

RFA # 18371

Grants Gateway Component A #: DOH01-CHSCA2-2020

Grants Gateway Component B #: DOH01-CHSCB2-2020

New York State Department of Health
Division of Chronic Disease Prevention
Bureau of Community Chronic Disease Prevention
Request for Applications

Creating Healthy Schools and Communities

Component A - Creating Healthy Schools and Communities
Component B - Physical Activity and Nutrition Center of Excellence

Addendum #3
1/29/2020

The following has been modified in the RFA. Strike-through indicates deleted text; underlined/bolded text is new.

KEY DATES:

Applications Due:

~~2/4/2020 by 4:00 PM~~

2/11/2020 by 4:00 PM

RFA # 18371
Grants Gateway Component A #: DOH01-CHSCA2-2020
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New York State Department of Health
Division of Chronic Disease Prevention
Bureau of Community Chronic Disease Prevention
Request for Applications

Creating Healthy Schools and Communities

Component A - Creating Healthy Schools and Communities
Component B - Physical Activity and Nutrition Center of Excellence

Addendum #2
12/12/19

The following has been modified in the RFA. Strike-through indicates deleted text; underlined/bolded text is new.

RFA Section IV. Administrative Requirements, M. Vendor Prequalification, 1. Register for the Grants Gateway (page 34)

1) Register for the Grants Gateway

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

RFA Section V. Completing the Application, A. Application Format/Content, APPLICATION FORMAT FOR COMPONENT A; 8. Budget and Justification (page 43)

h. Ineligible Budget Items:

- ~~Indirect or administrative lines will not be accepted as NPS budget lines. Itemized budget lines related to these costs (i.e. rent, heat, telephone) will be allowed with appropriate justification in the narrative and must be entered in the appropriate sections of the on-line budget.~~

- Expenditures will not be allowed for the purchase of major pieces of depreciable equipment (although limited computer/printing equipment may be considered) or remodeling or modification of structure.
- Any ineligible budget lines will be removed from the budget prior to contracting. Ineligible items are those determined by Department personnel to be inadequately justified relative to the proposed work plan, or not fundable under existing state guidance. The budget amount requested will be reduced to reflect the removal of the ineligible items.

RFA Section V. Completing the Application, A. Application Format/Content, APPLICATION FORMAT FOR COMPONENT B, 8. Budget and Justification (page 49)

h. Ineligible Budget Items:

- ~~Indirect or administrative lines will not be accepted as NPS budget lines. Itemized budget lines related to these costs (i.e. rent, heat, telephone) will be allowed with appropriate justification in the narrative and must be entered in the appropriate sections of the on-line budget.~~
- Expenditures will not be allowed for the purchase of major pieces of depreciable equipment (although limited computer/printing equipment may be considered) or remodeling or modification of structure.
- Any ineligible budget lines will be removed from the budget prior to contracting. Ineligible items are those determined by Department personnel to be inadequately justified relative to the proposed work plan, or not fundable under existing state guidance. The budget amount requested will be reduced to reflect the removal of the ineligible items.

RFA # 18371

Grants Gateway Component A #: DOH01-CHSCA2-2020

Grants Gateway Component B #: DOH01-CHSCB2-2020

New York State Department of Health

Division of Chronic Disease Prevention

Bureau of Community Chronic Disease Prevention

Request for Applications

Creating Healthy Schools and Communities

Component A - Creating Healthy Schools and Communities

Component B - Physical Activity and Nutrition Center of Excellence

Addendum #1

12/6/19

Pre-Submission Uploads in the NYS Grants Gateway

Attachment 7A: Component A Grants Gateway Work Plan Instructions

Attachment 7B: Component B Grants Gateway Work Plan Instructions

The above documents were erroneously omitted from the uploads section of the Grants Gateway application and cannot be added after the opportunities have been published.

They are part of this Addendum and will be added to the RFA/Opportunity uploaded in the Gateway.

ATTACHMENT 7A

Creating Healthy Schools and Communities – DOH01-CHSCA2-2020

Component A Grants Gateway Work Plan Instructions

This document is intended to guide applicants through entering the work plan in the Grants Gateway.

Please note that when entering information into the Grants Gateway Work Plan, the following should be observed:

- a. **Objective Name** can be no more than **75** characters. Pre-populated.
- b. **Objective Description** can be no more than **250** characters. The objective description has been partially pre-populated, and the applicant must complete the description by entering the estimated target number for year 1.
- c. **Task Name** can be no more than 75 characters. Major tasks from the work plan requirements provided in Section III. Project Narrative/Work Plan Outcomes have been pre-populated. The applicant should determine and include additional specific tasks to be accomplished as needed.
- d. **Task Description** can be no more than **250** characters. Major tasks from the work plan requirements provided in Section III. Project Narrative/Work Plan have been pre-populated. The applicant should determine and include additional task descriptions to be accomplished as needed.
- e. **Performance Measure Name** can be no more than 75 characters. Performance measures for major tasks have been pre-populated. The applicant should determine and include additional performance measures for each additional task.
- f. **Performance Measure Data Capture Type** can be no more than **250** characters each.
 - **Identify and describe** performance measures for each task/activity. These are the standards that you set to measure progress achieving the stated objectives. These allow you to assess how well you meet the stated objectives (objective descriptions) and help to identify areas in need of improvement or change.
 - There can be multiple performance measures for each task, but, each is limited to **250** characters.
 - Applicants should demonstrate how each of the performance measures will be collected by which activities/tasks.

The objectives and tasks in the outline below should be used when entering the work plan into the Grants Gateway. **Only items with an * (*in italics*) below are those that should be entered by the applicant. All other items will be pre-populated by the Department in the Grants Gateway work plan.** Applicants are required to add the performance measures (for Year 1) that will be implemented to meet each of the provided objectives, including a description of any performance measures that are required as noted above.

Work Plan Contents:

Objective 1 Name: Food Service Guidelines in Worksites and Community Settings.

Objective 1 Description: By the end of Year 1, increase the number of worksites and community settings that implement food service guidelines by **#**.

- **Task Name 1: Identify worksites and community settings.**

- Task Description: Identify worksites and community settings with food venues in which to implement FSGs.
- Performance Measure Name: **Number of worksites and community settings identified.*
- **Task Name 2: Recruit and assess worksites and community settings.**
- Task Description: Recruit worksites and community settings and assess the food service environment of specific foods and beverages offered in the food service venue(s).
- Performance Measure Name: **Number of worksites and community settings recruited and assessed.*
- **Task Name 3: Provide technical assistance and resources.**
- Task Description: Provide technical assistance and resources to worksites and community settings to implement FSGs using approaches such as, policy development/adoption, addressing procurement, contract language, worksite wellness and/or recognition programs.
- Performance Measure Name: **Number of worksites and community settings that received technical assistance and resources.*
- **Task Name 4: Apply behavioral design strategies.**
- Task Description: Identify and apply behavioral design strategies to increase healthier food and beverage awareness and selection at food service venues implementing FSGs.
- Performance Measure Name: **Number of worksites and community settings that apply behavior design strategies*
- **Task Name 5: Additional Tasks as needed.**

Objective 2 Name: Physical Activity and Nutrition in Early Care and Education Settings.

Objective 2 Description: By the end of Year 1, increase the number of child care providers that improve policies, practices, and environments for physical activity and nutrition by #.

- **Task Name 1: Identify and collaborate/subcontract.**
- Task Description: Identify and collaborate/subcontract with community-based early care and education leadership organizations such as CCR&Rs, QUALITYstarsNY, and OCFS to work with non-CACFP child care providers.
- Performance Measure Name: **Number of organizations identified.*
- **Task Name 2: Recruit and conduct on-site visits.**
- Task Description: Recruit and conduct on-site visits at selected child care providers to assess current policies and practices.
- Performance Measure Name: **Number of child care sites assessed.*
- **Task Name 3: Provide training, technical assistance, and resources.**
- Task Description: Provide training, technical assistance, and resources to selected child care providers on improving policies and practices and integrating physical activity and nutrition throughout the child care day.
- Performance Measure Name: **Number of child care sites that received training, technical assistance and resources.*
- **Task Name 4: Additional Tasks as needed.**

Objective 3 Name: Physical Activity Access – Connecting Routes to Destinations.

Objective 3 Description: By the end of Year 1, increase the number of municipalities that adopt and implement community planning and active transportation interventions to increase safe and accessible physical activity by #.

- **Task Name 1: Identify municipalities and conduct assessments.**
- Task Description: Identify municipalities and collaborate with community partners to assess current or proposed policies or plans and implementation activities in communities.
- Performance Measure Name: **Number of municipalities identified.*
- Performance Measure Name: **Number of municipalities assessed.*

- **Task Name 2: Facilitate the implementation of activity-friendly routes to everyday destinations.**
- Task Description: Facilitate the implementation of new or improved Complete Streets policies or plans related to at least one activity-friendly route between at least two everyday destinations that are approved/adopted by local, regional, or tribal authorities.
- Performance Measure Name: **# of communities that receive training, technical assistance, and resources.*

- **Task Name 3: Additional Tasks as needed.**

Objective 4 Name: Physical Activity and Nutrition in Schools.

Objective 4 Description: By the end of Year 1, increase the number of schools that improve policies, practices, and environments for physical activity and nutrition by #.

- **Task Name 1: Identify schools.**
- Task Description: Identify schools to improve policies, practices, and environments for physical activity and nutrition.
- Performance Measure Name: **Number of schools identified.*

- **Task Name 2: Improve Local School Wellness Policies.**
- Task Description: Work with schools (e.g. administration, staff, wellness policy committees) to assess and improve policies or administrative regulations for physical activity and nutrition that align with federal and/or state Local School Wellness Policy requirements.
- Performance Measure Name: **Number of policies improved.*

- **Task Name 3: Provide training and/or technical assistance, and resources for CSPAP.**
- Task Description: Provide training and/or technical assistance, and resources for school administration and staff to establish Comprehensive School Physical Activity Programs and implement and strengthen each of the five components.
- Performance Measure Name: **Number of schools that received training and/or technical assistance and resources.*
- .

- **Task Name 4: Provide training and/or technical assistance, and resources for healthy school nutrition environments.**

- Task Description: Provide training and/or technical assistance, and resources for school administration and staff to increase access to healthy affordable foods sold outside the school meal programs, in support of LWPs.
- Performance Measure Name: **Number of schools that received training and/or technical assistance and resources.*
- **Task Name 5: Additional Tasks as needed.**

Objective 5 Name: Communication and Sustainability.

Objective 5 Description: By the end of Year 1, increase the number of communication and sustainability activities to support community and school strategies by #.

- **Task Name 1:** Distribute materials to gain news coverage quarterly
- Task Description: Distribute materials to local, regional, or statewide media outlets quarterly (i.e. mail, e-mail, or hand-deliver press releases, press kits, letters to the editor, opinion pieces, etc.) to gain news coverage.
- Performance Measure Name: **Number of materials distributed.*
- **Task Name 2:** Speak directly to news organizations to gain news coverage quarterly
- Task Description: Speak directly to news organizations quarterly, either in-person or via telephone, with reporters, news editors, publishers, station managers, etc., to gain news coverage.
- Performance Measure Name: **Number of times news coverage occurred.*
- **Task Name 3:** Engage regularly with partners to generate earned media coverage.
- Task Description: Engage regularly with partners to generate earned media coverage (i.e. partners will distribute materials and/or speak directly to news decision-makers).
- Performance Measure Name: **Number of times earned media occurred.*
- **Task Name 4:** Participate in at least one in-person legislative meeting annually.
- Task Description: Participate in at least one in-person meeting annually with your legislative representatives in the NYS Senate and Assembly in their district to discuss and present on your grant activities and educate on the positive impacts/outcomes.
- Performance Measure Name: **Number of in-person legislative meetings.*
- **Task Name 5:** Participate in ongoing communication with legislators.
- Task Description: Participate in ongoing communication with legislators (i.e. distribute information to NYS Senate and Assembly members and their staff. Information can be presented in the form of newsletters, press clippings, photographs of community events, recent publications from national organizations, etc.).
- Performance Measure Name: **Number of times communication occurred.*
- **Task Name 6:** Write at least one community success story annually.
- Task Description: Write at least one success story annually for any one of the community strategies for dissemination in the community or with media partners. Additional stories may be written.
- Performance Measure Name: **Number of success stories written and disseminated.*
- **Task Name 7:** Implement at least two sustainability activities.

- Task Description: Identify and implement at least two catchment area or region-specific sustainability activities that the applicant will lead, facilitate, or participate in over the five-year grant period.
- Performance Measure Name: **Number of sustainability activities implemented.*

Optional Objective Name: Physical Activity in Worksites (Optional)

(This strategy is optional. Complete only if selecting this strategy.)

Objective 2 Description: By the end of Year 1, increase the number of worksites that implement physical activity interventions by **#*.

- **Task Name 1: Select worksites.**
- Task Description: Select worksites in which the Food Service Guidelines strategy will be implemented.
- Performance Measure Name: Number of worksites selected.
- **Task Name 2: Assess worksites.**
- Task Description: Assess worksite health promotion policies and the environment for physical activity.
- Performance Measure Name: Number of worksites assessed.
- Performance Measure Type: Text and integer.
- **Task Name 3: Provide technical assistance and resources.**
- Task Description: Provide technical assistance and resources to worksites to implement physical activity strategies with a focus on walking.
- Performance Measure Name: Number of worksites that received training, technical assistance, and resources.
- Performance Measure Type: Text and integer.
- **Task Name 4: Additional Tasks as needed.**

ATTACHMENT 7B

Physical Activity and Nutrition Center of Excellence - DOH01-CHSCB2-2020

Component B Grants Gateway Work Plan Instructions

This document is intended to guide applicants through entering the work plan in the Grants Gateway.

