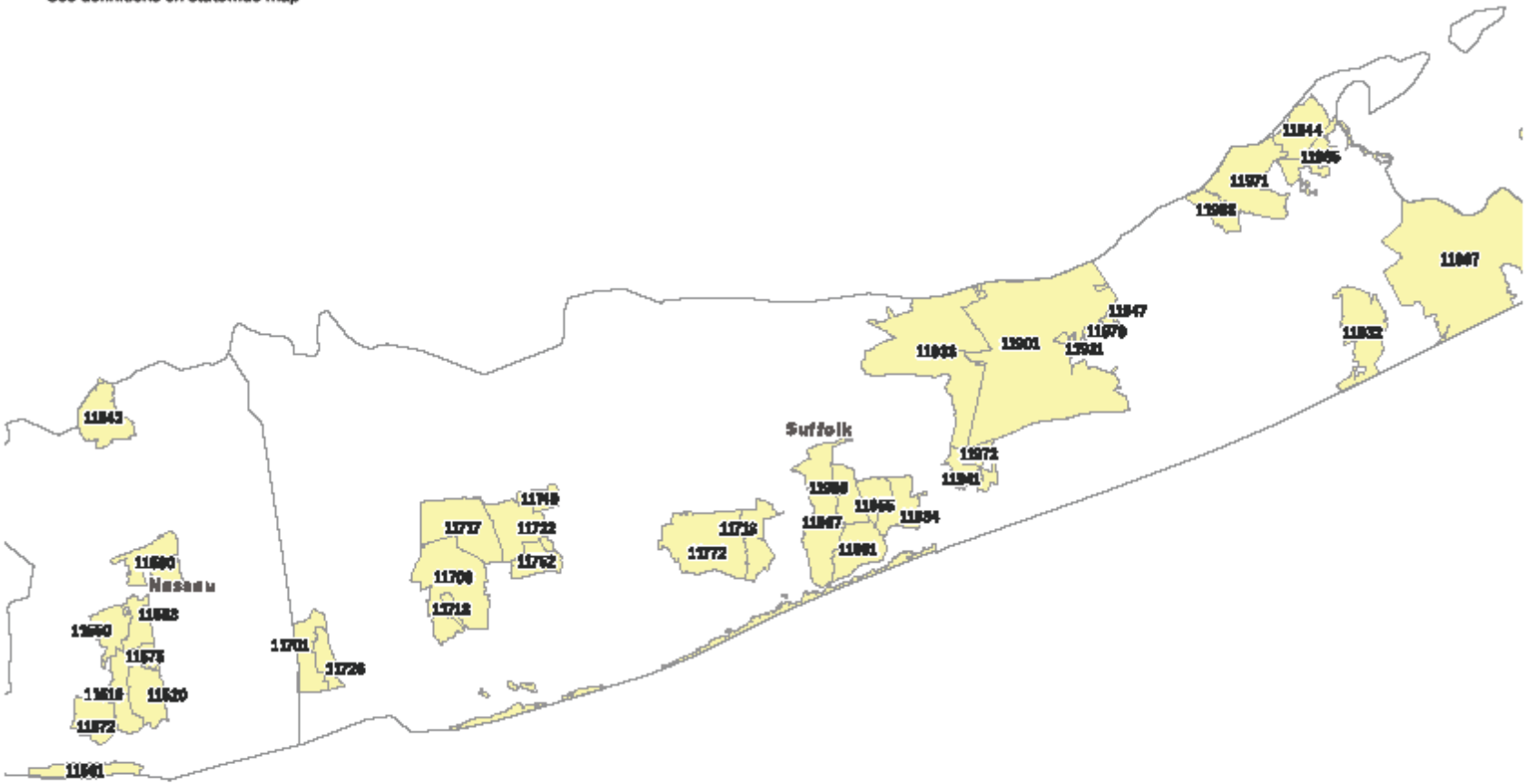


Data Sources: American Community Survey, 2013 5- Year Estimates (Census Bureau); NYS Pediatric Nutrition Surveillance System, 2014; and NYS Student Weight Status Category Reporting System, 2010-2012

ATTACHMENT 1D 4)

Long Island
High Need Areas by Zip Codes
Areas with High Poverty and High Child Obesity Rates*

*See definitions on statewide map

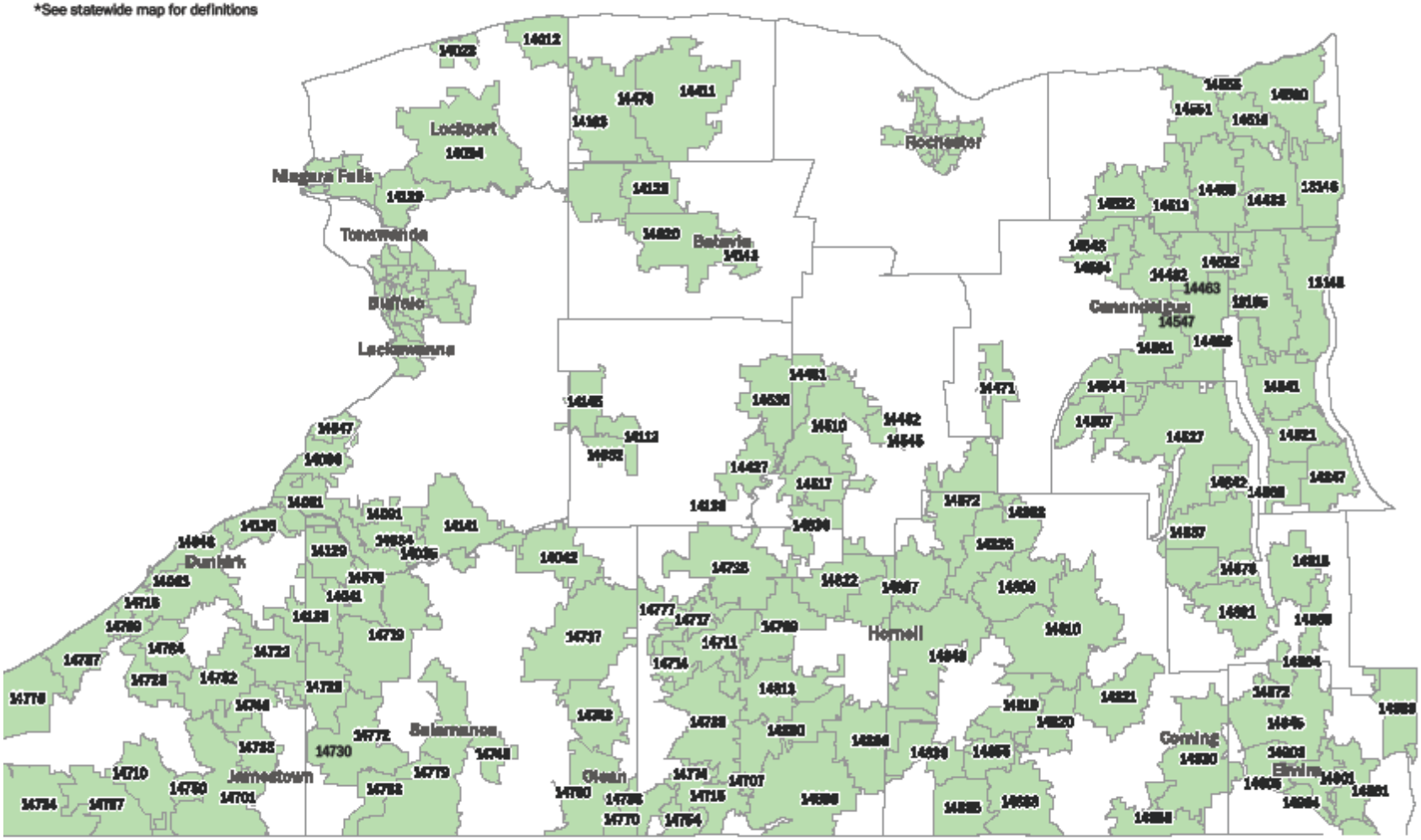


Data Sources: American Community Survey, 2013 5- Year Estimates (Census Bureau); NYS Pediatric Nutrition Surveillance System, 2014; and NYS Student Weight Status Category Reporting System, 2010-2012

ATTACHMENT 1D 5)

Western Region
High Need Areas by Zip Codes
Areas with High Poverty and High Child Obesity Rates*

