

RFA # 20667

SFS #s:

Component A: CHSCA-2026

Component B: CHSCB-2026

New York State Department of Health

Center for Community 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

KEY DATES

RFA Release Date:	October 22, 2025
Letter of Interest Due:	November 5, 2025
Questions Due:	November 5, 2025
Questions & Answers Published (on or about):	November 19, 2025
RFA Applications Due in SFS:	December 12, 2025 by 4:00 PM

Department of Health Contact Name & Address:

Dan French, Program Manager

Bureau of Community Chronic Disease Prevention

Riverview Center, 150 Broadway, Suite 350

Menands, NY 12204

bccdp.physact@health.ny.gov

Table of Contents

I.	Introduction.....	3
II.	Who May Apply	6
III.	Project Narrative/Work Plan Outcomes	8
IV.	Administrative Requirements	31
	A. Issuing Agency	31
	B. Question and Answer Phase	31
	C. Letter of Interest.....	32
	D. Applicant Conference	33
	E. How to file an application	33
	F. Department of Health’s Reserved Rights.....	34
	G. Term of Contract.....	35
	H. Payment & Reporting Requirements of Grant Awardees.....	36
	I. Procurement Requirements	37
	K. Minority & Woman-Owned Business Enterprise Requirements	38
	L. Vendor Identification Number	40
	M. Vendor Responsibility Questionnaire	40
	N. Vendor Prequalification for Not-for-Profits	41
	O. General Specifications	43
V.	Completing the Application.....	44
	A. Application Format/Content	44
	B. Freedom of Information Law	58
	C. Review & Award Process.....	58
VI.	Attachments.....	61

I. Introduction

The New York State Department of Health (herein referred to as the Department), Division of Chronic Disease Prevention (Division), Bureau of Community Chronic Disease Prevention (BCCDP), State Physical Activity and Nutrition (SPAN) Program, announces the availability of \$5,199,482 annually in New York State funds to provide services in priority communities to implement evidence-based nutrition and physical activity strategies and collaboratively leverage local, regional, or state investments, partnerships, coalitions, and resources from a variety of sectors to help reduce [health disparities](#) in chronic conditions (e.g., hypertension, heart disease, type 2 diabetes, and obesity) related to poor nutrition and physical inactivity. All proposed activities will use [policy, systems, and environmental \(PSE\) approaches](#) in collaboration with key partnerships and community engagement that support nutrition and physical activity. This RFA includes [health equity](#) approaches and addresses [social determinants of health](#) that influence health for all New Yorkers, especially those most impacted by chronic diseases in priority populations throughout New York State (NYS).

The mission of the Division of Chronic Disease Prevention is to enhance opportunities for all New Yorkers to live more healthful lives by implementing integrated initiatives to promote policy, systems, and environmental improvements that support health in all the communities where New Yorkers live, play, work, and learn. Yet, not all communities have the same access to safe and affordable housing, quality healthcare, educational attainment, healthy environments, public safety, employment, and income, which lead to health inequities in terms of health status for racial and ethnic populations.¹ Specifically, the legacy of racism in the United States, ranging from interpersonal racism to racism at the institutional and structural levels, leads to health inequities.

The Division works to incorporate racial justice throughout the Division's programs, practices, and policies. Recognizing that racial and ethnic minority populations experience greater health disparities and poorer health outcomes, the Division works to specifically address racial justice to achieve our mission of having a positive impact on all our neighbors and increasing the overall health of NYS residents.

For the purposes of this RFA, racial justice is defined as the systematic fair treatment of people of all races with equitable opportunities and outcomes for everyone. Racial justice goes beyond 'anti-racism' to a more proactive, powerful approach. It is not just the absence of discrimination and inequities, but also the presence of deliberate systems and supports to achieve and sustain racial justice through proactive and preventive measures.²

Health equity is the fair and just opportunity for everyone to achieve optimal holistic health and well-being regardless of social position or other social or structural determinants of health. This requires addressing avoidable inequalities (e.g., access to affordable and high-quality food, housing, education, health care/services, and safe environments), historical and contemporary injustices (e.g., economic injustice/poverty, racism, classism, ableism, sexism, homophobia, transphobia, xenophobia, and other forms of oppression, discrimination, and/or

¹ https://health.ny.gov/community/minority/docs/health_equity_report_2019.pdf

² [Racial Equity & Inclusion Framework - The Annie E. Casey Foundation \(aecf.org\)](#)

stigma) and valuing health differences equally. We also acknowledge the historical and structural underpinnings of race, racism, and genocide in the United States and in NYS that perpetuate many of the racial inequities we see manifested today. Because health equity can never truly be achieved without racial equity, we work toward achieving both. In 2021, racism was also declared a public health crisis in NYS, meaning we are all accountable to pay attention to the intersections of race and health equity. The Department's Division of Chronic Disease Prevention is committed to ensuring funded programs and partners are equipped with the knowledge, skills, and expertise to adequately address and advance health equity and racial justice.

A. Background

Chronic diseases are common among NYS adults: 32% have high blood pressure, 30% have obesity, 11% have diabetes, and 8% have cardiovascular disease (BRFSS, 2022). Rates of these chronic diseases disproportionately affect different racial, ethnic, and socioeconomic groups, and geographic regions across NYS. More information on chronic disease prevalence by demographic group is available here:

<https://www.health.ny.gov/statistics/brfss/reports/>.

A poor diet and low levels of physical activity are significant risk factors for chronic disease, and many New Yorkers fail to meet national guidelines. Over four million adults do not participate in any leisure time physical activity (BRFSS, 2022) and over nine million do not meet the 2018 Physical Activity Guidelines for Americans for aerobic and muscle strengthening activity (BRFSS, 2019). More than a third (34%) of adults consume no fruits or vegetables daily (BRFSS, 2021), and 23% consume one or more sugary drinks each day (BRFSS, 2022). These risk factors for chronic disease also disproportionately affect different racial, ethnic, and socioeconomic groups, and geographic regions across NYS. More information on risk factors by demographic group is available here:

<https://www.health.ny.gov/statistics/brfss/reports/>.

This RFA is informed by the [Centers for Disease Control and Prevention \(CDC\) State Physical Activity and Nutrition Program \(2023-2028\)](#) and the current five-year [Creating Healthy Schools and Community \(CHSC\)](#) grant.

Successes from 2021 through 2024 of the CHSC grant include:

- 156 worksites and community settings implemented food service guidelines or nutrition standards, benefiting nearly 200,000 people.
- 153 early care and education programs implemented nutrition and physical activity standards, benefiting approximately 4,500 children.
- 56 school districts enhanced their local school wellness policies to improve the nutrition environment and Comprehensive School Physical Activity Programs, benefitting over 100,000 students.
- 210 school buildings implemented nutrition and physical activity practices, benefitting over 107,000 students.
- 37 communities adopted new or improved existing policies or plans for community design to increase physical activity, benefiting over 686,000 residents.
- 47 communities made visible improvements to community design for physical activity, benefitting over 1.7 million residents.

B. Intent

The Department seeks applications that focus on strategies to: 1) promote the adoption of food service and nutrition guidelines for regional or system-level organizations; 2) expand or enhance existing fruit and vegetable incentive programs; 3) implement physical activity and nutrition best practices in early care and education (ECE) programs; 4) increase opportunities for physical activity through community design to connect activity-friendly routes to everyday destinations; and 5) develop and implement local school wellness policies focusing on nutrition, physical activity, social and emotional climate, and mental health. This approach supports the CDC [New York State Physical Activity and Nutrition Program \(2023-2028\)](#), [A Strategic Approach to Advancing Health Equity for Priority Populations with or at-risk for Diabetes \(2023-2028\)](#), and the [New York State Department of Health Prevention Agenda \(2025-2030\)](#). Under this RFA, the Department intends to have statewide reach in all five (5) regions of the state through 15 community-level Grantees for Component A and one (1) Physical Activity and Nutrition Center of Excellence (PANCE) Grantee for Component B to provide training and technical assistance to Component A Grantees including health equity approaches. Component A Grantees will work with partners and decision-makers to establish and support sustainable healthy communities and schools as places where it is easier to engage in healthy behaviors. Grantees will leverage other community resources and funding necessary to implement the initiative and sustain changes. **Attachment 1 - Project Logic Model and Performance Measures** describe the strategies, activities, expected outcomes, and performance measures of this initiative.

C. Distribution of Funds

The anticipated total amount of State funding is \$25,997,410 over a five-year contract term, \$5,199,482 annually, for up to 15 Component A contracts and one (1) Component B contract to support services described within this RFA.

COMPONENT A

New York State Region	Maximum Annual Award Amount per Grantee	Minimum Anticipated Number of Awards
Capital Counties: Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington	\$320,000	3
Central Counties: Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida,	\$320,000	3

Onondaga, Oswego, Saint Lawrence, Tioga, and Tompkins		
Metropolitan Area Counties: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester, Nassau, and Suffolk	\$320,000	3
New York City Counties: Bronx, Brooklyn, Manhattan, Queens, and Staten Island	\$320,000	3
Western Counties: Allegany, Cattaraugus, Chautauqua, Chemung, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Schuylar, Seneca, Steuben, Wayne, Wyoming, and Yates	\$320,000	3

COMPONENT B

Maximum Annual Award Amount	Number of Awards
\$399,482	1

II. Who May Apply

COMPONENT A

Minimum Eligibility

All Applicants for Component A **must** meet **all** of the following minimum eligibility requirements:

1. Eligible Applicant must be prequalified in the NYS Statewide Financial System (SFS), if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the “Key Dates” set forth on the Cover Page of this RFA.
2. Eligible Applicant must be either a 501(c)(3) nonprofit organization or a municipal governmental agency in NYS. Eligible organizations may include, but are not limited to: local health department, hospital, health care system, primary care network, academic institution, Boards of Cooperative Educational Services (BOCES) agency, Cornell Cooperative Extension agency, community-based organization, early care and

RFA # 20667, Creating Healthy Schools and Communities

education agencies or organization, faith-based organization, volunteer association, and professional association.

3. Eligible Applicant must be authorized to do business in NYS and have executive offices located in NYS.
4. Eligible Applicant must be an organization currently providing public health services in the Applicant's service region which would include the proposed catchment area which is defined as the geographical area encompassing the priority community(ies) and population(s) the applicant proposes to serve through this grant.
5. Eligible Applicant must submit **Attachment 12 – Application Cover Sheet and Eligibility Attestation** signed by the Chief Executive Officer (CEO), or another authorized individual designated to sign on behalf of the organization, to certify the Applicant meets all minimum qualifications.

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

COMPONENT B

Minimum Eligibility

All Applicants for Component B **must** meet **all** of the following minimum eligibility requirements:

1. Eligible Applicant must be prequalified in the NYS Statewide Financial System (SFS), if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the "Key Dates" set forth on the Cover Page of this RFA.
2. Eligible Applicant must be a 501(c)(3) nonprofit organization including, but not limited to: public health, human service, and educational organizations; academic institutions, professional associations, tribal organizations, planning organizations, and volunteer organizations.
3. Eligible Applicant must submit **Attachment 17 – Subcontractor Letter of Commitment** as proof of a committed partnership with at least one organization/consultant headquartered in New York State, or an organization/consultant headquartered in another US state that provides services nationwide across multiple US states, both with documented experience providing direct training or technical assistance services or consultation for the types of community or school strategies described in Section III. Project Narrative/Work Plan Outcomes, Scope of Work, Major Tasks.
4. Eligible Applicant must submit **Attachment 12 – Application Cover Sheet and Eligibility Attestation** signed by the Chief Executive Officer (CEO), or another authorized individual designated to sign on behalf of the organization, to certify the Applicant meets all minimum qualifications.

III. Project Narrative/Work Plan Outcomes

COMPONENT A

1. Geographic Area

The Department has defined five regions including counties (Capital, Central, Metropolitan Area, New York City, and Western) and identified eligible communities in these regions.

- **Capital** region includes Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington counties.
- **Central** region includes Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Saint Lawrence, Tioga, and Tompkins counties.
- **Metropolitan Area** region includes Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester, Nassau, and Suffolk counties.
- **New York City** region includes Bronx, Brooklyn, Manhattan, Queens, and Staten Island.
- **Western** region includes Allegany, Cattaraugus, Chautauqua, Chemung, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Wyoming, and Yates counties.

An Applicant's **service region** is the entire geographic region within the above NYS Regions in which the Applicant provides its public health services. 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.

To define **communities**, the Department used Neighborhood Tabulation Areas (NTAs) for New York City and Minor Civil Divisions (MCDs) for the rest of NYS. NTAs were updated significantly in 2020, compared to 2010. MCDs include cities, towns, villages, and reservations. The communities are defined as MCDs in Capital, Central, Metropolitan Area, and Western Regions; and as NTAs in New York City. Refer to **Attachment 2 - Catchment Area Instructions, Maps, and Tables - Component A** for a list of eligible communities under this RFA.

Communities were identified by the Department as eligible when at least 10% of their census tracts have high social vulnerability and/or high health burden.

Note: Many of the eligible communities also include census tracts that **do not** have high social vulnerability and/or high health burden.

To define **social vulnerability**, the Department used the [Social Vulnerability Index](#) to identify census tracts in the top 25% for each region. Then communities were identified (MCDs/NTAs) where at least 10% of their census tracts have high social vulnerability. To define **health burden**, the Department used Behavioral Risk Factor Surveillance System (BRFSS) [PLACES](#) data to identify census tracts in the top 25% for each region for obesity and/or diabetes. Then communities were identified (MCDs/NTAs) where at least 10% of their census tracts have high health burden.

