

## Healthy Families RFP Questions

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**Advisement for all prospective bidders: *There was an issue with the posted solicitation, whereby prospective vendors had difficulty locating the budget form. The budget form that applicants need to complete can be found in the “Grant Opportunity Document Folder” of the Forms Menu in your grant application. Download the PDF, fill it out and save it, and then upload (attach) your completed form to the Pre-Submission Uploads section of your grant application.***

**Q** *Is the expected program funding of \$1.0 million an annual amount or a 5-year amount?*

**A** Approximately, \$1.0 million is available under the RFP for the development of HFNY programs to serve high need areas subject to the continued availability of funding. Under the RFP, Applicants may apply for a maximum of \$500,000 annually for five years to start a HFNY home visiting program, or a maximum of \$200,000 annually for five years for the expansion of an existing HFNY program. Awards will be based on the criteria set forth in the RFP and awarded until anticipated available funding is depleted. It is reasonable to expect that 2-5 awards will be made. Additionally, any proposal that achieved a minimum passing score of 75 or more but is not selected to receive an award through this RFP will be designated as “approved but not funded” (ANF). Should additional funding become available to support HFNY programs, additional awards may be made to fund these ANF proposals in accordance with the purpose and funding availability described in Section 1.3 of the RFP.

**Q** *How many awards are to be made? If the \$1.0 million is an annual amount, and some awards will be \$500k annually and some will be \$200k annually, can I expect that there will be approximately 2-5 awards?*

**A** Awards will be based on the criteria set forth in the RFP and awarded until anticipated available funding is depleted. It is reasonable to expect that 2-5 awards will be made.

**Q** *Regarding Proposal formatting - page length, font, margins, etc. - are there guidelines available?*

**A** Proposals must be submitted online via the Grants Gateway by the date and time listed in the RFP. Tutorials for use of the Grants Gateway are available at <https://grantsgateway.ny.gov>. Proposals in response to the RFP will not be accepted via fax, e-mail, hard copy, or hand delivery. Please refer to section 2.2 of the RFP for additional information.

**Q** *Is use of the NYS Master Contract Budget Amendments forms required or may a proposer submit their own spreadsheets?*

**A** A proposed budget must be entered into the Grants Gateway system using the template that is available. See the opening statement at the top of this page.

**Q** *In Sullivan County has a small county-wide Healthy Families program which has been funded by OCFS for the last 10 years or so, and is also supported locally by the county government, which is also the host. With time, the OCFS funding has remained flat and the local share has grown so that it's almost 50%. Now we have the situation where there is a vacancy for Program Supervisor and not enough funding to fill that position. The Program Manager is cross trained and currently also functioning as a Supervisor. The proposal we want to write is for funding for that position and also for an additional Family Support Worker position, which was eliminated during the recession. Although we would not be expanding geographically, we would be increasing program capacity and ensuring that we continue to meet compliance with the HF model by expanding the program staff. Will our proposal fit into the criteria for this RFP?*

## Healthy Families RFP Questions

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- A Applicants must propose to serve the entire county where there is no existing HFNY program unless the highest need is determined to be in a concentrated location, or as an expansion of an existing HFNY program to unserved zip codes of high need as applicable. Please refer to section 1.1 and 2.3 of the RFP.
- Q *We are an agency that operates a Healthy Families program currently. We want to start another program in a different borough of New York City (far away from our current program site). Would this be considered an expansion or a new program?*
- A This would be considered a new program. Please refer to section 2.15 for agencies that currently have experience working with OCFS in the last five years and currently operate a HFNY program.
- Q *Do you want minutes and attendance lists of the Advisory Board of the hosting agency or the Advisory board of the Healthy Families program?*
- A Applicants responding to the RFP must comply with section 702 of the Non-for-Profit Corporation Law which requires that a non-for-profit corporation have at least three board members. Therefore, minutes and attendance lists for the organization's last three board of directors meetings should be uploaded into the Grants Gateway as an attachment to the applicant's proposal.
- Q *We currently operate a Healthy Families program that serves a targeted high need community in New York City. If we applied to offer Healthy Families services in a different NYC community and borough, is that considered an expansion of our existing program, or a new Healthy Families program?*
- This would be considered a new program. Please refer to section 2.15 for agencies that currently have experience working with OCFS in the last five years and currently operate a HFNY program.
- Q *I looked at the HFNY website for the South Bronx and don't see zip codes 10451, 10454 and 10455 listed. Are these zip codes covered by the current sites (Morris Heights or Morris Heights)? If not, based on the vital statistics data they appear to be high need zip codes. Could an application be submitted for these zip codes although there are 3 Bronx sites?*
- These zip codes are not currently served by HFNY. Please refer to sections 1.1, 2.3 and 2.15 of the RFP. Preference will be given to communities where there are no intensive home visiting services available for families.
- Q *The RFP states or implies that funding within New York City will be allocated to geographical areas by zip code – would OCFS consider funding overlapping zip codes with a more specific target population, e.g. residents of public housing? If so, would they like an applying organization to submit alternate data regarding risk factors for the specific sub-population?*
- Applicants must propose to serve the entire county where there is no existing HFNY program unless the highest need is determined to be in a concentrated location, or as an expansion of an existing HFNY program to unserved zip codes of high need as applicable. Please refer to sections 1.1 and 2.3 of the RFP.
- Q *The tables linked in the RFP suggest that geographic priority will be linked to risk factors related*