Please note that when entering information into the Grants Gateway Work Plan, the following should be observed:

- g. **Objective Name** can be no more than **75** characters. Pre-populated.
- h. **Objective Description** can be no more than **250** characters and should be determined by applicant.
- i. **Task Name** can be no more than **75** characters and should be determined by applicant.
- j. **Task Description** can be no more than **250** characters each. Use the work plan requirements provided in Section III. Project Narrative/Work Plan Outcomes and provide additional tasks for each objective as needed.
- k. **Performance Measure Name** to be determined by applicant and can be no more than **75** characters.
- l. **Performance Measure Data Capture** can be no more than **250** characters each.
 - **Identify and describe** performance measures for each task/activity, including any required performance measures listed below. These are the standards that you set to measure progress achieving the stated objectives. These allow you to assess how well you meet the stated objectives (objective descriptions) and help to identify areas in need of improvement or change.
 - There can be multiple performance measures for each task, but, each is limited to **250** characters.
 - Applicants should demonstrate how each of the performance measures will be collected by which activities/tasks.

The objectives and tasks in the outline below should be used when entering the work plan into the Grants Gateway. **Only items with an * (*in italics*) below are those that should be entered by the applicant. All other items will be pre-populated by the Department in the Grants Gateway work plan.**

Applicants are required to add the performance measures (for Year 1) that will be implemented to meet each of the provided objectives, including a description of any performance measures that are required as noted above.

Work Plan Contents: (See A. Major Tasks on pages 22 – 24 of the RFA)

Objective 1 Name: Needs Assessment

Objective 1 Description: By the end of Year 1, **(applicant defined)*

- **Task Name 1:** **(applicant defined)*
- **Task Description:** **(applicant defined)*
- **Performance Measure Name:** **(applicant defined)*

- **Task Name 2:** **(Additional Tasks as needed)*

Objective 2 Name: Training and Technical Assistance

Objective 2 Description: By the end of Year 1, **(applicant defined)*

- **Task Name 1:** **(applicant defined)*
- Task Description: **(applicant defined)*
- Performance Measure Name: **(applicant defined)*

- **Task Name 2:** **(Additional Tasks as needed)*

Objective 3 Name: Community of Practice

Objective 3 Description: By the end of Year 1, **(applicant defined)*

- **Task Name 1:** **(applicant defined)*
- Task Description: **(applicant defined)*
- Performance Measure Name: **(applicant defined)*

- **Task Name 2:** **(Additional Tasks as needed)*

Objective 4 Name: Training Methodologies and Delivery

Objective 4 Description: By the end of Year 1, **(applicant defined)*

- **Task Name 1:** **(applicant defined)*
- Task Description: **(applicant defined)*
- Performance Measure Name: **(applicant defined)*

- **Task Name 2:** **(Additional Tasks as needed)*

Objective 5 Name: Collaboration

Objective 5 Description: By the end of Year 1, **(applicant defined)*

- **Task Name 1:** **(applicant defined)*
- Task Description: **(applicant defined)*
- Performance Measure Name: **(applicant defined)*

- **Task Name 2:** **(Additional Tasks as needed)*

Objective 6 Name: Statewide Early Care and Education Support

Objective 6 Description: By the end of Year 1, **(applicant defined)*

- **Task Name 1:** **(applicant defined)*
- Task Description: **(applicant defined)*
- Performance Measure Name: **(applicant defined)*

- **Task Name 2:** **(Additional Tasks as needed)*

Objective 7 Name: Quality Improvement

Objective 7 Description: By the end of Year 1, **(applicant defined)*

- **Task Name 1:** **(applicant defined)*
- Task Description: **(applicant defined)*
- Performance Measure Name: **(applicant defined)*

- **Task Name 2:** **(Additional Tasks as needed)*

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Grants Gateway Component A #: DOH01-CHSCA2-2020
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New York State Department of Health
Division of Chronic Disease Prevention
Bureau of Community Chronic Disease Prevention

Request for Applications

Creating Healthy Schools and Communities

Component A - Creating Healthy Schools and Communities
Component B - Physical Activity and Nutrition Center of Excellence

This is a procurement which encompasses 2 components.
In order to apply for either component, eligible applicants must submit separate applications for each Component via the New York State Grants Gateway.

KEY DATES

Release Date:	12/4/2019
Letter of Interest/Intent Due:	12/20/2019
Applicant Conference Registration Deadline:	N/A
Applicant Conference:	N/A
Questions Due:	12/31/2019
Questions, Answers and Updates Posted (on or about):	1/20/2020
Applications Due:	2/4/2020 by 4:00 PM
DOH Contact Name & Address:	Dan French Bureau of Community Chronic Disease Prevention Riverview Center, 150 Broadway, Suite 350 Menands, NY 12204 CHSC.2020.RFA@health.ny.gov

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I. Introduction

A. Intent

The New York State Department of Health (Department), Bureau of Community Chronic Disease Prevention (BCCDP), State Physical Activity and Nutrition (SPAN) Program seeks applications from organizations to implement a comprehensive, community-based participatory approach to increasing opportunities for physical activity and improved nutrition for people across the age span. Funded organizations will establish and expand local public health efforts to readily implement evidence-based physical activity and nutrition strategies that build on existing community assets and coalitions, allowing for the flexibility to tailor interventions that meet the unique needs of communities, and leverage resources from multiple stakeholders and sectors (e.g. early child care, local government, faith-based, business and industry, community recreation and parks, mass media, transportation, community planning and design, and education) in high-need communities of New York State (NYS). This approach supports and aligns with the [New York State Department of Health Prevention Agenda \(2019-2024\)](#) and the Centers for Disease Control and Prevention (CDC) [New York State Physical Activity and Nutrition Program \(2018-2023\)](#). Under this Request for Applications (RFA), the Department intends to have statewide reach through 25 Creating Healthy Schools and Communities (CHSC) local-level grantees for Component A, in all five regions of the state, and one statewide Physical Activity and Nutrition Center of Excellence (PANCE) for Component B.

B. Description of the Program

The SPAN Program is funded by a CDC Cooperative Agreement to support state investments to increase physical activity and improve nutrition that benefits the whole state. SPAN implements a systems approach with evidence-based, innovative public health strategies that support New Yorkers to live healthier lives and reduce health disparities by addressing the chronic disease risk factors of physical inactivity and poor nutrition. The SPAN Program manages federal and state-funded contracts with organizations to increase statewide and local-level opportunities, and population-level impact, for physical activity and improved nutrition.

CHSC will establish and support sustainable healthy communities as places where it is easier to practice healthy behaviors. To accomplish the expectations of this RFA, an implementation model using local-level organizations, supported by a statewide training and technical assistance center, will work within high-need communities, engage a variety of partners and decision-makers, and develop and execute a comprehensive implementation plan. Successful applicants will leverage other community resources necessary to fully implement the initiative and sustain it beyond the five-year term. The Project Logic Model and Performance Measures describe the strategies, activities, expected outcomes, and performance measures of this initiative (see Attachment 1).

C. Background

Physical inactivity and poor nutrition are significant risk factors for type 2 diabetes, obesity, and other chronic diseases and conditions such as heart disease, stroke, hypertension, certain cancers, arthritis, disabilities, and depression. These diseases are common, costly, and more likely to affect certain population groups at higher rates such as those of lower socioeconomic status and educational attainment. Daily physical activity and good nutrition early in life supports healthy growth and brain development and can protect against many chronic diseases and conditions throughout life. However,

many New Yorkers are not meeting recommended national guidelines for physical activity and nutrition.

In 2018, the U.S. Department of Health and Human Services released the Physical Activity Guidelines for Americans, second edition. The guidelines provide evidence that, to obtain substantial health benefits, adults of all ages and abilities should engage in moderate-intensity physical activity for at least 150 minutes per week or 75 minutes per week of vigorous-intensity physical activity. The overarching message is to move more and sit less to reduce sedentary time. Additional guidelines for muscle and bone-strengthening activities are also provided. Children and adolescents should accumulate 60 minutes or more of physical activity daily, including muscle and bone-strengthening activities. New guidelines for young children ages 3 to 5 years recommend physical activity throughout the day and at least three hours per day.¹

Most NYS adults (72.8%) report participating in leisure-time physical activity during the past month, defined as any physical activity or exercise other than a regular job (BRFSS 2017). However, only 19.8% of adults reported meeting the recommended physical activity guidelines for both aerobic and muscle strengthening activity (BRFSS 2017). This means that at least 4 million adults in NYS do not participate in any leisure time physical activity, and approximately 12.5 million do not meet aerobic and muscle strengthening guidelines. Participation in leisure-time physical activity is lowest among adults who are Hispanic (62.9%), have a household income of less than \$25,000 (62.9%), have less than a high school education (55.6%), or are living with disability (59.3%). The prevalence of adults who met both guidelines is highest among non-Hispanic adults (21.2% for White non-Hispanic; 19.4% for Black non-Hispanic; 20.2% for Other non-Hispanic), people living in households that earn \$50,000 or more (25.1%), people with college degrees (26.3%), and people living without disabilities (21.8%) (BRFSS 2017). The prevalence of adults who met both guidelines is lowest among adults who are Hispanic (14.8%), have a household income of less than \$50,000 (15.0% for <\$25,000; 15.1% for \$25,000-\$49,999), have less than a high school education (10.2%), or are living with disability (13.0%) (BRFSS 2017). Less than one-quarter of high school students in NYS (23.2%) report being physically active at least 60 minutes per day during the past seven days. This includes any kind of physical activity that increased their heart rate and induced heavy breathing. For daily physical activity, the prevalence is lowest for students who are female (18.5%), in 11th grade (18.3%), Black or Asian (17.0% and 15.2%, respectively) (YRBS 2017).

The current Dietary Guidelines for Americans recommend a healthy eating pattern that includes a variety of vegetables from all the subgroups. Fruits are also recommended in a healthy eating pattern, especially whole fruits. The Healthy U.S.-Style Eating Pattern at the 2,000-calorie level recommends 2 ½ cup-equivalents of vegetables and 2 cup-equivalents of fruit per day.² Substituting fruits and vegetables for higher calorie foods can support a healthy weight, meet nutrient needs, and help reduce the risk of stroke, high blood pressure, diabetes, and some cancers.³ Choosing beverages with no added sugars and consuming more vegetables and fruits can help individuals to achieve a healthy diet.

¹ US Department of Health and Human Services. *2018 Physical Activity Guidelines for Americans*. Hyattsville, MD: US Department of Health and Human Services, 2018. <https://health.gov/paguidelines/second-edition/>

² Alisha Coleman-Jensen, Matthew P. Rabbitt, Christian A. Gregory, and Anita Singh. 2017. *Household Food Security in the United States in 2016*, ERR-237, U.S. Department of Agriculture, Economic Research Service

³ U.S. Department of Health and Human Services and U.S. Department of Agriculture. 2015-2020 *Dietary Guidelines for Americans*. 8th Edition. December 2015. Available at <http://health.gov/dietaryguidelines/2015/guidelines/>

In New York, more than 4.5 million adults in NYS consume fruit less than once a day, and almost 3 million consume a sugary drink at least once a day. The prevalence of adults who report consuming fruit less than once a day is consistently higher than the prevalence of adults who report consuming vegetables less than once a day. The percentage of adults who report consuming fruit less than once a day is 37.4%, and the percentage of adults who report consuming soda or other at least once a day is 23.2% (BRFSS 2015/2016). For consumption of fruit less than once a day, prevalence is highest for adults who are black or Hispanic (39.8% and 39.3%, respectively), live in households that earn less than \$25,000 a year (40.4% for < \$15,000; 43.7% for \$15,000-\$24,999), have less than a high school education (42.1%), or are living with disability (41.7%). For consumption of vegetables less than once a day, prevalence is highest for adults who are non-Hispanic black (29.3%), live in households that earn less than \$15,000 a year (32.8%), have less than a high school education (30.5%), or are living with disability (29.8%) (BRFSS 2015). For consumption of soda or other SSBs at least once a day, prevalence is highest for adults who are non-Hispanic black (31.3%), live in households that earn less than \$25,000 a year (31.7%), have less than a high school education (33.3%), or are living with disability (28.2%) (BRFSS 2016). The percentage of high school students who report eating fruit or drinking 100% fruit juice less than once a day is 41.0% (YRBSS 2017). The percentage of middle and high school students who report drinking soda or other sugar-sweetened beverage at least once a day is 19.9 (YTS 2018).

D. Distribution of Funds

The anticipated total funding, pending availability of funds, is \$8,000,000 annually for 25 Component A contracts (local-level) and one Component B contract (statewide) over a five-year contract term.

The maximum contract amounts are:

- Component A: \$305,000 annually per award (25)
- Component B: \$375,000 annually per award (1)

The anticipated contract start date is October 1, 2020 and the end date is September 30, 2025. Multi-year contracts will be established to cover the full five-year funding period. Annual budget and work plan renewals will be submitted by funded applicants in the Grants Gateway and will be approved by the Department.

Component A

The Department anticipates awarding up to 25 applicants. The three highest scoring applications in each of the five regions (Western, Central, Capital, Metropolitan Area, and New York City) will be funded for a total of up to 15 awards. Up to 10 additional awards may be made to the next highest scoring applications regardless of region. A minimum score of 70 points out of a possible 105 is required to be considered for funding. 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 Staffing Pattern and Qualifications.
- Applicant with the highest score in the Initiative Plan section.

Component B

The Department's intention is to award one applicant. A minimum score of 70 points out of a possible 105 is required to be considered for funding. The highest scoring applicant will be funded. 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 Staffing Pattern and Qualifications.

- Applicant with the highest score in the Initiative Plan section.

II. Who May Apply

Eligible applicants for this RFA by component are as follows:

A. Component A

Minimum Eligibility

Eligible applicants include 501(c)(3) not-for-profit organizations or municipal agencies in NYS including, but not limited to: local health departments, health care organizations or systems, community health center or primary care networks, academic institutions, Boards of Cooperative Educational Services (BOCES) agencies, Cornell Cooperative Extension agencies, tribal organizations, community-based organizations, hospitals, early care and education organizations including Child Care Resource and Referral (CCR&R) agencies, volunteer associations, and professional associations. Applicants should be organizations with an established presence in the catchment area to be served.