2. Applicant Community Selection Process

- The communities selected by Component A Applicants represent the catchment area in which the Applicants will work. The instructions, maps, and tables for selecting communities (MCDs or NTAs) can be found in **Attachment 2**.
- All Applicants should select communities from **Attachment 2** and use **Attachment 3 – Applicant’s Proposed MCDs or NTAs** to list the proposed MCDs or NTAs and total population of reach for all communities selected.
- Applicants should attempt to work in MCDs or NTAs in which all strategies for the community and school sectors can be implemented to maximize public health impact and to coordinate activities between community and school sectors, where applicable. However, it is understood that some MCDs or NTAs may have few or no sites for a strategy.
- Every effort should be made to select sites in the MCDs or NTAs found in **Attachment 2 - Catchment Area Instructions, Maps, and Tables - Component A**. However, if an applicant can demonstrate a strong justification that selecting specific strategy sites in an MCD or NTA, outside of those listed in **Attachment 2**, directly serves populations living in the eligible MCDs or NTAs in **Attachment 2**, then those sites may be included in the proposed scope of work. Although a list of sites for eligible MCDs or NTAs is not required to be included in the application, a description of any additional specific sites outside eligible MCDs or NTAs should be provided in Section V. Completing the Application, 4. Program Activities for selecting, prioritizing, or identifying sites using the best information or data available to clearly demonstrate the reach of the populations being served in those sites. All final decisions to conduct activities outside of eligible MCDs or NTAs will be approved by the Department, post award.

Site Selection Process for Early Care and Education Strategy

- Applicants will have flexibility to work with child care programs and/or prekindergarten programs within their catchment area. Eligible sites include:
 - Child care centers that do **not** currently participate in the Child and Adult Care Food Program (CACFP),
 - Family child care and Group Family child care homes, either participating in CACFP or not currently participating in CACFP, and
 - Prekindergarten programs, including those located in schools and operated by the school district, that do **not** currently participate in CACFP.

Site Selection Process for Community Design for Physical Activity

- Applicants will have flexibility to work with municipalities/communities that may be new to working on this strategy with no existing plan, have a plan but have not initiated action yet, or may have a plan with current efforts in progress that can be enhanced through this grant.

Site Selection Process for Schools

- Applicants will have flexibility to work with school districts, charter schools, or non-profit private schools in their catchment area. The schools identified should serve students living in most, preferably all, of the MCDs or NTAs selected. **A minimum of one school district must be selected in the catchment area. This cannot be one**

charter school or one private school. A school district does not need to be selected for each MCD or NTA. A list of school districts can be found at: <https://data.nysed.gov/>.

- Applicants should prioritize the selection of school districts or school buildings that reside in the eligible MCDs or NTAs provided in **Attachment 2 - Catchment Area Instructions, Maps, and Tables - Component A**. However, school districts or school buildings that reside outside the eligible MCDs or NTAs that serve students living within the eligible MCDs or NTAs may be selected under the following conditions.
 1. If a school district resides within the eligible MCD or NTA and has some school buildings outside the eligible MCD or NTA that serve students living in the eligible MCD or NTA, it is acceptable to work with those school buildings that reside outside the eligible MCD or NTA. There are no limitations to work in those school buildings outside the eligible MCDs or NTAs. Applicants will not be approved to work in other school buildings that do not serve students living in eligible MCDs or NTAs.
 2. If a school building resides in an eligible MCD or NTA, but the school district for that school building resides outside of the eligible MCD or NTA, the applicant can work with the school district on the wellness policies and the school building that resides in the eligible MCD or NTA and school buildings that reside outside the eligible MCD or NTA only if students living in the eligible MCD or NTA are served by those school buildings. Applicants will not be approved to conduct work in other school buildings that do not serve students living in eligible MCDs or NTAs.
 3. If an eligible MCD or NTA does not have a school district or school building, and the students living in the eligible MCD or NTA attend a school district or school building outside an eligible MCD or NTA, then the applicant may select that school district or school building(s) in which to work. **However, the one school district minimum requirement must be selected from within the eligible MCDs or NTAs. A school district outside of the eligible MCDs or NTAs cannot serve as the one minimum school district.**
 - 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.**

All final decisions to conduct activities in schools residing outside of eligible MCDs or NTAs will be approved by the Department, post award.

3. Scope of Work

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.

Applicants may subcontract components of the Work Plan to be performed by Applicant pursuant to the terms of its Application. If known, the Applicant is expected to state in their Application the specific components to be performed through subcontracts (**at least 30% of the budget must be retained by the primary contract agency**) as well as the names of the

subcontractors. 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). Grantees will need to name subcontractors prior to reimbursement. **Applicants should note that the lead organization (that is, the successful Applicant, as 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 and subcontracts will be required to be approved by the Department.

Note: If subcontractors have been identified, Applicant must provide a Statement of Scope of Work along with a Letter of Commitment as **Attachment 15 - Subcontractor Utilization Plan.**

Note: It is the responsibility of the Grantee organization to hire qualified staff to conduct the work of this grant. The applicant organization should not rely on the Department to train staff on the fundamental PSE approaches to chronic disease prevention or subject matter content for this grant. The Department will provide grant training for the budget, program, and evaluation guidance in Year one with guidance documents and recorded webinars. These resources should be used by the grantee to train any new staff in years two through five.

New York State certified Minority/Women-owned Business Enterprises (MWBEs) 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 MWBE firms is located <https://ny.newnycontracts.com>. Documentation of good faith efforts to utilized MWBE vendors should be retained and submitted with completed MWBE forms as it will be required to assist in establishing the MWBE 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 5 – Minority & Women-Owned Business Enterprise Requirement Forms.**

A. Major Tasks

Grantees will work across settings and systems serving priority communities including, but not limited to, municipalities, worksites, hospitals, community-based organizations, parks and recreation facilities, universities/colleges, local food systems, early care and education settings, and schools to implement grant strategies. Grantees will identify potential intervention systems or sites and initiate work plan activities in the first year of the grant. Additional sites may be added in years two through five.

The Department will collaborate with the Component B and Component A Grantees to inform and implement the work of this initiative to advance Health Equity and Racial Justice (HERJ) through the community and school strategies. Component B and Component A Grantees will employ assessments and determine relevant activities that will best serve the population(s) of focus.

CDC's [Using Health Equity Principles in Communities](#) is a framework for this grant, affording Grantees the flexibility to identify appropriate activities to conduct, within each of the seven principles, based on the unique needs of their communities.

- Build Internal Organizational Capacity Around Health Equity
- Engage the Community
- Develop Diverse and Inclusive Partnerships
- Identify and Understand Health Inequities
- Consider Health Equity in Selection, Design, and Implementation
- Make the Case for Health Equity
- Address Health Equity in Evaluation Efforts

This initiative also includes performance measures for each strategy that address health equity and racial justice that align with one or more of these principles. Additional guidance may be found here: [What is Health Equity?](#)

The following three HERJ activities for **each** of the required community strategies will be included in the proposed work plan for the overall catchment area. Grantees should ensure these activities are a priority in Year 1 and the remaining grant years. Applicants have the flexibility to tailor these activities to best meet the needs of their priority communities. Applicants should integrate these activities into the school strategies when possible.

1. Establish or engage with an existing community coalition of partners and residents with lived experience to support and inform planning and implementation activities, including health equity, racial justice, and culturally appropriate approaches tailored to the population(s) of focus.
2. Gather input by engaging organizations that represent, provide services, or have access to the population(s) of focus; community leaders (e.g., religious leaders, local business leaders, local legislators); and with members of the population with lived experience. This can be done through focus groups, listening sessions, community conversations, or other methods, and document how community engagement has informed the overall implementation plan.
3. Identify goals that are Specific/Strategic, Measurable, Achievable/Ambitious, Realistic, Timebound, Inclusive, and Equitable (SMARTIE) to help operationalize health equity and racial justice approaches that are tailored to the population(s) of focus with the additional focus on inclusion and equity.

The Department will provide evaluation guidance and tools to Grantees for the collection and submission of performance measure data for all required strategies.

COMMUNITY STRATEGIES

The four required community strategies for this initiative are informed by the [CDC funded New York State Physical Activity and Nutrition Program \(2023-2028\)](#). Grantees will provide for services and staffing within their organization; collaborate with cross-sector partners; leverage funding and implementation resources from multiple stakeholders; and subcontract with other community-based organizations, partners, consultants, or experts as needed to implement the following four required strategies.

A1. Food Service and Nutrition Guidelines

Promote adoption and implementation of food service and nutrition guidelines 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. Figure 1 depicts promising **settings** and **levers** to implement food service and nutrition guidelines for community impact.

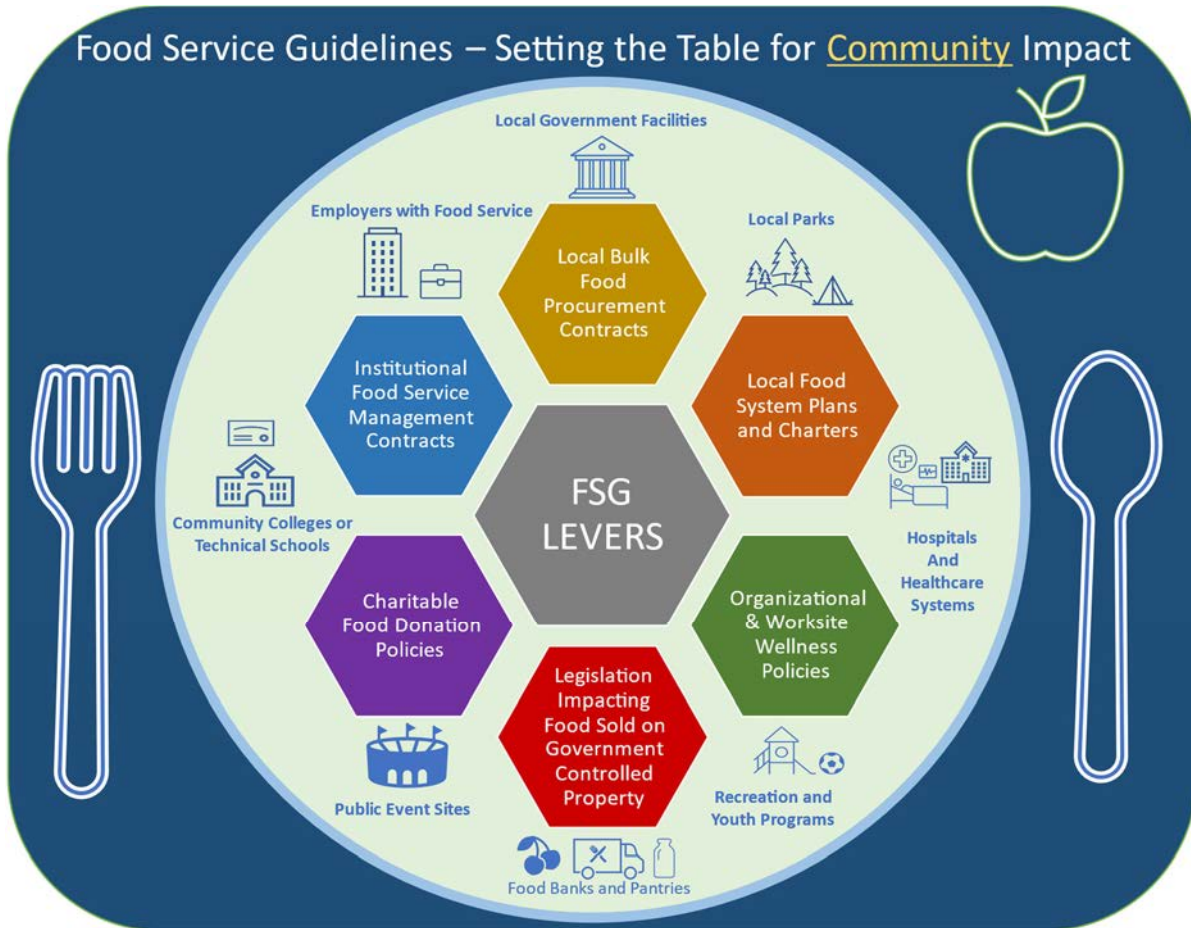


Figure 1. Promising settings and levers to implement food service and nutrition guidelines for community impact (Source: CDC).

Food service and nutrition guidelines can be used in **venues** such as:

- Cafeterias and cafes.
- Snack bars and grills.
- Concession stands.
- Micro markets.
- Sundry shops.
- Vending machines.

This strategy supports implementation of values-aligned purchasing initiatives, such as the [Good Food Purchasing Program](#).

The [Food Service Guidelines for Federal Facilities](#) are recommended for worksites and community settings. Grantees will aim to include all four domains of the Food Service Guidelines for Federal Facilities [1) food and nutrition, 2) facility efficiency, environment support, and community development, 3) food safety, and 4) behavioral design] in policies and implementation. The [Healthy Eating Research Nutrition Guidelines for the Charitable Food System](#) (HER guidelines) are recommended for food banks and pantries.

In Year one, Grantees will identify and engage or establish food system coalitions or councils to conduct a landscape review of existing food system settings in the catchment area. They will also gather community input to assess how settings are meeting community needs and gaps or opportunities for food service and nutrition guidelines. Grantees will use the landscape reviews to work together to prioritize populations, settings, and levers for strategy implementation to maximize potential reach and impact of the grant. Each awarded applicant will select priority-aligned settings and identify and recruit regional or system-level partners to support strategy implementation in their catchment area.

In years two through five, Grantees will work with recruited partners and coalitions or councils to plan and implement activities to promote adoption and implementation of guidelines in selected settings. Planning should prioritize [CDC-recommended potential activities for food service and nutrition guidelines](#) and identify goals that are SMARTIE.

Grantees will also work with coalitions or councils, partners, and communities to develop and disseminate key communication messages and products to support this strategy.

Work Plan Requirements

The three Health Equity and Racial Justice (HERJ) activities referenced under **Section III. A. Major Tasks, Health Equity and Racial Justice** are embedded in the work plan requirements below for the overall catchment area for this strategy.

1. Identify existing food system coalitions or councils serving the catchment area and engage or establish coalition(s) (HERJ activity 1) to review the food system settings landscape. Gather community input to assess how settings are meeting community needs and identify gaps or opportunities for food service and nutrition guidelines (HERJ activity 2). The Department will provide additional guidance for landscape review considerations. Additional landscape reviews and community assessments may be completed as needed.
2. Select priority settings and levers for strategy implementation (refer to Figure 1).
3. Identify and recruit regional or system-level partners to support strategy implementation.
4. Collaborate with coalitions or councils and recruited partners to plan and implement activities to promote adoption and implementation of guidelines in selected settings. Planning should prioritize CDC-recommended potential local activities and identify goals that are SMARTIE (HERJ activity 3).
5. Provide training, technical assistance, and resources to partners to support adoption and implementation of guidelines in selected settings.
6. Collaborate with coalitions, partners, and communities to develop and disseminate key communication messages and products to support this strategy (HERJ activities 1 and 2).

