

RFA # 18028 / Grants Gateway # DOH01-HNPHC1-2019

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

Healthy Neighborhoods Preventive Health Cornerstones

QUESTIONS AND ANSWERS
10/17/18

RFA Section I. B., Page 3

Question 1: Do residential injuries include fire prevention?

Answer: Yes, please see Section III C: Selected Healthy People 2020 Objectives table.

Question 2: Currently we chose a town for each quarter to focus on for door-to-door. If we get an inquiry or a referral from another location (still inside the county) we will schedule them. Will this still be allowed?

Answer: This approach is fine to use, providing the county is identified as your target area.

RFA Section II. A. (3), Page 4

Question 3: Will the existing tablet-based data management system be able to provide any kind of data to applicants based on their entries which could be used for evaluation, or does the applicant need to create its own data management system for evaluation purposes in house?

Answer: Data collection from Mobitask HNP form is available for review from the HNP data dashboard. Several reports are available to gather information from inspections.

RFA Section II. B. (2), Page 4

Question 4: Where can we upload the list of facilities that will be part of the medical support network in the Gateway?

Answer: This question, 5b in Program Specific Questions, should be a narrative response.

RFA Section II. B. (3), Page 4

Question 5: Do you want to see Letters of Support from partners? If yes, where should they be uploaded?

Answer: If you choose to upload Letters of Support, use the Grantee Documents folder. They will not have any bearing on scoring.

RFA Section III. A. (1), Page 4

Question 6: Define the term “target area.”

Answer: The term “target area” refers to identifying issues within the entire county. If there is something unique about a specific zip code, feel free to include it.

Question 7: Please clarify what you mean by, “This should include data on potential Environmental Justice communities and concerns?”

Answer: The Environmental Protection Agency states, “the guiding principal of Environmental Justice is that everyone, regardless of race, color, national origin or income is entitled to equal protection from environmental harms and risks.”

Question 8: Can we stay within the same town for two quarters, concentrating on a different village each quarter?

Answer: Yes.

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

Question 9: Do all dwellings with one person identified with asthma need a 90-day revisit?

Answer: Yes, all dwellings with one person identified require a 90-day revisit.

Question 10: When conducting revisits, is there an expectation to complete revisits on households with safety concerns other than asthma? (i.e. chipping lead paint, fall hazards, no fire escape, leaking roofs etc.)

Answer: Households with safety concerns should be prioritized for revisits.

Question 11: If we can complete surveys outside our target area, is there a percentage that should be completed in the target area?

Answer: No, surveys cannot be collected outside of the target area.

Question 12: Is there a funding cap per application?

Answer: The funding cap per application is \$275K per year.

Question 13: Can we complete more revisits than the minimum?

Answer: Yes

Question 14: Do two-year revisits for asthma need to be performed?

Answer: Two-year revisits are not in the RFA. Therefore, they are not an expectation.

Question 15: Can we do two-year revisits?

Answer: Yes, as resources allow.

Question 16: When warranted, should HNP complete more than one follow-up visit? If so, is there a specific criterion?

Answer: This is at the discretion of the applicant.

RFA Section III. A. (5), Page 6

Question 17: The RFA states, “While indirect costs are permitted, please list them as administrative costs in the “Other” category of the budget.” In the past, our county has listed out rent and utilities in the “Other” category, but also charged shared services in this section. Is this still ok to do? We weren’t sure if in the RFA “Indirect Costs” was referring to shared services or if it was ok to still list both.

Answer: Please see RFA Attachment 4 – Budget Data Entry Guidelines. This document describes in detail where proposed expenses should be listed.

RFA Section IV. H. (2), Page 15 (bottom of page)

Question 18: Is Quarterly Data Submission the same as tablet survey submittal?

Answer: Quarterly Data Submission is the same as tablet survey submittal.

RFA Section IV. I., Page 16

Question 19: Are the MWBE forms in attachment three required at application or is the application agreeing to submit MWBE forms as a grantee/awardee?

Answer: The MWBE forms are required at application. See RFA Section V.A. for further instruction.

