

RFA #20667

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

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

QUESTIONS AND ANSWERS

November 21, 2025

All questions are stated as received in the NYS Department of Health (DOH) Bureau of Community Chronic Disease Prevention (BCCDP) by the deadline. In some instances, references to individual agencies or people were redacted from the questions prior to publication.

The responses to questions included herein are the official responses by the Department to questions posted by potential bidders and are hereby incorporated into the RFA# 20667 issued on October 22, 2025. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

I. Introduction

Q1. The background information notes the prevalence of chronic diseases among NYS adults and numerous successes also refer to people other than school aged people (Section 1.A., Page 4), the strategies listed in the first paragraph of Section 1.B., Page 5) seem focused on children/schools. Are applications focused on children/schools or multi-generational preferred?

Response to Q1: Applications should focus on implementation of all community and school strategies with the goal of reaching all populations within an Applicant's proposed catchment area to the greatest extent possible. RFA Sections I, II, and III detail the sectors, populations, and required strategies.

Q2. On p. 5 of the RFA, it notes that a total of 15 Component A awards will be granted, with a minimum of 3 awards per region. Fifteen total awards divided by five regions equals three awards per region. Does "minimum of 3" suggest that there could somehow be more than 3 - or will there only be three awards per region?

Response to Q2: Refer to RFA Section V. Completing the Application, C. Review and Award Process which states in part: *For Component A, the Department anticipates awarding up to 15 Grantees. The three (3) highest scoring applications in each of five (5) regions will be funded for a total of up to 15 awards. A minimum score of 70 points out of a possible 100 is required to be*

considered for funding; and Applicants will be deemed to fall into one of three categories: 1) not approved, 2) not funded due to limited resources, and 3) approved and funded. Not funded applications may be awarded should additional funds become available.

II. Who May Apply

Q3. Eligibility - may a 501 (c)(3) foundation apply on behalf of health care system, when requirements listed in Component A (items 1 - 5) are met by the foundation as applicant?

Q4. I reached out to the SFS Vendor Portal System help desk and the information below is what I received. Am I understanding correctly that only non-profit organizations can apply for grants?

Q5. Does the grant allow for applicants that are newly incorporated?

Q6. Members of our extended team are interested in applying to this grant (Creating Healthy Schools and Communities) and I wanted to confirm our eligibility to apply as an academic institution within New York State. Can you confirm we are eligible to apply?

Response to Q3-Q6: Refer to RFA Section II. Who May Apply, Component A, Minimum Eligibility for a list of minimum eligibility requirements for Component A. Refer to RFA Section II. Who May Apply, Component B, Minimum Eligibility for a list of minimum eligibility requirements for Component B.

Q7. Pg.7, Who May Apply, Minimum Eligibility, #4 Please define what Public Health services means in relation to this RFA?

Response to Q7: Public health services for the purposes of this RFA are functions or activities as described in the [Centers for Disease Control and Prevention's 10 Essential Public Health Services](#) framework for public health to protect and promote the health of all people in all communities. To achieve equity, the Essential Public Health Services actively promote policies, systems, and overall community conditions that enable optimal health for all and seek to remove systemic and structural barriers that have resulted in health inequities. Eligible Applicants should currently provide a public health service or program that includes one or more of the 10 essential public health services as described by the Center for Disease Control and Prevention.

Q8. We work with school districts to prepare grant applications and one of our districts just shared this opportunity with me. Is this something that a consortium of school districts could apply for through BOCES with the primary objective of increasing child nutrition through expanding school gardening, increasing fruit and vegetable consumption among K-12 students, and increasing local food procurement in K-12 school cafeterias? Or do projects need to be delivered to the general public?

Response to Q8: This grant supports work in both the community and school sectors with the goal of reaching all possible populations within these sectors. Refer to RFA Section I. Introduction, B. Intent. Refer to Section II. Who May Apply for minimum requirements to apply for this grant.

III. Project Narrative/Work Plan Outcomes

Q9. Is the intention of this grant to have organizations apply to serve as the entire Physical Activity and Nutrition Center of Excellence (PANACE) or to have organizations apply who could serve as component parts of the PANACE?