*See statewide map for definitions



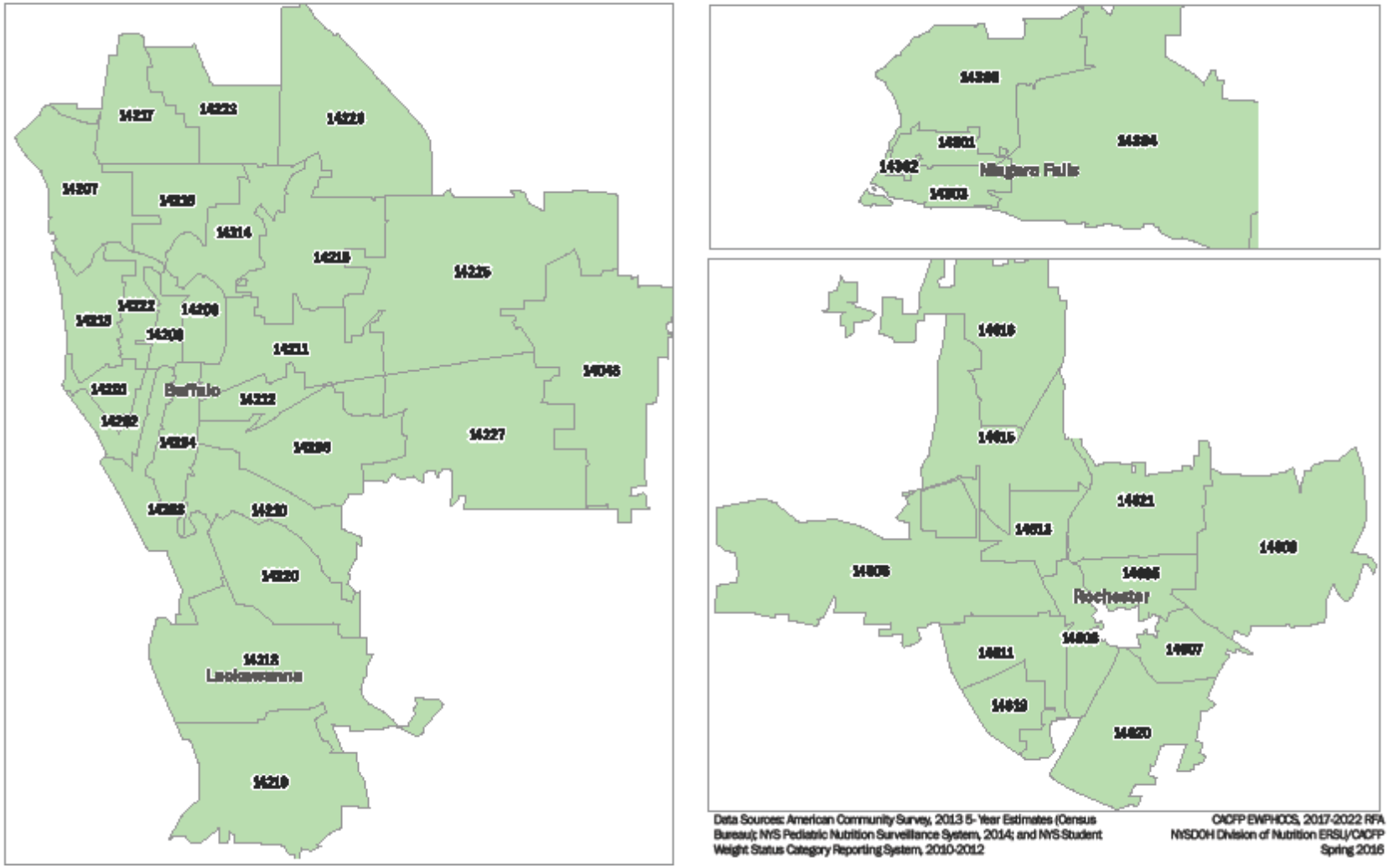
Data Sources: American Community Survey, 2013 5- Year Estimates (Census Bureau); NYS Pediatric Nutrition Surveillance System, 2014; and NYS Student Weight Status Category Reporting System, 2010-2012

Western Region: Buffalo, Niagara Falls, Rochester High Need Areas by Zip Codes

ATTACHMENT 1D 6)

Areas with High Poverty and High Child Obesity Rates*

*See statewide map for definitions



Data Sources: American Community Survey, 2013 5- Year Estimates (Census Bureau); NYS Pediatric Nutrition Surveillance System, 2014; and NYS Student Weight Status Category Reporting System, 2010-2012

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Spring 2016

Project	Counties Served	Grantee / Location	Contact Information
Capital Region			
Creating Heathy Schools and Communities	Albany Rensselaer Schenectady	Capital District Community Gardens dba Capital Roots	Will Malcolm, Community Coordinator 518-274-2685 healthyplaces@capitalroots.org
Eat Smart New York (SNAP-ed)	Albany	Cornell Cooperative Extension of Albany County Voorheesville	Kathleen McAllister, Program Contact 518-765-3500 ksm17@cornell.edu
Creating Heathy Schools and Communities	Clinton Essex	Clinton County Health Department	Karen Derusha, Program Contact 518-565-3604 karen.derusha@clintoncountygov.com
Creating Heathy Schools and Communities	Saratoga Warren Washington	Glens Falls Hospital Glens Falls	Kelly Pilkey, Program Contact 518-926-5902 kpiley@glensfallshosp.org
Creating Heathy Schools and Communities	Franklin	North Country Healthy Heart Network, Inc.	Jamie Konkoski, Community Coordinator 518-891-5855 jkonkoski@healthnetwork.org
Creating Heathy Schools and Communities	Herkimer Otsego Schoharie	Research Foundation for SUNY Cobleskill	Maureen Blanchard, Community Coordinator 518-255-5294 blanchMA@cobleskill.edu
Creating Heathy Schools and Communities	Columbia Rensselaer Schenectady	Seton Health Foundation	Erin Sinisgalli, Program Director 518-459-2550 Erin.sinisgalli@sphp.org
Eat Well Play Hard in Day Care Homes	Capital Region	New York State Department of Health, Child and Adult Care Food Program	TBD
Just Say Yes (SNAP-Ed)	Albany Clinton Columbia Delaware Essex Franklin Fulton Greene Hamilton Montgomery Otsego Rensselaer Saratoga Schenectady Schoharie Warren Washington	Regional Food Bank of Northeaster NY, Inc. Latham	Sue Lintner, Project Director 518-786-3691 ext. 224 susanL@regionalfoodbank.net

Project	Counties Served	Grantee / Location	Contact Information
Central Region			
Creating Heathy Schools and Communities	Broome Chenango Delaware	County of Broome	Mary McFadden, Community Coordinator 607-778-3929 mmcfadden@co.broome.ny.us
Just Say Yes (SNAP-ed)	Broome Chemung Schuyler Steuben Tompkins Tioga	Food Bank of the Southern Tier Elmira	Paddy Redihan, Project Coordinator 607-796-6061 ext. 4046 predihan@feedingamerica.org
Creating Heathy Schools and Communities	Oneida Lewis	Oneida Herkimer Madison BOCES	Howard Mettelman, Executive Director 315-793-8561 hmettelman@oneida-boces.org
Eat Smart New York (SNAP-ed)	Oneida	Cornell Cooperative Extension of Oneida County Oriskany	Cynthia Donovan, Program Contact 315-736-3394, ext. 106 cld238@cornell.edu
Creating Heathy Schools and Communities	Onondaga	Onondaga County Health Department	Kristi Smiley, Program Contact 315-435-3280 kristi.smiley@ongov.net
Eat Smart New York (SNAP-ed)	Onondaga	Cornell Cooperative Extension of Onondaga Cty. Syracuse	Kathleen Dischner, Program Contact 315-424-9485 ext. 239 kmd13@cornell.edu
Eat Well Play Hard in Day Care Homes	Central Region	NYS Department of Health Syracuse Regional Office	TBD
Creating Heathy Schools and Communities	St. Lawrence	St. Lawrence County Health Initiative, Inc.	Anne Snell, Executive Director anne@gethealthyslc.org
Just Say Yes (SNAP-ed)	Cayuga Chenango Cortland Herkimer Jefferson Lewis Oneida Onondaga Oswego Madison St. Lawrence	Food Bank of Central New York Syracuse	Heather Hudson, Director of Nutrition 315-437-1899 hhudson@foodbankcny.org

Project	Counties Served	Grantee / Location	Contact Information
Lower Hudson and Long Island Region			
Creating Heathy Schools and Communities	Sullivan	Cornell Cooperative Extension of Sullivan County	Tracey Argent, Program Coordinator 845-292-4946 ta18@cornell.edu
Just Say Yes (SNAP-Ed)	Dutchess Orange Putnam Rockland Sullivan Ulster	Regional Food Bank of Northeaster NY, Inc. Latham	Sue Lintner, Project Director 518-786-3691 ext. 224 susanL@regionalfoodbank.net
Creating Heathy Schools and Communities	Orange	Orange County Department of Health	Danielle Moser, Program Contact 845-565-5279 dmoser@orangecountygov.com
Eat Smart New York (SNAP-ed)	Orange	Cornell Cooperative Extension of Orange County Middletown	Stefanie Hubert, Program Contact 845-344-1234 sh379@cornell.edu
Creating Heathy Schools and Communities	Rockland	Rockland County Department of Health	Michelle Kleinman, Community Coord. 845-364-3837 kleinmaM@co.rockland.ny.us
Creating Heathy Schools and Communities	Westchester	Nepperhan Community Center, Inc.	George Devins, Program Contact 914-965-0203, ext. 10 Ncc_george@yahoo.com
Just Say Yes (SNAP-ed)	Westchester	The Food Bank for Westchester, Inc. Elmsford	Danice Tatosian, Project Coordinator 914-923-1100 ext. 203 danice.tatosian@foodbankforwestchester.org
Eat Well Play Hard in Day Care Homes	Lower Hudson Valley & Long Island	NYS Department of Health Metropolitan Regional Office	TBD
Creating Heathy Schools and Communities	Nassau	Western Suffolk BOCES	Susan Kessler, Program Director 631-595-6814 skessler@wsboces.org
Creating Heathy Schools and Communities	Suffolk	Western Suffolk BOCES	Nina Mounsey, Program Contact 631-595-6814 nmounsey@wsboces.org
Just Say Yes (SNAP-ed)	Nassau Suffolk	Long Island Cares, Inc. Hauppauge	Kristine Kossegi-Lehn, Agency Relations 631-582-3663 ext. 115 klehn@licares.org
Eat Smart New York (SNAP-ed)	Suffolk	Cornell Cooperative Extension of Suffolk County Riverhead	Zahrine Bajwa, Program Contact 631-727-7850 zb12@cornell.edu

