

Healthy Neighborhoods Program RFA Questions & Answers
FAU #0902051241

- Q1) Are you only funding 6-10?
- A1) The number of programs funded will depend on the amount of money requested by each individual applicant and which applications score the highest. We are required to fund the highest scoring applicants until the \$1.9 million dollars of available funding is exhausted. Budgets are reviewed and approved based on requirements in the RFA. Projects will be funded annually with awards ranging between \$150,000 and \$300,000.
- Q2) Is it possible to last 3 years with 2 one-year renewals?
- A2) It is expected that a one year contract will be awarded with two one-year renewals for a total of three contract years. Annual funding will remain the same for each of the three years.
- Q3) When is the RFA due?
- A3) The RFA is due on July 30, 2009 by 4:45 pm.
- Q4) Is there a penalty for sub-contracting?
- A4) In the RFA there is a section on preferred eligibility requirements. It says "Extra consideration will be given to applications that do not contract out to other agencies for services." Extra points will not be awarded, however this will be evaluated and scored.
- Q5) Do resumes need to be submitted?
- A5) In the Applicant Organization section of the RFA, the applicant is asked to provide curriculum vitae of key staff. Staff resumes, job descriptions and responsibilities should be presented as well as anticipated time devoted to the program. Applications that fail to include resumes will not be eliminated. However, there is a requirement that the applicant document the qualifications of the persons who are going to be involved in managing and/or implementing the project. Resumes are typically a good way to document those qualifications.
- Q6) Who will review the applications?
- A6) The review team is comprised of professional staff from: Bureau of Community Environmental Health and Food Protection's Healthy Neighborhoods Program, Childhood Lead Poisoning Primary Prevention Program; Bureau of Toxic Substance Assessment's environmental asthma team; Bureau of Injury Prevention, and an administrative staff person.

- Q7) Is the home assessment form available electronically?
- A7) Yes. The form can be sent to applicants electronically upon request. The forms will be posted shortly on the DOH website at https://commerce.health.state.ny.us/hpn/ceh/scannable_forms/production/index.htm
- Q8) When will the RFA be posted on the web site?
- A8) The RFA is currently posted on the DOH website @ www.nyhealth.gov/funding/.
- Q9) How will answers be set up?
- A9) The questions and answers will be posted on the DOH website with the RFA. All questions are due June 15th.
- Q10) On page 42 on the check list there is a term called “program level charts” can you tell me what that is?
- A10) Program level charts are organizational charts reflecting the staff involved in the program.
- Q11) We’ve noticed that over the last two years there’s been a new emphasis on when we go in to try to get people to stop smoking. I don’t notice this in this one. Is this still a priority on your end?
- A11) Indoor Air Pollutants is one of the program goals with tobacco cessation efforts included as one of the objectives.
- Q12) How can we handle in-kind support to the Healthy Neighborhood Program?
- A12) Contractors are not required to list in-kind support. If an applicant chooses to include in-kind support, it should be reflected in the budget proposal with some corresponding discussion in the program description part of the application.
- Q13) Is there a percentage cap, limitation on fringe?
- A13) No, there is no percentage cap for fringe. The applicant's county rate should be clearly specified in the budget pages.
- Q14) Can you suggest how we can best accommodate the statement on page 7, that each contractor would be required to submit data in an electronic format acceptable to New York State. Can you assist me on how we would word that in our proposal? Would that have to be preapproved or would we imbed that in our proposal about how we intend to report?

A14) The applicant should describe the reporting mechanism in the application. Currently scannable forms are used. If an applicant is proposing an alternate method, it should be described as clearly as possible in the application.

Q15) Regarding the scannable report forms, is it the eHIPS process and the same type of error reporting that we see with other environmental programs?

A15) The scannable report forms use a citrix platform and the process is very much like the eHIPS process. A different data set is used, but the process looks and feels the same at the applicant's end. The form that is being put up on the website as an answer to one of the questions (the assessment form), is the scannable form, with similar error messages and correction processes.

Q15 - Part 2) Are you saying it's separate from eHIPS? Do you offer technical support with the scannable forms?

A15 – Part 2) The citrix platform is separate from eHIPS and the data collected is stored in a separate data system. We offer technical assistance with the scannable forms.

Q16) Regarding the term used on page 2, “environmental justice communities”, can you tell me how you get identified as such? We're a small county and don't have a classification like that. Would we not be great candidates for this type of program?