Response to Q9: Refer to RFA Section III. Project Narrative/Work Plan Outcomes, Component B, 1. Scope of Work which states in part: *The Department anticipates contracting with one organization to serve as the statewide Physical Activity and Nutrition Center of Excellence (PANACE) to provide training and technical assistance (TTA) to Component A Grantees. The Component B Grantee will have existing capacity and expertise to support TTA across a range of capacity building, implementation, and sustainability activities for all community and school component strategies in collaboration with subcontractors and consultants, as needed.*

Q10. The RFP language says under the “note”: “Work plan activities to support the development of Nutrition Education, Health Education, or Physical Education curriculum is not a component of this strategy. However, Grantees may conduct activities to educate the school population, parents, or community about the PSE approaches of this grant and may also provide certain types of packaged educational curriculum such as, but not limited to, CATCH, SPARK, Math and Movement, or similar Physical Education or classroom-based activity programs. Such programs should be integrated into the core curriculum or as a daily/weekly policy practice to support Comprehensive School Physical Activity Program components.” My first question is, do the “packaged educational curriculum” allowed referred to include nutrition curricula? The NYC Department of Education has a Food Education Roadmap with one of its goals to: increase the number of schools offering food education programming; this is operationalized in tandem with the Food Ed Hub convened by the Tisch Food Center at Columbia University Teachers College which has a database of food/nutrition education & other school wellness programs.

Response to Q10: No, packaged nutrition education curricula is not a supported strategy for this grant. The packaged physical education (PE) examples that could be integrated into the PE curriculum are designed to directly increase physical activity for all students during class time as a component of Comprehensive School Physical Activity Programs. Although nutrition education for students is a component of CDC’s Healthy Nutrition Environment strategy and may be part of a comprehensive health education program, the nutrition strategy focus of this grant is specifically on the school nutrition environment components, outside of nutrition education curriculum. However, Applicants can propose activities in collaboration with teachers and staff that would educate students about the nutrition environment changes at their school and provide opportunities to involve students in those activities including some of the recommended strategies listed in RFA Section III. Project Narrative/Work Plan Outcomes, School Strategies, Strategies. A7. Nutrition Environment.

Q11. Also for the Social & Emotional Climate & mental health components, it says “Implementation support at the school building level should focus on programs or environmental supports for all students and staff. Some examples include: peer-led modeling programs, dedicated time for students to independently practice mindfulness, offer small group mindfulness activities, provide relationship-building programs, promote acceptance and commitment to change, engage students in coping skills training groups, and supporting staff well-being with mindfulness-based training programs.” My second question is, would promoting a mindful eating program for students be allowed?

Response to Q11: The Department may allow for a mindful eating program if an evidence-base can be demonstrated for students similar to the mindfulness program examples under Optional School Strategies which are referenced as evidence-based strategies in [CDC's Promoting Mental Health and Well-Being in Schools: An Action Guide for School and District Leaders](#). A proposed mindful eating program would be reviewed and discussed with awardees to determine its alignment with the purpose of these optional strategies.

Q12. Page 13 FSG and Nutrition Guidelines Venues - Are food pantries not eligible sites within this RFA? For the purposes of this grant, what is the definition of sundry shops? How are they different from convenience stores and general stores?

Q13. Pg. 13: Project Narrative/Work Plan Outcomes, Food Service and Nutrition Guidelines: Paragraph 2 Please further define Sundry shops and Micro Markets.

Q14. Pg 13 final paragraph: I don't see "food distributed or served", food pantries, or community meals as possible venues. Would we be able to work with them in this cycle? Also – will this strategy still be split up by "worksites" and "community sites"?

Q15. Pg. 15: Funding Restrictions, bullet 3- How can we work with sundry shops and micro markets when working on healthy food retail is not a permitted strategy?

Response to Q12-Q15: Refer to RFA Section III. Project Narrative/Work Plan Outcomes, Component A, A. Major Tasks, Community Strategies, A1. Food Services and Nutrition Guidelines. The adoption and implementation of food service and nutrition guidelines should be in regional or system-level organizations that align with the priority settings to be determined for the program in Year one. Food service guidelines are standards for healthier food, beverages, and food service operations in worksite and community settings. For examples of regional and system-level organizations, see Figure 1 in this section. Food pantries, sundry shops, and micro markets are eligible sites for implementation of food service and nutrition guidelines when affiliated with a regional/system level organization. For the purposes of this RFA, Sundry shops refer to the small retail stores often found in specific locations, such as in larger institutions like hospitals; and Micro markets refer to small food service areas, such as stores or kiosks, in which a cashier is not present, and the consumer makes purchases through self-checkout stations.

Q16. Page 15, Special Considerations Bullet 2: Schools, childcare, and other settings that adhere to existing federal nutrition standards are not eligible settings. Would school concession stands run by booster clubs, not regulated by federal nutrition standards, be eligible sites?