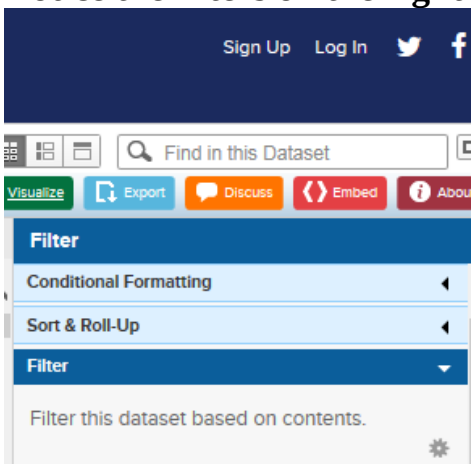
Project	Counties Served	Grantee / Location	Contact Information
New York City			
Creating Heathy Schools and Communities	Brooklyn	Fund for Public Health in New York, Inc.	Heather Moore, Grant Manager 646-710-4850 hmoore@fphny.org
Creating Heathy Schools and Communities	Brooklyn New York	Fund for Public Health in New York, Inc.	Heather Moore, Grant Manager 646-710-4850 hmoore@fphny.org
Creating Heathy Schools and Communities	Bronx	The Institute for Family Health	Charmaine Ruddock, Program Director 212-633-0800 ext. 1328 cruddock@institute.org
Eat Well Play Hard in Day Care Homes	New York City Region	NYS Department of Health Metropolitan Regional Office	TBD
Eat Smart New York (SNAP-ed)	Bronx Harlem Richmond Washington Heights	Children's Aid Society New York	Beth Bainbridge, Program Contact 212-503-6855 bbainbridge@childrensaidsociety.org
Eat Smart New York (SNAP-ed)	Bronx Brooklyn Harlem Queens Upper Manhattan	New York Common Pantry New York	Sara Bartels, Program Contact 917-720-9701 sbartels@nycommonpantry.org
Eat Smart New York (SNAP-ed)	Bronx Brooklyn New York Queens Richmond	Food Bank for NYC New York	Tina Kim, Program Contact 212-566-7855 ext. 8044 tkim@foodbanknyc.org
Eat Smart New York (SNAP-ed)	Bronx Brooklyn New York Queens Richmond	City Harvest New York	Trenia Parham, Program Contact 646-412-0652 tparham@cityharvest.org
Just Say Yes (SNAP-ed)	Bronx Brooklyn New York Queens Richmond	Food Bank for NYC New York	Naima Sullivan, Project Coordinator 212-566-7855 ext. 8099 nsullivan@foodbanknyc.org
Stellar Farmer's Market (SNAP-ed)	Bronx Brooklyn New York Queens Richmond	New York City Department of Health and Mental Hygiene New York	Margaret Dunn-Carver. SFM Coordinator 347-396-4265 mdunncarver@health.nyc.gov

Project	Counties Served	Grantee / Location	Contact Information
Western Region			
Creating Heathy Schools and Communities	Cattaraugus Chautauqua	Chautauqua County Health Network, Inc.	Shelly Wells, Community Coordinator 716-338-0010 wells@cchn.net
Creating Heathy Schools and Communities	Niagara	Cornell Cooperative Extension of Niagara County	Natalie Cook, Community Coordinator 719-438-0275 nmc55@cornell.edu
Creating Heathy Schools and Communities	Cattaraugus Wyoming	Erie 1 Board of Cooperative Educational Services	Barbara Mocarski, Executive Director 716-821-7382 bmocarski@e1b.org
Creating Heathy Schools and Communities	Monroe	Finger Lakes Health Systems Agency	Dina Faticone, Program Contact 585-224-3126 dinafaticone@flhsa.org
Just Say Yes (SNAP-ed)	Allegany Genesee Livingston Monroe Ontario Orleans Seneca Wayne Wyoming Yates	Foodlink, Inc Rochester	Alyssa Bennett, Project Coordinator 585-328-3380 ext. 154 abennett@foodlinkny.org
Eat Well Play Hard in Day Care Homes	Western Region	NYS Department of Health Western Regional Office	TBD
Eat Smart New York (SNAP-ed)	Erie	Cornell Cooperative Extension of Erie County East Aurora	Becky O'Connor, Program Contact 716-652-5400 ext. 166 rao84@cornell.edu
Just Say Yes (SNAP-ed)	Erie Cattaraugus Chautauqua Niagara	Food Bank of Western New York Buffalo	Sarah Stimpson, Project Coordinator 716-335-6715 sstimpson@foodbankwny.org
Creating Heathy Schools and Communities	Erie Seneca Wayne	Genesee, Livingston, Steuben, Wyoming BOCES	Kim McLaughlin, Program Contact 585-344-7903 jvitkus@gvboces.org
Eat Smart New York (SNAP-ed)	Wayne	Cornell Cooperative Extension of Wayne County Newark	Mary Lee Bourbeau, Program Contact 315-331-8415 mb333@cornell.edu
Creating Heathy Schools and Communities	Chemung Steuben Tioga Yates	Genesee, Livingston, Steuben, Wyoming BOCES	Kim McLaughlin, Program Contact 585-344-7903 jvitkus@gvboces.org

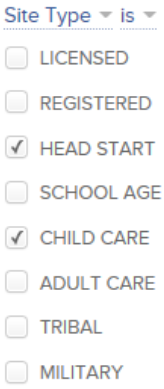
Health Data NY will provide the names and locations of Child and Adult Care Food Program (CACFP) participating child care centers.
Please follow these steps to identify the CACFP participating Child Care Centers and Head Starts in each of the High Need Zip Codes.

To access CACFP on Health Data NY go to:
https://health.data.ny.gov/Health/Child-And-Adult-Care-Food-Program-Participation/dmn7-mpa8

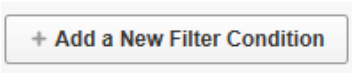
Notice the filters on the right of the screen.



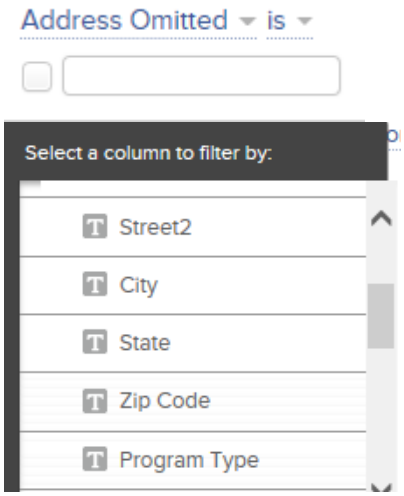
In the "Filter" section scroll down to *Site Type* and check the boxes for Head Start and Child Care.



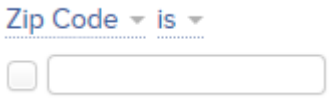
To set the filter for the zip code, scroll to the bottom of the filter column and click "Add a New Filter Condition."



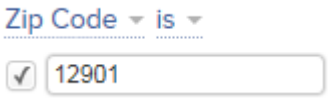
Click on Address Omitted and select a column to filter by scrolling down to zip code.



The filter will change to the zip code.



Click the small box and add the zip code.



Press **enter** and the information will populate the screen to reveal the CACFP participating Centers in the high need zip code.

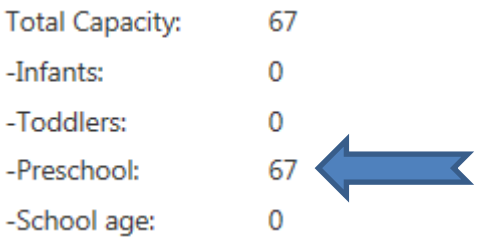
Finding the # of preschoolers:

Using the names and locations of the CACFP participating centers identified, access the Office of Children and Family Services (OCFS) and the New York City (NYC) Department of Health and Mental Hygiene websites to find the number of preschoolers in each CACFP participating Child Care Center.