Preferred Eligibility

Preference will be given to applicants that demonstrate:

- Staff skills and experience to coordinate and implement a systems approach to implementing evidence-based physical activity and nutrition strategies, effectively manage and utilize grant funds, and monitor performance of grant strategies;
- strong community collaborations, including subcontracts/consultants, or demonstrated success in engaging and sustaining new partnerships;
- experience working with community leaders and decision-makers to achieve adoption of community changes supporting increased physical activity and healthy eating opportunities;
- experience working with low-income populations, diverse racial/ethnic groups, and persons with disabilities in high-need communities; and
- partnership commitment by securing a Letter of Commitment with at least one CCR&R that serves non-CACFP child care providers in the applicant catchment area.

Ineligible Applicants

Organizations currently in receipt of NYS Health Department funding for the Eat Well Play Hard in Child Care Centers (EWPHCCC) intervention may not apply for this RFA for the purpose of supporting or augmenting EWPHCCC activities. Organizations receiving EWPHCCC funding may apply only if they intend to provide this separate and distinct program outlined in this RFA.

Organizations including, but not limited to, Cornell Cooperative Extensions (CCEs) currently in receipt of NYS Office of Temporary and Disability Assistance SNAP-Ed II funding as a lead agency to provide nutrition education and policy, systems, and environmental change strategies in communities and schools may not apply for this RFA. **CCEs, or other contractors, in receipt of SNAP-Ed II funding, as a subcontractor, may apply for this RFA and must demonstrate they are not duplicating activities or supplanting funds. These applicants must complete Attachment 12, Federal and State Nutrition Funding Attestation Form.**

B. Component B

Minimum Eligibility

Eligible applicants include 501(c)(3) not-for-profit organizations that can provide statewide services, including but not limited to, health and human service organizations, academic institutions, professional associations, tribal organizations, planning organizations, and volunteer organizations.

Preferred Eligibility

Preference will be given to applicants that demonstrate:

- Staff skills and experience to provide capacity building and implementation training and technical assistance to a statewide cohort of local-level public health professionals working with a diverse range of high-need urban, rural, and suburban communities to implement a systems approach to evidence-based chronic disease prevention strategies; effectively manage and utilize grant funds, and monitor performance of grant strategies;
- staff/faculty, and strong partner or subcontract/consultant collaborations, with expertise in systems approaches to implementing evidence-based chronic disease prevention strategies and strategizing solutions to a variety of barriers and challenges;
- experience conducting, evaluating, and using needs assessment results/data to develop training and technical assistance plans;
- experience facilitating a peer-to-peer collaborative learning community that actively engages participants and evolves over time in response to successes, challenges, and opportunities; and
- experience/subject matter expertise related to the community strategies of this initiative.

Organizations may apply for both components A and B with separate applications; a single application for both components A and B **will be rejected**. While organizations may apply for both components separately, a contract will only be awarded for one of the components. For example, if an applicant receives an award for Component B, the applicant will be ineligible to receive an award for Component A and vice-versa.

C. Geographic Area

This RFA aims to reach high-need communities statewide, including cities, towns, reservations, and neighborhoods. The Department has defined five regions (Western, Central, Capital, Metropolitan Area, and New York City) and identified eligible communities in these regions. Communities are eligible when 40% or more of their population is not non-Hispanic White and/or where the percent of people living in high-need block groups is above the regional mean. High-need block groups were identified by the Area Deprivation Index (<https://www.neighborhoodatlas.medicine.wisc.edu/>), which uses 17 indicators for education, employment, housing quality, and poverty (data source: American Community Survey, 2009-2013).

Component A:

The communities selected by Component A applicants represent the catchment or service area in which the applicants will work. The communities are defined as Minor Civil Divisions (MCDs) in Western, Central, Capital, and Metropolitan Area Regions; and as Neighborhood Tabulation Areas (NTAs) in New York City.

The Department intends to have significant reach through this RFA. Since communities vary in population density and size, applicants may apply for one or more eligible communities of any size (MCDs or NTAs) to achieve the greatest possible reach in the catchment area. A minimum combined population reach of 20,000 is required. The instructions, maps, and tables for selecting communities can be found in Attachment 2.

Selecting Communities:

- Applications must select MCDs or NTAs from the tables in Attachment 2.
- Applicants should prioritize MCDs or NTAs in which worksites and community settings, early care and education (ECE) settings, municipalities, and school districts can be recruited to maximize public health impact and to coordinate activities between community and school sectors, where applicable.
- The number of community and school sites recruited should align with the percent of effort for each of these two sectors as described in the Section III. Project Narrative, Component A Scope of Work. All sites recruited must reside within the high-need catchment area.

Recruiting worksites, community settings, and ECEs:

- Since communities vary in the number of worksites, community settings, and ECE settings, applicants will have flexibility to recruit the number of sites in which to implement strategies with the greatest possible reach and potential impact.
- Applicants must recruit non-Child and Adult Care Food Program (CACFP) child care centers, day care homes (either CACFP or non-CACFP), and non-CACFP school-based three-year old pre-kindergarten and pre-kindergarten programs based on availability within MCDs or NTAs. Applicants should work with partners, such as regional CCR&Rs and schools, to identify appropriate child care sites. When recruiting centers and pre-kindergarten school-based programs, applicants may only recruit sites that do not participate in the CACFP. When recruiting homes, applicants may recruit either CACFP or non-CACFP sites. Funded applicants may also choose to implement the physical activity component with some CACFP centers as identified and pre-approved by the Department, post award.

Recruiting schools:

- Applicants will have flexibility to recruit school districts, charter schools, or non-profit private schools in their catchment area. The schools recruited should serve students living in most, preferably all, of the MCDs or NTAs selected. A minimum of one school district must be recruited in the catchment area. A list of school districts can be found at: <https://data.nysed.gov/>.

If applicants include other MCDs or NTAs not provided in the attachments, that information will not be reviewed. Component A applicants may submit multiple applications for different sets of communities (provided one of the above category requirements is met for each set). If an applicant receives multiple awards, the applicant will receive a separate contract for each, with separate and distinct work plans and budgets for the communities in each award. Any applicants receiving multiple awards will comply with all specifications of each award individually, including separate and distinct staffing levels, deliverables, and other specifications required for this initiative.

The Department will only fund one applicant to work within each catchment area. **To encourage greater coverage of communities statewide, potential applicants are strongly encouraged to submit a letter of interest listing the communities where they propose to work.** The communities

identified by applicants will be included in the questions and answers document which will be posted on or around the date listed on the cover of this RFA. This will allow community partners to work together to ensure adequate coverage within communities.

Applicants should obtain and include a Memorandum of Understanding/Memorandum of Agreement (MOU/MOA) with each school district recruited throughout the five-year grant term. In addition, applicants are strongly encouraged to obtain and include a Letter of Commitment from a CCR&R agency that supports the child care providers in the catchment area. Applicants should upload these as one PDF document under Pre-Submission Uploads in the Grants Gateway Forms Menu of an application.

The Department reserves the right to modify the final catchment area of successful Component A applicants to ensure sufficient program coverage and reach.

The Department reserves the right to modify the successful Component B applicant's work plan or budget to ensure sufficient program support.

III. Project Narrative/Work Plan Outcomes

Component A - Scope of Work

Applicants are expected to implement local-level physical activity and nutrition interventions that support increased opportunities for physical activity and access to healthier foods and beverages in selected high-need communities.

Applicants should include all required strategies and activities in their application. The percent of funding allocated to the community and school strategies, including communication and sustainability activities, is listed below with an expectation that the percent of funding will total 100%. The budget and work plan objectives and tasks should be developed in accordance with these percents.

- | | |
|-------------------------|-----|
| 1. Community Strategies | 65% |
| 2. School Strategies | 35% |

A. Major Tasks

Funded applicants will work in selected high-need communities within a variety of settings including municipalities, worksites, hospitals, community-based organizations, parks and recreation facilities, universities/colleges, early care and education settings, and in schools. Applicants will identify intervention sites and initiate work plan activities in the first year of the grant. Additional sites may be added in years two through five.

COMMUNITY STRATEGIES (65%)

The community strategies for this five-year grant program support the [CDC funded New York State Physical Activity and Nutrition Program \(2018-2023\)](#) and the [New York State Department of Health Prevention Agenda \(2019-2024\)](#).

The community approach incorporates strategies to improve opportunities for safe and accessible physical activity and improved nutrition as found in a variety of publications and expert recommendations. These include the [Physical Activity Guidelines for Americans](#) (2018), [Community Preventive Services Task Force Recommendation for Built Environment Interventions to Increase Physical Activity](#) (2017), [The Surgeon General's Call to Action to Promote Walking and Walkable Communities](#) (2015), [Dietary Guidelines for Americans](#) (2015), and the [CDC Early Care and Education Opportunities Framework](#). This work builds on previous investments to support healthy communities and the accomplishments and program outcomes achieved through the implementation of improved policies and practices that create a supportive and healthy physical activity and nutrition environment.

Funded applicants will: provide for services and staffing within their organization; collaborate with partners; leverage resources from multiple stakeholders; and subcontract with other community-based organizations, partners, consultants, or experts as needed to implement the following three required strategies. One optional strategy is also provided.

1. Food Service Guidelines in Worksites and Community Settings

Strategy

Implement food service guidelines (FSGs) with worksites (e.g., hospitals, universities/colleges, private workplaces, and state, local and tribal government facilities), and community settings (e.g., parks, stadiums, buildings/areas where community organizations meet), in multiple venues (e.g., cafeterias, cafés, grills, snack bars, concession stands, vending machines) to increase the availability of healthy foods. FSGs are specific food and nutrition standards and sustainability standards for food service operations that can be used to create a food environment that makes healthier choices easier for consumers.

Funded applicants should work with worksites and community settings to implement FSGs and behavioral design strategies. Behavioral design, when applied to food service, involves how foods and beverages are prepared, placed, presented, promoted and priced. Implementing these guidelines can increase the availability and prominent display of healthier food and beverages and can be part of a comprehensive strategy to promote health and wellness.

Please Note: Food services in schools, child care and other facilities with federal laws and regulations (e.g., The National School Lunch Program or the Child and Adult Care Food Program) are not approved sites in this strategy.

Components

1. Food Service Guidelines: Work with worksites and community settings to improve the availability of healthy foods and beverages through the implementation of FSGs in food venues such as cafeterias, cafes, grills, snack bars, concession stands, vending machines and micro-markets. The implementation of established guidelines that align with the *Dietary Guidelines for Americans, 2015–2020* is required. Proposed guidelines to be used should be specifically identified in the application. The intent is not to create new guidelines.
2. Behavioral Design: Work with worksites and community settings to promote healthy food and beverages by using behavioral design strategies such as pricing incentives, food placement and promotion.

Work Plan Requirements

1. Identify worksites and community settings with food venues to work with to implement FSGs. Applicants should consider worksites and community settings with the largest reach and potential impact for their FSGs implementation.
2. Recruit worksites and community settings and assess the food service environment of specific foods and beverages offered in the food service venue(s).
3. Provide technical assistance and resources to worksites and community settings to implement FSGs using approaches such as policy development/adoption, addressing procurement, contract language, worksite wellness and/or recognition programs.
4. Identify and apply behavioral design strategies to increase healthier food and beverage awareness and selection at food service venues implementing FSGs.

Performance Measures

The Department will provide evaluation guidance and tools to funded applicants for the collection and submission of performance measure data. Examples include:

- Number of worksites/community settings that make progress towards implementing FSGs.
- Number of worksites/community settings that implement FSGs.
- Number of people potentially reached by worksites/community settings with implemented FSGs.

Implementation Resources

- [Food Standards for Hospitals and Workplaces Toolkits](#) - includes guidelines for cafeterias, beverage and food vending machines.
- [Smart Food Choices: How to Implement Food Service Guidelines in Public Facilities](#) - provides recommended action steps in implementing FSGs.
- [Building and Implementing Healthy Food Services](#) - provides implementation guidance for food service operations, including behavioral design strategies such as product, pricing, promotion, and placement.

2. Physical Activity and Nutrition Standards in Early Care and Education Settings

Strategy

Improve policies, practices, and environments for physical activity and nutrition in ECE settings [e.g. non-CACFP Child Care Centers, Day Care Homes (either CACFP or non-CACFP), and non-CACFP school-based three-year old pre-kindergarten and pre-kindergarten programs]. Funded applicants may also work to improve policies, practices, and environments for physical activity in some CACFP centers as identified by the Department. This strategy will support facility-level improvements aligned with selected high-impact obesity prevention strategies included in [Caring for Our Children, 4th Edition](#) and outlined in the [National Resource Center for Health and Safety in Child Care and Early Education \(NRC\), Achieving a State of Healthy Weight \(ASHW\) assessment](#). (See Appendix A beginning on page 27 of this publication.) Implementation of this strategy will be based on a two-day Physical Activity and Nutrition Training of Trainers conducted by the Department and related implementation resources.

Lead program staff assigned to work on this strategy will be required to complete a two-day Physical Activity and Nutrition Training of Trainers conducted by the Department. This training will provide applicants with the knowledge, skills, and resources necessary to implement this strategy and will cover topics including, but not limited to:

- Age-appropriate physical activity, structured and unstructured physical activity, fundamental movement skills, modifications for young children with special needs;
- Nutrition best practices including choosing healthy beverage options, menu and snack ideas and breastfeeding support;
- The benefits of physical activity and nutrition and how they relate to overall wellbeing, social-emotional health, and school readiness;
- Overcoming common barriers to implementing physical activity and nutrition best practices; and
- Opportunities for family engagement.

Please Note: Funded applicants will not provide training or guidance on New York State Child and Adult Care Food Program (CACFP) meal patterns or best practice recommendations on nutrition topics to CACFP centers. Additionally, Eat Well Play Hard in Child Care Centers (EWPHCCC) will not be a component of this strategy. EWPHCCC is being implemented through a separate Department grant program.

Components

1. Policies and Practices: Work with ECE providers (e.g., administration) to assess and improve policies for physical activity and nutrition that align with selected high-impact obesity prevention strategies outlined in NRC's ASHW assessment.
2. Physical Activity: Provide training, technical assistance, and resources to ECE providers (e.g., staff and teachers) to integrate age-appropriate physical activity throughout the day for infants, toddlers, and young children in their care. This component will focus on increasing the amount of time children spend being physically active throughout the child care day and on the development of fundamental movement skills in young children.
3. Nutrition: Provide training, technical assistance, and resources to ECE providers (e.g., staff, teachers, food service) to implement and embed nutrition best practices and ensure that nutritious and age appropriate meals and snacks are served to the infants, toddlers, and young children in their care.