Response to Q16: No, school concession stands are not an eligible site for the food service and nutrition guidelines strategy.

Q17. Page 26, B. Organizational Infrastructure and Staffing Bullet 3: 'The Grantee must use grant funds to support a minimum of a .50 FTE program coordinator, employed by the applicant agency.' Can this position be in-kind or is it required to be grant funded?

Response to Q17: Refer to Addendum #2 which states in part:

*Component A: The Grantee may use grant funds or in-kind staff to support a **minimum of a .50 FTE program coordinator, employed by the applicant agency**, with a minimum of a bachelor's degree and at least one-year experience preferably in a public health, education, health systems, cooperative extension, human service, or related field.*

Component B: The Component B Grantee may use grant funds or in-kind staff to support a minimum of 1.0 FTE, employed by the applicant agency.

Q18. If an organization is applying for two Component A contracts, is the requirement that a grantee use grant funds to support a minimum of a .50 FTE program coordinator for each contract or is it a combined .50 FTE program coordinator for both contracts?

Response to Q18: The minimum .50 FTE program coordinator requirement applies to each contract.

Q19. Pg. 8-9: Project Narrative/Work Plan Outcomes, Geographic Area: Application Community Selection Process:

Bullet 2: Is there a minimum or maximum number of counties we have to choose in our service region?

Bullet 3: Please provide clarification on choosing communities in which all strategies cannot or may not be implemented.

Site Selection Process for Schools

Bullet 1: Please explain how to address when a school is the home school for multiple MCD's. Do all MCD's need to be included as proposed MCD's to be served when submitting the RFA?

Bullet 1: If the school is not in a MCD's or NTA but has students from those communities attending those schools, can we work with them?

Response to Q19:

Refer to RFA Section III. Project Narrative/Work Plan Outcomes2. Application Community Selection Process:

Bullet 2: No, there is no minimum or maximum number of counties to be served. Refer to RFA Section V. Completing the Application, which states in part: *Applicants should have a **minimum combined population reach of 20,000 in their proposed catchment area. If an Applicant is shy of the required minimum combined population reach of 20,000, the Department will require them to incorporate other priority communities into their catchment area to increase the population reach to at least 20,000 prior to award.***

Bullet 3: Applicants should make every effort to meet all criteria under the Applicant Community Selection Process. However, it is understood by the Department that there may be some rural communities that may have limited sites or other circumstances outside the control of the Grantee.

Site Selection Process for Schools:

Bullet 1: No, all MCDs that serve the school do not need to be included. If the minimum of one school district is within at least one of the eligible MCDs, then the RFA criteria is met.

Bullet 1: Yes, you can work with an additional school that is not in an MCD/NTA that serves students from eligible MCDs/NTAs, but the one minimum required school district must be selected from within the eligible MCDs/NTAs.

Q20. Pg. 17: Project Narrative/Work Plan Outcomes, Work Plan Requirements, Funding Restrictions: Are we able to fund incentive (coupon, vouchers) for already existing programs like Farmers Markets, Food to Pharmacy, or Farm to Library?

Response to Q20: Yes, Grantees will be able to fund incentive for already existing programs when such programs are incorporated into a pilot project, pre-approved by the Department and, include a sustainability plan.

Q21. Pg. 19: Project Narrative/Work Plan Outcomes, Implementation Resources, Community Design for Physical Activity, Paragraph 3: Please define form-based codes.

Response to Q21: Refer to the [form-based codes](#) link on page 19 for the RFA, which is now working. A form-based code is a land development regulation that fosters predictable built results and a high-quality public realm by using physical form (rather than separation of uses) as the organizing principle for the code. A form-based code is a regulation, not a mere guideline, adopted into city, town, or county law. A form-based code offers a powerful alternative to conventional zoning regulation.

Q22. Pg. 20 Project Narrative/Work Plan Outcomes, Implementation Resources, Community Design for Physical Activity, Everyday Destinations:

Bullet 1 Do everyday destinations have to be directly tied to a trail system?

Policies Paragraph 4: Could you please share examples of policies that include Shared Use Agreements in relation to towns and villages?

Response to Q22: No. Everyday destinations do not have to be directly tied to a trail system but should be connected by some type of activity-friendly route to everyday destinations as the primary goal of the Community Design for Physical Strategy. Working on trail systems should include areas where direct or indirect connections or routes could be established, or where pedestrian/bicycle improvements can be made, between the trail systems and destinations rather than working on only a trail system in isolation. Here are some examples of Shared Use in communities. [Shared Use | ChangeLab Solutions](#), [Strategies for Access to Places for Physical Activity | Physical Activity | CDC](#)

Q23. Pg. 24 Project Narrative/Work Plan Outcomes, Optional School Strategies

Paragraph 1 and 2: Can you explain further our allowable expenses and program support for the optional strategy of supporting WSCC components outside physical activity and the nutrition environment.