For all regions statewide except NYC, go to the **OCFS Day Care Facility Search** http://ocfs.ny.gov/main/childcare/ccfs_template.asp

At a minimum, search by facility name.

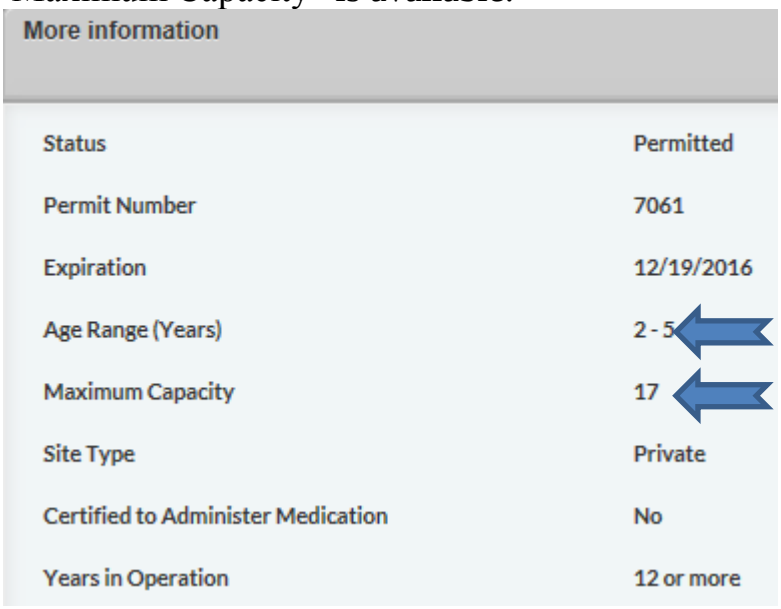
Next, click on the and look for the "Total Capacity"



For the NYC region go to https://a816-healthpsi.nyc.gov/ChildCare/SearchAction2.do

At a minimum, search by the program name:

Next, click on the program and under "More information" the "Age Range" and "Maximum Capacity" is available.



Budget Instructions for Completing the Expenditure Based Budget

Before You Begin

General things to be aware of before you begin preparing the budget:

1. The budget is provided as a template which contains many formulas for calculation and auto population of text. This assures the calculations are accurate and the text is accurately transferred throughout the budget template. Please be sure to maintain a copy of the template for future reference.
2. For each section of the budget in which a budget item is proposed, all required fields must be completed. Please indicate if the line items are considered program (P) or administrative (A) expenses.
3. Do not enter any data in any grey shaded columns. These columns contain formulas that if changed will compromise the integrity and accuracy of the budget template, delaying the approval process.
4. Do not delete or insert rows in the document. Deleting or inserting rows will prevent the accurate auto population of information from each of the individual tabs into the Narrative. Additional rows within the spreadsheet are hidden, but available as needed. These rows may be expanded by selecting the "format" option on the top ribbon of the toolbar and selecting rows from the hide & unhide option. Use the "Hide/Unhide" option for rows that are not needed.
5. Copying information from one cell to another is possible but not recommended. At times, formatting differences will not allow for information to be easily moved to another area unless the formatting of the cells is exactly the same. It is advised to re-type the information rather than attempt copying and pasting. If you elect to move data from one location to another please consider the following steps to ensure your data is transferred correctly:
    a. Double click within the cell you wish to cut or copy the data from;
    b. Use your mouse to highlight ONLY the data within the cell that you would like to cut or copy;
    c. Right click and select "cut or copy"; and
    d. Double-click *within* the *destination* cell and right click "paste".
6. All budget lines must be accurate, entering figures as whole dollar amounts and percentages to the 100^{th} place.
7. All reported funds should: directly relate to the provision of services outlined in this funding opportunity; be consistent with the scope of work; be reasonable; be cost-effective; and be justified in detail within the Narrative tab.
8. All costs must be allowable under SNAP-Ed Guidance. Refer to Attachment 8 for allowable and unallowable costs.
9. Ineligible budget items will be removed from the budget prior to contracting. Ineligible items are those determined by NYS DOH to be inadequately justified to the proposed work plan, or not allowable under existing state and SNAP-Ed guidance. The budget amount requested will be reduced to reflect the removal of ineligible costs.
10. A "Match" is not required for this contract. Please do not enter information in the match sections of the budget.

Considerations

Assume a twelve (12) month budget, with an October 1, 2017 start date. The proposed Year 1 budget will be entered directly into Grants Gateway. However, the proposed Year 2 budget will be submitted via the Expenditure Based Budget Attachment 7BB-1 upload. The general budget guidance contained within this document should be adhered to regardless of the submission method.

Budgets must represent **the minimum award amount by region up to the regional maximum**. Funding may be requested under an administrative cost line to support a portion of the organization's administrative structure to the extent that it allows a funded applicant to implement the program activities. This may include funding for administrative and fiscal staff, space, supplies, telephone, and other indirect costs associated with program implementation and delivery. **Administrative costs may not exceed 15% of the total grant.**

Completing the Expenditure Based Budget Attachment 7B

The budget workbook contains multiple worksheets, referred to as tabs. All applicable tabs must be completed.

Expenditure Based Budget *Summary* sheet (Tab 1)

Please note that the "**GRANT FUNDS**" column is **automatically** populated **AFTER** all subsequent tabs are completed.

Only complete the following fields as indicated below:

1. Project Name - Enter the title of this funding opportunity, i.e. "Eat Well Play Hard in Child Care Settings".
2. Contractor SFS Payee Name - Enter the applicant organization's full organization name as reported in the Statewide Financial System. Please notice that this may be different than the day-to-day name used by employees.
3. Contract Period: Indicate specifically which budget period the budget represents as outlined in the budget call letter (i.e. the contract may span the period 10/1/17 – 9/30/22, however the budget presented is only for the period 10/1/17 – 9/30/18 [via Grants Gateway] or 10/1/18-9/30/19 [via Attachment 7BB-1]).
4. Since there is no required match funding for this procurement, the "**Match Funds**" column should remain blank.
5. The "Other Funds" column should be used to enter all other voluntary contributions to the proposed contract, also referred to as in-kind contributions. Please do not over-write the formulas in either of these columns. Please be prepared to identify the funding source for any in-kind funds included as "Other Funds".

Personal Services Detail sheet (Tab 2)

Salary section

All values must be entered as whole dollars or percentages to the 100th place.

A pre-set formula has been provided in the "TOTAL" column which will ensure that information entered in columns D-K are calculating to the requested value.

The justification for each budget line should be provided within the Narrative sheet.

This section must include the following information:

1. Position Title – Enter title of position and name of incumbent (if known) as well as which EWPHCCS component the position will work on. Please indicate if the position is program (P) or administrative (A). If the position does not currently exist or is vacant indicate to be hired (TBH). It may be necessary to enter a position on more than one line if changes to salary, hours, percent of effort, and/or number of months is expected to change. (i.e. position is expected to receive a salary increase after six months budget line 1: $20,000 100% 6 months; $25,000 100% 6 months).
2. Annualized Salary Per Position – Enter the employee's annual salary as paid by the organization. This figure should not be adjusted for values not supported by the proposed project.
3. Standard Work Week (Hours) – Enter the standard hours worked each week by the incumbent for the organization (i.e. 35 hours, 40 hours). This figure should not be adjusted for hours not supported by the proposed project.
4. Percent of Effort Funded – provide only the percentage of time to be spent on the proposed project activities. *Full-time equivalent (FTE) is a way to measure a worker's involvement in a project. An FTE of 1.0 (100% FTE) means that a person is equivalent to a full-time employee, while an FTE of 0.5 (50% FTE) signals that the employee is part-time (or half-time).*
5. Number of Months Funded - Enter the total estimated number of months the position will work on the proposed project; if an existing employee will begin immediately, indicate 12 months; if the employee is a new hire, indicate the anticipated number of months based on the anticipated hire date.
6. Total – Column automatically populates based on the information entered in the columns to the left. To calculate salaries that include in-kind contributions, subtract the in-kind contribution amount directly in the formula bar in the total column.

Fringe – Type/Description section

Enter either the federally approved rate OR the rate as supported by the completed Fringe Benefit Rate Calculation Worksheet (see Attachment 7A), then enter the total requested amount in the Total column. The percentage should be entered to the 100th place (i.e. Fringe rate requested 25.25%). Fringe is considered a program (P) expense. If the proposed positions require the use of more than one fringe benefit rate, provide a breakdown of the base salary amount and respective rate for each. The total requested amount would then be based on a blend of each of the rates (e.g. FT Staff 35% x $25,000 Total Salaries; PT Staff 15% x $15,000 Total Salaries).

If the contractor utilizes a federally approved fringe rate agreement, a current copy of the agreement must be submitted with the budget.

If the contractor utilizes their own fringe benefit rate, the Fringe Benefit Rate Calculation Worksheet (Attachment 7A) must be completed and submitted along with the budget. Instructions for completing the detail sheet are provided within the document. This worksheet would be uploaded under Program Specific Question #4C.

The justification for each budget line should be provided within the Narrative sheet.

