RFA Number 0711070817

New York State
Department of Health
Division of Nutrition
Bureau of Supplemental Food Programs

Request for Applications

Special Supplemental Nutrition Program for Women, Infants and Children (WIC) and Commodity Supplemental Food Program (CSFP)

WIC Local Agency
WIC Vendor Management Agency (VMA)
CSFP Agency

KEY DATES

RFA Release Date:	**January 14, 2009**	
Questions Due:	**February 20, 2009**	
Letter of Intent/Conference Registration Due:	**February 6, 2009**	
Applicant Conferences On:	**February 10, 2009**	**Cheektowaga**
	February 11, 2009	**Syracuse**
	February 11, 2009	**Saratoga Springs**
	February 19 & 20, 2009	**New York City**
RFA Updates Posted:	**March 9, 2009**	
Applications Due:	**March 30, 2009**	
DOH Contact Name & Address:	**Deborah McIntosh** **Public Health Nutritionist 2** **Bureau of Supplemental Food Programs** **Division of Nutrition** **Riverview Center** **150 Broadway-6th Floor West** **Albany, NY 12204-2719**	

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I. Introduction

The New York State Department of Health, Division of Nutrition, Bureau of Supplemental Food Programs announces the availability of funding to promote and maintain the health and well being of nutritionally at-risk women, infants, children, and elderly persons by providing nutritious food, nutrition and health education, and referral services to categorically and income eligible individuals found to be at substantial nutritional and/or medical risk. The Division is seeking applications from agencies wishing to sponsor a Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) to provide WIC services, WIC vendor management activities through Vendor Management Agencies (VMAs) and a Commodity Supplemental Food Program (CSFP) through established contracts. The existing contracts between the Department and sponsoring agencies will expire on September 30, 2009.

All prospective Contractors must submit an Application to be considered for sponsorship of a WIC Program. Prospective Contractors who wish to apply to sponsor a WIC VMA or a CSFP agency must submit additional Application(s) for those programs. An agency must first be qualified and selected to provide WIC services to be considered for selection as a WIC Vendor Management Agency. An agency must first be qualified and selected to provide WIC services, and be located in the Metropolitan New York City Area, to be considered for selection as a CSFP agency. The anticipated contract start date is October 1, 2009.

A. Description of Program

The Special Supplemental Nutrition Program for Women, Infants and Children and the Commodity Supplemental Food Program were created in recognition of the critical importance of nutrition in an overall national public health agenda. The programs are regulated and funded by the United States Department of Agriculture's (USDA's) Food and Nutrition Service and administered by the New York State Department of Health (NYS DOH) through a complex series of Federal and State regulations. These regulations govern the actions of the sponsor and local agencies and also dictate the oversight responsibilities and activities of the NYS DOH. The programs' missions are to promote and maintain the health and well being of nutritionally at-risk women, infants, children, and elderly persons. Details on required Program activities are outlined in the Program Workplans (Attachments 7, 8, and 9).

B. Background

Women, Infants and Children Program (WIC)

The NYS WIC Program currently provides over $500 million per year in benefits to approximately 500,000 participants through 100 local agencies operating approximately 530 service sites that employ over 1,500 staff. The Program distributes over two million food checks monthly, which are redeemed at over 4,500 retail food vendors and pharmacies that are contracted with one of the six designated WIC VMAs. Refer to Attachment 3: WIC Local Agency Application and

Attachment 7: WIC Local Agency Workplan for detailed information on the WIC Program and instructions on applying to sponsor a WIC Program.

WIC Vendor Management Agency (VMA)

The WIC VMA is responsible for assisting the NYS DOH in managing the retail food delivery system, which is a critical component of the WIC Program. The WIC VMA will be required to ensure an adequate number of vendors (retail food stores and pharmacies) are authorized for convenient participant access to obtain prescribed WIC foods. The WIC VMA is responsible for conducting all activities related to the oversight and management of the vendors including application processing and authorization, monitoring and training to ensure compliance with USDA and State requirements, and entering into contracts and their reauthorization every three years. Refer to Attachment 4: WIC Vendor Management Agency Application and Attachment 8: WIC Vendor Management Agency Workplan for detailed information on the VMA and instructions on applying to sponsor a VMA.