Q24. Pg 24 Paragraph 1: What are allowable expenses under the optional schools strategies (Social & Emotional Climate; Employee Wellness; Family Engagement; and Community Involvement)?

Response to Q23 & 24: Implementation support at the school building level should focus on programs or environmental supports for all students and staff. Allowable expenses and program support should be consistent with, or similar to, the types of expenses allowed for the required school strategies. Refer to RFA Attachment 14 Examples of Allowable and Disallowable Expenses for Component A included in Addendum 2 for general guidance. One example could be Social and Emotional Climate professional development training for teachers. Although optional strategies are included in this RFA, Applicants should prioritize work plan activities and expenses to support the required school strategies with secondary activities to support optional strategies. Further discussions for optional strategy expenses can occur with awarded Grantees.

Q25. Pg. 44 Project Narrative/Work Plan Outcomes, Application Format Component A

Bullet 2: When do you have to submit multiple applications? If you intend to work with multiple towns with one award do you need to submit multiple applications for each township?

“Applicants may submit multiple applications within the same region for different catchment areas (different sets of communities). Each catchment area requires a separate application.”

Response to Q25: Refer to RFA Section III. Project Narrative/Work Plan Outcomes, Component A, 1. Geographic Area which states: *The Applicant's catchment area for this RFA includes the geographical area, within the service region, encompassing the priority community(ies) and population(s) the Applicant proposes to serve through this grant.* Also refer to Section V, Completing the Application, Application Format for Component A for details on when to submit multiple applications. Applicants may submit applications to multiple service regions, and if doing so, the Applicant is required to submit separate applications for each service region. For each Component A application, Applicants are instructed to select their region of service on Attachment 12 – Application Cover Sheet and Attestation and are to define their catchment area comprised of priority communities on Attachment 3 – Applicant's Proposed MCDs or NTAs. Applicants may submit multiple applications for different catchment areas within a service region and if doing so, each catchment area within the same service region requires one (1) separate application. Applicants do not need to submit multiple applications for each township.

Q26.

III. Component A. 3. Scope of Work, page 10

"Grantees will use a PSE approach at a systems or site-level, based on the strategy priority population, to implement physical activity and nutrition interventions that support increased opportunities for physical activity and access to healthier foods and beverages in selected priority communities. Applicants should include all required, and optional if applicable, strategies and activities in their application."

Also:

III. Component A. 3. Scope of Work, A. Major Tasks, Community Strategies, pages 12-22

"Grantees will provide...as needed to implement the following four required strategies...

A1 Food Service and Nutrition Guidelines...

A2 Fruit and Vegetable Programs...

A3 Physical Activity and Nutrition Best Practices in Early Care and Education (ECE)...

A4 Community Design for Physical Activity (CD4PA)"

And:

III. Component A. 3. Scope of Work, A. Major Tasks, School Strategies, pages 22-25

"...The three required school strategies for this initiative are informed...All Applicants are required to develop a work plan and budget to support Local School...

A5 Policies and Practices...will work with schools...

A6. Physical Activity...for school administration, staff, and teachers...

A7. Nutrition Environment...school administration, staff, school nutrition staff, and teachers...

Question: These various requirements seem to indicate, by default, that Applicants must serve ECE, schools, or children, in contrast to the Background information and examples of successful programs, which relate to adults. Please clarify.

Response to Q26: RFA Sections I, II, and III describe the sectors, populations, and required strategies of this RFA. Applications should focus on implementation of all community and school strategies with the goal of reaching all populations to the greatest extent possible within the catchment area.

Q27. We understand that "applicant activities to support student mental health and well-being as part of the social and emotional climate component" are part of "optional school strategies" (RFP Section: Optional School Strategies, paragraph 5, pg. 23; paragraphs 1-2, pg. 24). However, mental health activities are also required per the Intent of this RFA ("develop and

implement local school wellness policies focusing on nutrition, physical activity, social and emotional climate, and mental health.”)

Can you confirm if dedicated mental health activities are required as part of our work plan for school strategies?

Response to Q27: No, mental health activities are not required and are included as optional school strategies only.