RFA Section V. A. (2), Page 20

Question 20: In the Program Specific Questions, is there a format or template for the timetable? If we create a timetable chart, can we attach it in the Document Folder, or should this just be a narrative?

Answer: This question in the Gateway does not allow for an upload. DOH is requesting the timetable be in narrative form for this question. Any uploads by prospective applicants to the Grantee Document folder will not be reviewed or scored.

RFA Section V. A. (3)(b)

Question 21: Section V. requests us to define our target areas and indicates that we should limit to four census tracts. Given that we would prefer to maintain the current area which is done by zip codes, would this be a problem and cause us to lose points during the scoring phase?

Answer: No, the RFA states, “the plan should not attempt to cover more than four census tracts or municipal districts during any one fiscal year.” Four zip codes are the acceptable amount. Counties already receiving HNP funds for more than four approved target areas may continue to provide services as already approved, with enhanced outreach to four districts in each calendar year.

Workplan

Question 22: There are four topics/focus areas listed in the RFA – reducing residential injuries, childhood lead poisoning, hospitalizations due to asthma, and exposure to indoor air pollutants. Should the submitted proposal address all four of these?

Answer: Yes, these four objectives are built into the work plan in the Gateway. You will need to outline tasks to address all four.

Question 23: In the Workplan IAQ section on mercury, is this strictly education we would be providing to residents?

Answer: See RFA Section V A (8)- workplan “These four areas will be the objectives of the workplan, with the tasks that fall under each objective proposed by each individual HNP.” Mercury education would be a task, and it is optional if your HNP wants to include it.

Question 24: What is the difference in content requirements between “Organizational Capacity” and “Applicant Organization Summaries?”

Answer: Prospective applicants should respond to the Gateway questions that correspond with RFA Section V.A. (4). Prospective applicants should enter “N/A” under Organizational Capacity in the Work Plan Forms Menu as to not duplicate information in your application.

RFA Section V. A. (6)(f), Page 22

Question 25: What is meant by a “description of staffing deficiencies or needs.”

Answer: If you lack staff capable of fulfilling the evaluation requirements and/or need to outsource these tasks or provide training.

RFA Section V. A. (7), Page 23

Question 26: Is there a budget template that should be completed and attached in the Gateway or do applicants just fill in the budget “tabs” in the Gateway?

Answer: The budget is completed in Grants Gateway Budget Forms Menu.

Question 27: We have a storage unit that we have a yearly contract for the rent. Should this go under the “Contractual” section or “Space/Rent” section within the application?

Answer: This should go under the “Space/Rent” section and include justification on how the expense will relate directly to proposed services.

Grants Gateway Questions

Question 28: Where is the Map uploaded? There is no place to upload by the program specific question.

Answer: Please see Addendum #1 dated 10/17/18 posted in the NYS Grants Gateway regarding Program Specific Question 3b.

Question 29: Where is the Timeline uploaded? There is no place to upload by the program specific question.

Answer: Please see response to Question 17.

Question 30: Do you have a template or preferred format for the timeline?

Answer: Please see response to Question 17.

Question 31: What is the difference in content requirements between “Program Summary” and “Project Summary” sections?

Answer: Program summary remains under V. A (2), Project Summary (paragraph on pg. 24 of the RFA) is a typo and should have read “Program Summary.”

General Questions

Question 32: The available funding is listed as \$3.9 million. If 20 contracts are awarded, that would amount to approximately \$196K/contract. Is that amount per year for five years or total for 5 years (i.e. \$39K/year)?

Answer: As stated in RFA Section I., A. Description of Program: “The total anticipated funding available for distribution is \$3,920,052 annually. It is anticipated that 15-20 contracts will be awarded as a result of this RFA.”

Question 33: Is there a page limit and formatting specifications (font, size, margins, etc.) that we must strictly adhere to for the application?

Answer: The Grants Gateway has pre-set formatting. Most fields have character limits, but there are no other mandatory formatting specifications.

Question 34: What is the preferred qualification? What does it mean and what is the benefit of applying under the preferred qualification designation?

Answer: See RFA Section II. B. Preferred qualifications will earn points above the 100 available RFA points.