Commodity Supplemental Food Program (CSFP)

The CSFP was established in 1968 by the USDA to provide nutritional foods to women, infants and children. The NYS CSFP began providing USDA-donated commodities to women, infants and children in New York City and Long Island in September 1988; low income elderly participants were added to the NYS CSFP in August 1994. The NYS CSFP provides food packages to approximately 31,000 participants in New York City and Long Island monthly. Currently, over 88 percent of CSFP participants are elderly. Participants receive their food packages every month. Refer to Attachment 5: Commodity Supplemental Food Program Application and Attachment 9: Commodity Supplemental Food Program Workplan for detailed information on the CSFP and instructions on applying to sponsor a CSFP.

II. Who May Apply

A. Minimum Eligibility Requirements

All Applicants will submit a WIC Local Agency Application (refer to Attachment 3 for instructions) and also may submit applications to sponsor a VMA (refer to Attachment 4 for instructions) and/or a CSFP (refer to Attachment 5 for instructions).

Women, Infants and Children Program

The Sponsor Agency must be a nonprofit health agency, including local health departments, or a human service organization.

Pursuant to Federal WIC Regulations (7 CFR 246.5), New York State shall consider the following priority system, which is based on the relative availability of health and administrative services, in the selection of local agencies:

First consideration shall be given to a public or a private nonprofit health agency that will provide ongoing, routine pediatric and obstetric care and administrative services.

Second consideration shall be given to a public or private nonprofit health or human service agency that will enter into a written agreement with another agency for either ongoing, routine pediatric and obstetric care or administrative services.

Third consideration shall be given to a public or private nonprofit health agency that will enter into a written agreement with private physicians, licensed by New York State, in order to provide ongoing, routine pediatric and obstetric care to a specific category of participants (women, infants or children).

Fourth consideration shall be given to a public or private nonprofit human service agency that will enter into a written agreement with private physicians, licensed by New York State, to provide ongoing, routine pediatric and obstetric care.

Fifth consideration shall be given to a public or private nonprofit health or human service agency that will provide ongoing, routine pediatric and obstetric care through referral to a health care provider.

This priority system is used to identify potential Sponsor Agencies. Agencies meeting these criteria will be given additional points in the order of these priorities.

Refer to Attachment 10: WIC Program Planning Area Data and Maps.

WIC Vendor Management Agency

Federal regulations allow State WIC Programs to delegate vendor management functions to WIC local agencies. As a result, in order to operate a WIC VMA, the Sponsor Agency also must apply, and be approved, to be a WIC Local Agency. It is the State's intent to enter into agreements to cover all Vendor Management Agency geographic service areas. Refer to Attachment 11, WIC Vendor Management Agency Geographic Service Area Maps.

Commodity Supplemental Food Program

To ensure that WIC local agencies and CSFP agencies work together to provide coordinated and optimal services to the State's eligible women, infants and children, and the elderly, a Sponsor Agency that wishes to operate a CSFP agency must apply, and be approved, to be a WIC Local Agency. Alternately, the CSFP applicant must enter into a subcontract with a Sponsor Agency that is applying to operate a WIC Program and submit the application in collaboration with the WIC Sponsor Agency as the lead applicant. The coordination of program services between the WIC agency and the CSFP agency, under the direction of the WIC Local Agency Director, is required. Coordination of service between CSFP and WIC is essential since participants may enroll in only one program, either WIC or CSFP.