Q28. Pg 14 paragraph 1: What is meant by “landscape reviews”? Are those similar to the assessments from CHSC 2? The Broome County Food Council has hired contractors to conduct a large review of our food system, including interviews with various sector leaders (such as farmers, advocates, people with lived experience, nutrition educators, healthcare workers) – this will conclude in Jan 2026. Can we use their results as our landscape review?

Response to Q28: A landscape review assesses the existing environment and involves gathering data to identify priorities and inform the implementation of evidence-based strategies to reduce health disparities. The Department will provide additional guidance to grant awardees for landscape review considerations. Additional landscape reviews and community assessments may be completed as needed.

Q29. Pg 17 paragraph 5: What are allowable expenses under the Fruit and Vegetable Programs initiative? Can funds be used to expand existing programs?

Q30M. On pg. 17 under "Funding Restrictions" it notes that funds cannot be used to establish new fruit and vegetable incentive programs. What constitutes a new program? For example, if an existing FVRx program is replicated in a new site, is that considered "establish(ment)" of a new program? Can funds be used to support program replication and/or expansion?

Q31. Under the fruit and vegetable prescription component, will grantees be able to support the cost of food/ food vouchers as an allowable cost? (Section A2, page 15)

Response to Q29-Q31: Yes, funds can be used to expand or enhance existing fruit and vegetable incentive programs (FV programs) serving the catchment area when incorporated into a pilot project that includes a sustainability plan. Refer to Section III for Funding Restrictions (i.e., grant funds cannot be used for the following activities). The Department will provide additional guidance to grant awardees on allowable expenses.

Q32. Pg 25 paragraph 2: Are gardens an allowable expense under the schools strategy?

Response to Q32: Yes, school gardens are an allowable expense with some limitations. Refer to RFA Attachment 14 - Examples of Allowable and Disallowable Expenses for Component A included in Addendum 2. Although the produce from gardens rarely meets the needs of the entire student population, all the produce must be used for food provided to students through school meals or a la carte options for the school nutrition environment strategy.

Q33. If we plan to potentially engage engineering subcontractors to help review demonstration projects (to get technical approval from a licensed engineer), would we need to identify those firms/engineers in advance, or can they be identified on a project-to-project basis depending on preferences of our municipal partners?

Response to Q33: Subcontractors do not need to be identified in advance for the application. The budget could include a subcontractor line with the subcontractor to be determined (TBD) or

if a line is not included in the application budget, then a budget modification could be completed during the grant year to add a subcontractor line, and the Grantee could identify the appropriate subcontractor(s) for the planned project(s).

Q34. With 24 awards to now 15 awards for CHSC 3.0, averaging 3 within each region, is the priority to reach more with less depth or to have intention and depth, which may result in lower reach numbers, but over time greater change?

Response to Q34: The Department intends to have reach in all five (5) regions of the state through 15 community-level Grantees. Since communities vary in population density and size, Applicants may include one (1) or more eligible communities of any size in their proposed catchment area to achieve the greatest possible reach within a region. Applicants should have a minimum combined population reach of 20,000 in their proposed catchment area. Refer to RFA Section V. Completing the Application.

Q35. Given the dynamic noted above, what are the funders thoughts on regionalizing efforts to have a lead agency and partner with other regional entities to engage in community voice and deliver the strategies? I understand that the lead must hold 30% of funding.

Response to Q35: RFA Sections I and III describe how Applicants should propose to work with their partners and in collaboration with other sectors within their proposed catchment area. The Department encourages Grantees to collaborate when possible and appropriate with other Grantees in their region to maximize their collective efforts to the greatest extent possible.

Q36. Nutrition education is NOT a part of this project, and with SNAP-Ed no longer a possible partner, how much do you value if you can demonstrate capacity to address that gap with a non CHSC funded program partner and show full service?

Response to Q36: Sections I and III describe the partnership, collaboration, community engagement, and strategy implementation approach of this grant.

Q37. It sounds as to implement each strategy within each service area, and it also notes that within each strategy to do a landscape assessment, if that landscape assessment notes that one of the focus strategies is not needed within said area will we be able to adjust?

Response to Q37: The landscape reviews do not determine the need for strategy implementation but rather assess the existing environment, policies, plans, resources and involve gathering data to identify priorities and inform implementation of the grant strategies. Awarded Grantees will be funded to implement the strategies of this RFA only. Applicants are strongly encouraged to take every step necessary during the application period to identify the priority communities of their catchment areas in which all community and school strategies can be implemented to the greatest extent possible within the priority community or across multiple priority communities in the catchment area. The Department will provide training and technical assistance to Grantees to support work plan implementation of the grant strategies in communities or sites that may have limitations or challenges outside the control of the Grantee.