Funding Restrictions (i.e., grant funds cannot be used for the following activities)

- Creating new food venues
- Conducting direct nutrition education or purchasing food **unless** it is part of a pilot

- program to support guideline adoption or implementation
- Working on healthy food retail or healthy meeting policies
- Funding community food system efforts not directly connected to priority settings or venues

Special Considerations

- Grantees should not develop their own guidelines. Use or adapt existing recommended guidelines.
- Schools, child care, and other settings that adhere to existing federal nutrition standards are not eligible settings.
- Grantees are encouraged to work toward adoption and implementation of guidelines in multiple settings and venues over the 5-year contract period as they expand their initiative.

Implementation Resources

- CDC's [Food Service Guidelines webpage](#) addresses topics such as the benefits, settings and venues, successful program examples, micro-learning modules, and other resources.
- [CDC-recommended Strategies for Food Service and Nutrition Guidelines webpage](#) lists potential state and local activities to promote adoption and implementation of guidelines and resources.
- [CDC's Food Service Guidelines Implementation Toolkit](#) will serve as a guide for strategy implementation.

A2. Fruit and Vegetable Programs

Expand or enhance existing fruit and vegetable incentive programs (FV programs) serving the catchment area. FV programs offer people financial incentives to purchase fruits and vegetables and are proven strategies that improve affordability and access to healthier foods. Examples include nutrition incentives, bonus dollars, market bucks, produce coupons, and produce prescriptions. Different types of programs (i.e., nutrition incentive and produce prescription programs) have different modalities and outcomes. The [Community Preventive Services Task Force \(CPSTF\) recommends FV programs](#) for households with lower incomes based on strong evidence of effectiveness in reducing household food insecurity and increasing household fruit and vegetable consumption. This strategy supports the New York State Food As Medicine Project and the New York Health Equity Reform (NYHER) 1115 Waiver Demonstration Amendment initiative for [Social Care Networks](#) and the delivery of health-related social needs services, including nutritional services, for eligible Medicaid populations.

Recommended Public Health Actions and Activities to Support FV Programs

CDC has drafted a framework that identifies public health actions to expand and enhance use of FV programs (Figure 2). Community and Equity are in the center of the framework because community involvement and the integration of equity practices should be at the core of strategy implementation. The very center, the green circle, shows the goal of the strategy: Increased uptake and expansion of FV programs. This framework applies to all types of FV programs and can be used by state, local or tribal jurisdictions.



Figure 2. Public health actions to support fruit and vegetable programs (FVP)
 [Source: CDC. Note this is a draft framework and subject to change].

For each of the public health actions shown in Figure 2, CDC recommends potential activities that Grantees will consider for strategy implementation. The Department will provide additional information about public health actions, CDC-recommended potential activities, and resources to support potential activities.

In Year one, Grantees will identify and engage or establish food system coalitions or councils to conduct a landscape review of existing FV programs serving the catchment area. They will also gather community input to assess how programs are meeting community needs and opportunities to support programs. Grantees will use the landscape reviews to work together to prioritize populations and FV programs for strategy implementation to maximize potential reach and impact of the grant. Each awarded applicant will select priority-aligned FV programs and identify and recruit partners to support strategy implementation in their catchment area.

In Years two through five, Grantees will work with recruited partners and coalitions or councils to plan and implement activities to expand or enhance selected programs. Planning should prioritize CDC-recommended public health actions (refer to Figure 2) and activities (refer to examples listed above) and identify goals that are SMARTIE.

Grantees will also work with coalitions or councils, partners, and communities to develop and disseminate key communications messages and products to support this strategy.

Work Plan Requirements

The three Health Equity and Racial Justice (HERJ) activities referenced under **Section III. A. Major Tasks, Health Equity and Racial Justice** are embedded in the work plan requirements below for the overall catchment area for this strategy.

1. Identify existing food system coalitions or councils serving the catchment area and engage or establish coalition(s) (HERJ activity 1) to assess communities' FV Program landscape. Gather community input to assess how existing programs are meeting community needs (HERJ activity 2). The Department will provide additional guidance for landscape review considerations. Additional landscape reviews and community assessments may be completed as needed.
2. Select priority FV programs for strategy implementation.
3. Identify and recruit partners to support strategy implementation.
4. Collaborate with coalitions or councils and recruited partners to plan and implement activities to support selected programs. Planning should prioritize CDC-recommended public health actions and activities and identify goals that are SMARTIE (HERJ activity 3). Note Grantees are **not** expected to work on all seven public health focus areas.
5. Provide training, technical assistance, and resources to partners to support selected programs.
6. Collaborate with coalitions, partners, and communities to develop and disseminate key communication messages and products to support this strategy (HERJ activities 1 and 2).

Funding Restrictions (i.e., grant funds cannot be used for the following activities)

- Establishing new fruit and vegetable incentive programs
- Conducting direct nutrition education unless it is directly part of a produce prescription program model
- Funding culinary education
- Funding clinical services
- Funding community food system efforts not directly connected to FV programs

Implementation Resources

- [CDC's Voucher Incentives and Produce Prescriptions webpage](#) is the hub for more information about understanding programs, components of programs, strategies to expand programs, and additional resources.
- [Federally-funded GusNIP grantee projects](#) shows nutrition incentive and produce prescription project site locations.
- [Indian Health Services Produce Prescription Programs.](#)
- [NYSDOH Social Care Networks](#) landing page.

- State and Federal Food Is/As Medicine Resources
 - New York State [Food as Medicine Coalition](#).
 - U.S. Department of Health and Human Services [Food Is Medicine resource hub](#).

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

Support ECE programs to improve the environment for children through the implementation of new or enhanced policies and best practices for physical activity, nutrition, breastfeeding/human milk feeding, staff wellness and/or to advance Farm to ECE. Eligible ECE programs include:

- Child care centers that do **not** currently participate in Child and Adult Care Food Program (CACFP),
- Family child care and Group Family child care homes, either participating in CACFP or not currently participating in CACFP, and
- Prekindergarten programs, including those located in schools and operated by the school district, that do **not** currently participate in CACFP.

This strategy will support the quality improvement of policies and practices aligned with 47 [High-Impact Obesity Prevention Standards](#) (HIOPS), a subset of Caring for our Children’s special collection, [Preventing Childhood Obesity](#). Grantees will be trained to support ECE programs in quality improvement through the assessment of program practices, action planning and implementation of best practices.

In Year one, Grantees will engage or establish an existing coalition of partners including, but not limited to, regional and community ECE organizations, trainers, technical assistance providers, and ECE program staff and families in the community to support and inform implementation activities, including health equity, racial justice, and culturally appropriate activities tailored to the ECE population of focus.

Work Plan Requirements

The three Health Equity and Racial Justice (HERJ) activities referenced under **Section III. A. Major Tasks, Health Equity and Racial Justice** are embedded in the work plan requirements below for the overall catchment area for this strategy.

1. Identify existing ECE coalitions serving the catchment area and engage or establish coalition(s) (HERJ activity 1) to assess communities’ ECE landscape (ex. existing ECE programs, organizations, and services). Gather community input to assess how existing programs and resources are meeting community needs (HERJ activity 2). Applicants are encouraged to collaborate with community-based early care and education leadership organizations such as Child Care Resource [Centers](#) (CCRCs), and QUALITYstarsNY.
2. Identify and recruit eligible child care programs in the catchment areas. Applicants are encouraged to partner with Child Care Resource Centers (CCRCs).
3. Work with interested ECE programs to complete an assessment of the physical activity, nutrition, breastfeeding/human milk feeding, staff wellness, and/or Farm to ECE environment. Suggested assessment tools will be provided.

4. Based on assessment results, work with the ECE program to create action plan(s) that identify the improvement area(s) to focus on, a specific goal, and the relevant action steps necessary to achieving the goal. Action plans should identify policies and practices being worked towards. Plans should include SMARTIE goals (HERJ activity 3).
5. Provide training, technical assistance, and resources to ECE programs to support action plan for policy adoption and best practice implementation.
6. Develop and disseminate key communication messages and products to support and sustain program initiatives.

Funding Restrictions (i.e., grant funds cannot be used for the following activities)

- Grantees cannot work with child care centers that participate in CACFP, which is implemented through a separate Department grant program. Additionally, Grantees cannot provide training or guidance on Child and Adult Care Food Program (CACFP) meal patterns.
- Eat Well Play Hard in Child Care Settings (EWPHCCS) is not a component of this strategy, which is implemented through a separate Department grant program.

Implementation Resources

The Department will provide Grantees with implementation resources, such as trainings, train-the-trainers, facilitation guides, and materials.

A4. Community Design for Physical Activity (CD4PA)

Implement community design for physical activity interventions to connect pedestrian, bicycle, or transit transportation networks (e.g., [activity-friendly routes](#)) to everyday destinations to increase safe and accessible physical activity.

This is accomplished through collaboration with partners to improve proximity of everyday destinations (e.g., homes, schools, parks, healthcare, food/retail, and worksites) to activity-friendly routes (e.g., safe and accessible pedestrian, bicycle or public transport networks) for all ages and abilities by implementing master plans and land use interventions or policies or plans. 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](#) and the New York State Department of Transportation Active Transportation Strategic Plan and [Transportation Master Plan 2050](#).

Proposed activities should be coordinated through cross-sector community-level coalitions and include partnerships to adopt and implement policies, plans, and/or places that support increasing physical activity through community design. Some examples of plans and policies that support proximity to everyday destinations include activity-friendly master plans and districts, park access, and [form-based codes](#). Some examples of transportation policies and plans that support activity-friendly routes include Complete Streets, Safe Routes for All, [Vision Zero](#), incentives for active transportation projects, and active transportation, trails and greenways master plans.

Activity-Friendly Routes: Pedestrian, bicycle, and public transit transportation systems that offer 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 public transit bridges.

There are two approaches:

- 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: Places people can get to from where they live or work by walking, wheeling, bicycling, or using public transit. They are often desirable, useful, and attractive.

These may include:

- Places that people frequent 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's 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
- Places 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, or a park system adjacent to commercial areas.

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/Transportation 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](#).

Projects include [Pop-up or demonstration projects](#) with evaluation measurement, such as speed reduction, increased active travel, or use of new places; [placemaking](#); adding bike

racks, crosswalks, or traffic calming measures; or collaborating with partners to create new or improved sidewalks, protected bike lanes, and transit routes.

Codes include Zoning, building, subdivision, or other codes, including those that integrate land use regulations with other municipal goals, or regulate the form of buildings rather than land uses, such as form-based codes and activity-friendly districts.

Systems increase transit, bicycle, and pedestrian network connectivity and access, park coverage and accessibility, and incentives for activity-friendly project evaluation or supportive land development.

Community Engagement is engaging with community residents with lived experience, coalition building, conducting needs assessments, and partnership building/maintenance with transportation, planning agencies, local businesses, governmental leaders and other activities that are 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

The three Health Equity and Racial Justice (HERJ) activities referenced under **Section III. A. Major Tasks, Health Equity and Racial Justice** are embedded in the work plan requirements below for the overall catchment area for this strategy. Grantees should consult or collaborate with community residents with lived experience (HERJ activity 1), who have been most impacted by lacking access to living an active lifestyle through health inequities. This can be accomplished through engaging coalitions in planning processes, community assessments, community planning and policy development, implementation, walkability/moveability audits, quickbuilds or demonstration projects, and in addressing community stability, gentrification and displacement, safety, violence, vigilance, discrimination, traffic safety and other community concerns.

1. Identify municipalities/communities and collaborate with cross-sector partners **to assess current policies or plans to understand the community context** using a tool such as the CDC [Active Communities Tool \(ACT\)](#) assessment modules. The tool will be adapted by the Department and training will be provided (HERJ activity 2).
2. Collaborate with cross-sector partners and engage with community residents **to develop action plans for implementation** informed by the ACT findings for each municipality/community. Action plans should be culturally tailored and may be led or informed by community members. Action plans should provide flexibility to modify goals appropriate to communities' strengths, assets, starting points, capacity levels, and priorities. 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. The action plans should include policies and strategies beyond community design as necessary to strengthen the community's voice, build positive power, address threats to community safety and stability, improve health equity, and other concerns (HERJ activity 3). (Additional action planning resources will be provided to Grantees.)

3. Policies and plans should be approved/adopted/enhanced during the five-year contract period, to the extent possible, and should include a combination of at least one element from Pedestrian and Bicycle Transportation Systems (Activity-Friendly Routes) with at least one element from Land Use and Environmental Design (Everyday Destinations).
4. Develop and disseminate key communication messages and products to support and sustain program initiatives.

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.

Funding Restrictions (i.e., grant funds cannot be used for the following activities)

- Grantees cannot use funds for construction/capital improvements. It is expected that Grantees will leverage the resources of their partners to support implementation of expenditures not allowed under this grant, particularly those strategies that may by necessity include both allowable (e.g., planning and design such as pop-ups and demonstration projects) costs and unallowable (e.g., construction of sidewalks or multi-use paths) costs. See **Attachment 14 - Allowable Disallowable Costs Component A** for additional information.

Implementation Resources

- [Priority Strategy: Increasing Physical Activity Through Community Design | Physical Activity | DNPAO | \(cdc.gov\)](#) - provides guidance and resources on the types of state and local activities that can be implemented.
- [Improving Health Through Transportation Policy | Transportation Recommendations | CDC](#) -provides guidance on how government and non-government agencies are seeking innovative policies and programs that protect and promote health while accomplishing the primary transportation objectives.
- [Small Town and Rural Multimodal Networks Guide](#) - provides an online design resource for small towns and rural communities.
- [An Active Roadmap: Best Practices in Rural Mobility - Smart Growth America](#) - explores the different ways that rural communities can adapt to thrive in a changing America, with a primary focus on active and multimodal modes of transportation as a tool.