Non-Personal Services Detail – Contractual Services & Travel sheet (Tab 3)

Contractual Services – Type/Description section

For each line item, please provide the name of the organization, company, or individual, a brief indication of the type of service, and the requested amount. If the "who" is unknown please provide a brief description of the service to be provided and indicate to be hired (TBH). In addition, copies of all agreements for "subcontractors/consultants" (as defined below) must be uploaded to Grants Gateway via the application process.

Examples of services reported under contractual services include:

- ***Subcontractor/Consultant****:* Please notice that subcontracts should be considered to facilitate wide geographic coverage when travel expenses would be excessive. For example, providing interventions in child day care centers in target areas in excess of 100 miles from the contracting organization. Enter the name of the proposed subcontractor or consultant and a brief indication of the type of service. Please indicate if the contractor/consultant is considered a program (P) or administrative (A) expense. If the vendor/subcontractor has not yet been identified indicate to be hired (TBH). Applicants may subcontract components of the scope of work; however, a minimum of 30% of the budget must be retained by the applicant organization. The applicant organization must also retain a larger percentage of the total budget than any individual subcontractor receives (e.g. if the applicant organization retains 40% of the budget, no individual subcontractor may receive more than 39% of the total budget).
- ***Vendors*** - Enter those persons or organizations that provide the same or similar services to any customer without altering its product. (e.g. audit services, payroll services, bookkeepers, and IT consultants). Please indicate if the service is considered a program (P) or administrative (A) expense.

The justification for each budget line should be provided within the Narrative tab.

Travel – Type/Description section

For each category of travel (i.e. Staff Travel; Staff Mileage; Conference) enter a separate budget line and the requested amount. If attending more than one conference it may be beneficial to separate each travel occurrence. Conference attendance must have prior approval by Central Office.

The justification for each budget line should be provided within the Narrative sheet.
Please notice that subcontractor travel should be included on the Contractual Services budget line as a portion of the expense associated with the subcontractor's budget line item. Subcontracts should be considered to facilitate wide geographic coverage when travel expenses would be excessive. For example, providing interventions in child day care centers in target areas in excess of 100 miles from the contracting organization.

Travel estimates must be prepared following either the written standard travel policy of the contractor, the OSC guidelines, or United States General Services Administration rates. Approved travel expenses shall be <u>reimbursed at the lesser</u> of these rates.

Proposed budgets should include an allocation of travel funds necessary during the budget period for the following activities:

- Routine program-related travel – May include mileage, toll fees, parking fees, and potentially lodging associated with travel directly related to work plan related activities and deliverables, including approximately 18 trips per intervention child day care center. This may also include MTA/Metro cards used for bus or train fares.
- Statewide/Regional Meeting(s) - May include mileage, toll fees, parking fees, as well as lodging and meal per diems associated with staff attendance (for a maximum of three [3] staff) at a minimum of one (1) statewide meeting in Albany, one (1) statewide meeting in New York City and/or regional meeting as convened by the State.
- Conference Fees & Associated Travel – No out-of-state travel is allowed with grant funds. Any in-state conferences require prior approval by CACFP. Examples could include ServSafe Training and the Annual Eat Smart New York Conference.

The following links will assist with accurately calculating maximum lodging, meal, and incidental rates:

OSC Guidelines: http://www.osc.state.ny.us/agencies/travel/manual.pdf - highlights are under "Reimbursement Allowances". It is important to note that overnight travel and day trip travel reimbursement rates are calculated differently.

Day trip meal reimbursement - Travelers may be reimbursed for breakfast and/or dinner for day trips based on departure and return times. Travelers are entitled to reimbursement for breakfast if they have to leave at least one hour before their normal work start time, and/or for dinner if they return at least two hours later than their normal work ending time. Lunch is not a reimbursable meal.

- un-receipted policy - maximum rates are contained within the OSC Guidelines
- receipted policy – maximum rates are published in the Guide to Financial Operations (GFO) linked from within the OSC Guidelines above
-

Overnight travel reimbursement - organizations may choose to allow their employees to choose receipted or un-receipted methods, travelers may not, however, combine the two methods on the same overnight trip. An overnight trip is defined as dinner, lodging and breakfast the following morning. Breakfast and dinner are reimbursable meals; lunch is not.

- un-receipted policy – maximum rates are contained within the OSC Guidelines
- receipted policy – maximum rates are published in the USGA Guidelines linked here: http://www.gsa.gov/portal/category/21283. Receipts are required for lodging, but not for meals when using this method. A breakdown of the daily meal reimbursement rates is provided in the GFO linked from within the OSC Guidelines above.
-

DOH recognizes travel plans are estimates and may change considerably from what was projected in the budget.

Non-Personal Services Detail – Equipment & Space sheet (Tab 4)

The majority of these costs must be allocated so that only the allowable share of the cost is assigned to EWPHCCS. Cost allocation plans must be submitted for approval and all allocated costs must be fully justified. Allocated costs will be limited to a maximum of 12% of total Personal Service Salary and Fringe Benefits plus the subtotal of Non-Personal Service costs. Identify all allocated costs and which costs are program (P) or administrative (A).

Equipment – Type/Description section

For each category of equipment please provide the type of equipment, quantity and the requested amount. Equipment is defined as items that are tangible property having a useful life of more than one year and a purchase price equal or exceeding $5,000. This also includes a grouping of like items which equals or exceeds $5,000. Item(s) not falling under the definition of Equipment provided in the paragraph above should be included in the Operating Expenses tab.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards section § 200.33 definition of equipment can be found at the following link: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

The justification for each budget line should be provided within the Narrative sheet.

DOH recognizes that contractors may classify items as equipment within their own accounting system that do not fall under the above definition of equipment and may be included in this budget category with the justification being provided in the Narrative sheet.

Equipment purchases for major items that will depreciate in a very short period of time (i.e. one to three years) will only be considered when supported by a strong justification.

Upon the purchase of any new equipment, the contractor's equipment inventory records will need to be updated and made available for review upon visit by staff representing the State. The inventory records must contain sufficient identifying information such as a tag number (assigned by the contractor), manufacturer's serial number, location, and any relevant remarks. Inventory records must be maintained through the life of the contract. Equipment must not be removed from the inventory record until the contractor is provided with written approval to do so.

Space/Property Expenses: Rent – Type/Description section

For each instance of property/space rental, enter a separate budget line and the requested amount. Each entry must include the property address.

The justification for each budget line should be provided within the Narrative sheet. A detailed description of the agency's cost allocation plan must be included, if applicable.
Please notice this could include rent for commercial/certified kitchen space to be used for lesson recipe preparation, if not prepared at the contracting organization or the intervention child day care center.

Space/Property Expenses: Own – Type/Description section

For each instance of property/space ownership, enter a separate budget line and the requested amount. Each entry must include the property address.

The justification for each budget line should be provided within the Narrative sheet. A detailed description of the agency's cost allocation plan must be included, if applicable.

Type/Description of Utility Expenses section

For each utility expense (e.g. Electric, Gas, Water, Phone, Maintenance, Cell Phone/Data Plans, Internet service, etc.), enter a separate budget line and the requested amount as well as the respective property address (if applicable).

The justification for each budget line should be provided within the Narrative sheet. A detailed description of the agency's cost allocation plan must be included, if applicable.

Non-Personal Services Detail – Operating Expenses & Other sheet (Tab 5)

Operating Expenses – Type/Description section

Operating costs support program implementation.

Expenses not falling in any of the other budget categories (e.g. class supplies and incentives, office supplies, furniture and technology hardware or software, class utensils and portable appliances, printing/copying, postage/mailings, program supplies, incentives) must be budgeted within this section, with the exception of "indirect costs" which fall under "Other".

Indicate the title of the budget category and the total amount requested. Where possible combine like items into one cost category.

Typical line items include:

- Office supplies: Includes items such as paper, envelopes, pencils, etc.
- Furniture and computer equipment/software: Equipment may include desk top computers, lap top computers or mobile devices (e.g. tablets, I-Pads) that are necessary for web-based data entry. These purchases require prior approval from CACFP and must meet specific requirements. Please notice that any necessary data plans should be included in the Utilities section of the budget.
- Class equipment: This includes items needed to conduct classroom activities such as reusable equipment like cooking appliances, cooking supplies (e.g., knives, cutting boards, utensils), carts, storage equipment, CDs, etc. This also includes approximately $500 to purchase toolkits for each EWPHCCC child day care center (approximately 9 intervention centers per year per full-time RD) as well as approximately $700 for a toolkit for each F2P site.
- Printing/copying: Includes color copies of the following: marketing materials, 2 sided parent handouts, 2 sided staff pages, EWPHCCC Champion teacher-led 2 sided handouts and lessons, and Farm to Preschool Handouts (approximately 200 pages per intervention child day care center).
- Postage: This could include mailing costs for monthly paper voucher submissions or program related mailings to intervention child day care centers.

