

**Development of Regional Childhood Lead Poisoning Prevention Resource Centers
Request for Applications (RFA): #0701100212
Questions &Answers**

ELIGIBILITY/COLLABORATION

1. Can two or more organizations work together to submit a single application?

Yes, the Department will consider collaborative applications for eligible entities if one entity serves as the principal or lead institution. Eligible entities are described in Section II. Regional Resource Center Initiative, B. Who May Apply of the RFA.

The principal agency can not simply be a pass through for funds, and the partner and/or subcontractor cannot be responsible for the majority of the proposed activities. The principal agency must remain responsible for performing the essential tasks required to administer the project.

2. In a collaborative application, do all applicants need to meet the eligibility requirements provided in the RFA guidance?

Yes, all collaborative institutions must adhere to the eligibility criteria as it would apply to the principal institution described in Section II. Regional Resource Center Initiative, B. Who May Apply of the RFA.

3. Are private organizations, such as physician practices eligible for funding?

No, applications will be accepted only from not-for-profit hospitals licensed under Article 28 of the Public Health Law. Applicants must meet all eligibility criteria as stated in Section II. Regional Resource Center Initiative, B. Who May Apply of the RFA.

4. Can more than one application be submitted (i.e., as a sole applicant and with a partner)?

Yes, more than one application can be submitted either as a sole applicant and/or with a partner. If applying for more than one region, separate applications must be submitted. As noted in response to #1 and #2 above, all applicants and collaborating agencies must adhere to the eligibility criteria stated in the RFA.

5. When you refer to a formal agreement with other institutions(s) with regard to collaborative applications as described in II. Regional Resource Center Initiative, C. Availability of Funds of the RFA.

a) Is there a particular format that the agreement must be in?

No specific format for the formal agreement is required. The formal agreement between institutions must be submitted with the principal institution's application.

- b) Does the agreement have to list specific services that the collaborating partner must provide, or can it just say that they agree to provide services in areas, a, b, c, etc.**

Application Format and Content, #4. Organizational Capacity (Applicant Organization) a. General qualifications: cites "describe the capability and record of performance of each proposed subcontractor, if applicable." In Attachment 3. Application Budget Format the Budget Narrative/Justification Form B-5 deals with subcontracts/consultants. The information on this form needs to include specific services to be provided and the time frame for the delivery of services.

- c) Does the agreement have to be prepared by an attorney?**

No.

BUDGET

- 6. Is in-kind necessary for an application?**

An in-kind match of at least 5 percent will be required from the lead agency AND from each of the collaborative partners. This match may not be used as a match on any other grant.

- 7. Are administrative costs required?**

Administrative costs are not a requirement. No more than 10% administrative costs directly related to project activities will be allowed.

ADMINISTRATIVE REQUIREMENTS

- 8. Is a yearly audit required for Lead Resource Center Contract?**

Administrative rules and audit regulations vary by type of organization and source of funding. Please refer to Appendix A-1, Agency Specific Clauses for All Department of Health Contracts, #3. Administrative Rules and Audits for details.

- 9. If an application is submitted with a partner, would the vendor responsibility questionnaire and statement of assurance form be filled out only by the lead partner, or do both forms have to be filled out by both partners?**

The principal agency is required to submit a vendor responsibility questionnaire and statement of assurance when submitting their application. Additional vendor

responsibility questionnaires may be required from subcontractors at the time of contracting.

10. If an application is submitted with a partner, are support letters needed about both entities or are support letters about one entity good enough?

Letters of support are not required.

11. Can I assign another person other than myself as a contact for questions on the RLRC RFA? Who will be contacted with questions concerning an RFA application?

Questions will be directed to whoever is identified in Attachment 5, Application Cover Sheet/Application Bid Form.

12. For any information that we reference (i.e., screening nos.) do we have to list the source?

Yes, for each stated area of need, the applicant will describe the evidence base or source of information for the need that is identified.

MISCELLANEOUS

13. Can I assume that we should follow the format of pages 53, 54, 57, 58-67 of the RFA file on the website?

Yes.

**14. Should the RFA # 0701100212 be included on the following forms:
Table A-1, A-2, Attachment 3 Form B-1, Attachment 3 Form B-2, Attachment 3 Form B-3, Attachment 3 Form B-4, Attachment 3 Form B-5, Attachment 3 Form B-6, Attachment 4 Workplan**

No, the RFA number does not need to appear on all the attachments noted above. However, the name and number of the RFA should be clearly labeled on the application package.

15. Can I assume that the Appendix X on page 48 is only necessary if we are awarded the RFA?

Yes, Appendix X is required as part of the formal contracting process. Applicants do not need to submit Appendix X as part of the application.

16. Can I assume that pages 24-42 referenced in the RFA file on the website are only for reference?

Yes, the pages referenced are part of the contract that will need to be signed and notarized if applicant is selected.

17. There seems to be a variation on the mailing and contact addresses on the documentation. Could you tell me the correct mailing address that I need to use to submit the application?

The correct contact person and mailing address are:

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