SCHOOL STRATEGIES

The three required school strategies for this initiative are informed by the [CDC Whole School, Whole Community, Whole Child \(WSCC\)](#) model. This initiative will support the following WSCC components: Physical Education & Physical Activity; Nutrition Environment & Services. Applicants are encouraged to utilize [CDC's Collection of Evidence-Based Strategies for School Nutrition and Physical Activity](#) to inform work plan activities.

Grantees will provide for services and staffing within their organization, collaborate with partners, leverage funding and implementation resources from multiple stakeholders and subcontract with other organizations, partners, consultants, or experts as needed to

implement the following three required strategies and additional optional strategies.

All Applicants are required to develop a work plan and budget to support Local School Wellness Policy requirements, Physical Education & Physical Activity through [Comprehensive School Physical Activity Programs](#) and [Nutrition Environment & Services](#) to improve policies, practices, and environments for physical activity and nutrition in schools.

A5. Policies and Practices

Grantees 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.

A6. Physical Activity

Provide training and/or technical assistance, and resources for school administration, staff, and teachers 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.

A7. Nutrition Environment

Provide training and/or technical assistance, and resources for school administration, staff, school nutrition staff, and teachers 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 competitive foods (vending, a la carte, school stores, and other foods) in support of LWPs. Potential strategies include establishing regional food buying groups, providing assistance on healthy vending, fundraising and classroom celebrations, developing district regulations or policies prohibiting all forms of advertising and promotion of less nutritious foods and beverages on school property, and increasing access to drinking water. **Support may also be provided for the school meal programs, in alignment with the New York State Education Department Child Nutrition Program guidance as determined by the United States Department of Agriculture regulations and only when there is no duplication of existing support from other state or federal funding.** [Recommended strategies](#) may include supporting nutrition standards, offering taste-testing, improving palatability, supporting pre-sliced fruit options, encouraging recess before lunch, supporting behavioral design, and professional development for school nutrition staff.

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.

Optional School Strategies

Applicants may propose to include additional WSCC components for Social & Emotional Climate; Employee Wellness; Family Engagement; and Community Involvement to support or enhance implementation of the physical activity and nutrition WSCC components. Work plan activities and budget for optional strategies should not exceed those of the required strategies.

Applicants are strongly encouraged to utilize [CDCs Promoting Mental Health and Well-Being Action Guide](#) and [Creating a Healthy and Supportive School Environment](#) guidance. Applicant activities to support student mental health and well-being as part of the social and emotional climate component should focus primarily on district level policies and practices in the same manner as the required physical activity and nutrition components. 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](#), [dedicate 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](#).

Work Plan Requirements

The three Health Equity and Racial Justice (HERJ) activities referenced under **Section III. A. Major Tasks, Health Equity and Racial Justice** should be integrated into the work plan activities in the school setting, where the Applicant determines to be most appropriate, based on the unique needs of the selected schools and as part of the school and community collaboration work.

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 school districts to develop or enhance Board of Education (BOE) approved regulations, administrative regulations, and/or local school wellness policies for physical activity and nutrition, including optional activities as applicable. 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 school buildings 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.

Funding Restrictions (i.e., grant funds cannot be used for the following activities)

- Grantees cannot support small group or individual student counseling or psychological and social services for this initiative.

Implementation Resources

- [CDC Healthy Schools Program](#) – provides a comprehensive resource for implementing a Whole School, Whole Community, Whole Child model.

A8. Communication And Sustainability

Communication and sustainability activities should be embedded in work plan activities to advance the community and school strategies. The goal is to educate and engage elected leaders, community members, partners, and other decision makers 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 priority communities across New York. 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.

Work Plan Requirements

1. Distribute materials to local, regional, or statewide media outlets (i.e., social media, mail, e-mail, or hand-deliver press releases, press kits, letters to the editor, opinion pieces, etc.) to gain news coverage.
2. Engage regularly with partners to generate earned media coverage.
3. Participate in at least one in-person meeting annually with governmental decision-makers (i.e., legislative representatives in the NYS Senate and Assembly or other local or county elected officials) in your district to educate on the positive impacts and outcomes of the grant.
4. Build community support and awareness through regular communications to educate community leaders and other governmental decision-makers (i.e., distribute information to NYS Senate and Assembly members, decision-makers, community leaders, and policy makers; this information can be presented in the form of success stories, newsletters, press clippings, photographs of community events, recent publications from national organizations, etc.).

5. Write at least two success stories annually, one each for the community and school strategies.

Implementation Resources

[Health Equity Guiding Principles for Inclusive Communication | Gateway to Health Communication | CDC](#)

B. Organizational Infrastructure and Staffing

- Provide qualified, professional staff in sufficient numbers, at reasonable costs, and at both executive/managerial, program, and fiscal levels to manage the grant and carry out its deliverables.
- Provide the Department with sufficient advance notice, when known, or within five (5) business days of any grant-supported vacancy occurring (resignation, termination, family leave, medical leave, etc.), and ensure an organizational staffing and program plan is in place and communicated to the Department for the continuation of grant activities during the vacancy period. It is the responsibility of the contract agency to cover extended absences and to ensure programmatic work is being completed.
- The Grantee **must** use grant funds 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. This coordinator position will be responsible for serving as a primary contact with the Department and will coordinate with other grant funded staff.
- Provide managerial, program, and fiscal staff with knowledge and skills in effectively managing or working with grant budgets; evidence-based PSE approaches in public health; program development, coordination, and management; health equity and racial justice, providing training and technical assistance to organizations and staff, and performance monitoring methods. Provide salaries that are commensurate with the level of education and experience required for the positions.
- The combined staffing pattern will work together as a team, effectively communicate and plan grant activities in coordination, and should have the professional skills to effectively manage all budget, program, and performance monitoring and evaluation requirements of the grant.

C. Staff Orientation, Training, Supervision and Program Support

Provide grant staff orientation to the organization's policies and procedures. Staff will receive training by the Department for the policies and procedures specific to this initiative for budget, program, and evaluation processes and management, including timely vouchering, budget modification, and annual budget renewal procedures. The organization should also provide appropriate managerial supervision and support, access to current resources and information to perform the job duties, current computer system with access to an individual e-mail account and the Internet, and office and meeting space.

D. Program Reporting and Evaluation

Grantees will be required to collect and report on work plan activities and performance measures at a frequency determined by the Department. They will be required to conduct

outcome evaluation projects that will be developed by the Department. Revisions and additions may be made to performance measures at the discretion of the Department.

Required performance monitoring and evaluation activities will include:

- Attending training on performance monitoring and evaluation, to be provided by the Department
- Maintaining a list of potential recruitment sites, in a format specified by the Department
- Submitting quarterly progress reports via a web-based system specified by the Department
- Submitting annual reports on communication and sustainability activities, and other questions developed by the Department
- Collecting baseline data at selected sites, using assessment tools developed by the Department
- Using baseline data to inform program activities and action plans
- Collecting follow-up data at selected sites, using the same assessment tools developed 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 Grantees 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. It is an expectation of grant-funded staff or subcontractors to participate in the necessary training and technical assistance opportunities through this CoP.

COMPONENT B

1. Scope of Work

The Department anticipates contracting with one organization to serve as the statewide Physical Activity and Nutrition Center of Excellence (PANCE) 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. Activities will include, but are not limited to, partnership, coalition, and community engagement and development; addressing barriers and supporting facilitators to implementation, health equity and racial justice approaches, and communication and sustainability activities. The Component B Grantee will have demonstrated experience providing TTA on PSE approaches to chronic disease prevention, will provide subject matter expertise, develop or identify evidence-based or informed implementation resources, conduct needs assessments of Component A Grantees, and facilitate the Community of Practice for Grantees to support achievement of work plan activities. The Component B Grantee will deliver a cost-effective mix of in-person and virtual TTA opportunities and will be responsible for ensuring adequate and timely access to TTA for all Component A Grantees. These activities will be coordinated

with Department staff, including planning and facilitating the annual in-person or virtual grantee convenings.

Applicants may subcontract components of the Work Plan to be performed by Applicant pursuant to the terms of its Application. If known, the Applicant is expected to state in their Application the specific components to be performed through subcontracts (**at least 30% of the budget must be retained by the primary contract agency**) as well as the names of the subcontractors. 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). Grantees will need to name subcontractors prior to reimbursement. **Applicants should note that the lead organization (that is, the successful Applicant, as 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 and subcontracts will be required to be approved by the Department.

Note: If subcontractors have been identified, Applicants must provide a Statement of Scope of Work along with **Attachment 17 – Letter(s) of Commitment**.

A. Major Tasks

A1. Support to Component A Grantees

The Component B Grantee will implement training and technical assistance activities to the Component A Grantees in accordance with the following program expectations and outcomes consistent with the overall program goals and objectives of the initiative.

A1.1. Needs Assessment

- Conduct training and technical assistance needs assessments to assess 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, health equity and racial justice, barriers and facilitators to implementation, and communication and sustainability activities.
- A needs assessment should be completed in the first six months of the contract period and repeated at least once annually thereafter.
- Results will be shared with the Department and Grantees and will inform future training and technical assistance plans.

A1.2. 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:

- The three health equity and racial justice activities under Component A, A. Major Tasks;
- Partnership, stakeholder, and coalition engagement, development, and maintenance;
- Engaging, communicating with, and educating community members, decision-makers, and leaders;

- Building skills, knowledge, and competencies to support local-level strategy training, technical assistance, or other resources;
- Building skills, knowledge, and competencies to support developing, adopting, enhancing, and implementing strategy components including health equity and racial justice; and
- Assisting and providing resources for communication and sustainability activities.

A1.3. Training Methodologies and Delivery

- Provide training and technical assistance to Component A Grantees, with varying levels of expertise and experience, using a cost-effective mix of in-person and virtual training methods to ensure support to Grantees is timely, equitable, convenient, and accessible.
- Identify subcontractors or consultants, as needed, for training and technical assistance and coordinate annual training plans to best meet the needs of Grantees.
- Plan and convene a virtual grantee training for Grantees in Year one in collaboration with the Department, including agenda development, securing trainers/speakers, preparation of training materials/resources, and convening evaluation. In-person or virtual convenings in years two through five to be determined.
- 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 policy, systems, or environmental approaches for the grant strategies.
- Maintain an internal PANCE website or portal for Grantees that will house all TTA documents and recordings, and serve as a communication platform for all Grantees and the Department.
- Facilitate regular meetings with Grantees, in collaboration with the Department as needed.

A1.4. Collaboration

- Work with the Department to ensure coordination across the initiative and promote the most efficient use of resources.
- Participate in monthly calls with Department staff.
- Engage with national, state, or regional organizations, consultants, or subject matter experts to support training and technical assistance activities for Grantees.

A1.5. Statewide Early Care and Education Support (In addition to activities to support ECE strategy implementation for Component A grantees.)

- Support the Department to align the site-level Component A ECE strategy with the statewide SPAN ECE Action Plan to embed physical activity and nutrition standards into statewide ECE systems including, but not limited to, QUALITYstarsNY and Child Care Resource Centers.
- Support the delivery of trainings, materials, and technical assistance with Component A Grantees to include SPAN Master Trainers (the Department's statewide Training and Technical Assistance Network of staff from agencies such as QUALITYstarsNY, Child Care Resource Centers, etc.) fostering collaboration of Component A Grantees

and SPAN Master Trainers to advance policy adoption and best practice implementation in ECE programs.

A1.6. Quality Improvement

- Assess training and technical assistance activities and sessions monthly through Grantee feedback such as, but not limited to, training evaluations and a grantee advisory group.
- Develop training and technical assistance plans for strategy areas, define priority areas for improvement, and implement improvements in a timely manner based on needs assessments and results of training and technical assistance evaluations.

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 center, including budget, programmatic, and communication management, facilitation, or delivery.
- The Component B Grantee **must** use grant funds to **support a minimum of 1.0 FTE, employed by the applicant agency.**
- The Project Director **must** be employed by the applicant agency, demonstrate experience in effectively managing state or federal grant budgets, and coordinating training and technical assistance programs for large numbers of diverse public health professionals, including coordination with subcontractors and/or consultants. Responsibilities include, but are not limited to budget management, coordination of training and technical assistance logistics, development or identification of materials and resources, planning effective training methodologies, and reporting of program results or data to agencies and the public.
- The Component B Grantee will be responsible for developing and maintaining an adequate professional staff or subcontracts/consultants with expertise in the community and school strategies of the grant, including knowledge specific to New York State. 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.

C. Staff Orientation, Training, Supervision and Program Support

- Support grant funded staff with adequate professional competencies to provide training and technical assistance to Component A Grantees in alignment with the fundamental concepts of evidence-based PSE approaches to implementation under this initiative including timely execution of grant activities.
- Provide grant staff orientation to the organization's policies and procedures. Staff will be trained by the Department for its policies and procedures for budget and program management specific to the CHSC grant; appropriate budgeting for the program's

transportation needs; fiscal and budget management support; and timely processing of purchase and subcontracting requests. The organization should also provide appropriate managerial 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 for the training and technical assistance to Component A Grantees may include, but is not limited to, results of needs assessments and quarterly training and technical assistance data or outcomes, resource development, or other grant related activities managed by the Grantee.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the Department, 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. (refer to Section V.C. Review and Award Process).

B. Question and Answer Phase

All substantive questions by Applicants with respect to any aspect of the RFA must be submitted in writing to Dan French, New York State Department of Health, Bureau of Community Chronic Disease Prevention, at the following email address: bccdp.physact@health.ny.gov. This includes Minority and Women-Owned Business Enterprise (MWBE) Requirements questions and related forms. Refer to Section IV.K. Minority & Women-Owned Business Enterprise Requirements. Questions of a technical nature related to formatting or other minor details related to preparation of an Application may also be addressed in writing to the email address noted above. 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.

To the degree possible, each question submitted by a potential applicant pursuant to the terms of this RFA should cite the RFA section and paragraph to which it refers. Written questions will be accepted until the date posted on the Cover Page of this RFA.