Work Plan Requirements

1. Identify and collaborate/subcontract with community-based early care and education leadership organizations such as Child Care Resource and Referral Agencies (CCR&Rs), QUALITYstarsNY, and the Office of Children and Family Services to select and work with appropriate child care providers.
2. Recruit and conduct on-site visits at selected child care providers to assess current policies and practices.
3. Provide training, technical assistance, and resources to selected child care providers on improving policies and practices and integrating physical activity and nutrition throughout the child care day.

Performance Measures

The Department will provide evaluation guidance and tools to funded applicants for the collection and submission of performance measure data. Examples include:

- Number of ECEs that make progress towards implementing nutrition and physical activity standards.
- Number of ECEs that implement nutrition and physical activity standards.

- Number of children enrolled in ECEs that implement nutrition and physical activity standards.

Implementation Resources:

- The Department will provide funded applicants with implementation resources, such as a training presentation and a physical activity and nutrition implementation guide and supply toolkit, as part of required training.

3. Physical Activity Access - Connecting Routes to Destinations

Strategy

Implement community planning and active transportation interventions in municipalities to increase safe and accessible physical activity. This is accomplished through collaboration with partners to connect sidewalks, paths, bicycle routes, and public transit with homes, early care and education sites, schools, worksites, parks, or recreation centers by implementing master plans and land use interventions or Complete Streets policies or plans. This is achieved by establishing new or improved pedestrian, bicycle, or transit transportation systems (i.e., Activity-Friendly Routes) that are combined with new or improved land use or environmental design (i.e., Connecting Everyday Destinations). This strategy aligns with the [Community Preventive Services Task Force \(Community Guide\) recommendation](#) on using built environment approaches to increase physical activity. This strategy supports implementation of the [New York State Complete Streets Act of 2011](#).

Components

1. Policies and Plans: The primary outcome of this strategy is to connect activity-friendly routes to at least two everyday destinations with an emphasis on walking. Activity-friendly routes connected to everyday destinations can make it safe and convenient for people of all abilities to walk, run, bike, skate, or use wheelchairs. Within communities, implementation should focus on places with dangerous conditions, a high percentage of low-income residents, and/or historic disinvestment.

Policies include local ordinances (such as zoning regulations, subdivision ordinances, street design guidelines, etc.) passed by local governing authorities (such as a City Council or Board of Commissioners). Policies may include Shared Use Agreements (SUAs). However, SUA sites must be connected by activity-friendly routes.

Plans can stand alone or be part of a Comprehensive Plan (e.g., Master/General Plan, Bicycle/Pedestrian Plan, Vision Zero). These can often be accessed on local government websites or by contacting planning officials within the community or regional/transportation/planning agency (e.g., Metropolitan Planning Organization).

Programs that can support policies and plans include, but are not limited to, Safe Routes to School, Safe Routes to Parks, or Safe Routes for All.

Systems that may be developed or enhanced by policies and plans include public transit systems or pedestrian/bicycle networks.

Mixed land uses are important to promote active travel because each use represents a task or purpose someone can accomplish during their trip, including leisure or relaxation. The higher the number of different destinations an activity-friendly route connects them to, the more likely it is that people will choose active forms of travel.

Residential density is important for activity-friendly communities. Most active trips begin and end at home, because home is the only everyday destination shared by all residents of a community. Residential density also supports proximity, which makes walking or cycling to other destinations feasible, and is required for successful public transit. Denser residential areas often include a variety of housing types, including some that are smaller and more affordable than single family homes, which may help maintain equitable access to activity-friendly communities.

2. Community Engagement: Engaging with community citizens, coalition building, conducting needs assessments, and partnership building/maintenance with transportation, planning agencies, local businesses, governmental leaders and others is essential to successful implementation and sustainability. A well-organized and comprehensive approach should be developed to ensure the policies and plans are implemented when streets, multi-use paths, or parks are being constructed, reconstructed, or maintained.

Work Plan Requirements

1. Identify municipalities and collaborate with community partners to assess current or proposed policies or plans and implementation activities in communities. Applicants should collaborate with strategic partners to implement combined built environment approaches in selected communities based on community capacity and readiness.
2. Facilitate the implementation of new or improved Complete Streets policies or plans or the inclusion of Complete Streets language in municipal comprehensive or transportation plans to specify or strengthen standards related to at least one activity-friendly route between at least two everyday destinations that are approved/adopted by local, regional, or tribal authorities. These could include new or existing policies and plans that have been revised to improve the creation and implementation of activity-friendly routes to everyday destinations.
3. Policies and plans should be approved/adopted during the grant period and must include a combination of at least one element (including pedestrian infrastructure) from **Pedestrian and Bicycle Transportation Systems** with one element from **Land Use and Environmental Design** as described in the tables below.

Pedestrian and Bicycle Transportation Systems	Strategies
Street pattern and connectivity	Designs that increase street connections and create multiple route options, shorter block lengths
Pedestrian infrastructure (required)	Sidewalks, trails, traffic calming, intersection design, street lighting and landscaping
Bicycle infrastructure	Bicycle systems, protected bicycle lanes, trails, traffic calming, intersection design, street lighting and landscaping

Combined with:

Land Use and Environmental Design	Strategies
Proximity to destinations	Community destinations such as stores, health facilities, banks, and social clubs that are accessible and close to each other
Parks and recreational facilities	Public parks, public recreational facilities, private fitness facilities, community centers

Activity-friendly routes provide a direct and convenient connection with everyday destinations, offering physical protection from cars, and making it easy to cross the street. These can include crosswalks, protected bicycle lanes, multi-use trails, and pedestrian bridges, and must connect at least two everyday destinations. There are two ways to ensure this:

- Implement work on policies and plans relating to activity-friendly routes in the same places as work on policies and plans relating to everyday destinations; and
- Work with partners and residents to identify important community destinations and connect them with activity-friendly routes such as new or improved multi-use paths, sidewalks, bicycle infrastructure/amenities, and public transit routes.

Additional examples of activity-friendly routes:

- Multi-use paths include paved and unpaved trails, but do not include sidewalks or side paths (e.g. wide sidewalks along roads).
- Bicycle infrastructure/amenities include low-speed shared streets, bicycle boulevards, buffered bicycle lanes, conventional bicycle lanes, protected bicycle lanes, and signed bicycle routes, but do not include multi-use paths.

Everyday destinations are places people can feasibly travel to and from where they live or work by walking, bicycling, or using transit systems for at least part of their trip. They are often desirable, useful, and attractive. Everyday destinations can be emphasized through policies and plans that prioritize creating, improving, and connecting activity-friendly routes with valuable or important destinations in the community. These may include places that are:

- Where people go frequently and where multiple trip purposes can be co-located such as worksites, schools, libraries, commercial centers, mixed-use buildings, farmers' markets, grocery stores, child care centers, friend or family member's homes, parks or playgrounds, restaurants, cafés, mail or retail centers, transit stations, places of worship, banks or ATM, gym or health clubs, trails, senior or community centers, cultural and natural landmarks, museums, arts centers, doctor's offices, pharmacies, or health care facilities; and
- Where people may start their trip driving but can park and walk between a cluster of destinations – for example, a small-town center, shopping districts, park system adjacent to commercial areas.

If a selected municipality has an existing Complete Streets policy, plan, comprehensive or transportation plan, then activities should focus on supporting implementation strategies, community engagement, promotion, etc., while also anticipating opportunities to amend or enhance policy or plan language. Projects should be prioritized to facilitate connecting routes to destinations.

Please note:

- A capital improvement is the addition of a permanent structural change or the alteration of some aspect of a property that will either enhance the property's overall value, increase its useful life, or adapt it to a new use.
- Grant funding cannot be used for capital improvements that are new installations of building structures.
- Grant funding can be used to support repair and maintenance of property to restore the property to its previous condition. (For example, grant funding can support the purchase of concrete to repair an existing sidewalk.)
- Grant funding cannot be used for the labor costs of installing materials, but can be used to

purchase the materials. (For example, grant funding can purchase a crosswalk sign, but not the cost to install the sign.)

- Additional guidance will be provided to funded applicants, post award.

Performance Measures

The Department will provide evaluation guidance and tools to awarded applicants for the collection and submission of performance measure data. Examples include:

- Number of communities that make progress towards adopting or implementing plans/policies that address activity-friendly routes to everyday destinations.
- Number of communities that adopt or implement plans/policies that address activity-friendly routes to everyday destinations.
- Number of people potentially reached by plans/policies that have been adopted or implemented.

Implementation Resources:

- [CDC Routes + Destinations](#) - provides a variety of implementation resources and guidance based on the Community Guide recommendations.
- [Small Town and Rural Multimodal Networks Guide](#) - provides an online design resource for small towns and rural communities.

SCHOOL STRATEGIES (35%)

The school strategies for this five-year grant support the [New York State Department of Health Prevention Agenda \(2019-2024\)](#). The school approach incorporates strategies to support Comprehensive School Physical Activity Programs (CSPAP) and a Healthy Nutrition Environment as found in the [CDC Whole School, Whole Community, Whole Child \(WSCC\)](#) model. This work supports previous investments to support healthy schools and the accomplishments and program outcomes achieved through the implementation of improved policies and practices that create a supportive and healthy physical activity and nutrition environment.

Funded applicants will provide for services and staffing within their organization, collaborate with partners, leverage resources from multiple stakeholders and subcontract with other organizations, partners, consultants, or experts as needed to implement the following strategy.

1. Physical Activity and Nutrition in Schools

Strategy

Improve policies, practices, and environments for physical activity and nutrition in schools. Grantees will collaborate with school districts to implement three components. Education curriculum is not a component of this strategy.

Components

1. Policies and Practices: Funded applicants will work with schools (e.g., administration, staff, wellness policy committees) to assess and improve policies or administrative regulations for physical activity and nutrition that align with federal and/or state [Local School Wellness Policy](#) (LWP) requirements.
2. Physical Activity: Provide training and/or technical assistance, and resources for school administration and staff to establish [Comprehensive School Physical Activity Programs](#) and implement and strengthen each of the five components: 1) quality physical education; 2) physical

activity during school day; 3) physical activity before and after school; 4) staff involvement; and 5) family and community engagement.

3. Nutrition: Provide training and/or technical assistance, and resources for school administration and staff to establish a [Healthy Nutrition Environment](#) and increase access to healthy affordable foods (especially fruits and vegetables, low-sodium foods and healthy beverages) and to increase school districts' ability to meet nutrition standards for vending, a la carte, school stores, and other foods, **sold outside the school meal programs**, in support of LWPs. Potential strategies include establishing regional food buying groups; providing assistance on healthy vending, fundraising and classroom celebrations; and developing district regulations or policies prohibiting all forms of advertising and promotion of less nutritious foods and beverages on school property.

Work Plan Requirements

Applicants are encouraged to follow a process that is tailored to the needs and working systems of the school district to implement and achieve the desired changes in physical activity and nutrition. Activities should occur at both the school district and school building level.

1. Identify and secure an MOU/MOA with school districts.
2. Work with schools to develop or enhance Board of Education (BOE) approved regulations, administrative regulations, and/or local school wellness policies for physical activity and nutrition. Districts should be encouraged to follow a process for regulation or policy development that will result in implementation success. The following are recommended steps:
 - Obtain administrative commitment;
 - Identify a liaison at the school district/building;
 - Work with the school district to establish a wellness committee, if one does not currently exist;
 - Involve staff, students, administrators, board members, parents, and members of the community including representation from persons with disabilities, and racial and ethnic minority groups in regulation or policy process;
 - Conduct assessments;
 - Use the results of assessments to inform decisions about revised regulations, policies, and practices;
 - Develop an implementation timeline and identify activities; and
 - Draft district-level regulations or policies for BOE approval and adoption.
3. Work with schools to implement and communicate regulations, policies, and supporting practices and procedures. When assisting schools with the implementation and communication of regulations or policies, the following are recommended steps:
 - Work with the wellness committee to develop an implementation work plan;
 - Consider phasing in new components of the wellness policy over time;
 - Communicate the policy and practice changes to the entire school community, including students, staff, board members, and parents in advance of implementation;
 - Involve a diverse representation of the school community in the implementation process; and
 - Measure policy implementation through assessments.

Performance Measures

The Department will provide evaluation guidance and tools to awarded applicants for the collection and submission of performance measure data. Examples include:

- Number of schools that that make progress towards implementing physical activity and nutrition strategies.
- Number of schools that implement physical activity and nutrition strategies.
- Number of students enrolled in schools with implemented strategies.

Implementation Resources

- [CDC Healthy Schools Program](#) – provides a comprehensive resource for implementing physical activity and nutrition strategies in schools.
- [SNAP-Ed Toolkit Strategies](#) – provides a listing of SNAP-Ed supported physical activity and nutrition strategies for schools.

COMMUNICATION AND SUSTAINABILITY

Strategy

Communication and sustainability activities should be conducted for both the community and school strategies separately or collectively when appropriate.

Effective communication is an essential component for successful public health program implementation. It can support behavior change, convey critical information, encourage key individuals to support or lead an initiative, and reframe messages for community public health action.⁴

Examples include, but are not limited to, activities designed to: 1) increase community and policy-maker awareness of physical activity and nutrition policies and programs, 2) highlight the burden of chronic diseases in communities, and 3) demonstrate the success of grant strategies in preventing and reducing many chronic diseases and health conditions.

[Active People, Healthy Nation](#) is a national initiative led by CDC to help 27 million Americans become more physically active by 2027. The Department has adapted this initiative as *Active People, Healthy New York*. Funded applicants will be expected to incorporate this initiative into their communication activities. Additional guidance will be provided post award.