Q38. With the HERJ [health equity and racial justice] efforts highlighted throughout, in the allowable and unallowable costs I did not notice anything about community members being compensated for their time, their voice and their contribution. Is this allowable? and if noted within the attachment please let me know where. Does it say how much?

Response to Q38: Grant funds may be used for incentives with Department pre-approval. Restrictions, limitations, and requirements may apply. The current maximum dollar value per incentive is \$50 and is subject to change. Incentives may be provided to one or more individuals or volunteers to help advance work plan activities. Incentives are typically low-cost items purchased by the Grantee, such as grocery store gift cards or metro cards. The Department will provide detailed guidance to awarded Grantees.

Q39. Page 30, Component B, Section B. Organizational Infrastructure and Staffing: States: “The Component B Grantee must use grant funds to support a minimum of 1.0 FTE, employed by the applicant agency.” Is this required to be one person, or can it be 1.0 FTE split among 2+ people?

Response to Q39: The 1.0 FTE requirement can be met with one or more staff employed by the Applicant agency.

Q40. Will the DOH require the Component A Grantees to hire their minimum 0.50 FTE Coordinator before the contract is executed, or can the PANCE anticipate providing TTA to organizations that may be partially staffed during the first 90-180 days? Component B, Section B (page 26, Section B Organizational Infrastructure and Staffing)

Response to Q40: No, the Department will not require this position to be hired before the contract is executed. Yes, PANCE could provide training and technical assistance to one or more Grantees that are partially staffed.

Q41. Will DOH or its partners provide a specific set of tools, evaluation metrics, or frameworks beyond the general CDC's Using Health Equity Principles in Communities to monitor and report on the HERJ [health equity and racial justice] performance measures?

Response to Q41: Yes, the Department will provide training and guidance to Grantees for the collection and submission of performance measure data for all required strategies.

Q42. We are focused on Deaf populations. There is limited data available related to disabilities in general, but scarce data specifically on Deaf populations. We recognize that we need to use data with indicators such as education, employment, housing quality, and poverty data (e.g., from the American Community Survey) but this does not specifically address the demonstrated need of people who are Deaf. Can we utilize other sources such as peer reviewed studies, general disability data from sources such as BRFSS, Social Vulnerability Index, and ACS? Can we use qualitative data collected through survey, focus groups, or listening sessions?

Q43. We are planning on working with 4201 Schools for the Deaf. When identifying schools (and in the context of this proposal schools for Deaf students) do the schools need to be in the pre-identified Minor Civil Divisions (MCDs)? Can we serve schools for our priority population if we can describe the need – if they are out of the identified MCDs?

Response to Q42 & Q43: The eligible communities for this grant have been identified using the criteria in RFA Section III, 1. Geographic Area. Applicants may use other sources to further understand the population(s) within their eligible communities selected for this grant, however communities must be selected from the those provided in RFA Attachment 2, Catchment Area Instructions, Maps, and Tables – Component A. Refer to RFA Section III, 2. Applicant Community Selection Process. Refer to RFA Section III, Scope of Work, Major Tasks, Health

Equity and Racial Justice Activities for community engagement activities. Refer to Section III, Site Selection Process for Schools to identify the proposed school district(s) or schools.

Q44. Will we get support or resources to translate materials provided in written English to the languages that our population primarily uses?

Response to Q44: Grant funds may be used for translation services and limitations may apply.

IV. Administrative Requirements

Q45. Page 39, Will full MWBE waivers be considered, approved with justification?

Response to Q45: Full waivers can be considered and must include Good Faith Effort documentation that fully exhibits why no MWBE utilization could be obtained.

Q46. MWBE - we have several ongoing contracts with vendors that provide various administrative supports (e.g. accounting, communications, I.T., etc.). Those contracts are "evergreen," meaning there is not an end date specified in those contracts. Are we required to put those contracts out to bid for this contract?

Response to Q46: Pre-existing contracts are not automatically exempted from goal-setting however the impacts of such on the ability of an organization to meet the goal can be considered during a waiver review process if the goal cannot be met.

Q47. How do we ensure that we are fully prequalified in the New York State Statewide Financial System (SFS) so we may submit our application in December?

Response to Q47: Applicants *must* be prequalified in SFS (if not exempt) by the date and time applications are due. Please refer to Section IV. Administrative Requirements, N. Vendor Prequalification for Not-for-Profits in the Request for Applications.