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

- On-Demand Statewide Financial System Training Videos: On-demand training focused on using the new grants management features in SFS is available by logging into the SFS Vendor Portal and clicking the SFS Coach icon available on the homepage. Additional questions? Contact the SFS Help Desk listed below:

- Statewide Financial System Technical Support Help Desk
Phone: 1-877-737-4185 toll-free / 518-457-7737
Hours: Monday thru Friday 8am to 8pm
Email: helpdesk@sfs.ny.gov

Prospective Applicants must submit all requests for clarifications of, or exceptions or changes to, the terms, conditions or provisions of this RFA or the State of New York Contract for Grants during the Question and Answer Phase, which will end on the “Questions Due” date specified on the Cover Page of this RFA. An Applicant must clearly indicate the clarification, exception or change in the RFA or the State of New York Contract for Grants the Applicant is requesting. All questions, answers, and requests for clarification, exception or change will be published by the Department at [SFS Public Portal Homepage](#) to ensure equal access and knowledge by all prospective Applicants, on or about the date specified on the Cover Page of this RFA.

This RFA has been posted on the NYS Statewide Financial System website at: [SFS Public Portal Homepage](#) and additionally, via a link provided on the Department's public website at: <https://www.health.ny.gov/funding/>.

Questions and answers, as well as any updates, addendums to, and/or other modifications of this RFA, will be posted on these websites. All such questions and answers, updates addendums to, and other modifications to this RFA will be posted by the date identified on the Cover Page of this RFA under “Key Dates”.

All Questions must be received by the date and time specified on the Cover Page of this RFA, under “Key Dates”, opposite the heading “Questions Due”.

All questions submitted by email should state the RFA Title and Number set forth on the Cover Page (RFA#20667, Creating Healthy Schools and Communities, Component A and B) in the subject line of the email.

C. Letter of Interest

Prospective applicants are strongly encouraged to complete and submit a **letter of interest (refer to Attachment 4 – Sample Letter of Interest)**. Prospective applicants who submit a Letter of Interest by the date specified on the Cover Page of this RFA may receive email notifications when updates to and modifications of this RFA are posted, including responses to written questions. Letters of Interest should be submitted to bccdp.physact@health.ny.gov. Please ensure that the RFA number and title (RFA #20667, Creating Healthy Schools and Communities, Component A or B) is noted in the subject line and Letters of Interest are submitted by the date posted on the Cover Page of the RFA.

Submission of a Letter of Interest is not a requirement of this RFA, nor does the submission of a Letter of Interest by a prospective Applicant impose any obligation upon the applicant to submit an Application in response to this RFA. To be clear, an Application 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 Statewide Financial System by the date and time posted on the Cover Page of this RFA under the heading “Key Dates”.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Statewide Financial System. Please visit the Statewide Financial System website at the following web address: [SFS Public Portal Homepage](#) and click the “Search for Grant Opportunities tile.” There is also a more detailed “Statewide Financial System: Vendor User Guide” available in the documents section under Training & Guidance; For Grant Applicants located in SFS Coach. Training webinars are also provided by the Grants Management Team. Dates and times for webinar instruction can be located at the following web address: [Live Webinars | Grants Management \(ny.gov\)](#)

To submit an Application an Applicant must:

1. Log into the [Statewide Financial System Vendor Portal](#) .
2. Click the Grant Management Tile. Next, Click the Bid Event Search tile.
3. Enter the applicable search criteria in the Search Criteria Fields. Locate an opportunity; search by Funding Agency (DOH01) or enter the Grant Opportunity name into the Search by Grant Opportunity field: **Creating Healthy Schools and Communities**. You can also filter search by Status such as “available” which filters to include only the bid events that are published and open for potential bid response.
4. Click on “Search” button to initiate the search.
5. Click on Event ID link to initiate a bid response.
6. Please review the Grantee User Manual found in SFS Coach for additional steps on how to respond to various types of Bid Events.

Once the Application is complete, a prospective applicant is **strongly encouraged** to submit their Application at least **48 hours prior to the** Application’s due date and time specified on the Cover Page of this RFA. 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 the Department and SFS staff are available to answer an Applicant’s technical questions and provide technical assistance prior to the Application due date and time. Contact information for the SFS Help Desk is available under Section IV.B. Question and Answer Phase of this RFA.

PLEASE NOTE: Although the Department and SFS Help Desk staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time for the submission of an Application, there is no guarantee that they will be resolved in time for the Application to be submitted on time and, therefore, considered for funding.

During the application process, please pay particular attention to the following:

- Not-for-profit Applicants must be prequalified, if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the “Key Dates” set forth on the Cover Page of this RFA. Be sure to maintain prequalification status between funding opportunities. **NOTE:** Three of a not-for-profit’s essential financial documents - the IRS990, its Financial Statement, and its 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 role of “Bid Response Submitter” can submit an Application on behalf of an Applicant.
- Prior to submission, the Statewide Financial System will automatically initiate a global error checking process to protect against an incomplete Application. An applicant may need to attend to certain parts of the Application prior to being able to submit the Application successfully. An Applicant must be sure to allow time after pressing the submit button to clean up any global errors that may arise. (Vendor User Guide).
- Applicants 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 (20 MB) when uploading documents. Applicants should ensure that any attachments uploaded with their application are not “protected” or “pass-worded” documents.

The Applicant’s Delegated Administrator is able to assign, modify, and remove roles for the applicant in SFS. Please see SFS Vendor Portal Access Reference Guide, [SFS Vendor Portal Access Reference Guide.pdf \(ny.gov\)](#), for additional information on roles. **Bid Response Initiator** and **Bid Response Submitter** are the **necessary roles for applying to a Bid Event in SFS**. If you are a not-for-profit you will also need Prequalification Processor for Prequalification purposes.

PLEASE NOTE: Waiting until the last several days to complete your Application online can be risky, as you may have technical questions or issues that will take time to resolve. Beginning the process of applying as soon as possible will produce the best results.

Applications will not be accepted via fax, e-mail, paper copy, or hand delivery.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

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, in the Department’s sole discretion.

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 Department'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. Negotiate with successful Applicants within the scope of the RFA in the best interests of the State.
13. Conduct contract negotiations with the next responsible Applicant, should the Department be unsuccessful in negotiating with the selected Applicant.
14. Utilize any and all ideas submitted with the Applications received, at the Department's sole discretion.
15. Unless otherwise specified in the RFA, every offer in an applicant's Application is firm and not revocable for a period of 60 days from the application opening.
16. Waive or modify minor irregularities in Applications received after prior notification to the Applicant.
17. 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 Applicant's Application and/or to determine an Applicant's compliance with the requirements of the RFA.
18. Eliminate any term of this RFA that cannot be complied with by any of the Applicants.
19. Award grants based on geographic or regional considerations to serve the best interests of the State.

G. Term of Contract

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

It is expected that contracts resulting from this RFA will have the following time period: **June 1, 2026 – May 31, 2031.**

Continued funding throughout this five-year period is contingent upon availability of funding and state budget appropriations and the Grantee's continued satisfactory performance of its obligations under the Contract. The Department 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 at:

https://grantsmanagement.ny.gov/system/files/documents/2025/01/mcg_tandc_january_2025.pdf

To view the following Department of Health specific State of New York Contract for Grants documents, follow the instructions in Section VI. Attachments:

- Attachment A-1, Agency Specific Terms and Conditions (see RFA **Attachment 18**);
- Attachment A-2, Program Specific Terms and Conditions (see RFA **Attachment 19**);
- Attachment M, Participation by Minority Group Members and Women With Respect to State Contracts: Requirements and Procedures (see RFA **Attachment 20**).

H. Payment & Reporting Requirements of Grant Awardees

1. The Department may, at its discretion, make an advance payment to a successful not-for-profit grant applicant under this RFA (a “Grantee”) in an amount not to exceed **25%** percent of the annual grant provided for under the Grantee’s Contract.
2. The Grantee will be required to submit invoices and required reports of expenditures based upon the terms for payment set forth in **Attachment A-1** to its Grant Contract to the State's designated payment office (below) or, if requested by the Department, through the Statewide Financial System:

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

A Grantee must provide complete and accurate billing invoices in order to receive payment of the grant funding provided for under the terms of its Grant Contract. 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 Grantee shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner of Health, 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. Each Grantee acknowledges that it will not receive payment on any claims for reimbursement submitted under its Grant 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 claims for reimbursement by the State (Department) shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be: Grantee will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Workplan.

3. The Grantee will be required to submit the following reports to the Department of Health at the address above or, if requested by the Department, through the Statewide Financial System:
 - Quarterly Progress Reports on a web-based system
 - End of Year Reports or Success Stories as required

- Other Reports as required by the Department of Health

All payment and reporting requirements will be detailed in “**Attachment D: Payment and Reporting**”, of the final State of New York Contract For Grants..

I. Procurement Requirements

1. General Requirements

The Grantee may procure various goods and services in connection with the grant-funded project ranging from routinely purchased goods or services to those that involve substantive programmatic work. The procurement of such goods or services, however, must be conducted in an equitable and competitive manner to promote equal treatment, efficiency, and economy in grant-funded activities.

Any Grantee that is a state entity, local government, or tribal government must follow the same policies and procedures it uses for procurements from its general funds. All other Grantees (private companies, not-for-profit-organizations, etc.) must have a sufficient and documented procurement process that maintains records to detail the history of procurements associated with any awarded grant project. These records shall include, but are not limited to, rationale for the method of procurement (e.g., micro-purchase, small purchases, sealed bids, request for proposals, noncompetitive/sole source), the selection of a contract type, contractor selection and/or rejection, and the basis of a contract price.

The Grantee’s documented procurement process must conform with any applicable federal, state and local laws and regulations. As part of the required procurement procedures, a Grantee must maintain written standards of conduct covering conflict of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. The standards of conduct must provide for disciplinary actions to be applied for violations by officers, employees or agents of the Grantee. Such standards shall provide, at a minimum, that no employee, officer, or agent of the Grantee will participate in the selection, award, or administration of a contract supported by grant funds if a conflict of interest, real or actual, is involved. Such conflicts may arise when:

- The employee, officer, or agent, or
- Any member of such individual's immediate family, or
- Such individual’s partner, or
- Any organization which employs, or is about to employ the selected contractor, has a financial or other interest in or receives or stands to receive a tangible personal benefit from a firm being considered for a contract.

The standards of conduct shall also cover organizational conflicts of interest. Organizational conflicts of interest arise where an entity is or appears to be unable to conduct an impartial procurement action due to relationships with a parent company, affiliate, or subsidiary organization.

2. Bid Protest Procedures

Any contractor, subcontractor, or aggrieved party has the right to protest actions before or after the award of a contract utilizing grant funds. The Grantee alone will be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurement contract solicitations and awards.

Grantees shall have written protest procedures, similar to those set forth in Part 24 of Title 2 of the New York Codes, Rules and Regulations, in order for affective due process to be achieved. A Grantee's specific protest procedures shall be outlined in all bid requests, request for proposals, request for applications, etc. issued by or on behalf of the Grantee concerning any grant-funded projects. In summary, Grantees are responsible for handling all contract activity protests. Except in matters of direct State concern, the Department of Health will not substitute its judgement for that of the Grantee.

3. Procurement Contract Language

Any contract concerning a grant-funded project must be a written agreement between the Grantee and the third party providing specific goods and/or services. Whether with a contractor, subcontractor, consultant or vendor, the contract must as appropriate state the activities to be performed; the time schedule; the policies and requirements that apply to the contractor, subcontractor consultant or vendor, including the above procurement requirements; and any other terms and conditions of the grant and the New York State Contract for Grants.

J. Assurances of No Conflicts of Interest and/or Other Detrimental Effects

The Grantee as well as any subgrantees, contractors, subcontractors or consultants engaged by the Grantee to provide goods or services in connection with the grant-funded project shall attest that their performance of any contracted services does not and will not create a conflict of interest with nor position the Grantee to breach any other contract it currently has in force with the State of New York.

The Grantee as well as any subgrantees, contractors, subcontractors or consultants engaged by the Grantee to provide goods or services in connection with the grant-funded project shall disclose any existing or contemplated relationship with any other person or entity, including relationships with any member, shareholder of 5% or more, parent, subsidiary, or affiliate organization, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers/agents of the Grantee, subgrantees, contractors, subcontractors, consultants or former officers and employees of the State and its affiliates, in connection with the rendering of services related to the grant-funded project. The Grantee shall have procedures in place for alerting the State of any such actual or potential conflicts as well as procedures to resolve the same.

K. Minority & Woman-Owned Business Enterprise Requirements

Pursuant to New York State Executive Law Article 15-A, the Department recognizes its obligation to promote opportunities for maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises (MWBEs) and the employment of minority group members and women in the performance of Department 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 the Department 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 Department 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 total amount of the Budget provided for the Work Plan in the Grant Contract entered into pursuant to this RFA.

The goal on the Eligible Expenditures portion of a Grant Contract awarded pursuant to this RFA 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 Grantee awarded a Grant Contract pursuant to this RFA must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Grant Contract and Grantee will agree under the terms of its Grant Contract that the Department may withhold payment pending receipt of the required MWBE documentation required by the Department or the OSC. For guidance on how the Department 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 a Grantee to evidence its good faith efforts to encourage MWBE participation in the performance of its obligations under its Grant Contract.

By submitting an Application, each Applicant and potential Grantee agrees to complete an **MWBE Utilization plan** as directed in **Attachment 5** of this RFA. The Department will review the MWBE Utilization Plan submitted by each Grantee. If a Grantee's MWBE Utilization Plan is not accepted, the Department 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. The Department 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 the Department determines that the Grantee has failed to document good-faith efforts to meet the established Department MWBE participation goals for the procurement.

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

L. 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 of a grant to a successful applicant pursuant to the terms of this RFA and in order to initiate a Grant Contract with the Department, a Grantee 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, the Applicant should include the Vendor Identification number in your organization information. If not enrolled, to request assignment of a Vendor Identification number, an applicant should please submit a New York State Office of the State Comptroller Substitute Form W-9, which can be found on-line at:

<https://www.osc.state.ny.us/files/vendors/2017-11/vendor-form-ac3237s-fe.pdf>

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.