A subcontractor is any institution, individual/consultant, or organization external to the contracting agency that has entered into an agreement with the contracting agency

to provide any service outlined in, or associated with, the Workplan, and whose services are to be funded under the contract budget. The Sponsor Agency is responsible for ensuring adherence to all CSFP policies and procedures.

All subcontracts must receive prior approval from the State to be eligible for cost reimbursement. All approved subcontract agreements must be legal written contracts. Prior approval also is required for any cost or term amendment to approved subcontracts.

Agencies may apply to serve participants in one or more of the following areas:

Bronx County
Kings County
Nassau County
New York County
Queens County
Richmond County
Suffolk County

Refer to Attachment 12, Commodity Supplemental Food Program Service Area for a map of the CSFP Service area.

B. Preferred Applicant Qualifications

Women, Infants and Children Program

It is preferred that agencies apply to serve more than one planning area to provide economies of scale through shared administrative costs and greater customer service through flexible staffing thus increasing access for WIC applicants. Preference will be given to Applicants that propose sites in areas with a high number of estimated eligible participants and to those demonstrating an ability to serve a greater number of participants and improve access to the Program. Refer to Attachment 10, WIC Program Planning Area Data and Maps.

It is preferred that Applicants have the ability to provide quality services to meet the needs of culturally and linguistically diverse populations. Preference will be given to Applicants that have identified the unique characteristics of the participants in the planning area(s) and the ability to provide nutrition services with bi-lingual staff appropriate to those participants.

Preference will be given to Applicants that have the fiscal resources available to provide in-kind support to the program while meeting the requirements of the NYS WIC Program.

WIC Vendor Management Agency

The WIC VMA manages all vendors for all WIC local agencies in a designated geographic area. As a result, it is preferred that the organizational structure of the WIC VMA reflect its independence from WIC local agency operations. In addition, the structure should illustrate the WIC VMA's relationship with all WIC local agencies and vendors in the geographic area. The WIC VMA Director should not have a direct reporting relationship to the WIC Local Agency Director.

Commodity Supplemental Food Program

It is preferred that CSFP agencies have the capacity to operate mobile sites as well as permanent sites in order to provide services to participants residing in areas where transportation is difficult. CSFP mobile sites may distribute commodities to participants gathered at churches, recreation centers, or other areas, and to senior participants living in senior housing centers.

Co-location of the WIC agency and the CSFP agency also is preferred to allow for optimal coordination of services. To accomplish this, the proposed site needs to be large enough to allow for appropriate storage and distribution of commodities to CSFP participants (if provided onsite).

III. Project Narrative/Workplan Outcomes

A. Role of Sponsor Agency

In the event that an award is made, the Sponsor Agency will be responsible for meeting the requirements outlined below and in the program Workplans. (See Attachments 7, 8 and 9 for the program Workplans)

Women, Infants and Children Program Requirements

The Sponsor Agency is responsible for supporting all WIC Program functions and for compliance with fiscal and operational requirements as established by Federal Regulations (7 CFR 246.6) and the WIC Local Agency Workplan, Contract Appendix D contained in this RFA (Attachment 7).

The Sponsor Agency is responsible for maintaining a financial management system that ensures accountability for all WIC Program funds received and ensuring that assigned WIC caseload targets are achieved through provision of services in State identified planning areas or geographic locations with the highest percentage(s) of WIC participant need. It is expected that the Sponsor Agency provides in-kind services and support and assumes responsibility for oversight and management of WIC Program operations.

In the upstate regions, planning areas are counties. In the New York City Metropolitan Area, planning areas typically include contiguous neighborhoods. The metropolitan region planning areas are designated by the State based on zip-code data that identifies the population eligible for WIC services. The State also has statewide data by zip-code identifying areas where eligible participants are not receiving WIC

services. Refer to Attachment 10, WIC Program Planning Area Data and Maps. WIC sites and services will be accessible to potential participants, including working families.