An Application cannot be submitted/received from a not-for-profit Applicant that:

- (a) has not Registered in the New York State Statewide Financial System; or
- (b) has not Prequalified in the Statewide Financial System by the Application's due date specified on the Cover Page of this Request for Applications.

The updated Prequalification Application and New York State Prequalification Manual for Grantees can be found on the Grants Management website at:

<https://grantsmanagement.ny.gov/get-prequalified>.

New York State reserves 5-10 business days from the receipt of complete Prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that not-for-profits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough may result in a grant application being disqualified.

The link will take the Applicant to the January 2024 Grantee Prequalification Manual which provides more detail on the prequalification application. SFS will send vendors emails when they are successfully prequalified.

Q48. Are disabled-owned businesses or organizations considered Minority Owned?

Response to 48: The requirements for Minority and Women-Owned Business Certification are established by Empire State Development and can be found on the [Empire State Development website](#).

V. Completing the Application

Q49. We want to apply for this grant. However, we do work in both Nassau/Suffolk and also in Brooklyn/Queens. Are we allowed to put in two requests, for the two different areas?

Response to Q49: Yes, Applicants are allowed to submit multiple applications for Component A. Refer to RFA Section V, Completing the Application, Application Format for Component A for details on submitting multiple applications. Applicants may submit applications to multiple service regions, and if doing so, the Applicant is required to submit separate applications for each service region. For each Component A application, Applicants are instructed to select their region of service on Attachment 12 – Application Cover Sheet and Attestation and are to define their catchment area comprised of priority communities on Attachment 3 – Applicant’s Proposed MCDs or NTAs. Applicants may submit multiple applications for different catchment areas within a service region and if doing so, each catchment area within the same service region requires one (1) separate application. Refer to Section III. Project Narrative/Work Plan Outcomes, 1. Geographic Areas for a definitions of service region, catchment area, and communities.

Q50. In SFS, each section includes a "question" at the end where the respondent is "instructed to use this bid factor if they require additional space to respond to Program Specific Question/Bid Factor Question ____ ." Will narrative provided in those sections be considered during proposal review? If so, is there any guidance for how to use those additional 2000 characters?

Response to Q50: Yes, narrative in those text fields will be considered by the Department during proposal review. Each text response field in SFS is limited to 2,000 characters, including spaces. Due to this system limitation, the Department added additional space for any question where they determined Applicants may need more characters to provide a response. Any question in SFS that states “Applicants are instructed to use this bid factor if they require additional space to respond to Program Specific Question/Bid Factor Question XX” is there for the Applicant to continue their response to the question directly preceding it. For example, if it indicates it is providing more space to respond to Question 3a., then Applicants can use that additional space to continue their response to Questions 3a.

Q51. I have one question on the RFA relating to the program-specific questions under the program activities section. For question 4h about uploading of MOUs and MOAs, do these need to be completed/signed MOUs/MOAs or outlines to be used in the future?

Response to 51: Applicants are required to upload one completed/signed MOU/MOA in their application. Refer to Section III. Project Narrative/Work Plan Outcomes, 2. Applicant Community Selection Process, Site Selection Process for Schools, #3 which states: *Applicants are required to obtain and include in their application a Memorandum of Understanding/Memorandum of Agreement (MOU/MOA) as Attachment 16 with each school district recruited throughout the five-year grant term.* Section V. Completing the Application, Program Activities, Schools, 4h. provides instructions on how to include the MOU/MOA in an application. Additional

MOUs/MOAs from school districts or schools recruited post-award should be provided to the Department.

Q52. What is the word count limit or page number limit for each application field?

Response to 52: Each response area in the SFS application has a 2,000-character limit including spaces.

Q53. Is an applicant for Component A also eligible to be a subcontractor for Component B?

Response to Q53: Funded Component A Grantees are not eligible to be a subcontractor for the funded Component B Grantee.

Q54. If applicants are NOT permitted to provide their designated proprietary information within a separate attachment, please clarify where and how they should provide this information.

Q55. If applicants ARE permitted to provide their designated proprietary information within a separate attachment, please clarify where in the application portal this file should be attached.

Response to Q54 & 55: Per Section V., Subsection B. Freedom of Information Law, of the RFA any portion of an Application that an Applicant believes constitutes proprietary information entitled to confidential handling, as an exception to the general rule regarding the availability to the public of State agency records under the provisions of the Freedom of Information Law, must be clearly and specifically designated in the Application. Applicants are instructed to clearly and specifically identify all proprietary/confidential information from the application on a separate MS Word document and upload it to the Event Comments and Attachments section link at the bottom of the Bid Event page of the SFS Application. Label the attachment as "Proprietary Information" and include the following sentence in the document, "Subject to Public Officers Law the following materials are considered trade secrets, proprietary, and/or confidential commercial information." This will be the only document reviewed from the Event Comments and Attachment section of an Application.