M. Vendor Responsibility Questionnaire

The Department strongly encourages each Applicant to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. The Vendor Responsibility Questionnaire must be updated and certified every six (6) months. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire> or go directly to the VendRep system online at <https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system>.

An Applicant 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 itservicedesk@osc.ny.gov.

Applicants opting to complete online should complete and upload the **Attachment 6 – Vendor Responsibility Attestation** of the RFA. The Attestation is located under the SFS Attachments Section and once completed should be uploaded to the applicable PSQ/Bid Factor.

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, www.osc.state.ny.us/vendrep, and upload it with their Application in response to the applicable PSQ/Bid Factor.

N. Vendor Prequalification for Not-for-Profits

Each not-for-profit applicant subject to prequalification is required to prequalify prior to having the ability to submit an Application in the NYS Statewide Financial System.

Pursuant to the New York State Division of Budget Bulletin H-1032, dated July 16, 2014, and revised on December 9, 2023, the new Prequalification Policy will be effective as of January 16, 2024. The updated policy requires that not-for-profit organizations register and prequalify in the SFS using the updated Prequalification Application. 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>.

An Application cannot be submitted/received from a not-for-profit applicant that (a) has not Registered in the NYS 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 RFA.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor User Manual within the Statewide Financial System Website details the requirements and job aid walks users through the process.

1) Register for the Statewide Financial System

- Applicants will first need to be registered in SFS and the Grants Management portion of the system. Applicants that need to register their organization should submit the required form(s) found at the following link: [Register Your Organization in SFS | Grants Management](#). Any questions related to current and previously existing SFS accounts should be sent to the SFS Help Desk (HelpDesk@sfs.ny.gov).
- If you have previously registered and do not know your Username, please email helpdesk@sfs.ny.gov. If you do not know your Password, please click the "I Forgot My Password" link from the main log-in page and follow the prompts.

2) Complete your Prequalification Application

- Log in to the Statewide Financial System.
- Applicants will first need to create an account in SFS. Applicants that need to create an account should do so at the following link: <https://www.osc.ny.gov/state-vendors/portal/enroll-vendor-self-service-portal>. Any questions related to SFS accounts should be sent to the SFS Help Desk (HelpDesk@sfs.ny.gov).
- Instructions for SFS Prequalification can be found on Page 20 of the SFS Grantee User Manual entitled, “! Grantee Processing in SFS”. This user manual is accessible to organizations with an SFS account under the SFS Coach Tile/Button in the SFS Vendor Portal. Select “Handbook: User Manual with Screenshots” from the Training Type drop down to locate the manual. If you have any problems accessing the manual please contact HelpDesk@sfs.ny.gov. Please see the section entitled, “Enter and Submit a Prequalification Application”, located on page 20 of the SFS Grantee User Manual, for complete instructions on how to complete and submit an SFS Prequalification in the NYS Statewide Financial System.
- Specific questions about the prequalification process should be referred to your primary New York State agency representative (vendor.responsibility@health.ny.gov) or to the Grants Management Team at grantsmanagement@its.ny.gov.

3) Add SFS Roles to Submit a Bid and to Add a signatory or “Grant Contract Approver” to your account

- **To start, review, and submit an Application to this Bid Event in SFS, Applicants will need to acquire the following SFS Security Roles:**

SFS Security Role Name	Description	Access Provided
NY_GM_VENDOR_EVENT_INITIATE	Bid Response Initiator	Allows the vendor user to initiate a bid response to a bid event but not submit the bid response to the agency.
NY_GM_VENDOR_EVENT_INQUIRY	Bid Event Inquiry	Allows a vendor user the ability to review bid events. This is a view-only role.
NY_GM_VENDOR_EVENT_SUBMIT	Bid Response Submitter	Allows a vendor user to both initiate a bid response and submit a bid response to the agency.

- In order to have your designated signatory (known in SFS as Grant Contract Approver) sign a contract and have their name appear on the contract agreement you have to add the Grant Contract Approver’s name to your SFS Vendor Profile. The Delegated Administrator for your organization can add the Signatory’s Name by following the

RFA # 20667, Creating Healthy Schools and Communities

instructions found on page 17-20 of the SFS Grantee User Manual entitled, “! Grantee Processing in SFS”. This user manual is accessible to organizations with an SFS account under the SFS Coach Tile/Button in the SFS Vendor Portal. Select “Handbook: User Manual with Screenshots” from the Training Type drop down to locate the manual. If you have any problems accessing the manual please contact HelpDesk@sfs.ny.gov.

All potential Applicants are strongly encouraged to begin Statewide Financial System Registration and Prequalification process as soon as possible in order to participate in this opportunity.

O. General Specifications

1. By submitting the "Application Form" each Applicant attests to its express authority to sign on behalf of the Applicant.
2. Grantees 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 any Contract awarded pursuant to this RFA 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 terms and conditions contained in this RFA, including the terms and conditions of the Master Contract for Grants. Any exceptions the applicant would like considered by the Department relating to the terms and conditions of this RFA and/or Master Contract for Grants must have been raised during the Question and Answer Phase of this RFA (See, Section IV.B.).
4. An Applicant may be disqualified from receiving an award 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, in the State of New York or otherwise.
5. Provisions Upon Default
 - a. The services to be performed by [the][a] successful Applicant pursuant to the terms of the Grant Contract entered into with the Department shall at all times be subject to the direction and control of the Department.
 - b. In the event that the Grantee, 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 Grantee.
 - c. If, in the judgment of the Department, the Grantee acts in any way which is detrimental to, or does or is in any way likely to impair or prejudice, the interests of the State, the Department may terminate the Grant Contract awarded pursuant to this RFA. In such

case, the Grantee may receive equitable compensation for all services as shall, in the judgment of the State Comptroller, have been satisfactorily performed by the Grantee up to the date of the termination of the Contract.

V. Completing the Application

A. Application Format/Content

Applicants may submit multiple responses to this RFA pursuant to the guidelines below. Applicants may apply for both Component A and Component B of this RFA. If applying for any combination of Components A or B, Applicants are required to submit separate applications in the Statewide Financial System. A single application containing both Component A and Component B proposals will be rejected and not reviewed by the Department.

Application Format for Component A

The Department intends to have significant reach through this RFA and aims to reach priority communities statewide, including cities, towns, reservations, and neighborhoods.

Applicants may submit multiple applications for Component A as follows:

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

If submitting multiple applications for Component A, Applicants are required to submit each application separately in the Statewide Financial System.

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**. 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. 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.

Applicants should only select communities in which it is expected that work plan activities can be initiated and implemented within the grant period. Selecting or identifying a large number of MCDs/NTAs beyond the capacity of the applicant agency to implement grant strategies is not recommended. The quality of the implementation process to most effectively achieve the outcomes of the grant should be prioritized over the quantity of communities or sites to be selected.

The Department **will not** duplicate funding for a community and will work with Applicants to ensure there is no overlap of services within a community. **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 and no cross coverage within catchment areas.

The Department reserves the right to modify the final catchment area (within a region) of successful Component A Applicant to ensure sufficient program coverage and reach.

Application Format for Component B

Applicants may only submit one (1) application to Component B. If an Applicant submits multiple applications for Component B, the last application received will be the only application reviewed and considered for funding. Other applications for Component B will be rejected.

If an Applicant receives multiple awards resulting from this RFA, the Applicant will receive a separate contract for each award, with separate and distinct work plans and budgets. 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.

Please refer to the Statewide Financial System: Vendor User Guide for assistance in applying for this procurement through the NYS Statewide Financial System. This guide is available by logging into the Statewide Financial System and searching under SFS Coach.

Please respond to each of the sections described below when completing the Statewide Financial System 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 your agency and its services. Your answers should be specific, succinct, and responsive to the statements and questions as outlined. Please be aware that the value assigned to each section described below indicated the relative weight that will be given to each section of your application when scoring your application.

It is each Applicant's responsibility to ensure that all materials included in its application have been properly prepared and submitted. Applications must be submitted via the Statewide Financial System by the application deadline date and time specified on the Cover Page of this RFA.

IMPORTANT: Any material added to a Bid Factor "Add Comments" box in SFS will not be reviewed as part of a submitted application. Please use the "Response" box for narrative responses unless otherwise instructed within this RFA. **Please note there is a 2,000 character limit (including spaces) for each response.**

Provide any requested attachments as specified within this RFA. Applicants are instructed to upload one (1) attachment in response to any request for an attachment. If more than one (1) version of an attachment is uploaded, the final version uploaded will be the version considered for review.

See the Event Comments and Attachments link at the bottom of the Bid Event page in SFS for required attachments to be completed in response to corresponding bid factor questions, as well as informational only attachments.

Program Specific Questions(PSQ)/Bid Factors

Application Content For Component A

1. Program Summary (Not Scored)

- 1a. Summarize the project proposal, including the organization's objectives to meet the goals as stated in Section III. and confirmation of your organization's capability to meet the minimum eligibility requirements as stated in Section II.
- 1b. Applicants are instructed to complete and upload **Attachment 5 - MWBE Requirement Forms** in response to this Program Specific Question/Bid Factor.
- 1c. Applicants are instructed to complete and upload **Attachment 6 - Vendor Responsibility Attestation** in response to this Program Specific Question/Bid Factor.
- 1d. Applicants are instructed to complete and upload **Attachment 12 - Application Cover Sheet and Eligibility Attestation** in response to this Program Specific Question/Bid Factor.

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

- 2a. Applicants are instructed to complete and upload **Attachment 3 - Applicant's Proposed MCDs or NTAs** in response to this Program Specific Question/Bid Factor. Applicants should use **Attachment 2 - Catchment Area Instructions, Maps, and Tables - Component A** to assist them in achieving the greatest possible reach in their proposed catchment area.
- 2b. Describe the health disparities that exist within the catchment area, particularly those related to chronic diseases. Describe factors that were considered in determining a need for the proposed project, including the needs of the communities proposed to be served, and the particular health disparities or risk factors experienced by the population(s) of focus.

3. Applicant Organization (Maximum Score: 20 points)

- 3a. Briefly describe the mission and purpose of the organization. Describe the organization's presence in the proposed catchment area and experience working with partners and engaging the community to implement PSE change approaches for nutrition and physical activity strategies for chronic disease prevention in community and school sectors in disparate populations.

- 3b. Describe the organization's capability to comply with and successfully manage:
- i. budget and fiscal functions such as timely claim for payment submissions, budget modifications, annual budget renewal procedures, and obtaining and organizing required supporting personal and non-personal services documentation in accordance with state or federal contract requirements;
 - ii. program implementation and evaluation and performance monitoring requirements, guidelines, and deadlines for state or federal contracts; and
 - iii. how the organization will ensure budget and programmatic accountability.
- 3c. Describe the organization's operations capability to ensure **both timely start-up and work plan initiation within the first six months of the contract term start date**, contingent upon contract execution, and maintain progress towards grant outcomes over the duration of the grant period during periods of staff leave or turnover.
- 3d. Succinctly describe an example of a public health PSE change grant, program, or initiative successfully completed by the applicant. Explain the specific PSE component(s).
- 3e. Succinctly describe an example of how the organization prioritizes health equity and racial justice in its current work, including experience working with low-income populations, diverse racial/ethnic groups, or persons with disabilities.
- 3f. Applicants are encouraged but not required to upload **Letter(s) of Commitment With Grassroots Organization** in the catchment area combined into one read-only PDF as **Attachment 13** in response to this Program Specific Question/Bid Factor. The letter of commitment should be with at least one grassroots organization in the catchment area whose work aligns with the applicant's proposed project. **For the purpose of this grant, a grassroots organization is considered an organization headquartered in the local community where it provides services; has a social services budget of \$500,000 or less annually, and six or fewer full-time equivalent employees. Local affiliates of national organizations are not considered grassroots organizations.** Grassroots organizations may include, but are not limited to, organizations serving people with disabilities, low socioeconomic status populations, Spanish speaking or other linguistically diverse populations, or other priority populations relevant to the proposed catchment area. The letter of commitment should document specific proposed collaborations, products, services, and other resources that will be provided or supported by the grassroots organization through the proposed collaboration. It should describe the scope of work and contributions for work to be conducted.

4. Program Activities (Maximum Score: 30 points)

Communities (Maximum of 20 points)

- 4a. Describe the overall implementation plan for the community strategies. Include the Year one (annualized twelve-month) implementation timeline, in alignment with the **Attachment 7A – Component A Work Plan**, and how the organization will initiate grant activities for all required strategies outlined in **Section III. Project Narrative and Work Plan Outcomes**. In Year one, Grantees should initiate HERJ activities across strategies, identify partners, complete community assessments, and begin to identify settings/sites/programs/municipalities. Succinctly describe a logical, achievable plan for organizing and implementing all the required strategies over the five-year contract period. If proposing to work with subcontracts, briefly describe the organization(s) and the

anticipated scope of work to be provided.

- 4b. Describe the organization's overall plan to work with traditional and non-traditional partners across multiple sectors, including community leaders and residents with lived experience, to achieve equitable adoption and implementation of PSE changes for increased physical activity and healthy eating opportunities.
- 4c. Describe how the organization will engage with cross-sector partners and residents with lived experience to support and inform planning and implementation of the nutrition strategies (food service and nutrition guidelines and fruit and vegetable programs).
- 4d. Describe how the organization will identify child care centers that do not participate in the Child and Adult Care Food Program (CACFP), Family and Group Family child care homes (either CACFP or non-CACFP), and/or Prekindergarten programs that do not participate in CACFP to implement physical activity and nutrition best practices in ECE settings.
- 4e. Describe how the organization will identify and select municipalities to implement community design for physical activity.
- 4f. Describe the organization's overall plan for facilitating communication and sustainability activities that includes at least one community example of demonstrated sustainability success and at least one example of how the applicant proposes to establish new, or build upon existing, sustainability activities.