Sustainability can be defined as a community’s ongoing capacity and resolve to work together to establish, advance, and maintain effective strategies that continuously improve health and quality of life for all.⁵ The sustainability of grant strategies results in long-term or permanent systems or environmental changes in implementation sites or communities that are sustained beyond the grant term. Sustainability activities vary across communities and regions and can be identified based on different resources that are unique to a locality. Examples include, but are not limited to: 1) establishing or participating in community coalitions, 2) developing ongoing relationships with local elected officials and engaging them in grant activities or events, 3) developing ongoing partnerships with community leaders and the business community among others, 4) working with local or regional organizations to build community and organizational capacity, 5) leveraging other local, regional, state, or national expertise or funding sources; and 6) engaging a variety of community members in an inclusive participatory process to support implementation changes.

Components

⁴ Am J Public Health. 2014;104:17–22.

⁵ [Centers for Disease Control and Prevention. A Sustainability Planning Guide for Healthy Communities.](#)

Communication and sustainability activities should be embedded in the work to advance the community and school strategies. The goal of these combined activities is to establish sustainable systems and environments, educate and engage elected leaders and community members, and utilize a variety of media channels to communicate with the public and serve as an avenue for raising awareness about the positive changes to increase physical activity opportunities and access to healthy foods and beverages in high-need communities across New York.

Work Plan Requirements

1. Distribute materials to local, regional, or statewide media outlets quarterly (i.e. mail, e-mail, or hand-deliver press releases, press kits, letters to the editor, opinion pieces, etc.) to gain news coverage.
2. Speak directly to news organizations quarterly, either in-person or via telephone, with reporters, news editors, publishers, station managers, etc., to gain news coverage.
3. Engage regularly with partners to generate earned media coverage (i.e., partners will distribute materials and/or speak directly to news decision-makers).
4. Participate in at least one in-person meeting annually with your legislative representatives in the NYS Senate and Assembly in their district to discuss and present on your grant activities and educate on the positive impacts/outcomes.
5. Participate in ongoing communication with legislators (i.e., distribute information to NYS Senate and Assembly members and their staff. Information can be presented in the form of newsletters, press clippings, photographs of community events, recent publications from national organizations, etc.)
6. Write at least one success story annually for any one of the community strategies for dissemination in the community or with media partners. Additional stories may be written.
7. Identify and implement at least two catchment area or region-specific sustainability activities that the applicant will lead, facilitate, or participate in over the five-year grant period.

Performance Measures

The Department will provide evaluation guidance and tools to awarded applicants for the collection and submission of performance measure data. Examples include:

- Number of communication activities conducted with elected leaders, community members, and the media.
- Number of success stories completed.

Optional Strategy: Physical Activity in Worksites

This is an optional strategy in worksites only. If an applicant proposes to implement this strategy, it must be implemented in the worksites selected for FSGs as a strategy to support worksite wellness programs. This is a supporting strategy. FSGs is the primary required strategy that the budget and work plan must support before approval is provided to support this strategy. No additional points will be added or deducted for this strategy.

Strategy

Implement a combination of worksite-based physical activity policies, programs, or best practices through multi-component worksite physical activity programs; environmental supports or prompts to encourage walking and/or taking the stairs; or structured walking-based programs focusing on overall physical activity. Individual physical activity programs are not a component of this strategy. To the extent possible, funded applicants should include worksites as an “everyday destination” to support active transportation to and from work as part of Strategy 3 Physical Activity Access.

Components

1. Workplace health promotion policies, programs, and environmental supports: Work with worksites to initiate new or enhance existing policies, programs, or best practices to support employee physical activity.
2. Environmental supports: Work with worksites to support the implementation of environmental supports that will benefit the greatest number of employees.

Work Plan Requirements

1. Select worksites in which the Food Service Guidelines strategy will be implemented.
2. Assess worksite health promotion policies and the environment for physical activity.
3. Provide technical assistance and resources to worksites to implement physical activity strategies with a focus on walking.

Performance Measures

The Department will provide evaluation guidance and tools to awarded applicants for the collection and submission of performance measure data. Examples include:

- Number of worksites that make progress towards implementing physical activity strategies.
- Number of worksites that implement physical activity strategies.
- Number of employees at worksites with implemented physical activity strategies.

Implementation Resources

- [CDC Worksite Physical Activity](#) - provides guidance and best practices for physical activity and worksite wellness initiatives.
- [CDC Workplace Health Promotion](#) - provides resources on programs, policies, benefits, and environmental supports for physical activity interventions in worksites.
- [Steps to Wellness](#) - a tool kit that helps employers increase physical activity of employees.

B. Organizational Infrastructure and Staffing

- Provide qualified, professional staff in sufficient numbers and at reasonable costs to carry out the deliverables of this RFA. The funded applicant must use grant funds to support a minimum of a .50 FTE, employed by the applicant agency. The combined staffing pattern will work together as a team, effectively communicate and plan grant activities in coordination, and should be experienced in effectively managing all budget and program requirements of the grant.
- Provide staff with knowledge and skills in: effectively managing or working within grant budgets; evidence-based systems approaches in public health; program development; professional development; coordination and management; cultural competency; health equity; education; public relations; training and technical assistance; strategic planning; gathering and analyzing data; and evaluation methods. Provide salaries that are commensurate with the level of education and experience required for the position.
- Notify the Department within 30 days of a vacancy occurring (resignation, maternity leave, medical leave, etc.), and ensure programmatic work is being completed.
- Provide a sufficient staffing pattern to manage the project and provide information to demonstrate that management staff is at a level within the agency to affect decision making.

- Staffing requirements for this grant should be consistent with the percent of funding allocated for the community and school strategies provided under the Component A scope of work.
 1. Community Strategies 65%
 2. School Strategies 35%

Applicants may subcontract components of the scope of work (**30% of the budget must be retained**). The applicant organization shall retain 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). 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 Department.** All subcontractors/consultants must be approved by the Department prior to the start of work.

C. Staff Orientation, Training, Supervision and Program Support

- Support staff by providing training and resources to equip staff with adequate professional competencies including, but not limited to, understanding appropriate use of grant funding; fundamental concepts of evidence-based systems approaches to implementation; and timely execution of grant activities including reporting requirements.
- Provide proper orientation to the organization’s policies and procedures and New York State Department of Health policies and procedures for budget and program management; appropriate budgeting for the program’s transportation needs; fiscal and budget management support; timely processing of purchase and subcontracting requests; appropriate administrative supervision and support; access to current resources and information; current computer system with access to an individual e-mail account and the Internet, and office and meeting space.
- Program staff from each funded organization will be required to participate in in-person professional development opportunities convened by the Department. Professional development opportunities may be available to other funded staff if funding allows.

D. Program Reporting and Evaluation

Funded applicants will be expected to report regularly on their activities and accomplishments, on the activities and accomplishments of sites that they recruit, and on the reach of their activities and accomplishments. They will also be expected to participate in outcome evaluation projects that will be developed by the Department.

Required performance monitoring and evaluation activities will include:

- Maintaining a list of sites targeted for recruitment, using a format provided by the Department;
- Submitting quarterly progress reports that summarize activities and accomplishments, using a web-based performance monitoring system selected by the Department;
- Collecting baseline data at selected sites, using assessment tools developed by the Department;
- Using baseline data to inform program activities and site-level action plans;
- Collecting follow up data at selected sites, using assessment tools developed by the Department; and
- Submitting annual reports to estimate reach and impact of activities and accomplishments, using a format provided by the Department.

E. Community of Practice

A Community of Practice (CoP) or collaborative learning community leverages a collective body of expertise among a group of professionals. Component A funded applicants will participate in a CoP to increase individual staff knowledge and skills; share implementation experiences, successes, challenges, and lessons learned. This strengthens the statewide and local-level impact of grant activities. This activity will be facilitated by the Component B Physical Activity and Nutrition Center of Excellence. Both in-person and distance-learning or virtual opportunities through webinars or grantee calls will be offered. Program coordinators and other key staff or partners may participate in the CoP.

Component B – Scope of Work

The Department anticipates contracting with one statewide grantee to serve as a Physical Activity and Nutrition Center of Excellence (PANCE) to support Component A grantees. The funded applicant will provide subject matter expertise, training, technical assistance, and resource support, conduct needs assessments of Component A grantees, and facilitate the CoP for grantees to support achievement of work plan activities. The funded applicant will deliver a cost-effective mix of in-person and distance learning opportunities and will be responsible for ensuring adequate access for all grantees.

PANCE will coordinate activities in collaboration with Department staff to support both community and school strategies. This includes planning and facilitating all activities for the Component A annual grantee meeting. It is anticipated that the Department will identify a staff person in the Bureau of Community Chronic Disease Prevention solely dedicated to working directly with Component A grantees and the Component B funded applicant to provide implementation support for the school strategy. This will allow the Component B funded applicant to provide a larger percentage of support for the community strategies while supporting the school strategies at a smaller percentage, as described below.

The percent of funding allocated to support Component A funded applicants to implement the community and school strategies is listed below with an expectation that the Component B funded applicant will allocate the same percent. The budget and work plan objectives and tasks should be developed in accordance with these percentages.

- | | |
|-------------------------|-----|
| 1. Community Strategies | 65% |
| 2. School Strategies | 35% |

A. Major Tasks

The funded applicant will implement training and technical assistance activities in accordance with the following program expectations and outcomes which are consistent with the overall program goals and objectives of the initiative.

a) Needs Assessment

- Conduct a training and technical assistance needs assessment to assess Component A grantees' current knowledge, skills, competencies, and practices, and identify short and medium-term capacity building and implementation areas of development, including specific needs to support partnership engagement, community and school sector strategies, barriers and facilitators to implementation, and communication and sustainability activities.
- A needs assessment should be completed in the first three months of the grant and be repeated periodically and at least once annually thereafter.

b) Training and Technical Assistance

Training, technical assistance, and resources to support Component A grantees for the implementation of grant strategies may include, but is not limited to:

- Partnership and stakeholder engagement, development, and maintenance;
- Engaging, communicating with, and educating community members and decision-makers and leaders;
- Building skills, knowledge, and competencies to support local-level training, technical assistance, or other resources;
- Building skills, knowledge, and competencies to support developing, adopting, enhancing, and implementing strategy components; and
- Assisting with communication and sustainability activities.

c) Community of Practice

The Community of Practice will bring together all Component A grantees to learn and share strategies and methods to implement local community-based systems approaches to preventing chronic diseases. Activities to establish a successful CoP include, but are not limited to:

- Convening subject matter expert, staff, or faculty to guide and inform grantees in executing multiple strategies;
- Facilitating regular communications through a variety of modalities, discussion and feedback to and among grantees via in-person learning sessions, webinars, phone conferences, reports and assessments;
- Coaching grantees in simultaneously executing multiple grant interventions; and
- Disseminating information through earned media, press releases, and success stories.

d) Training Methodologies and Delivery

- Deliver training and technical assistance using a cost-effective mix of in-person training methods and distance-learning, tele-consulting, or other effective virtual methods to ensure support to Component A grantees is timely, equitable, convenient, and accessible.
- Plan and convene one annual in-person training for Component A grantees, in collaboration with the Department, including all hotel/training site logistics, agenda development, securing trainers/speakers, preparation of training materials/resources, etc.
- Provide technical assistance to Component A grantees with varying levels of expertise in community-based systems approaches.
- Continually scan state and national information sources related to grant strategies to identify other funding or implementation resources.
- Develop new or enhance existing resources consistent with evidence-based systems approaches to chronic disease prevention to support Component A grantee implementation.

- Facilitate regular conference call meetings with individual Component A grantees, in collaboration with the Department.

e) Collaboration

- Work with the Department to ensure coordination across the initiative and promote the most efficient use of resources.
- Program staff will participate in monthly in-person or conference call meetings with the Department.
- Collaborate with national, statewide, or regional professional organizations to support training and technical assistance activities for Component A grantees.

f) Statewide Early Care and Education Support (In addition to activities to support ECE strategy implementation for Component A grantees.)

- Work with experts to develop new and enhance existing resources consistent with the 47 high-impact obesity prevention strategies from Caring for Our Children 4th Edition to support Component A grantee implementation.
- Develop, coordinate and manage an ECE recognition program to recognize ECE sites for achievements related to imbedding physical activity and nutrition standards into their programs.
- Participate in statewide partnership groups, in collaboration with the Department, to explore opportunities to embed physical activity and nutrition standards into statewide ECE systems as outlined in the [Spectrum of Opportunities Framework](#).
- Provide training and technical assistance to state-level partners on implementation of physical activity and nutrition standards into statewide ECE systems.

g) Quality Improvement

- Assess training and technical assistance activities annually to determine effectiveness in supporting Component A grantees.
- Develop training and technical assistance plans for major areas of activity, define priorities for improvement, and implement improvement strategies based on needs assessments and results of training and technical assistance evaluation.

B. Organizational Infrastructure and Staffing

- Provide qualified, professional staff in sufficient numbers and at reasonable costs to carry out the deliverables of this RFA, including a Project Director; subject matter experts or faculty with demonstrated expertise, and/or additional technical experts; commensurate with administering a statewide training and technical assistance initiative, including budget, programmatic, and communication management, facilitation, or delivery.
- The funded applicant must use grant funds to support a minimum of a 1.0 FTE, employed by the applicant agency.
- The Project Director must be employed by the applicant agency, demonstrate proficiency in effectively managing grant budgets, coordinating training and technical assistance programs for large numbers of diverse professional staff; developing short, medium and long-term plans and goals for implementation, and working with a diverse range of public health practitioners in high-need communities. Responsibilities include, but are not limited to, budget management, coordination of program logistics, development or identification of materials and resources, training needs and agendas, and effective reporting of program results or data to a variety of audiences.

- The funded applicant will be responsible for developing and maintaining an adequate professional staff or faculty with specific expertise in the community and school strategies of the grant. Responsibilities may include, but are not limited to, providing ongoing assistance and guidance as needed, developing or facilitating training or CoP sessions/workshops, facilitating grantee calls, meetings, or engagement with other subject matter experts.
- Administrative, fiscal, and clerical support and information technology staff for the program as needed.
- Staffing should be consistent with the percent of funding allocated for the community and school strategies provided under the Component A scope of work.
 1. Community Strategies 65%
 2. School Strategies 35%

Applicants may subcontract components of the scope of work (**30% of the budget must be retained**). The applicant organization shall retain 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). 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 Department.** All subcontractors/consultants must be approved by the Department prior to the start of work.