The Sponsor Agency will be required to ensure adequate space is available for the provision of high quality, confidential nutrition services to WIC participants, including determination of program eligibility and provision of nutrition education, counseling, and facilitated group discussions. Clinic space will be required to include a private or semi–private area for breastfeeding and adequate space for completing anthropometric and/or hematological screenings in a confidential and safe manner and with standard, NYS WIC approved anthropometric and hematology equipment for the data collection.

The Sponsor Agency is responsible for ensuring an adequate number of WIC staff, including qualified Competent Professional Authority (CPA) staff, are available to certify WIC participants, provide nutrition education/high risk counseling and Enhanced Breastfeeding Peer Counseling in a customer friendly, efficient manner.

WIC staff will be required to be able to communicate in the language(s) primarily spoken by the participants served in order to assess program eligibility and provide effective nutrition education and counseling. WIC staff also is required to use client centered counseling and facilitated group discussion to educate participants on various nutrition and health topics, such as the FitWIC program, breastfeeding options and obesity prevention strategies. NYS WIC is implementing USDA's Value Enhanced Nutrition Assessment (VENA) initiative, for further information on VENA, visit USDA's website:
www.nal.usda.gov/wicworks/Learning_Center/Assessment_VENA.html .

The Sponsor Agency will be required to ensure WIC Program eligibility is determined by evaluating the four criteria for WIC Program participation: **category** (pregnant or postpartum /breastfeeding woman, infant or child up to age 5); **household income** (less than 185 percent of the Federal Poverty Level); **residency** (NYS resident); and **nutritional risk** (at least one nutritional risk identified from the USDA established list of WIC Nutrition Risk Criteria) for applicants.

The Sponsor Agency will be required to ensure participants are offered the minimal number of nutrition education contacts during their period of eligibility, with visits typically scheduled every three months. [Refer to Federal Regulations (7 CFR 246.11).]

WIC staff is responsible for referring participants to other needed health and human services and for conducting outreach within the designated planning area(s) to ensure that WIC services are publicized in communities and among health and human service providers that serve the WIC population.

Additionally, WIC staff will be required to provide guidance on the use of WIC food instruments, including orienting participants on the State approved WIC Acceptable Foods Card and training them on the proper procedures for redeeming food instruments at authorized WIC vendors. WIC local agencies are expected to work

cooperatively and collaboratively with the contracted WIC VMA(s) in their designated planning area(s) to ensure participants in need of special food packages are accommodated and participant/vendor related problems are resolved timely.

WIC local agencies will be required to provide full support and assistance in the transition of operations to a successor Contractor or to the State, to provide for an orderly and controlled transition to either the State or a successor Contractor and minimize any disruption of WIC services as outlined in the WIC Program Workplan (Attachment 7). WIC local agencies shall continue to provide services and notifications to WIC participants as directed by the State, while maintaining staffing adequate to meet obligations under the contract during the transition period.

WIC Vendor Management Agency Requirements

The WIC VMA authorizes and provides oversight to the vendors (retail food stores and pharmacies) used in the delivery of prescribed foods to WIC Program participants. Vendor management activities include initiating vendor contact, application processing, establishment of contracts, contract reauthorization every three years, monitoring, training and providing representation at fair hearings. The WIC VMA will be required to enroll an appropriate number of vendors to ensure adequate participant access to prescribed foods. The WIC VMA also will be required to develop cooperative working relationships with all WIC local agencies located in the geographic service area(s), and with vendors to ensure compliance with contractual and regulatory requirements. WIC VMA Geographic Services are distinct from, and larger than WIC Local Agency Planning Areas (refer to WIC Vendor Management Agency Geographic Service Area Maps, Attachment 11).

The Sponsor Agency is responsible for compliance with all fiscal and operational requirements as established by Federal Regulations (7 CFR 246) and the WIC Vendor Management Agency Workplan (Attachment 8). The Sponsor Agency will be required to ensure the WIC VMA is in an appropriate and convenient location with adequate space. Consideration should be given to the location of the vendor population to be served as well as space for vendor training sessions. The site should be located within the geographic area that will be served to reduce excessive travel time for monitoring and training activities.