Schools: (Maximum of 10 points)

- 4g. Describe the overall implementation plan for the school strategies. Include the Year one (annualized twelve-month) implementation timeline and how the organization will initiate all required grant activities and, if applicable, optional school strategies outlined in **Section III Project Narrative and Work Plan Outcomes**. Succinctly describe a logical, achievable plan for organizing and implementing all the required strategies over the five-year contract period.
- 4h. Applicants are instructed to upload **Memorandum of Understanding/Memorandum of Agreement MOU(s)/MOA(s)** combined into one read-only PDF as **Attachment 16** in response to this Program Specific Question/Bid Factor.
- 4i. Describe how the organization will engage school district administration, staff, teachers, students, the local wellness policy committee, and other school personnel to support implementation activities.
- 4j. Describe the organization's overall plan to engage external partners, decision-makers, the community, and other education or non-education organizations to support implementation activities.

5. Staffing Pattern and Qualifications (Maximum Score: 15 points)

- 5a. Applicants are instructed to upload an **Applicant Agency Organizational Chart** with proposed staffing and narrative Organizational Staff Vacancy Plan in read-only PDF format as **Attachment 11** in response to this Program Specific Question/Bid Factor. The chart should show the location of the proposed grant contract within the organization with all funded staff, identify who at the organization will be responsible for new staff program

orientation upon hire, **and a narrative describing who at the organization will be responsible for continuing grant activities during staff vacancies.**

- 5b. Describe the proposed staffing pattern, and subcontracting if applicable, plan and rationale for this project. Include the organizational structure of your proposed program, including essential staff and any applicable qualifications. Include job roles and how the FTE requirements will be fulfilled. All staffing should be established and filled no later than 90 calendar days after receipt of an award, and the Grantee should be able to quickly initiate work plan activities in the proposed catchment area.
- 5c. Describe the experience of the staff person(s) who will fulfill the .50 FTE requirement. **This position cannot be subcontracted.** 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.
- 5d. Applicants are instructed to upload **Job Descriptions** of key personnel combined into one read-only PDF as **Attachment 9** in response to this Program Specific Question/Bid Factor. The attachment should describe the qualifications for key fiscal staff, including a description of the staff's experience (if any) with monitoring government grant funds.
- 5e. Applicants are instructed to upload **Resumes** of key personnel, if applicable, combined into one read-only PDF as **Attachment 10** in response to this Program Specific Question/Bid Factor. Include the resumes of person(s) providing orientation and supervision and person(s) who are proposed to carry out the strategies and activities. Resumes should demonstrate that each staff member has the qualifications and experience to perform assigned duties. **Resumes should be no more than six (6) pages each, and all resumes should be combined into one PDF no larger than 20MB. Additional pages beyond six (6) per resume will not be reviewed.**
- 5f. Describe the organization'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 managing government grant funds.

6. **Budget (Maximum Score: 20 points)**

- 6a. Applicants are instructed to prepare an annual budget based on the maximum award as indicated in Section I of this RFA, and for the region in which they are applying, if applicable. The budget for Year one (June 1, 2026 – May 31, 2027) must be entered into the Statewide Financial System (SFS). Budgets must not exceed **\$320,000** as contracts will not exceed this established amount. Refer to **Attachment 8- SFS Budget Data Entry and Indirect Cost Guidelines**. All budget lines should be calculated as whole dollar amounts. All costs should be related to the proposed activities, as described in the application narrative and work plan, and should be justified in detail. All costs must be related to the Year 1 work plan activities described in **Attachment 7A – Component A Work Plan**. All costs should be reasonable and cost-effective. Contracts established resulting from the Request for Application will be cost reimbursable. Once the budget in SFS is completed, Applicants are required to also enter the total grant funds being requested in the Unit Bid Price field at the bottom of the page. The total grant funds and Unit Bid Price must match in order for the application to submit successfully.
- 6b. 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 narrative must delineate how the percentage of time devoted to this initiative has been determined.

Funding provided under this RFA 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.

6c. Required Components In Budget

1. Budget should include core/required staff. A minimum of a .50 FTE is required to be employed by the applicant.
2. Regular travel within the catchment area is expected to conduct the activities of the proposed work plan.

6d. Budget Guidance When Utilizing Subcontractors (not scored)

Applicants should follow this guidance only if they plan to subcontract and if the Applicant's proposed budget includes subcontractors and/or consultants.

Applicants are instructed to upload **Subcontractor Utilization Plan(s) and Letter(s) of Commitment** combined into one read-only PDF as **Attachment 15** in response to this Program Specific Question/Bid Factor response (if applicable). Each Letter of Commitment should be two double-spaced pages or less (**additional pages per letter will not be reviewed**) and attached to the Subcontract Utilization Plan. Refer to the instructions in **Attachment 15** for more detailed instructions.

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 that directly support strategy performance measures and outcomes. Individual behavior change supports are not allowable. 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. (**See Attachment 14 Allowable and Disallowable Costs for additional guidance**)

- 6e. Funding may be requested under the administrative (indirect) cost line to support a portion of the agency's overall organizational structure to the extent that it allows a Grantee 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 15% of the total direct costs.**

6f. Ineligible Budget Items:

- a. 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.

- b. Any ineligible budget items will be removed from the budget prior to contracting. The budget amount requested will be reduced to reflect the removal of the ineligible items.

7. Work Plan (Maximum Score: 5 points)

7a. Applicants are instructed to complete and upload **Attachment 7A – Component A Work Plan** found in the “Event Comments and Attachments” section of the SFS online application for Year 1. Objectives, Tasks, and Performance Measures have been defined and pre-populated by the Department however, some information is requested of the Applicant. **Attachment 7A – Component A Work Plan** should be completed according to the instructions in Attachment 7A and below, and uploaded in response to this Program Specific Question/Bid Factor.

Work Plan Instructions

For the **SFS Work Plan Section**, Applicants are instructed to insert the pre-populated Project Summary text provided in **Attachment 7A – Component A Work Plan** into the “Project Summary” box in the SFS application. **Additional text entered into the Project Summary will not be considered or scored by reviewers.**

Applicants **will not** enter any Objectives, Tasks, or Performance Measures into the **SFS Work Plan Section** at the time of application but will complete and upload **Attachment 7A – Component A Work Plan** to submit work plan information in response to Program Specific Question/Bid Factor 7a.

Attachment 7A - Work Plan contains six (6) Goals inclusive of Objectives, Tasks, and Performance Measures established by the Department of Health. For Goals 1, 2, and 5, the minimum number requirements in the Objective narrative have been established by the Department. Refer to Attachment 7A – Work Plan for more details.

Applicants may not add additional Objectives, however Applicants may enter additional Tasks and Performance Measures for each state-defined Goal/Objective in the **Attachment 7A – Component A Work Plan** that will allow for flexibility in tailoring or supporting the goals based on the unique circumstances/needs of the priority communities. If submitting additional Tasks and Performance Measures, they must be clearly labeled and included in Attachment 7A – Component A Work Plan. **When entering Tasks into the Attachment 7A – Component A Work Plan, each Task must have a task description of no more than 2,000 characters (including spaces). In addition, each Task must have a corresponding Performance Measure narrative of no more than 2,000 characters (including spaces). The Statewide Financial System has character limits but does not keep a running count of these; Applicants will be responsible for ensuring that they stay within these limits. If these limits are exceeded, it will jeopardize the Application submission.**

Please note that the Work Plan for this RFA is limited to the following: 30 Objectives, 60 Tasks, and 90 Performance Measures.

Awardees could be asked to modify work plans prior to initiation of the contract to address issues identified during the review process or needs to be met.

If awarded a contract, Grantees will be held to the Objectives, Tasks, and Performance Measures as listed in the **Attachment 7A – Component A Work Plan** and will be instructed to insert work plan Objectives, Tasks, and Performance Measures in the SFS Work Plan.

The Department does not expect that implementation of all Objectives and Tasks will occur in Year 1, but rather the initiation of activities or development of plans to begin the implementation process. Grantees will update the budget and work plan in SFS annually during the budget renewal process for Years 2 through 5 and will be approved by the Department.

8. Performance Monitoring and Evaluation (Maximum Score: 5 points)

- 8a. Describe the capacity of the applicant organization and staff experience to conduct performance monitoring and program evaluation activities. Include previous experience with data collection, data entry systems, reporting data, and any other relevant performance monitoring and evaluation experience.

Application Content For Component B

1. Program Summary (Not Scored)

- 1a. Summarize the project proposal, including the organization’s objectives to meet the goals as stated in Section III. and a confirmation of your organization’s capability to meet the minimum eligibility requirements as stated in Section II.
- 1b. Applicants are instructed to complete and upload **Attachment 5 - MWBE Requirement Forms** in response to this Program Specific Question/Bid Factor.
- 1c. Applicants are instructed to complete and upload a completed **Attachment 6 - Vendor Responsibility Attestation** in response to this Program Specific Question/Bid Factor.
- 1d. Applicants are instructed to complete and upload a completed **Attachment 12 - Application Cover Sheet and Eligibility Attestation** in response to this Program Specific Question/Bid Factor.
- 1e. Applicants are instructed to upload Subcontractor Letter(s) of Commitment combined into one read-only PDF as **Attachment 17** in response to this Program Specific Question/Bid Factor.

2. Statement of Need (Maximum Score: 5 points)

- 2a. Describe how the Applicant will identify the training and technical assistance needs of Component A Grantees to support capacity building, implementation, and sustainability activities and identify the trainers or technical assistance providers, including those with New York State expertise and knowledge, to support all grant strategies.

3. Applicant Organization (Maximum Score: 20 points)

- 3a. Briefly describe the mission and purpose of the organization. Describe the organization's experience providing training and technical assistance to state or community-level public health providers, grant recipients, organizations, or agencies to implement PSE change approaches for nutrition and physical activity strategies to address chronic disease prevention. Include the length of time providing these services, to whom services have been provided, the subject matter expertise of the agency, and experience conducting needs assessments and facilitating a collaborative learning community for public health professionals.
- 3b. Describe the organization's capability to comply with and successfully manage budget and fiscal functions such as timely claim for payment submissions, budget modifications, annual budget renewal procedures, and obtaining and organizing required supporting personal and non-personal services documentation in accordance with state or federal contract requirements; program implementation; and evaluation and performance monitoring requirements, guidelines, and deadlines for state or federal contracts and how the organization will ensure budget and programmatic accountability.
- 3c. Describe the Applicant's budget and programmatic capability to ensure **both timely start-up and work plan initiation within the first six months of the contract term start date** contingent upon contract execution and maintain progress towards grant outcomes during periods of staff leave or turnover.
- 3d. Provide an example of a public health policy, systems, and environmental change grant, program, or initiative for which the applicant led and coordinated training and technical assistance for other providers, grant recipients, organizations, or agencies, including experience providing annual in-person grantee meetings or trainings.
- 3e. Provide an example of how the organization advances health equity and racial justice in its current work, including experience providing training and technical assistance in these areas to other providers, grant recipients, organizations, or agencies.

4. Program Activities (Maximum Score: 30 points)

- 4a. Describe the overall implementation plan for the Physical Activity and Nutrition Center of Excellence. Include the Year one (annualized twelve-month) implementation timeline, in alignment with the **Attachment 7B – Component B Work Plan**, and how the organization will initiate and implement the required activities outlined in **Section III Project Narrative and Work Plan Outcomes**. Succinctly describe a logical, achievable plan for organizing and implementing these activities over the five-year contract period.
- 4b. **Needs Assessment**
Describe a detailed plan for how the Applicant will conduct the training and technical assistance needs assessments for Grantees. This should include a technical assistance request process for ongoing day-to-day needs and the annual needs assessment process to identify more time-intensive training and technical assistance needs.
- 4c. **Training and Technical Assistance**
Describe a detailed plan for how the Applicant proposes to determine and develop the content for training, technical assistance, and resources to support Grantees for capacity building and implementation activities for the grant strategies that may include, but are not limited to:
 - Supporting health equity and racial justice activities specific to populations of focus across all strategies;

- Partnership and coalition engagement and development;
- Engaging, communicating with, and educating community members and decision-makers and leaders;
- Building skills, knowledge, and competencies to support local-level strategy implementation; and
- Assisting and providing resources for communication and sustainability activities.

4d. **Training Methodologies and Delivery**

Describe the proposed methods for how the Applicant will provide the training and technical assistance for Grantees with varying levels of experience and knowledge using a cost-effective mix of in-person and virtual learning methods or other effective coaching/consulting methods to ensure support to Grantees is timely, equitable, tailored, and accessible. Include how the Applicant will plan and convene a virtual training for Grantees in Year one and potential in-person convenings in years two through five in collaboration with the Department. Include how the Applicant will utilize professional subcontractors or consultants, as needed, to provide training and technical assistance to Grantees, develop and coordinate annual training plans to best meet the needs of Grantees, and how the Applicant will maintain an internal grant website or portal for Grantees that will house all documents and recordings and serve as a communication platform for all Grantees and the Department.

4e. **Collaboration**

Describe how the Applicant will work with the Department to ensure coordination across the initiative and how the Applicant will collaborate with national, state, or regional organizations, consultants, or subject matter experts to support training and technical assistance activities for Component A Grantees.

4f. **Statewide Early Care and Education Support**

1. Describe how the Applicant will support the Department to align the site-level Component A ECE strategy with the statewide SPAN ECE Action Plan to embed physical activity and nutrition standards into statewide ECE systems including, but not limited to, QUALITYstarsNY and Child Care Resource Centers.
2. Describe how the Applicant will support the delivery of trainings, materials, and technical assistance with Component A grantees to include SPAN Master Trainers (the Department's statewide Training and Technical Assistance Network of staff from agencies such as QUALITYstarsNY, Child Care Resource Centers, etc.) fostering collaboration of Component A grantees and SPAN Master Trainers to advance policy adoption and best practice implementation in ECE programs.

4g. **Quality Improvement**

Describe how the Applicant will evaluate the training and technical assistance activities as they occur, and annually, to determine effectiveness in supporting Grantees and how the Applicant will implement improvement strategies accordingly.