- Class supplies and incentives: *Class supplies* include the food and non-food supplies necessary to implement EWPHCCC activities, including recipe ingredients, disposable utensils, disposable gloves, paper goods, construction paper, yarn, etc. *Incentives* are the education reinforcement items provided to parents/caregivers. Refer to SNAP-Ed Guidance for allowable and unallowable costs. (https://Snap.nal.usda.gov/).

The justification for each budget line should be provided within the Narrative sheet.

Other – Type/Description section

Items in this category require prior approval from CACFP. Unless determined to not be allowable by the grant award, indirect costs are to be budgeted under this section. No other expenditure is to be reported here.

The justification for each budget line should be provided within the Narrative sheet.
An institution must submit a copy of the agency's negotiated indirect cost rate agreement from their cognizant agency. Any non-federal entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs. Please refer to 2 CFR 200.414(f) for information regarding the de minimis rate at: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. **If you charge indirect costs, you must submit a copy of your agency's indirect cost rate agreement.**

Administrative costs are limited to 15% of the total budget.

It is generally understood that the amount requested is not always equivalent to the maximum eligible rate because the budget may not be sufficient to support all related costs.

Narrative sheet (Tab 6)

All reported funds (Grant Funds or Other Funds) should be directly related to the proposed project and justified in detail, regardless of the source of funding.

All costs must be allowable under SNAP-Ed rules. Refer to Attachment 8 for list of allowable and unallowable costs.

The narrative justification provided for each line item should be brief, accurate, and consistent with the budget figures on each of the budget pages. Calculations and methodologies detailed in the narrative must be complete and accurate. This must include a methodology for the total budgeted amount allocated in each budget line and the full calculation must be shown here.

Equipment purchases for major items that will depreciate in a very short period of time (e.g. one to three years) will only be considered when supported by a strong justification.

Expenditures will not be allowed for the purchase of major pieces of depreciable equipment or for remodeling or modification of structure.

For each section of the budget in which a budget item is proposed, all required fields must be completed.

Failure to provide complete, clear, and concise information may result in a reduced score.
Budget items that the NYSDOH determines to be inadequately justified, and those that are not allowable under SNAP-Ed guidance, will be deleted from the budget prior to contracting.

Non-personal service (NPS) expenses are defined as expenses that directly relate to one or more proposed work plan outcomes. The justification should provide sufficient detail to establish the need and appropriateness of the expense as well as the calculation used to allocate the appropriate portion of the expense to the contract.

Funding may be requested under the administrative cost line to support a portion of the organization's administrative structure to the extent that it allows a funded applicant to implement the program activities. This may include funding for administrative and fiscal staff, space, supplies, telephone, and other indirect costs associated with program implementation and delivery. **Administrative costs may not exceed 15% of the total grant.**

Personal Services: **Salary**

For each line item, explain the major roles/responsibilities.

It may be necessary to include a justification relating to why a position is entered on more than one line, i.e. changes to salary, hours, percent of effort, and/or number of months is expected to change.

Example: A position is expected to receive a salary increase after six months
line 1: $20,000 100% 6 months;
line 2: $25,000 100% 6 months).

Sample budget justification narrative:

ABC Staff Person is a full-time employee, working 40 hours per week and will work 60% of the time (or 24 hours per week) on proposed project activities. This position will oversee day to day operations of all funded project staff to include supervision, training, review of client files, preparation of monthly narratives to funders, etc. This candidate will be expected to begin in the sixth month of a twelve month budget period. Seven months of salary ($45,000/12

= $3,750 X 7 = $26,250) 60% of this employee's seven month salary is $15,750 (.60 X $26,250

= $15,750). The contractor is requesting that all 60% of the employee's time spent working on the proposed project be funded.

Personal Services: **Fringe**

Provide a breakdown of the base salary amount and respective rate for each. The total requested amount would then be based on a blend of each of the rates (e.g. FT Staff 35% x $25,000 Total Salaries; PT Staff 15% x $15,000 Total Salaries).

Indicate which position title/names of incumbents receive which fringe rate.

If the rate is based on a federally approved fringe rate agreement provide the rate and the current "as of"

date.

Non-Personal Services: **Contractual Services**

Subcontractors

Provide a detailed explanation of the planned expenses related to each line item. This should include any travel expenses associated with the subcontractor.

Include a calculation of the percentage of the total budget being allocated to the subcontractor.

Please note that a minimum of 30% of the budget must be retained by the applicant organization. The applicant organization must also retain a larger percentage of the total budget than any individual subcontractor receives (e.g. if the applicant organization retains 40% of the budget, no individual subcontractor may receive more than 39% of the total budget).

For each subcontractor included in this budget section, a letter of collaboration as well as a draft work plan with an outline of required deliverables along with a proposed budget should be uploaded to the Grants Gateway during the application process. The letter of collaboration must:

- Not exceeding two (2) double spaced pages;
- Describe who the partnering organization is and why the collaboration is necessary;
- Describe what the partnering organization's role is in the proposed project and outline any required deliverables;
- Include a timeline for collaborative activities to take place, and
- Describe how the collaboration will be monitored and how progress toward required deliverables will be measured.

Non-Personal Services: **Travel**

Detail the nature of the expense for each line item included in the Attachment 7B,, including:

- The position title/name of incumbent who would be traveling;
- A calculation explaining how the expense is allocated to the proposed project; and
- The dates when the travel would occur (if known).

Please note that subcontractor travel expenses are not included here. Subcontractor travel expenses should be included within the Subcontractor's line item of the Contractual Services section as a portion of the expense associated with the subcontractor's budget line item.

Travel estimates must be prepared following either the written standard travel policy of the contractor, the OSC guidelines, or United States General Services Administration rates. Approved travel expenses shall be reimbursed at the lesser of these rates. *No out-of-state travel costs shall be permitted.*

Provide a detailed justification for the allocated travel funds necessary during the budget period.
Include a calculation and an explanation for how the travel expenses were determined.
DOH recognizes travel plans are estimates and may change considerably from what was projected in the budget.

Non-Personal Services: **Equipment**

For each line item, elaborate on who will be using the equipment and provide a calculation explaining how the expense is allocated to the proposed project.

Please be advised that equipment is defined as items that are tangible property having a useful life of more than one year and a purchase price equal or exceeding $5,000. This also includes a grouping of like items which equals or exceeds $5,000. Item(s) not falling under this definition should be included within Operating Expenses.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards section § 200.33 definition of equipment can be found at the following link: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

DOH recognizes that contractors may classify items as equipment within their own accounting system that do not fall under the above definition of equipment and may be included in this budget category as long as sufficient justification is provided.

Equipment purchases for major items that will depreciate in a very short period of time (i.e. one to three years) will only be considered when supported by a strong justification.

Upon the purchase of any new equipment, the contractor's equipment inventory records will need to be updated and made available for review upon visit by staff representing the State. The inventory records must contain sufficient identifying information such as a tag number (assigned by the contractor), manufacturer's serial number, location, and any relevant remarks.

Inventory records must be maintained through the life of the contract. Equipment must not be removed from the inventory record.

Non-Personal Services: **Space/Property - Rent & Own**

For each line item, include a calculation of how the proposed expense was determined as well as additional details such as which program operates out of the space, the total cost, and a calculation explaining how the expense has been allocated to the proposed project.

Non-Personal Services: **Space/Property - Utilities**
For each utility expense (e.g. Electric, Phone, Cell/Data Plans, Maintenance), include the total cost and a calculation explaining how the expense has been allocated to the proposed project.

Non-Personal Services: **Operating Expenses**

Expenses not falling in any of the other budget categories (e.g. postage, printing, mailings, office supplies, program supplies, incentives) must be budgeted within this section, with the exception of "indirect costs" which fall under "Other".

For each line item, provide a detailed justification of the proposed budget item(s) and calculation explaining how the expense has been allocated to the proposed project.

Non-Personal Services: **Other**

Include the formulary used to calculate the indirect costs allocated to the contract based on a requested rate as follows: Total budget / (1 + Rate) = Direct costs – Total budget = Maximum Value.

Example: Requested rate of 10% based on a total budget of $100,000
$100,000 / 1.10 = $90,909 - $100,000 = $9,090.
Total requested administrative costs cannot exceed $9,090.

General Definitions

Breastfeeding Friendly (BFF): A NYS CACFP program that identifies child day care centers with established policies that welcome and actively support breastfeeding moms and families.

Child and Adult Care Food Program (CACFP): A USDA funded program that provides aid to child and adult care institutions and family or group day care homes for the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children, and the health and wellness of older adults and chronically impaired disabled persons.

CACFP Sponsoring Organization (or CACFP Sponsor): A public or nonprofit private organization that enters into an agreement with the administering State agency and is entirely responsible for the administration of CACFP in: one or more day care homes; or one or more child care centers.

Child day care programs: Eligible public or private nonprofit child care centers, outside-school-hours care centers, Head Start programs, and other institutions which are licensed or approved to provide day care services may participate in CACFP, independently or as sponsored centers.

Contract Deliverables: A list of requirements that grantees must adhere to.

Contract Signatory: The person who is authorized to enter into a contract or other legal document on behalf of their organization.