In addition, the Sponsor Agency is responsible for ensuring an adequate number of staff are available to perform vendor management activities (Refer to WIC Vendor Management Agency Workplan, Attachment 8). WIC VMA staff will be required to be assigned solely to vendor management activities, with no duties assigned to WIC Program activities except for educating participants on check redemption procedures. WIC VMA staff will be required to be able to communicate in the language(s) primarily spoken by the vendors served in their geographic area.

The Sponsor Agency also is responsible for maintaining a financial management system that ensures accountability for all WIC VMA program funds received. It is expected that the Sponsor Agency provide in-kind services and support as may be necessary to develop and support a viable WIC VMA program operation.

The Sponsor Agency will be required to ensure the WIC VMA provides full support and assistance in the transition of operations to a successor Contractor or to the State to provide for an orderly and controlled transition to either the State or a successor Contractor and minimize any disruption of WIC vendor management services as outlined in the WIC Vendor Management Agency Workplan (Attachment 8). The WIC VMA will be required to continue to provide services and notifications to WIC vendors as directed by the State until all transition activities have been completed. The WIC VMA will be required to maintain adequate staffing to meet obligations under the contract during the transition period.

Commodity Supplemental Food Program Requirements

The Sponsor Agency is responsible for compliance with all fiscal and operational requirements as established by Federal Regulation 7 CFR 247 and the Commodity Supplemental Food Program Workplan (Attachment 9).

The Sponsor Agency will be required to ensure adequate space is available for the provision of high quality, confidential services to CSFP participants, including determination of program eligibility, provision of group and/or individual nutrition education and counseling, food demonstrations, and on site distribution of CSFP food packages. The CSFP site will be required to have the capacity to warehouse a two to four week supply of over 50 food commodities, usually stacked on pallets.

The Sponsor Agency is responsible for ensuring an adequate number of CSFP staff is available to certify CSFP participants, provide nutrition education, and assemble food packages for participants to take home. For mobile sites, the Sponsor Agency also is responsible for ensuring an adequate number of staff to transport and deliver CSFP food packages to areas such as senior housing sites or churches.

In addition, the Sponsor Agency is responsible for maintaining a financial management system that ensures accountability for all CSFP funds received and ensure that assigned CSFP caseload targets are achieved. It is expected that the Sponsor Agency provides in-kind services and support and assumes responsibility for oversight and management of CSFP operations.

The Sponsor Agency will be required to ensure that CSFP eligibility is determined by evaluating the three criteria for participation: **category** (pregnant, postpartum/breastfeeding women – up to one year postpartum; infant, child – up to age six; or elderly persons aged 60 or above); **household income** (less than 185 percent of the Federal poverty level for women, infants, and children and less than 130 percent of the Federal poverty level for seniors); and **residency** (NYS resident) for all applicants. The Sponsor Agency is responsible to ensure that WIC eligibles are referred to the WIC Program.

Local Agency CSFP staff will be required to be able to communicate in the language(s) primarily spoken by the participants served, to certify them and provide effective nutrition education and counseling. CSFP staff are responsible for referring participants to other needed health and human services and for conducting outreach within the designated county(ies) to ensure that CSFP services are publicized in

communities and among health and human service providers that serve the CSFP population. CSFP agencies will be required to have relationships with other community organizations to promote the benefits of the CSFP program in the community.

CSFP staff is also required to keep accurate inventory records of all USDA–donated commodities from receipt to issuance. CSFP staff is required to physically count CSFP foods monthly, and protect commodities from damages, loss and theft.