C. Staff Orientation, Training, Supervision and Program Support

- Support staff by providing training and resources to equip staff with adequate professional competencies including, but not limited to, providing training and technical assistance to Component A grantees; fundamental concepts of evidence-based systems approaches to implementation; and timely execution of grant activities including reporting requirements.
- Provide proper orientation to the organization’s policies and procedures and New York State Department of Health policies and procedures for budget and program management; appropriate budgeting for the program’s transportation needs; fiscal and budget management support; timely processing of purchase and subcontracting requests; appropriate administrative supervision and support; access to current resources and information; current computer system with access to an individual e-mail account and the Internet, and office and meeting space.

D. Program Reporting and Evaluation

- Reporting to the Department may include, but is not limited to, results of needs assessments and quarterly training and technical assistance data or outcomes.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the New York State Department of Health, Division of Chronic Disease Prevention, Bureau of Community Chronic Disease Prevention, State Physical Activity and Nutrition Program. 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 or in writing to:

Dan French
New York State Department of Health
Bureau of Community Chronic Disease Prevention
Riverview Center, 150 Broadway, Suite 350
Menands, NY 12204
CHSC.2020.RFA@health.ny.gov

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 submitted via email or by telephone to:

Dan French
CHSC.2020.RFA@health.ny.gov
518-408-5142

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.

- <https://grantsmanagement.ny.gov/resources-grant-applicants>
- Grants Gateway Videos: <https://grantsmanagement.ny.gov/videos-grant-applicants>
- Grants Gateway Team Email: grantsgateway@its.ny.gov
Phone: 518-474-5595
Hours: Monday thru Friday 8am to 4pm
(Application Completion, Policy, Prequalification and Registration questions)
- Agate Technical Support Help Desk
Phone: 1-800-820-1890
Hours: Monday thru Friday 8am to 8pm
Email: helpdesk@agatesoftware.com
(After hours support w/user names and lockouts)

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_NYSSGG/module/nysgg/goportals.aspx and a link provided on the Department's public website at: <https://www.health.ny.gov/funding/>. Questions and answers, as well as any updates and/or modifications, will be posted on the Grants Gateway. All such updates will be posted by the date identified on the cover of this RFA.

C. Letter of Interest

Prospective applicants may complete and submit a letter of interest (see Attachment 4, Sample Letter of Interest Template). Prospective applicants may also use the letter of interest to 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. Please note that you will receive an error message when uploading the letter into the application as other Pre-Submission uploads are not due until the application is submitted. A copy should also be emailed to CHSC.2020.RFA@health.ny.gov. The Letter of Interest should be submitted by the date posted on the cover of the RFA. Please ensure that the RFA number is noted in the subject line.

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 interest.

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 Management website at the following web address: <https://grantsmanagement.ny.gov/> and select the “Apply for a Grant” from the Apply & Manage menu. There is also a more detailed “Grants Gateway: Vendor User Manual” available in the documents section under Training & Guidance; For Grant Applicants on this page as well. Training webinars are also provided by the Grants Gateway Team. Dates and times for webinar instruction can be located at the following web address: <https://grantsmanagement.ny.gov/live-webinars>.

To apply for this opportunity:

1. Log into the [Grants Gateway](#) as either a “Grantee” or “Grantee Contract Signatory”.
2. On the Grants Gateway home page, click the “View Opportunities” button”.
3. Use the search fields to locate an opportunity; search by State agency (DOH) or enter the Grant Opportunity name “**Creating Healthy Schools and Communities.**”
4. Click on “Search” button to initiate the search.
5. Click on the name of the Grant Opportunity from 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. **Failure to leave adequate time to address issues identified during this process may jeopardize an applicant’s ability to submit their application.** Both DOH and Grants Gateway 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 Gateway Team is available under Section IV. B. of this RFA.

PLEASE NOTE: Although DOH and the Grants Gateway 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.63 of the Grants Gateway: Vendor User Manual).
- 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. Grantees should ensure that any attachments uploaded with their application are not “protected” or “pass-worded” 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

PLEASE NOTE: Waiting until the last several days to complete your application online can be dangerous, as you may have technical questions. Beginning the process of applying as soon as possible will produce the best results.

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 offeror's application and/or to determine an offeror'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 (Component A and B) resulting from this RFA will be multi-year contracts with a term of five years, anticipated to begin October 1, 2020 and end September 30, 2025. For the budget and work plan, there will be five annual periods, beginning October 1, 2020 and ending September 30, 2025.

Continued funding throughout this five-year 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.
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:

Division of Chronic Disease Prevention
NYS Department of Health
Corning Tower, Room 1025
Empire State Plaza
Albany, NY 12237
BCCDP.fiscop@health.ny.gov

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 Workplan.

3. The grant contractor will be required to submit the following reports to the Department of Health at the address above or, in the future, through the Grants Gateway:
 - Quarterly Progress Reports on a web-based system
 - End of Year Reports as required
 - Other Reports as required by the Department of Health

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

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 on this page under “NYS Directory of Certified Firms” and accessed by clicking on the link entitled “Search the 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 6 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 be sure the Vendor Identification number is included in your organization information. 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/forms.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 strongly encourages 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/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.

Applicants should complete and upload the Vendor Responsibility Attestation (Attachment 5). The Attestation is located under Pre-Submission uploads and once completed should be uploaded in the same section.

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 Management 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 Management 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 Management Website, download a copy of the [Registration Form for Administrator](#). A signed, notarized original form must be sent to the NYS Grants Management office at the address provided in the submission 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 grantsgateway@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 Gateway Team at grantsgateway@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 included with 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 can be accessed at: https://www.health.ny.gov/prevention/healthy_lifestyles/guidelines.htm.

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 https://www.health.ny.gov/funding/cch_rfte_faq.pdf.

V. Completing the Application

A. Application Format/Content

Please refer to the Grants Gateway: Vendor User Manual for assistance in applying for this procurement through the NYS Grants Gateway. This guide is available on the Grants Management website at: <https://grantsmanagement.ny.gov/system/files/documents/2018/11/vendor-user-manual-final.pdf>. Additional information for applicants is available at: <https://grantsmanagement.ny.gov/resources-grant-applicants>.

Also, you must use Internet Explorer (11 or higher) to access the Grants Gateway. Using Chrome or Firefox causes errors in the Work Plan section of the application.

Please respond to each of the sections described below when completing the Grants Gateway online application. Your responses comprise your application. Please respond to all items within each section. When responding to the statements and questions, be mindful that application reviewers may not be familiar with the agency and its services. Therefore, answers should be specific, succinct and responsive to the statements and questions as outlined.

- Pre-Submission Uploads – Component A and B
 1. Applicant’s Proposed MCDs or NTAs – Component A (Attachment 3)
 2. Letter of Interest - optional (Attachment 4)
 3. Vendor Responsibility Attestation - required (Attachment 5)
 4. MWBE forms - required (Attachment 6)
 5. Fringe Detail Sheet - if applicable (Attachment 9)
 6. Applicant Information Sheet - required (Attachment 11)
 7. Job Descriptions - required (combined into one PDF)
 8. Resumes – if applicable (combined into one PDF)
 9. Applicant Agency Organizational Chart with proposed staffing - required (PDF)
 10. MOU(s)/MOA(s)/Letter(s) of Commitment – required (combined into one PDF)
 11. Subcontractor/Consultant Letter(s) of Commitment – if applicable (combined into one PDF)
 12. Federal and State Nutrition Funding Attestation Form – if applicable (Attachment 12)

- Program Specific Questions

If applying for multiple service regions for Component A, separate applications must be submitted. If applying for both Components A and B, separate applications in both Grants Gateway opportunities are required.

APPLICATION FORMAT AND CONTENT FOR COMPONENT A

1. Executive Summary (Not Scored)

- a. Provide a summary of the project proposal, including your objectives to meet the stated goals and a confirmation of your agency’s eligibility.
- b. Complete Attachment 11, Applicant Information Sheet and save under Pre-Submission Uploads.

2. Statement of Need and Selection of Geographic Service Areas (Maximum of 5 points)

- a. Identify the selected geographic catchment area, including the proposed communities using the tables provided in Attachment 2. Use Attachment 3 to list the Applicant’s Proposed MCDs or NTAs and total population of reach for all communities selected. Once completed, save under Pre-Submission Uploads.
- b. Describe the catchment area and the need for community-level systems approaches to implementing physical activity and nutrition interventions. Identify existing resources and

services in the communities to support policy adoption and implementation of physical activity and healthy eating strategies. Include opportunities for new or enhanced physical activity and nutrition strategies in the service region.

- c. Describe how the proposed strategies will address disparities in the catchment area populations related to physical inactivity and poor nutrition.
- d. Describe plans to consider and/or address the needs of individuals with disabilities when planning, implementing and promoting the proposed strategies.

3. Applicant Organization

(Maximum of 20 points)

- a. Describe the mission and purpose of the agency. How will this initiative support the mission and programs within the applicant agency?
- b. Describe the agency's experience serving high-need (low income and level of education, high rates of chronic diseases, and racial and ethnic minority) populations and identifying or recruiting new partners and settings in which to support implementation. If proposing to work with subcontracts, briefly describe the organization.
- c. Describe how the agency will provide overarching support to the physical activity and nutrition strategies of the grant purpose. Include description of experience engaging local or regional leaders, partners, and decision-makers to adopt and support implementation of community-level systems approaches to chronic disease prevention.
- d. Describe the agency's experience managing budgets that are subject to state and/or federal requirements or guidelines, and how the agency will ensure both budget and programmatic accountability.
- e. Describe the agency's experience or capacity to support implementation of food service guidelines in worksites and community settings.
- f. Describe the agency's experience or capacity to support implementation of physical activity and nutrition policies, programs, or practices in early care and education settings.
- g. Describe the agency's experience or capacity to support implementation of community planning and active transportation interventions, including Complete Streets, and comprehensive or transportation plans.
- h. Describe the agency's experience or capacity to support implementation of Local School Wellness policies in school districts, including physical activity and nutrition components.
- i. Describe the applicant's budget and programmatic capability and capacity to ensure both timely start-up and continued project implementation due to staff turnover or with anticipated or unanticipated changes.

4. Initiative Plan

(Maximum of 30 points)

Communities (Maximum of 20 points)

- a. Describe the implementation timeline (representing an annualized 12-month period) and how the organization will implement food service guidelines, early care and education physical activity and nutrition, and community planning and active transportation interventions in communities as described in Section III Project Narrative and Work Plan Outcomes. Clearly describe a logical, achievable plan for organizing, implementing, and accomplishing all the required strategies over the life of the contract. Address the manner in which all of the project deliverables will be met, including subcontracting as appropriate.
- b. Describe how you will select or prioritize worksites and community settings to implement food service guidelines.

- c. Describe how you will select or prioritize non-CACFP child care centers, day care homes (either CACFP or non-CACFP), and non-CACFP school-based three-year old pre-kindergarten and pre-kindergarten programs to implement physical activity and nutrition policies, practices, and programs.
- d. Describe how you will select or prioritize municipalities to implement community planning and active transportation interventions.
- e. Describe how the agency will engage organizational leaders and/or decision-makers to support and/or assist implementing activities.
- f. Describe existing or new internal and external partnerships and how other resources will be leveraged to support implementation. Note: EWPHCCC and SNAP-Ed II funding may not be used to support or augment activities for this RFA.
- g. Propose a plan for facilitating communication and sustainability activities that includes at least one community example of demonstrated sustainability success and at least two examples of how the applicant proposes to establish new, or build upon existing, sustainability activities.
- h. Describe a plan to coordinate community and school activities, where applicable.
- i. Briefly describe your implementation plan for the remaining four years of the initiative. This should include how additional sites will be recruited.

Schools:

(Maximum of 10 points)

- j. Describe the implementation timeline (representing an annualized 12-month period) and how the organization will implement strategies to support LWPs, CSPAPs, and a healthy nutrition environment in schools as described in Section III Project Narrative and Work Plan Outcomes. Clearly describe a logical, achievable plan for organizing, implementing, and accomplishing all the required strategies over the life of the contract. Address the manner in which all of the project deliverables will be met, including subcontracting as appropriate.
- k. Identify the school districts or other schools selected and combine MOUs into one PDF no larger than 10MB. Save under Pre-Submission Uploads.
- l. Describe how the agency will engage school district administration, staff, and/or decision-makers or partners to support and/or assist implementing activities.
- m. Describe existing or new internal and external partnerships and how other resources will be leveraged to support implementation. Note: EWPHCCC and SNAP-Ed II funding may not be used to support or augment activities for this RFA.
- n. Propose a plan for facilitating communication and sustainability activities that includes at least one school example of demonstrated sustainability success and at least two examples of how the applicant proposes to establish new, or build upon existing, sustainability activities.
- o. Describe a plan to coordinate school and community activities, where applicable.
- p. Briefly describe your implementation plan for the remaining four years of the initiative. This should include how additional schools will be recruited, if applicable.

5. Work Plan

(Maximum of 5 points)

- a. Applicants must submit a detailed work plan for Year 1 of the award. Develop a work plan using the Grants Gateway online application using instructions and outline provided in Attachment 7A, Grants Gateway Work Plan Instructions. The work plan includes the required strategies (objectives), activities (tasks), and performance measures for each task to achieve the grant performance measures. The objectives, major tasks, and performance measures have been pre-populated. The target numbers for each objective must be completed by the applicant. Additional specific tasks and performance measures should be entered by the applicant.

Applicants only need to enter items in the work plan that are not grayed out in the Grants Gateway Work Plan. The work plan should only list objectives, tasks and performance measures for the first twelve months of the contract.

- b. Complete the “Project Summary” section using the following text: Creating Healthy Schools and Communities is a comprehensive, community-based participatory approach to increasing opportunities for physical activity and improved nutrition for people across the age span. Funded organizations will establish and expand local public health efforts to readily implement evidence-based physical activity and nutrition strategies that build on existing community assets and coalitions allowing for the flexibility to tailor interventions that meet the unique needs of communities and leverage resources from multiple stakeholders and sectors (e.g. early child care, local government, faith-based, business and industry, community recreation and parks, mass media, transportation, community planning and design, and education) in high-need communities of New York State (NYS).