Eat Well Play Hard in Child Care Centers (EWPHCCC): A nutrition education and obesity prevention program that includes policy, systems and environmental change activities to improve the nutrition and physical activity practices in CACFP participating child care centers.

Eat Well Play Hard in Child Care Settings (EWPHCCS): A multi-level obesity prevention intervention that focuses on improving the nutrition and physical activity behaviors of low-income families and their children enrolled in registered and licensed child day care programs. This intervention also addresses environmental changes by influencing the nutrition, mealtime and physical activity practices that encourage wellness and healthy lifestyles.

Eat Well Play Hard in Day Care Homes (EWPHDCH): Program name for a specific obesity prevention intervention and curriculum targeting registered, licensed day care home providers participating in CACFP, and the children (infants to school age) and their families in care. The program includes policy, systems and environmental change activities to improve the nutrition, mealtime and physical activity practices of family day care home providers.

Environmental Changes: Environmental supports, designed to facilitate voluntary adoption of food and physical activity choices and other nutrition-related behaviors conducive to the health and well-being of SNAP participants and low-income individuals eligible to participate in SNAP and other means-tested Federal assistance programs, and individuals residing in communities with a significant low-income population.

Farm to Preschool (F2P): Projects that increase parental and child day care staff access to locally grown fresh fruits and vegetables and address concerns about the cost barriers to purchasing fresh fruit and vegetables through the integration, establishment or expansion of farmer's markets **or** farm food deliveries **and** the incorporation and promotion of on-site gardening.

Full Time Equivalent (FTE): A decimal indicating the percentage of time an employee works on an annual basis (based on a 35-40 hour week). For example, one employee working a 40-hour week for 52 weeks equals 1.0 FTE.

Healthy Child Meal Pattern: The set of food components, food items, and minimum quantities required for a breakfast, supplement (snack), or lunch or supper for a specific age group of children.

Indirect Costs: The shared costs for operating an agency, not easily assigned to a specific program within that agency. Indirect costs may include operating and maintaining facilities, equipment, grounds, or administrative salaries and supplies.

Infant: A child from birth to 1 year old.

In-Kind Expenses: Non-reimbursable contributions provided by a sponsoring agency to support the operation of their local agency program. In-kind contributions may be in the form of staff, real property, equipment, supplies and other expandable property, and the value of goods and services directly benefiting and specifically identifiable to the program.

Just Say Yes to Fruits & Vegetables (JSY): A USDA SNAP-Ed funded nutrition education initiative designed to prevent overweight/obesity and reduce long term chronic disease risks through the promotion of increased fruit and vegetable consumption in NYS.

Letter of Interest: A formal written communication from a qualified service provider that they intend to submit a proposal in response to a Request for Application (RFA), perhaps as a prerequisite of the formal application or proposal. Although not binding, it notifies the State of the agency's interest and desire to be included in all relevant pre-proposal informational updates.

Program Review: At least once every three years, the State is required to conduct a review of all grantees to ensure they meet program requirements and objectives. The State staff evaluate all aspects of program administration, including nutrition education, civil rights compliance, food storage and demonstration practices, inventory controls, and financial management systems.

Non-Direct Costs: Costs allocated to EWPHCCS for functions pertaining to the general operation of the Sponsor Agency that can be fairly allocable to EWPHCCS. Non-direct costs can be identified in the sponsoring agency's records and are not to be included in the agency's indirect cost rate or charged to any other project or program. Traditionally, non-direct costs are included in an agency's budget in lieu of indirect costs; an example on non-direct costs would be EWPHCCS sharing a bookkeeper with other programs and allocating a portion to EWPHCCS.

Non-For-Profit Agency: A private agency that is exempt from income tax, under the Internal Revenue Code of 1954, as amended.

Nutrition Education: Educational strategies designed to facilitate voluntary adoption of food and physical activity choices and other nutrition-related behaviors conducive to the health and well-being of SNAP participants, low-income individuals eligible to participate in SNAP and other means-tested Federal assistance programs, and individuals residing in communities with a significant low-income population.

Outreach: Refers to activities to reach out to eligible entities who are not currently participating and share information about the benefits of participation to help them make an informed decision.

Participant: For EWPHCCS projects, participants may include child day care program staff, children in child care and/or their families.

Policy: A written statement of an organizational position, decision, or course of action.

Recoupment: Funding paid to the State, by the agency, which represents reimbursement for expenditures made by the State for the benefit of the agency.

Registered Dietitian (RD): A trained nutrition professional who has met the strict educational and experiential standards set forth by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics (AND).

RFA: Request for Application, issued by the New York State Department of Health to procure grantees to implement EWPHCCS.

Scope of Work/Work Plan: Responsibilities, services, and functions required of a grantee.

Subcontractor: An organization identified by the grantee to deliver specific components of required contract deliverables.

Systems Change: Unwritten, ongoing, organizational decisions or changes that result in new activities reaching large proportions of people the organization serves.

Target Area: Zip Code Tabulation Areas with both high poverty and high child obesity rates.

USDA: United States Department of Agriculture.

Written Agreement: A memorandum of agreement or a contract to provide services.

Zip Code Tabulation Areas (ZCTA): Zip codes with high poverty and high child obesity rates.

ATTACHMENT 10 – REQUIRED PERFORMANCE MEASURES FOR EWPHCCS

The Grants Gateway (GG) requires that applicants enter performance measures for each task listed in the Objectives and Tasks section on GG. The Objectives and Tasks have been outlined for you. You as the applicant must enter the performance measure by clicking on the view/add button next to each performance measure. A new window will open and you will populate the Performance Measure Name and Narrative with the information below for each task. If awarded, the numbers for each performance measure will be modified on an annual basis to reflect anticipated and/or actual performance. You may copy and paste this information into GG. Be sure to SAVE each performance measure. This is a requirement of GG and you will not be able to submit your application without entering a performance measure for each task.

Please note: Under the Organizational Capacity section in the Grants Gateway, please enter N/A as this information is captured under Program Specific Questions.

1. **Objective Name:** **Maintain Necessary Infrastructure & Staffing**

   Objective Description: Maintain necessary organizational infrastructure and staffing to effectively implement all aspects of the EWPHCCS interventions.

   Task #1 Staffing - Hire Registered Dietitian(s) (RD) and Farm to Preschool Coordinator(s) to implement the intervention the high-need target areas selected.
   Performance Measure: # RDs hired
   # part-time Farm to Preschool Coordinators hired

   Task #2 Program Oversight - Hire a Project Manager to oversee the project staff and contract deliverables (role likely assigned to existing administrative or management staff).
   Performance Measure: Project Manager hired or assigned

   Task #3 EWPHCCS Intervention Implementation - RDs will implement the most current EWPHCCS curriculum and interventions as outlined by CACFP.
   Performance Measure: # child day care programs that receive the EWPHCCS intervention

   Task #4 Farm to Preschool Project Implementation - The F2P Coordinator(s) will coordinate and facilitate the F2P projects as outlined by CACFP.
   Performance Measure: # Farm to Preschool projects in progress
   # Farm to Preschool projects implemented

   Task #5 Integrated Collaboration - All staff will work together to develop a plan for the targeted high-need areas, including recruitment of child care programs, scheduling interventions, locating and promoting F2P projects, and creating a culture of health in the community.
   Performance Measure: # Farm to Preschool projects in progress
   # Farm to Preschool projects implemented
   # intervention child day care programs engaged
   # community engagement activities

   Task #6 Subcontracting - May subcontract components of the scope of work (must be pre-approved by the

Department); at least 30% of the budget must be retained by the applicant organization. The applicant organization shall retain a larger percentage of the total budget than any individual subcontractor receives. See Attachment 7: Budget Instructions for Completing the Expenditure Based Budget for details.
Performance Measure: # subcontract agreements in place, if applicable, with required deliverables clearly outlined

Task #7 Responsibility for Contract Activities - Maintain overall responsibility for all contract activities, including those performed by subcontractors, and will be the primary contact for the Department.
Performance Measure: # subcontract agreements in place, if applicable, with required deliverables clearly outlined
reporting calendars defined, as consistent with CACFP requirements

Task #8 Vouchers & Supporting Documentation - Submit supporting documentation with all vouchers submitted for payment (all expenses must be allowable under federal and state requirements).
Performance Measure: # vouchers submitted by monthly due dates
vouchers submitted containing all required supporting documentation in an organized fashion

2. Objective Name: EWPHCCS (Center-based) Intervention

Objective Description: Implement the **EWPHCCS (Center-based)** Intervention in CACFP sponsored child day care programs over the course of five years within the high-need target areas identified.