## Healthy Families RFP Questions

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*to birth outcomes. Will they also consider other risk factors in the community, such as indicated cases of child maltreatment and/or foster care placement, community violence, or low performing public schools?*

Please refer to section 2.3 of the RFP. Recommendations will be based on highest scoring applications and other factors such as funding availability and relevant data including recurrence of child abuse and maltreatment.

Q *What is the minimum number of families they would recommend applying to serve in a new community?*

This is dependent upon the amount of funding requested. Please refer to section 1.3 in the RFP.

Q *Other than increasing capacity and program functions, are we also able to apply for funding to create and add a position to address high needs identified by the program, that would enhance the services provided?*

Funding available under this RFP is intended for the development of new and/or the expansion of existing HFNY programs to serve high need areas; please see sections 1.1 and 1.3 of the RFP.

Q *Through this funding we would look at re-structuring some of the current practices. Is there room to enhance salaries of existing program staff that have been flat funded for 9 years?*

Funding available under this RFP is intended for the development of new and/or the expansion of existing HFNY programs to serve high need areas; please see sections 1.1 and 1.3 of the RFP. The submitted budget should set forth the salaries proposed to be paid to the agency staff who would be involved in the HFNY program.

Q *As an existing program the contract year is Sept.- Aug. This proposal is Dec. - Nov. If awarded can contract years be combined?*

No. HFNY state funds and the funds supporting this RFP are two different procurements and cannot be combined.

Q *What is the total amount available and the total # of grants that will be approved?*

Please refer to section 1.3 of the RFP.

Q *We are currently providing HFNY services within 1 county in which we are proposing to expand services within that existing county to reach our underserved populations. Additionally, with this grant proposal we would also like to add HFNY services to a county that currently does not have a HFNY program. We are unsure if in trying to incorporate both if that would be considered an “expansion” or an “addition of a new program” or both? According to the grant there are different funding allotments for expansions (\$250,000) versus implementing a new program (\$500,000). As we are proposing both would this change the amount available to do so?*

We will only accept one proposal from each organization either to fund an expansion of your current program to serve additional unserved zip codes of highest need or to fund a new program to serve a different area. See section 1.3 of the RFP.

Q *The link to the NYS DOH provided gives birth outcome data by zip code but doesn't reflect a more granular assessment, i.e., by race and ethnicity. Can we use supplemental data by zip code and race/ethnicity to justify a high need area or will the NYS DOH link be the only data*

## Healthy Families RFP Questions

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*allowed to make that determination?*

You may use other data available to provide additional aspects of need in your community.

Q *Are Westchester and Rockland Counties considered part of the "NYC area" for purposes of determining estimated cost per family?*

No, please see section 1.1 of the RFP.

Q *Re: Cash match - If we receive state funds for community education and have educational materials which were purchased through that grant, can the educational materials which will be made to the HFNY project be included as part of the Cash Match?*

A No, the materials may not be included as cash match, if state funds were used to purchase such materials. Other state funds cannot be used as local match. See section 1.3 of the RFP.

Q *If computers are purchased for the HFNY program and they are less than \$5k, should this be listed under Operating Expenses or Other Expenses?*

If the cost is less than 5,000 per unit then the computers could be placed under "Other" See section 2.16 of the RFP.

Q *What is the minimum number of assessments one full-time (FTE) Family Assessment Worker is expected to complete in 12 months?*

Please use the formula in Section 8.3 and 8.4 of the RFP to determine the number of assessments needed.