Letters of Interest Received

Component A

Organization	Service Region
Broome County Health Department	Central Region: Broome: Binghamton, Union, Vestal, Fenton, and Sanford Tioga: Barton and Owego.
Clinton County Health Department	Capital Region:
Common Ground Health	Western Region:
Cornell Cooperative Extension of Cayuga County	Central Region: Auburn, Cato, Ira, Mentz, Moravia, Niles, Sterling
Cornell Cooperative Extension of Cortland County	Central Region:
Cornell Cooperative Extension of Orange County	Metropolitan Area Region:
Cornell Cooperative Extension of Steuben County	Western Region:
Dutchess County Department of Health	Metropolitan Area Region: Poughkeepsie City, Hyde Park, Dover Town, Amenia
EDceptional	Western Region: Rochester
Erie 1 BOCES	#1 Western Region: City of Buffalo #2 Western Region: Cattaraugus Reservation, Town of Cheektowaga, Town of Collins, Town of Evans, City of Lackawanna, Town of Newstead, City of Lockport, Town of Newfane, Town of Niagara, City of Niagara Falls, Tuscarora Indian Reservation
Garnet Health	Metropolitan Area Region:
Genesee Valley BOCES	Western Region:
GKNY Mentor Program, Inc.	Capital Region: City of Albany (Albany County) and nearby communities (e.g., Troy and surrounding neighborhoods).
Glens Falls Hospital	Capital Region:
Hempstead Union Free School District	Metropolitan Area Region:
Herkimer County Health Net	Central Region: Town of Herkimer, Town of German Flatts, and City of Little Falls
Kings Bay YM-YWHA	NYC Region:

NYCDOHMH	NYC Region: Brooklyn neighborhoods of East New York, Brownsville, and Starrett City and in the priority neighborhoods of East and Central Harlem.
New York Common Pantry	NYC Region:
North Country Healthy Heart Network, Inc.	Capital Region: Essex, Franklin, Hamilton
Onondaga County Health Dept.	Central Region: Town of Cicero. Town of DeWitt, Town of Geddes, Town of Onondaga, Onondaga Nation Reservation, Town of Salina, and City of Syracuse.
Orange County Health Department	Metropolitan Area Region:
Parker Jewish Institute	#1 NYC Region: #2 MARO Region:
Refugee and Immigrant Self-Empowerment (RISE)	Central Region: Onondaga County
Rochester Deaf Kitchen, Inc.	Western Region: Rochester
Rockland County Health Department	Metropolitan Area Region:
Root of the Matter LLC	Western Region: EE Pathways, Inc. and Helen Barrett Montgomery School #50 of the Rochester City School District
St. Peter's Health Partners (Samaritan Hospital and the Eddy Foundation)	Capital Region:
The Institute for Family Health	NYC Region: Bronx Borough Neighborhood Tabulation Areas (NTAs): <ol style="list-style-type: none"> 1. Allerton 2. Bedford Park 3. Castle Hill-Unionport 4. Claremont Village-Claremont (East) 5. Concourse-Concourse Village 6. Crotona Park East 7. Eastchester-Edenwald-Baychester 8. Fordham Heights 9. Highbridge

	10. Hunts Point 11. Kingsbridge Heights-Van Cortlandt Village 12. Longwood 13. Melrose 14. Morris Park 15. Morrisania 16. Mott Haven-Port Morris 17. Mount Eden-Claremont (West) 18. Mount Hope 19. Parkchester 20. Pelham Gardens 21. Pelham Parkway-Van Nest 22. Soundview-Bruckner-Bronx River 23. Soundview-Clason Point 24. Tremont 25. University Heights (North)-Fordham 26. University Heights (South)-Morris Heights 27. Wakefield-Woodlawn 28. West Farms 29. Williamsbridge-Olinville
Ulster County Department of Health	Metropolitan Area Region: Ulster County: Denning, Hardenburgh, Hurley, Kingston (city), Olive, Rosendale, Saugerties, Shandaken, Shawagunk, Ulster, Wawarsing, Woodstock
Wayne County Action Program	Western Region:

Component B

Cornell Cooperative Extension of Orange County
Cornell University Center for Health Equity
EDceptional
JSI