Task #1 Train the Trainer - Registered Dietitian(s) (RD) will be trained to implement the Eat Well Play Hard in Child Care Settings (EWPHCCS) curriculum.
Performance Measure: # trainings provided

Task #2 Curriculum Implementation - RD(s) will implement the most current EWPHCCS curriculum and intervention as outlined by CACFP.
Performance Measure: # child day care programs that receive the EWPHCCS intervention

Task #3 Provision of Intervention Lessons - RDs will conduct child, parent and center-wide child day care program staff lessons that focus on nutrition and physical activity.
Performance Measure: # classroom based RD-led child lessons
parent workshops
staff workshops

Task #4 Coaching & Mentoring of Intervention Center Staff - RDs will coach and mentor center teaching staff to enable them to deliver the EWPHCCC lessons on their own.
Performance Measure: # classroom based RD-led child lessons
classroom based teacher-led lessons

Task #5 Technical Assistance for PSE Changes - RDs will work onsite with center directors and food service staff to

change or create new policies that support healthy lifestyle choices taught to children and their parents.
Performance Measure: # staff workshops

Task #6 Completion of All Intervention Components - Centers that have completed all the components of EWPHCCS, and who continue EWPHCCS lessons beyond when implementation has ended and have policies and systems in place to support healthy lifestyle choices will be deemed EWPH Champion Centers.
Performance Measure: # child day care programs that receive the EWPHCCS intervention

Task #7 Ongoing Support to Intervention Centers - Provide ongoing support to EWPH Champion Centers through additional resources and child day care program staff trainings.
Performance Measure: # additional data collection requirements met by CACFP defined due date

Task #8 Accountability of Intervention Centers - Ensure that intervention centers meet required deliverables as outlined by CACFP, including:

- Improving the nutrition and physical activity environment through the delivery of classroom lessons for children, and training for child care staff and parents.
- Coaching and mentoring classroom teachers to deliver child lessons directly.
- Working with center director and staff to improve menu planning in line with NYS CACFP Healthy Child Meal Pattern requirements, USDA My Plate and the Dietary Guidelines for Americans and incorporate health and wellness standards, including nutrition and physical activity, into center policies.

Performance Measure: # teachers incorporating nutrition and physical activity related material into academic learning
child day care programs that adopt or improve policies for nutrition, mealtime and physical activity best practices
centers making menu improvements

Task #9 Data Reporting - Submit monthly reports of activities and accomplishments using the web-based data collection tool provided by NYS CACFP and submit additional data collection requirements as requested.
Performance Measure: # monthly reports submitted before CACFP defined due date
additional data collection requirements met by CACFP defined due date

3. Objective Name: Farm to Preschool (F2P) Projects

Objective Description: Implement Farm to Preschool (F2P) projects centrally located in each high-need target area that is accessible to intervention child day care programs to reach the programs with local, fresh produce for use by parents and their children, staff and food service operations.

Task #1 Train the Trainer - Staff will be trained to implement F2P.
Performance Measure: # trainings provided

Task #2 Farm to Preschool Implementation - Implement F2P projects designed to address barriers related to poor

nutrition and food insecurity including, but not limited to access to and cost of locally grown fresh produce. Examples include, but are not limited to: the development of farmer's markets, farm food deliveries, and the promotion of on-site gardening; Community Supported Agriculture (CSA) or food box drop off projects.

Performance Measure: # F2P projects established
different types of F2P projects established
and demographics of children, parents and staff from child day care programs and community members attending and/or participating in F2P activities

Task #3 Increase Access - Participants will be able to use SNAP EBT cards and other subsidized sources approved by CACFP that target low-income families.

Performance Measure: # SNAP transactions, including dollar amount
WIC transactions, including dollar amount
other available produce coupons redeemed from F2P projects, including dollar amount
Total # sales, including EBT and other coupon incentives, of produce purchased by parents, child day care programs, staff and community members

Task #4 Plan Development & Implementation - Develop and implement a plan to increase access to fresh fruits and vegetables for families of children enrolled in the child day care programs and the surrounding community in the selected target areas. The plan must include: The integration, establishment or expansion of farmer's markets **or** farm food deliveries for use by parents and their children, staff and food service operations that is centrally located in each target area and accessible to intervention child care centers; and the incorporation and promotion of child gardening experiences and a nutrition education/food tasting component.

Performance Measure: # plans developed
community partnering organizations involved
F2P projects established
different types of F2P projects established
and demographics of children, parents and staff from child day care programs and community members attending and/or participating in F2P activities

Task #5 Intervention Content - Each F2P project will include nutrition education (derived from existing curricula approved by CACFP) and food demonstrations that engage parents, child day care program staff and children in order to facilitate increased awareness and behavior change related to increasing the consumption of fruits and vegetables at home and in the child day care program.

Performance Measure: # and demographics of children, parents and staff from child day care programs and community members attending and/or participating in F2P activities

Task #6 Center Staff Collaboration - F2P projects will encourage support from child day care program staff to assist and collaborate with gardening projects and classroom activities for hands on learning.

Performance Measure: # classrooms implementing gardening activities
teachers incorporating gardening activities into academic learning

Task #7 Gardens - Gardens will be promoted to teach children how food is grown.
Performance Measure: # classrooms implementing gardening activities
classrooms or centers incorporating gardening models into classroom learning

Task #8 Center Procurement - Intervention child day care programs will purchase and include fruit and vegetable produce from F2P markets in menu planning for meals and snacks served to children.
Performance Measure: # centers purchasing fruits and vegetables from F2P markets
centers incorporating F2P produce into menu items

Task #9 Data Reporting - Submit monthly reports of activities and accomplishments using the web-based data collection tool provided by NYS CACFP and submit additional data collection requirements as requested.
Performance Measure: # reports submitted by monthly due dates
additional data collection requirements met by CACFP defined due date

4. Objective Name: Establishment of breastfeeding friendly child care centers

Objective Description: Encourage and promote the establishment of breastfeeding friendly child day care programs in the high-need target areas identified.

Task #1 Assist Centers in PSE Changes - RDs will utilize resources and information from the respective curriculums as well as from the Statewide CACFP Breastfeeding Coordinator, local WIC agencies, WIC peer counselors, local breastfeeding support groups, and websites such as http://www.health.ny.gov/prevention/nutrition/cacfp/breastfeedingspon.htm and www.BreastfeedingPartners.org to assist child care programs in creating policies and an environment that supports breastfeeding mothers and their infants.
Performance Measure: # child day care programs that are newly conferred or renewing their Breastfeeding Friendly designation

Task #2 Data Reporting - Submit monthly reports of activities and accomplishments using the collection tool provided by NYS CACFP and submit additional data collection requirements as requested.
Performance Measure: # additional data collection requirements met by CACFP defined due date

5. Objective Name: Mobilize child care centers in community activities

Objective Description: Engage and mobilize the child day care programs and communities in **Community Activities** to engage decision makers and educate government policy makers on the need for and health impact of the work in an effort to gain the buy-in from multiple levels that is critical to the success of policy, systems and environmental changes.

Task #1 Collaborations - Staff will collaborate at the community level with partner organizations to address

decreasing consumption of sugar sweetened beverages in low-income communities; coordinating with partner organizations on local policies related to improving community physical activity opportunities; starting a community garden; and/or collaborating in a social marketing initiative to change norms about the food environment and healthy eating as related to the Eat Well Play Hard core strategies.
Performance Measure: # agendas
minutes
community partnering organizations involved

Task #2 Improving Environments - Foster a culture of health by improving the nutrition, mealtime and physical activity environments of child care programs in targeted areas.
Performance Measure: # child day care programs that receive the EWPHCCS intervention
child day care programs that adopt or improve policies for nutrition, mealtime and physical activity best practices

Task #3 Community Messaging - Use existing or develop new community messaging (consistent with SNAP-Ed guidelines and pre-approved by NYS CACFP) around SNAP eligibility, healthy eating and drinking, and increasing physical activity for families and staff from child day care programs participating in the intervention.
Performance Measure: # community message approaches

Task #4 Collaborative Approach - Join an existing collaborative (with nutrition and physical activity goals similar to EWPHCCS) to coordinate messaging and community events, including but not limited to those of the NYS Creating Healthy Schools and Communities (CHSC), Eat Well Play Hard in Day Care Homes (EWPHDCH), Just Say Yes to Fruits and Vegetables (JSY), and Eat Smart NY grantees.
Performance Measure: # agendas
minutes
community partnering organizations involved

Task #5 Partnerships - If a relevant collaborative does not exist, then partner with at least one other organization to advance the EWPHCCS goals.
Performance Measure: # agendas
minutes
community partnering organizations involved

Task #6 Recruiting Centers - Use collaborations to help identify and recruit potentially eligible child day care programs into the EWPHCCS intervention, including non-CACFP participating.
Performance Measure: # agendas
minutes
community partnering organizations involved

Task #7 Activity Implementation - Implement activities designed to:

- Support the sustainability or institutionalization of implemented policy, system and environmental changes in child day care programs;
- Demonstrate success in increasing healthy eating and physical activity;
- Highlight the burden of poor nutrition, physical inactivity and obesity in the high need target area(s).
- Increase the child day care program and community awareness of SNAP benefits and support for healthy eating and physical practices.

Performance Measure: # activities implemented

Task #8 Data Reporting - Submit monthly reports of activities and accomplishments using the data collection tool provided by NYS CACFP and submit additional data collection requirements as requested.

Performance Measure: # reports submitted by monthly due dates
additional data collection requirements met by CACFP defined due date