A16) Environmental justice means the fair treatment and meaningful involvement of all people regardless of race, color, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including a racial, ethnic, or socioeconomic group should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies. Based on this definition county size is not a factor.

Q17) Regarding page 38 where the four sample goals and objectives are, I understand that goals are required? Are those the four major goals?

A17) The four major goals of the grant are those on page 38. An application will not be disqualified if the four major goals are not included, however the scoring would reflect the omission.

Q17 – Part 2) The objectives that are listed per goal, are they samples or suggestions or the ones you'd like us to address and is there anything required within each objective?

A17 – Part 2) The objectives listed are samples/suggestions. The applicant can place as large or as small of a focus on each objective based on what fits in the applicant's program, the applicant's resources, and the applicant's partners. An applicant does not have to include items for each data point but should include the four main goals to maximize the applicant's scoring.

- Q18) Can I have a follow-up to what was just asked (regarding goals and objectives) we can only submit twenty pages double-spaced. Do you expect us in a narrative format to address all the goals and objectives, or could we do it in a tabular format, what would be your suggestion?
- A18) The applicant does not have to address every single objective. More than one objective may be able to be addressed in a narrative or tabular form. An example is that one of the requirements of the program is that the applicant coordinate with other community groups, other agencies, and/or other governmental or non-governmental groups. The applicant can show in the narrative or tabular form that he/she is meeting a substantial number of the objectives through that coordinated effort.
- Q19) Following up on that same question (regarding goals and objectives). If there is a goal of decreasing injuries in our program, that is not one of the four main goals and objectives, could we add that?
- A19) Please refer to the four main goals of the program listed on page 38. Additional goals and objectives can be included in the application, however they will not be scored.
- (Q19 – Part 2) In our case (New York City) if dealing with sudden infant deaths, crib deaths, we give out cribs and safe sleep could we add that as one of our injury prevention goals?
- (A19 – Part 2) The four main goals are Fire Deaths and Burn Injuries, Indoor Air Pollutants, Asthma, and Childhood Lead Poisoning. Only items pertaining to the four main goals outlined in the RFA will be scored. Only these items should be included in the budget. Additional goals may be included, but funding will not be provided for activities associated with those additional goals.
- Q20) Regarding Part 3 on page 5, for the time line are they looking more for a quarterly time line or monthly time line?
- A20) The time line should portray the Personal and Other Than Personal Services costs either monthly, quarterly, or annually, just as long as the timeframe is clear. Submission of quarterly reports will be required by the contract.
- Q21) Regarding the data collection, you're collecting data electronically and have the ability to analyze it, is there any thought with trying to enhance the quarterly reports that you're currently putting out to actually be able to give more data back to us?
- A21) Improvements are continually being made to the scannable form process and the quarterly reporting process. Data submitted is currently available to the applicant.

Q21 – Part 2) There is a lot of reporting requirements. Should we plan on enhancing our own internal data base so we can provide the data that you are requesting for the initial and the re-evaluations within our own program?

A21 – Part 2) If enhancement of internal databases is considered important to the operation of the program, plans and costs for those enhancements may be included in the application.

Q22) Regarding at least two other community or government organization that we need to have a partnership with, can a referral based relationship be considered one of those?

A22) Yes, a referral based relationship can be considered. The proposal should reflect support from another governmental agency for a referral based relationship. These agencies must agree to accept and respond to the referrals. Please include any letters of support from an agency with your application.

Q23) In the Documentation of Need and Problem Identification section of the RFA it is mentioned that block identifiers and census tracts should be included. Please explain further what exactly is wanted and/or the definition of those.

A23) Census tracts are numbered defined geographic areas. Each census tract contains four block groups. Block identifiers are the numbers assigned to block groups. Census tracts and block groups are a standardized way of locating, identifying and measuring populations in a geographic area. Census tract maps are widely available from the U.S. Census Bureau and from counties. Census tract information is not required, especially if the target area is definable with another easy method (such as by a municipality). However, census tract is preferred for defining an area within a city or another smaller geographic area.

Q24) Should we include a job description and resume for the program supervisor (in addition to program staff job descriptions and resumes?)

A24) See answer 5 above.

Q25) On page 17 under examples of measures of specific indicators *number of young mothers* is mentioned. What constitutes a young mother?

A25) A young mother is less than 20 years old.