Objectives include:

- 1. Implement food service guidelines (FSGs) with worksites (e.g., hospitals, universities/colleges, private workplaces, and state, local and tribal government facilities), and community settings (e.g., parks, stadiums, buildings/areas where community organizations meet), in multiple venues (e.g., cafeterias, cafés, grills, snack bars, concession stands, vending machines) to increase the availability of healthy foods.
 - 2. Improve policies, practices, and environments for physical activity and nutrition in early care and education (ECE) settings [e.g. non-Child and Adult Care Food Program (CACFP) Child Care Centers, Day Care Homes (either CACFP or non-CACFP), and non-CACFP school-based three-year old pre-kindergarten and pre-kindergarten programs].
 - 3. Implement community planning and active transportation interventions in municipalities to increase safe and accessible physical activity.
 - 4. Improve policies, practices, and environments for physical activity and nutrition in schools.
- c. For Organizational Capacity within the work plan format of the Grants Gateway, please enter “N/A”. Applicants are to provide this information in Program Specific Questions, Sections two and six.

Performance Measures

Funded applicants will be required to collect and report on the performance measures in Attachment 1 at a frequency determined by the Department. Revisions and additions may be made to performance measures at the discretion of the Department.

6. Staffing Pattern and Qualifications

(Maximum of 15 points)

- a. Describe the staffing pattern and rationale for this project, including the reasonableness of costs. Upload an organizational chart (under Pre-Submission Uploads) that shows the location of the proposed grant contract within the organization. Staffing should be consistent with the percent of funding allocated for the community and school strategies provided under the Component A scope of work.
 - 1. Community Strategies 65%
 - 2. School Strategies 35%
- b. If known, describe the experience of the staff person(s) who will be hired to fulfill the .50 FTE requirement. This position cannot be subcontracted. Otherwise, explain the recruitment and hiring process to fill this position. Provide the job description for this position and all other proposed staff including where the positions will be in the organization’s hierarchy and what

professional level and authority will accompany these positions. Combine job descriptions into one PDF no larger than 10MB and save under Pre-Submission Uploads.

- c. For each proposed subcontractor, upload a Letter of Commitment. The letter should also include a statement of scope of work. Letters should be combined into one PDF no larger than 10MB and saved under Pre-Submission Uploads. Each letter should describe in two double-spaced pages or less (additional pages per letter will not be reviewed):
 - The partnering organization;
 - Why the collaboration is necessary to achieve the outcomes;
 - What strategies the subcontractor proposes to implement; and
 - What staff will be hired by the subcontractor to perform the work.
- d. Describe how orientation and supervision of staff will be provided and by whom, including the credentials of the person(s) who will be providing orientation and supervision to the program. Include resumes of the person(s) providing orientation and supervision, if known. Combine resumes into one PDF no larger than 10MB and save under Pre-Submission Uploads.
- e. If core program staff vacancies were to occur, please describe how the vacancies would be covered within the organization until staff returned or new staff were hired.
- f. Describe the applicant's current administrative staffing pattern for activities such as payroll, bookkeeping, invoicing, and general tracking of administrative and fiscal controls. Describe the qualifications of key fiscal staff, including a description of the staff's experience (if any) with monitoring government grant funds.
- g. Job descriptions for all positions and resumes of key personnel, including the resumes of person(s) providing orientation and supervision, proposed to carry out the strategies and activities should be uploaded with the job descriptions of staff referenced in b. above. In the response area in the Grants Gateway, describe the qualifications for key fiscal staff, including a description of the staff's experience (if any) with monitoring government grant funds. Resumes should demonstrate that each staff member has the qualifications, knowledge, training, and experience to perform assigned duties. Resumes should be no more than six pages each, should be combined into one PDF no larger than 10MB and saved under Pre-Submission Uploads. Additional pages beyond six per resume will not be reviewed.

7. Performance Monitoring and Evaluation

(Maximum of 5 points)

- a. Describe the capacity of the applicant organization, and identified subcontractor(s) if applicable, to track and collect data for performance monitoring and program evaluation, and use the data to inform strategy implementation activities. Include previous experience with data collection, data entry systems, reporting data and any other relevant performance monitoring and evaluation experience.

8. Budget and Justification

(Maximum of 20 points)

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.

- a. Complete a twelve-month budget for Year 1 in the Grants Gateway (October 1, 2020 – September 30, 2021). Budgets must total but not exceed **\$305,000** as the contract will be valued at this established amount. Please read and refer to Attachment 8A Grants Gateway Budget Instructions and Attachment 8B Data Entry Guidelines.

- b. All costs must be related to the provision of *Component A: Creating Healthy Schools and Communities*, as well as be consistent with the scope of work, reasonable and cost effective. Justification for each cost should be submitted in narrative form. For all existing staff, the Budget Justification must delineate how the percentage of time devoted to this initiative has been determined.
- c. A minimum of a .50 FTE is required to be employed by the applicant.
- d. The budget should include the following travel:
 - i. Travel to the Albany area for program staff to attend the required annual two-day grantee training to include one to two overnight accommodations. Plan according to training anticipated to begin at approximately 9:00 am on day one and end by 1:00 pm on day two. Two additional nights of accommodations for program staff that will be implementing the early care and education strategy to participate in the required Physical Activity and Nutrition Training of Trainers.
 - ii. Regular travel within the service region is expected to conduct the activities of the proposed work plan.
- e. If the budget proposes subcontracts and/or consultants, include a Letter of Commitment and statement of scope of work for each proposed subcontractor/consultant. Proposed subcontracts should be included in NPS. The .50 FTE position cannot be subcontracted. Applicants that propose subcontractors/consultants, should identify subcontracting agencies during the application process.

PLEASE NOTE: Applicants may subcontract components of the scope of work; 30% of the budget must be retained. The applicant organization shall retain 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). The lead organization (contractor) will have overall responsibility for all contract activities, including those performed by subcontractors/consultants, and will be the primary contact for the Department. All subcontractors and/or consultants must be approved by the Department prior to the start of work.

New York State certified Minority/Women-owned Business Enterprises (M/WBEs) should be considered for subcontracting and consultant opportunities, as well as other eligible discretionary Non-Personal Services items in the budget where the organization has the option as to who to select in order to solicit services, products and/or commodities. A Directory of NYS certified M/WBE firms is located <https://ny.newnycontracts.com>. Documentation of good faith efforts to utilized MWBE vendors should be retained and submitted with completed M/WBE forms as it will be required to assist in establishing the M/WBE goal for awards. **Applicants that fail to meet the MWBE goal will be required to document the good faith efforts made toward meeting the 30% goal. See Attachment X M/WBE Forms.**

- f. Applicants and their subcontractors should consider budgeting for program supplies/materials (durable goods and supplies) to support implementation that impact the greatest number of people in the site, setting, or service area. Items that are allowable should include sustainable environmental supports, rather than individual behavior change supports, and directly support strategy performance measures and outcomes. Items that are disallowed include, but are not limited to, capital improvement/construction costs, labor/installation costs, items for one-time events or giveaways/prizes, and educational curriculums, etc.

- g. Funding may be requested under the administrative cost line to support a portion of the agency's overall organizational structure to the extent that it allows a funded applicant to implement program activities. This includes funding for administrative and fiscal staff, space, supplies, telephone, and other expenses indirectly associated with program implementation and service delivery. **Administrative costs may not exceed a rate of 10% of the total direct costs.**
- h. Ineligible Budget Items:
- Indirect or administrative lines will not be accepted as NPS budget lines. Itemized budget lines related to these costs (i.e. rent, heat, telephone) will be allowed with appropriate justification in the narrative and must be entered in the appropriate sections of the on-line budget.
 - Expenditures will not be allowed for the purchase of major pieces of depreciable equipment (although limited computer/printing equipment may be considered) or remodeling or modification of structure.
 - Any ineligible budget lines will be removed from the budget prior to contracting. Ineligible items are those determined by Department personnel to be inadequately justified relative to the proposed work plan, or not fundable under existing state guidance. The budget amount requested will be reduced to reflect the removal of the ineligible items.

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.

9. Preferred Eligibility Qualifications

(Maximum of 5 Additional Points)

Applicants that demonstrate they meet the preferred qualifications, as stated in RFA Section II, Who May Apply, may be awarded up to five (5) additional points. These points are awarded above the 100 points allocated for application content sections a.-g, as follows:

- a. Describe an example of strong community collaborations, including subcontracts/consultants if applicable, or demonstrated success in engaging and sustaining new partnerships (*1 point*).
- b. Describe an example of working with community leaders and decision-makers to achieve adoption of community changes supporting increased physical activity and healthy eating opportunities (*1 point*).
- c. Describe experience working with low-income populations, diverse racial/ethnic groups, and persons with disabilities in high-need communities (*1 point*).
- d. Identify staff with the skills and experience consistent with the program strategies, and fiscal decision-making and performance monitoring skills that address the needs of the program (*1 point*).
- e. Provide a Letter of Commitment (upload in the Grants Gateway) from at least one CCR&R to support applicant activities for implementing the early care and education strategy in child care providers in the catchment area (*1 point*).

APPLICATION FORMAT AND CONTENT FOR COMPONENT B

1. Executive Summary

(Not Scored)

- a. Provide a summary of the project application, including your objectives to meet the stated goals and a confirmation of your agency's eligibility.
- b. Complete Attachment 11, Applicant Information Sheet and save under Pre-Submission Uploads.

2. Statement of Need

(Maximum of 5 points)

- a. Describe statewide physical activity and nutrition systems that would be the focus of the applicant's work using the best information available, current challenges to successfully completing this work, and opportunities to support statewide public health systems to implement evidence-based physical activity and nutrition strategies.

3. Applicant Organization

(Maximum of 20 points)

- a. Describe the mission and purpose of the agency. How will this initiative support the mission and programs within the applicant agency and be integrated into the organizational structure?
- b. Describe the agency's experience including number of years, providing the range of services described in the RFA, including the length of time providing services: subject matter expertise, training, technical assistance, needs assessments, and a peer-to-peer collaborative learning community for public health professionals. If proposing to work with subcontracts, briefly describe the organization and the scope of work to be provided.
- c. Describe how the agency will provide overarching support to the Component A grantees.
- d. Describe the agency's experience managing budgets that are subject to state and/or federal requirements or guidelines, and how the agency will ensure both budget and programmatic accountability.
- e. Describe the applicant's budget and programmatic capability and capacity to ensure both timely start-up and continued project implementation with anticipated or unanticipated changes or delays in the grant.

4. Initiative Plan

(Maximum of 30 points)

Please develop a work plan in the Grants Gateway to address A-F below. Describe specific plans to develop, organize, and deliver each of the deliverables. Please include performance measures for each major activity associated with each deliverable.

a. Needs Assessment

1. Describe specific plans to conduct training and technical assistance needs assessments to assess Component A grantees' current knowledge, skills, and practices, and identify short and medium-term capacity building and implementation areas of development, including specific needs to support partnership engagement, community and school sector strategies, barriers and facilitators to implementation, and communication and sustainability activities. A needs assessment should be completed in the first three months of the grant and be repeated periodically and at least once annually thereafter.

b. Training and Technical Assistance

1. Describe the framework or model for how the applicant proposes to provide training, technical assistance, and resources to support Component A grantees for the implementation of all grant strategies that may include, but are not limited to:
 - Partnership and stakeholder engagement, development, and maintenance;
 - Engaging, communicating with, and educating community members and decision-makers and leaders;
 - Providing local-level training, technical assistance, or other resources;
 - Developing, adopting, enhancing, and implementing grant strategies; and
 - Assisting with communication and sustainability activities.

c. Community of Practice

1. Describe how the applicant will plan and facilitate a Community of Practice for all Component A grantees to learn and share strategies and methods to implement local community-based systems approaches to preventing chronic diseases. Activities to establish a successful CoP include, but are not limited to:
 - convening subject matter expert, staff, or faculty to guide and inform grantees in executing multiple strategies;
 - facilitating regular communications through a variety of modalities, discussion and feedback to and among grantees via in-person learning sessions, webinars, phone conferences, reports and assessments;
 - coaching grantees in simultaneously executing multiple grant interventions; and
 - disseminating information through earned media, press releases, and success stories.

d. Training Methodologies and Delivery

1. Describe specific plans for training and technical assistance using a cost-effective mix of in-person training methods and distance-learning, tele-consulting, or other effective virtual methods to ensure support to Component A grantees is timely, equitable, convenient, and accessible.
2. Describe how the applicant will develop the training plan and agenda for the annual in-person grantee training.
3. Describe specific plans for providing training and technical assistance to Component A grantees with varying levels of expertise in community-based systems approaches.
4. Describe specific plans for continually scanning state and national information sources related to grant strategies to identify other funding or implementation resources.
5. Describe the development of new or enhance existing resources consistent with evidence-based systems approaches to chronic disease prevention to support Component A grantee Implementation.
6. Describe specific plans to facilitate monthly, bi-monthly, or quarterly call meetings with individual Component A grantees.

e. Collaboration

1. Describe how the applicant will work with the Department to ensure coordination across the initiative and promote the most efficient use of resources.

2. Describe how the applicant will collaborate with national, statewide, or regional professional organizations or subject matter experts to support training and technical assistance activities for Component A grantees.

f. **Statewide Early Care and Education Support** (In addition to activities to support ECE strategy implementation for Component A grantees.)

1. Describe how the applicant will work with experts to develop new and enhance existing resources consistent with the 47 high-impact obesity prevention strategies from Caring for Our Children 4th Edition to support Component A grantee implementation.
2. Describe how the applicant will develop, coordinate and manage an ECE recognition program to recognize ECE sites for achievements related to imbedding physical activity and nutrition standards into their programs.
3. The awarded applicant will participate in statewide partnership groups, in collaboration with the Department, to explore opportunities to embed physical activity and nutrition standards into statewide ECE systems as outlined in the [Spectrum of Opportunities Framework](#).
4. Describe how the applicant will provide training and technical assistance to state-level partners on implementation of physical activity and nutrition standards into statewide ECE systems.

g. **Quality Improvement**

1. Describe how the applicant will evaluate training and technical assistance activities annually to determine effectiveness in supporting Component A grantees.
2. Describe how the applicant will define priorities for improvement, and implement improvement strategies based on needs assessments and results of training and technical assistance evaluation.