5. **Staffing Pattern and Qualifications (Maximum Score: 15 points)**

- 5a. Applicants are instructed to upload an **Applicant Agency Organizational Chart as Attachment 11** with proposed staffing and narrative Organizational Staff Vacancy Plan in read-only PDF format in response to this Program Specific Question/Bid Factor. The chart

should show the location of the proposed grant contract within the organization with all funded staff, identify who at the organization will be responsible for new staff program orientation upon hire, **and a narrative describing who at the organization will be responsible for continuing grant activities during staff vacancies.**

- 5b. Describe the proposed staffing, and subcontracting if applicable, plan and rationale for this project, 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 center of excellence, including budget, programmatic, and communication management, facilitation, or delivery. Include the organizational structure of your proposed program, including essential staff and any applicable qualifications. Include job roles and how the FTE requirements will be fulfilled. All staffing should be established and filled no later than 90 calendar days after receipt of an award and the grantee should be able to quickly initiate work plan activities.
- 5c. Describe the experience of the staff person(s) who will fulfill the 1 FTE requirement. **This position cannot be subcontracted.** Provide the job description for the 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.
- 5d. Applicants are instructed to upload **Job Descriptions** of key personnel combined into one read-only PDF labeled **Attachment 9** in response to this Program Specific Question/Bid Factor. The attachment should describe the qualifications for key fiscal staff, including a description of the staff's experience (if any) with monitoring government grant funds..
- 5e. Applicants are instructed to upload **Resumes** of key personnel, if applicable, combined into one read-only PDF as **Attachment 10** in response to this Program Specific Question/Bid Factor. Include the resumes of person(s) providing orientation and supervision and person(s) who are proposed to carry out the strategies and activities to this bid factor question in the online application. Resumes should demonstrate that each staff member has the qualifications and experience to perform assigned duties. **Resumes should be no more than six (6) pages each, and all resumes should be combined into one PDF no larger than 20 MB. Additional pages beyond six (6) per resume will not be reviewed.**
- 5f. 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 managing government grant funds.

6. **Budget (Maximum Score: 20 points)**

- 6a. Applicants are instructed to prepare an annual budget based on the maximum award as indicated in Section I of this RFA, and for the region in which they are applying, if applicable. The budget for Year one (June 1, 2026 – May 31, 2027) must be entered into the Statewide Financial System (SFS). Budgets must not exceed **\$399,482** as contracts will not exceed this established amount. Refer to **Attachment 8 - SFS Budget Data Entry and Indirect Cost Guidelines**. All budget lines should be calculated as whole dollar amounts. All costs should be related to the proposed activities, as described in the application narrative and work plan, and should be justified in detail. All costs must be related to the Year 1 work plan activities described in **Attachment 7B – Component B**

Work Plan. All costs should be reasonable and cost-effective. Contracts established resulting from the Request for Application will be cost reimbursable. Once the budget in SFS is completed, Applicants are required to also enter the total grant funds being requested in the Unit Bid Price field at the bottom of the page. The total grant funds and Unit Bid Price must match in order for the application to submit successfully.

- 6b. All costs must be related to the provision of Component B: Physical Activity and Nutrition Center of Excellence, 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 narrative must delineate how the percentage of time devoted to this initiative has been determined.

Funding provided under this RFA 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.

6c. Required components in budget

1. Budget should include core/required staff. A minimum of 1 FTE is required to be employed by the applicant.

6d. Budget Guidance When Utilizing Subcontractors (not scored)

Applicants should follow this guidance only if they plan to subcontract and if the Applicant's proposed budget includes subcontractors and/or consultants.

Applicants are instructed to upload **Subcontractor Utilization Plan** combined into one read-only PDF as **Attachment 15** in response to this Program Specific Question/Bid Factor response (if applicable). Each Letter of Commitment should be two double-spaced pages or less (**additional pages per letter will not be reviewed**) and attached to the Subcontract Utilization Plan. Each Letter of Commitment should be in two double-spaced pages or less (**additional pages per letter will not be reviewed**). Refer to the instructions in **Attachment 15** for more detailed instructions.

New York State certified Minority/Women-owned Business Enterprises (MWBEs) 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 MWBE firms is located <https://ny.newnycontracts.com>. Documentation of good faith efforts to utilized MWBE vendors should be retained and submitted with completed MWBE forms as it will be required to assist in establishing the MWBE 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 5 - MWBE Requirement Forms.**

- 6e. Funding may be requested under the administrative (indirect) cost line to support a portion of the agency's overall organizational structure to the extent that it allows a Grantee 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 15% of the total direct costs.**

6f. Ineligible Budget Items:

- a. 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.
- b. 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.

7. Work Plan (Maximum Score: 5 points)

- 7a. Applicants are instructed to complete and upload **Attachment 7B – Component B Work Plan** found in the “Event Comments and Attachments” section of the SFS online application for Year 1. Component B Applicants **must** develop their proposed work plan including objectives, tasks, and performance measures, to address each scope of work item under Program Activities using **Attachment 7B – Component B Work Plan**. Attachment 7B should be completed according to the instructions in Attachment 7B and below, and uploaded in response to this Program Specific Question/Bid Factor.
- Note:** Grantees will update the work plan annually during the budget renewal process for years 2 through 5.

Work Plan Instructions

For the **SFS Work Plan Section**, Applicants are instructed to insert the pre-populated Project Summary text from **Attachment 7B – Component B Work Plan** into the “Project Summary” box in the SFS application. **Additional text entered into the Project Summary will not be considered or scored by reviewers.**

Applicants **will not** enter any Objectives, Tasks, or Performance Measures into the **SFS Work Plan Section** at the time of application but will complete and upload **Attachment 7B – Component B Work Plan** to submit work plan information in response to Program Specific Question/Bid Factor 7a.

The Department established ten (10) goals which align with the scope of work as indicated in the Component B, Scope of Work section within Section III. Project Narrative/Work Plan Outcomes. Component B Applicants are instructed to develop their work plan in accordance with Section III. Project Narrative/Work Plan Outcomes and enter Objectives, Tasks, and corresponding Performance Measures of their own choosing in the **Attachment 7B – Component B Work Plan**. **Each Task must have a task description of no more than 2,000 characters (including spaces). In addition, each Task must have a corresponding Performance Measure narrative of no more than 2,000 characters (including spaces). Applicants will be responsible for ensuring that they stay within these limits. If these limits are exceeded, it will jeopardize the**

Application submission.

Please note that the Work Plan for this RFA is limited to the following: 30 Objectives, 60 Tasks, and 90 Performance Measures.

Awardees could be asked to modify work plans prior to initiation of the contract to address issues identified during the review process or needs to be met.

If awarded a contract, the Grantee will be held to the Objectives, Tasks, and Performance Measures as listed in the **Attachment 7B- Component B Work Plan** and will be instructed to insert work plan Objectives, Tasks, and Performance Measures in the SFS Work Plan.

The Department does not expect that implementation of all Objectives and Tasks will occur in Year 1, but rather the initiation of activities or development of activity plans to begin the implementation process. Grantees will update the work plan in SFS annually during the budget renewal process for Years 2 through 5.

8. Performance Monitoring and Evaluation (Maximum Score: 5 points)

- 8a. Describe the capacity of the Applicant organization and staff experience to collect data for program evaluation and quality improvement to inform training and technical assistance planning. Include previous experience with data collection, data entry systems, reporting data and any other relevant performance monitoring and evaluation experience.

B. Freedom of Information Law

All applications may be disclosed or used by the Department to the extent permitted by law. The Department 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 and will be available to the public in accordance with the New York State Freedom of Information Law (FOIL). **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.** If the Department agrees with the Applicant's claim regarding the proprietary nature of any portion of an application, 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

An application which meets the Minimum Eligibility Requirements set forth above will be reviewed and evaluated competitively by the Department, Division of Chronic Disease Prevention. An application that does not meet the minimum criteria (PASS/FAIL) will not be evaluated. An application that does not provide all required information will be omitted from

consideration.

Component A

Section	Maximum Score
Program Summary	Not Scored
Statement of Need and Selection of Geographic Service Areas	5 Points
Applicant Organization	20 Points
Program Activities	30 Points
Staffing Pattern and Qualifications	15 Points
Budget	20 Points
Work Plan	5 Points
Performance Monitoring and Evaluation	5 Points
Total	100 Points

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.

If there are less than 15 successful Applications for Component A, the Department reserves the right to disperse the remaining funds evenly across the successful awardees, or issue a new RFA.

Component B

Section	Maximum Score
Program Summary	Not Scored
Statement of Need	5 Points
Applicant Organization	20 Points
Program Activities	30 Points
Staffing Pattern and Qualifications	15 Points
Budget	20 Points
Work Plan	5 Points
Performance Monitoring and Evaluation	5 Points
Total	100 Points

For Component B, the Department anticipates awarding one (1) Grantee. A minimum score of 70 points out of a possible 100 is required to be considered for funding. The highest scoring applicant will be funded.

For Components A and B **a minimum score of 70 points out of a possible 100 is required** to be considered for funding.

In the event an Applicant submits separate applications for Components A and B, they would only be eligible to be awarded for one (1) component. To further explain, if an Applicant has the highest scoring application for Component B, the Applicant **would not** be eligible to

receive an award for Component A. If an Applicant submitted an application for both components, but does not have the highest scoring application for Component B, they may be eligible to receive an award for Component A based on the review and award criteria as expressed within this section.

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 Program Activities section.

If there is not enough fundable applications in a region, the maximum number of awards may not be met for that region. The New York State Department of Health reserves the right to re-solicit where there are an insufficient number of fundable applications.

The New York State Department of Health reserves the right to revise the award amounts as necessary due to changes in availability of funding.

Applications with minor issues (for example, an application missing information that is not essential to timely review and would not impact review scores) may be processed and evaluated, at the discretion of the Department, but any issues with an application which are identified by the Department **must** 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.

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) not funded due to limited resources, and 3) approved and funded. Not funded applications may be awarded should additional funds become available.

Once awards have been made pursuant to the terms of this RFA, an Applicant may request a debriefing of their own application (whether their application was funded or not funded). The debriefing will be limited only to the strengths and weaknesses of the application submitted by the applicant requesting a debriefing and will not include any discussion of ANY OTHER applications. Requests for a debriefing must be received by the Department's Bureau of Community Chronic Disease Prevention no later than fifteen (15) Calendar days from date of the award or non-award announcement to the applicant requesting a debriefing.

To request a debriefing, please send an email to bccdp.physact@health.ny.gov. In the subject line, please write: Debriefing Request Creating Healthy Schools and Communities.

Unsuccessful Applicants who wish to protest the award(s) resulting from this RFA on legal

and/or factual grounds, should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found on the OSC website at <https://www.osc.state.ny.us/state-agencies/gfo/chapter-xi/xi17-protest-procedures> (Section XI. 17.)

VI. Attachments

- Please note that Attachments to this RFA are not included in the RFA document, but can be accessed on the "**Event Page**" for this RFA/Bid Event located in the [Statewide Financial System \(SFS\) Vendor Portal](#) or once an Application has been started, under the "**Event Comments and Attachments Section**" of the online Application. To access the Event Page and online Application/Bid Event, including required documents such as the Attachments, a prospective Applicant must be registered and logged into the NYS Statewide Financial System Vendor Portal. Once logged into the Vendor Portal, prospective Applicants can locate the "Events Page" for this Bid Event by selecting the "Grants Management – State" tile, selecting the "Bid Event Search" tile, searching for this Bid Event, and then selecting the "View Event Package". Attachments that are requested to be uploaded as part of an Application/Bid Event response will be requested in individual corresponding Bid Factors in the online application (See Section V.A., "Program Specific Questions (PSQ)/Bid Factors").

Note: Any updates to the RFA/attachments will be addressed in an Addendum to the RFA. **Addendums, as well as questions and answers, will be posted to the [SFS Public Portal Homepage](#) under the Grant Opportunity for this Bid Event, not in the application itself.** To access these documents in SFS, Applicants must go to the Grant Opportunity and select "View Grant Opportunity" **which can ONLY be viewed when logged out of the SFS Vendor Portal.** Any updated Attachments will be posted on the NYS Department of Health Funding Opportunity website: <https://www.health.ny.gov/funding/>.

- **ALL Applicants are instructed to verify each required attachment that has been uploaded to the application.** To check attachments, Applicants are instructed to click "View" in the SFS application for each uploaded attachment to ensure that the attachment and all of its applicable information/data is viewable in its final format.
- **PDF Attachments – due to system constraints, PDF attachments cannot be uploaded with annotations, editable fields, or JAVA/active controls. Please submit PDFs that are read-only.**

Attachment 1: Project Logic Model and Performance Measures (Components A and B, informational)

Attachment 2: Catchment Area Instructions, Maps, and Tables - Component A (Component A, informational)

Attachment 3: Applicant's Proposed MCDs or NTAs (Component A, required to upload)

Attachment 4: Sample Letter of Interest (Components A and B, optional - email to the Department)

- Attachment 5: Minority & Women-Owned Business Enterprise Requirement Forms (Components A and B, required to upload)
- Attachment 6: Vendor Responsibility Attestation – Required (Components A and B, required to upload)
- Attachment 7A: Component A Work Plan (Component A, required to upload)
- Attachment 7B: Component B Work Plan (Component B, required to upload)
- Attachment 8: SFS Budget Data Entry and Indirect Cost Guidelines Instructions (Components A and B, informational)
- Attachment 9: Job Descriptions (Components A and B required upload, applicant generated)
- Attachment 10: Resumes (Components A and B required upload, applicant generated)
- Attachment 11: Applicant Agency Organizational Chart (Components A and B required upload, applicant generated)
- Attachment 12: Application Cover Sheet and Eligibility Attestation (Components A and B, required to upload)
- Attachment 13: Letter of Commitment with Grassroots Organization (Component A, applicant generated upload, if applicable)
- Attachment 14: Allowable and Disallowable Costs (Components A, informational)
- Attachment 15: Subcontractor Utilization Plan (Component A, required to upload, if applicable, applicant generated)
- Attachment 16: Memorandum of Understanding/Memorandum of Agreement MOU(s)/MOA(s)/ (Component A, required to upload-applicant generated)
- Attachment 17: Subcontractor Letter(s) of Commitment (Component B, required upload)
- Attachment 18: Attachment A-1: Agency Specific Terms and Conditions (Components A and B, informational)
- Attachment 19: Attachment A-2 Program Specific Terms and Conditions (Components A and B, informational)
- Attachment 20: Attachment M: Participation By Minority Group Members And Women With Respect To State Contracts: Requirements And Procedures (Components A and B, informational)