Q *In counties where there is an existing HFNY program, looking to expand in highest need zip code areas will applications proposing a capacity fewer than 50 be considered?*

Yes

Q *Are all trainings and the state leadership meetings going to be held in Albany?*

Annually it is anticipated that two Statewide Leadership meetings will to be held in Rensselaer and four regional leadership meetings. It is also expected that there will be regional trainings offered.

Q *How do we budget for these trainings? How many days will they be? How many per year?*

See sections 1.1 and 2.1 of the RFP that discuss cost of travel and training.

Q *Will there be training opportunities for the core curricula listed in the RFP? Are these trainings an allowable budget expense?*

Please refer to section 8.6 regarding how curricula are selected. Training is an allowable budget expense; however, it is arranged for by individual programs.

Q *Can we submit a multi-county or regional application?*

Yes

Q *For a newly funded program, how long does an employee have to reach a full caseload?*

We would look to have a program at full capacity in intervals over a year and a half.

Q *What are the costs associated with accreditation? Are there expenses beyond the \$500 per*

## Healthy Families RFP Questions

*year and the \$1600 mentioned in the HFA Site Development Guide?*

HFA accreditation costs are related to the size of the program and direct service staff.

Q *What happens if an agency is unable to meet the 30% MWBE guidelines?*

Please see section 3.1 of this RFP. Programs must meet the 30% MWBE guidelines with respect to the use of non-discretionary funds.

Q *I am trying to begin an application for the Healthy Families RFP from OCFS and on the main page of the grant announcement on the Gateway, I only have the option to “View Grant Opportunity” via a blue button on the bottom left hand corner of the screen. The RFP, however, indicates that I should have an “Apply for this grant” button on the bottom left hand corner of the screen. I am already registered and verified with the Gateway from previous grants.....what am I missing?*

if you click “View Grant Opportunity,” you will be able to download the RFP. The Instructions in section 2.2 of the RFP indicate that you also must be logged in as “Grantee,” or “Grantee Contract Signatory,” in order to access the online proposal. Please call Agate Technical Support at 1-800-820-1890, or access the other resources listed on this page, if these instructions were not sufficient.

Below you will find videos to help you with completing your application(s).

Here is a video walking applicants through the application process:

<https://youtu.be/askhUYwJn8U>

The details of the video are:

<https://youtu.be/askhUYwJn8U?t=12> (0:12) – Browsing for the opportunity and finding the RFP

<https://youtu.be/askhUYwJn8U?t=196> (3:16) – Log in to start an application

<https://youtu.be/askhUYwJn8U?t=207> (3:27) – Roles that can apply for Grant Opportunities

<https://youtu.be/askhUYwJn8U?t=244> (4:04) – Log in as Grantee and find the Grant Opportunity

<https://youtu.be/askhUYwJn8U?t=370> (6:10) – Start your application

<https://youtu.be/askhUYwJn8U?t=475> (7:55) – The Forms Menu

<https://youtu.be/askhUYwJn8U?t=576> (9:36) – Project/Site Addresses

<https://youtu.be/askhUYwJn8U?t=705> (11:45) – Program Specific Questions

<https://youtu.be/askhUYwJn8U?t=884> (14:44) – Log out and log back in to continue your application

<https://youtu.be/askhUYwJn8U?t=1011> (16:51) – Filling out and attaching the budget

<https://youtu.be/askhUYwJn8U?t=1169> (19:29) – Answering questions 7, and 8

<https://youtu.be/askhUYwJn8U?t=1213> (20:13) – Question 9 and Letters of Support / Grantee Document Folder

<https://youtu.be/askhUYwJn8U?t=1347> (22:27) – Answering questions 7, 8, and 9 and completing Program Specific

Questions

<https://youtu.be/askhUYwJn8U?t=1381> (23:01) – Review your application

<https://youtu.be/askhUYwJn8U?t=1473> (24:33) – Add/Edit People to add a task for another user

<https://youtu.be/askhUYwJn8U?t=1525> (25:25) – Log in as Grantee Contract Signatory

<https://youtu.be/askhUYwJn8U?t=1581> (26:21) – Search for applications your organization has started

<https://youtu.be/askhUYwJn8U?t=1620> (27:00) – Submit your application

<https://youtu.be/askhUYwJn8U?t=1662> (27:42) – Verify that your application has been submitted

<https://youtu.be/askhUYwJn8U?t=1704> (28:24) – View your Application PDF

<https://youtu.be/askhUYwJn8U?t=1893> (31:33) – Quick recap of the process

<https://youtu.be/askhUYwJn8U?t=1919> (31:59) – Support contacts

## Healthy Families RFP Questions

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