5. Work Plan

(Maximum of 5 points)

- a. Applicants must submit a detailed work plan for Year 1 of the award. Develop a work plan using the Grants Gateway online application using instructions and outline provided in Attachment 7B, Grants Gateway Work Plan Instructions. The work plan should include the required strategies (objectives), activities (tasks), and performance measures for each task to achieve the grant performance measures. The objectives have been pre-populated. The objective description, tasks, and performance measures must be completed by the applicant. Applicants only need to enter items in the work plan that are not grayed out in the Grants Gateway Work Plan. The work plan should only list objectives, tasks and performance measures for the first twelve months of the contract.
- b. Complete the “Project Summary” using the following text: Creating Healthy Schools and Communities is a comprehensive, community-based participatory approach to increasing opportunities for physical activity and improved nutrition for people across the age span. Funded organizations will establish and expand local public health efforts to readily implement evidence-based physical activity and nutrition strategies that build on existing community assets and coalitions allowing for the flexibility to tailor interventions that meet the unique needs of communities and leverage resources from multiple stakeholders and sectors (e.g. early child care, local government, faith-based, business and industry, community recreation and parks, mass media, transportation, community planning and design, and education) in high-

need communities of New York State (NYS).

Objectives include:

1. Implement food service guidelines (FSGs) with worksites (e.g., hospitals, universities/colleges, private workplaces, and state, local and tribal government facilities), and community settings (e.g., parks, stadiums, buildings/areas where community organizations meet), in multiple venues (e.g., cafeterias, cafés, grills, snack bars, concession stands, vending machines) to increase the availability of healthy foods.
 2. Improve policies, practices, and environments for physical activity and nutrition in early care and education (ECE) settings [e.g. non-Child and Adult Care Food Program (CACFP) Child Care Centers, Day Care Homes (either CACFP or non-CACFP), and non-CACFP school-based three-year old pre-kindergarten and pre-kindergarten programs].
 3. Implement community planning and active transportation interventions in municipalities to increase safe and accessible physical activity.
 4. Improve policies, practices, and environments for physical activity and nutrition in schools.
- c. For Organizational Capacity within the work plan format of the Grants Gateway, please enter “N/A”. Applicants are to provide this information in Program Specific Questions, Sections three and six.

6. Staffing Pattern and Qualifications

(Maximum of 15 points)

- a. Describe the staffing pattern for this project and rationale, including the reasonableness of staffing costs; a Project Director; subject matter experts or faculty with demonstrated expertise, and/or additional technical experts; commensurate with administering a statewide training and technical assistance initiative, including budget, programmatic, and communication management, facilitation, or delivery. Upload an organizational chart (under Pre-Submission Uploads) that shows the location of the proposed grant contract within the organization. Staffing should be consistent with the percent of funding allocated for the community and school strategies to support the Component A scope of work.
 1. Community Strategies 65%
 2. School Strategies 35%
- b. If known, describe the experience of the individual who will be hired to serve as the Project Director. This position cannot be subcontracted. Otherwise, explain the recruitment and hiring process to fill this position. Provide the job description for the required Project Director and all other proposed staff including where the positions will be in the organization’s hierarchy and what professional level and authority will accompany these positions. Combine job descriptions into one PDF no larger than 10MB and save under Pre-Submission Uploads.
- c. For each proposed subcontractor, upload Letter(s) of Commitment. Letter(s) of Commitment should be saved as one PDF no larger than 10MB and saved under Pre-Submission Uploads. The letter should also include a statement of scope of work. Each letter should describe in two double-spaced pages or less (additional pages per letter will not be reviewed):
 - The partnering organization;
 - Why the collaboration is necessary to achieve the outcomes;
 - What work plan components the subcontractor proposes to implement; and
 - What staff will be hired by the subcontractor to perform the work.
- d. Describe how orientation and supervision of staff will be provided and by whom, including the credentials of the person(s) who will be providing orientation and supervision to the program. Include resumes of the person(s) providing orientation and supervision, if known. Combine resumes into one PDF no larger than 10MB and save under Pre-Submission Uploads.

- e. If a vacancy were to occur in the coordinator position, please describe how that position would be covered within the organization until the coordinator returned or a new one was hired.
- f. Describe the applicant's current administrative staffing pattern for activities such as payroll, bookkeeping, invoicing, and general tracking of administrative and fiscal controls. Describe the qualifications of key fiscal staff, including a description of the staff's experience (if any) with monitoring government grant funds.
- g. Job descriptions for all positions and resumes of key personnel, including the resumes of person(s) providing orientation and supervision, proposed to carry out the strategies and activities should be saved under Pre-Submission Uploads as described above. In the response area in the Grants Gateway for this question, describe the qualifications for key fiscal staff, including a description of the staff's experience (if any) with monitoring government grant funds. Resumes should demonstrate that each staff member has the qualifications, knowledge, training, and experience to perform assigned duties. Resumes should be no more than six pages each. Additional pages beyond six per resume will not be reviewed.

7. Performance Monitoring and Evaluation (Maximum of 5 points)

- a. Describe the capacity of the applicant organization to collect data for performance monitoring and program evaluation. Include previous experience with data collection, data entry systems, reporting data and any other relevant performance monitoring and evaluation experience.

8. Budget and Justification (Maximum of 20 points)

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.

- a. Complete a twelve-month budget for Year 1 in the Grants Gateway (October 1, 2020 – September 30, 2021). Budget should total but not exceed **\$375,000** as the contract will be valued at this established amount. Please read and refer to Attachment 8A Grants Gateway Budget Instructions and Attachment 8B Data Entry Guidelines.
- b. All costs must be related to the provision of *Creating Healthy Schools and Communities*, as well as be consistent with the scope of services, reasonable and cost effective. Justification for each cost should be submitted in narrative form. For all existing staff, the Budget Justification must delineate how the percentage of time devoted to this initiative has been determined.
- c. The Project Director is required to be employed by the applicant. A minimum of a 1.0 FTE is required to be employed by the applicant.
- d. The budget should include the following travel:
 - i. Travel to the Albany area for staff to host and facilitate the required annual two-day grantee training to include one to three overnight accommodations. Plan according to training anticipated to begin at 9:00 am on day one and end by 1:00 pm on day two. Two additional nights of accommodations for staff to assist Department staff in facilitating the required Physical Activity and Nutrition Training of Trainers for Component A grantees.
- e. If the budget proposes subcontracts and/or consultants, include a Letter of Commitment and statement of scope of work for each proposed subcontractor/consultant. The Project Director position cannot be subcontracted. Applicants that propose subcontractors/consultants, should identify subcontracting agencies during the application process.

PLEASE NOTE: Applicants may subcontract components of the scope of work; 30% of the budget must be retained. The applicant organization shall retain 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). The lead organization (contractor) will have overall responsibility for all contract activities, including those performed by subcontractors/consultants, and will be the primary contact for the Department. All subcontractors and/or consultants must be approved by the Department prior to the start of work.

New York State certified Minority/Women-owned Business Enterprises (M/WBEs) should be considered for subcontracting and consultant opportunities, as well as other eligible discretionary Non-Personal Services items in the budget where the organization has the option as to who to select in order to solicit services, products and/or commodities. A Directory of NYS certified M/WBE firms is located <https://ny.newnycontracts.com>. Documentation of good faith efforts to utilize MWBE vendors should be retained and submitted with completed M/WBE forms as it will be required to assist in establishing the M/WBE goal for awards.

- f. Applicants and their subcontractors should consider budgeting for services and program supplies/materials that will directly support the major tasks to be accomplished.
- g. Funding may be requested under the administrative cost line to support a portion of the agency's overall organizational structure to the extent that it allows a funded applicant to implement program activities. This includes funding for administrative and fiscal staff, space, supplies, telephone, and other expenses indirectly associated with program implementation and service delivery. **Administrative costs may not exceed a rate of 10% of the total direct costs.**
- h. Ineligible Budget Items:
 - Indirect or administrative lines will not be accepted as NPS budget lines. Itemized budget lines related to these costs (i.e. rent, heat, telephone) will be allowed with appropriate justification in the narrative and must be entered in the appropriate sections of the on-line budget.
 - Expenditures will not be allowed for the purchase of major pieces of depreciable equipment (although limited computer/printing equipment may be considered) or remodeling or modification of structure.
 - Any ineligible budget lines will be removed from the budget prior to contracting. Ineligible items are those determined by Department personnel to be inadequately justified relative to the proposed work plan, or not fundable under existing state guidance. The budget amount requested will be reduced to reflect the removal of the ineligible items.

9. Preferred Eligibility Qualifications

(Maximum of 5 Additional Points)

Applicants that demonstrate they meet the preferred qualifications, as stated in RFA Section II, Who May Apply, may be awarded up to five (5) additional points. These points are awarded above the 100 points allocated for application content sections a. – g. as follows:

- a. Describe experience providing capacity building and implementation-level training and technical assistance to a statewide cohort of local-level public health professionals working with a diverse range of high-need urban, rural, and suburban communities to implement a systems approach to evidence-based chronic disease prevention strategies (*1 point*).

- b. Describe staff/faculty, and partner or subcontract/consultant collaborations, with expertise in systems approaches to implementing evidence-based chronic disease prevention strategies and strategizing solutions to a variety of barriers and challenges (*1 point*).
- c. Describe experience conducting, evaluating, and using needs assessment results/data to develop training plans and services (*1 point*).
- d. Describe experience facilitating a peer-to-peer collaborative learning community that actively engages participants and evolves in response to successes, challenges, and opportunities over a multi-year grant period (*1 point*).
- e. Describe experience or subject matter expertise related to the community strategies of this initiative (*1 point*).

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 Chronic Disease Prevention.

Applicants that fail to meet the minimum eligibility criteria set forth above will be removed from consideration.

The following will result in rejected applications:

- For Components A and B: Failing to meet the minimum eligibility requirements.
- For Component A: Failure to submit an application that covers all required strategies under Communities, Schools, and Communication and Sustainability as described in Section III, Project Narrative/Work Plan Outcomes.
- For Component A: Selecting communities not included in Attachment 2.
- For Component A: Not meeting catchment area criteria for the Small, Medium, Large, or a combination of communities.
- Applicant is not prequalified in the New York State Grants Gateway on the date and time the application is due, as noted in the Key Dates on the cover of this RFA.

Section Title	Maximum Score	Other Format Requirements
1. Executive Summary	Not Scored	
2. Statement of Need	5	
3. Applicant Organization	20	
4. Initiative Plan	30	
5. Work Plan	5	Use guidance for objectives, tasks and performance measures provided in Attachment 7A and/or 7B
6. Staffing Pattern and Qualifications	15	
7. Performance Monitoring and Evaluation	5	
8. Budget	20	Follow all guidance instructions provided in Attachments 8A/B
9. Preferred Eligibility Qualifications	5	
TOTAL	105	

For Component A, a minimum score of 70 points out of a possible 105 is required to be considered for funding. For Component B, a minimum score of 70 points out of a possible 105 is required to be considered for funding.

In the event of a tie score among Component A applicants within a region and/or a tie score for the highest scoring Component B application, the determining factors for a grant award, in descending order of importance, will be:

- Applicant with the highest score in the Staffing Pattern and Qualifications.
- Applicant with the highest score in the Initiative Plan section.

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 there are no Component A applicants with passing scores in a service region, the Department reserves the right to modify the final service regions of successful applicants to ensure sufficient program coverage statewide, such that counties may be the responsibility of different successful applicants in contiguous service regions (for example, if a four (4)-county area is left without a successful awardee, the successful awardees in the two (2) contiguous service regions may each be awarded the additional counties – one may be awarded one (1) of the counties, the other, three (3) of the counties). The Department also reserves the right to re-procure for one or more service regions left without a successful awardee should successful applicants in contiguous areas decline additional counties. Award values may be modified to address service region modifications. Final awards and award values are contingent on the total funds available.

Applications failing to provide all response requirements or failing to follow the prescribed format may be removed from consideration or points may be deducted.

If changes in funding amounts are necessary for this initiative or if additional funding becomes available, funding will be modified and awarded in the same manner as outlined in the award process described above.

Applicants will be deemed to fall into one of three categories: (1) not approved, 2) approved but not funded due to resources, and 3) approved and funded. Approved but not funded applications may be funded should additional funds become available.

Once an award has been made, applicants may request a debriefing of their application (whether their application was funded or not funded). Please note the debriefing will be limited only to the subject application and will not include any discussion of other applications. Requests must be received no later than fifteen (15) business days from date of award or non-award announcement.

To request a debriefing, please send an email to Dan French at CHSC.2020.RFA@health.ny.gov. In the subject line, please write: Debriefing Request – RFA # 18371 CHSC (Component A and B).

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>. (Section XI. 17.)

VI. Attachments

Please note that all attachments are accessed under the “Pre-Submission Uploads” section of an online application and are not included in the RFA document. 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: Project Logic Model and Performance Measures – Component A and B
- Attachment 2: Catchment Area Instructions, Maps, and Tables – Component A
- Attachment 3: Applicant’s Proposed MCDs or NTAs – Component A
- Attachment 4: Sample Letter of Interest
- Attachment 5: Vendor Responsibility Attestation
- Attachment 6: Minority & Women-Owned Business Enterprise Requirement Forms
- Attachment 7A: Component A Grants Gateway Work Plan Instructions
- Attachment 7B: Component B Grants Gateway Work Plan Instructions
- Attachment 8A: Grants Gateway Budget Instructions
- Attachment 8B: Data Entry Guidelines
- Attachment 9: Fringe Detail Sheet
- Attachment 10: Indirect Cost Guidelines
- Attachment 11: Applicant Information Sheet
- Attachment 12: Federal and State Nutrition Funding Attestation Form