CSFP local agencies will be required to provide full support and assistance in the transition of operations to a successor Contractor or to the State, to provide for an orderly and controlled transition to either the State or a successor Contractor and minimize any disruption of CSFP services as outlined in the Commodity Supplemental Food Program Workplan (Attachment 9). CSFP local agencies shall continue to provide services and notifications to CSFP participants as directed by the State, while maintaining staffing adequate to meet obligations under the contract during the transition period.

B. Role of NYS DOH

The NYS DOH is responsible for administering a statewide WIC Program (including Vendor Management functions) and targeted CSFP Programs in accordance with Federal regulations. The NYS DOH will:

1. Develop and/or communicate program policies, regulations and objectives.
2. Approve or modify annual Workplans, budgets, and requests for budget modification.
3. Assign monthly caseloads.
4. Provide the hardware and software required to operate the WIC Statewide Information System (WICSIS) and the Food and Nutrition Information system (FANIS).
5. Conduct routine on-site monitoring reviews.
6. Provide technical assistance, access to resources, and monitor progress of program and contract activities.
7. Provide training as required.
8. Approve and process monthly vouchers for payment.
9. Provide forms and format for reporting to the Division of Nutrition.

C. Funding

The budget requests will be accepted as proposed unless revisions are required to support the planning area award(s) and verified caseload capacity. The grant award will reflect:

- The Applicant's staffing plan for Personal Service (PS) by site:
  - Personal service by staff category: Program Director, CPA, Program Support
  - Fringe rate

- Indirect costs (limited to 10%)
- Space/Program Operations costs
- In-kind contributions from the Sponsor Agency

The WIC Program (including vendor management) and the CSFP are adjuncts to health care rather than freestanding programs, and Federal funding available to the program is limited.

The WIC/WIC VMA/CSFP local agency budget for each prospective Contractor is based on various criteria such as caseload, staffing, other than non-personal services including outreach, nutrition education, number of sites (permanent vs. temporary sites), travel and total funding available. All budgets must comply with Federal funding parameters; unallowable costs will be removed.

Note: Effective with the contracts, the WIC, WIC VMA and CSFP will limit indirect and non-direct program related costs to 10 percent of the total budget. All indirect cost rates are subject to review and approval as set forth in Federal and/or Program regulations.

Funding levels may vary per contract. Funding may be withheld for failure to meet contractual obligations.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the NYS DOH, Division of Nutrition, Bureau of Supplemental Food Programs for the WIC (including vendor management agencies) and CSFP. The Department is responsible for the requirements specified herein and for the evaluation of all Applications.

B. Question and Answer Phase

Submit all questions via email to **wicrfa@health.state.ny.us**, or in writing to the address below:

Deborah McIntosh, Public Health Nutritionist 2
Bureau of Supplemental Food Programs
Division of Nutrition
New York State Department of Health
Riverview Center
150 Broadway, 6th Floor West
Albany, NY 12204-2719

Clearly indicate the specific program that is the subject of the inquiry (WIC local agency, WIC VMA, or CSFP local agency). In addition, cite the applicable section (including page number, question number, etc.) of the RFA document or the Attachments. For example:

WIC VMA, Section II. Geographic Service Areas, page 76.
WIC local agency, Section IV. Applicant Organization, A. Agency Type, page 46.

Written questions will be accepted until the Questions Due date posted on the cover page of this RFA.

Prospective Applicants should note that all clarification and exceptions, including those relating to the terms and conditions of the contract, should be posed prior to the submission of an Application, and will be accepted until the date posted on the cover page of this RFA.

This RFA has been posted on the DOH public website at: http://www.nyhealth.gov/funding . Questions, answers, updates and/or modifications, also will be posted on the DOH website. It is expected that all such updates will be posted by the date identified on the cover page of this RFA.

C. Letter of Interest

Prospective Applicants need to submit letter of interest by the date posted on the cover page of this RFA in order to automatically receive notification that responses to written questions (including questions raised at the applicant conferences); official applicant conference minutes; and updates or modifications to this RFA have been posted on the DOH website. Prospective Applicants also may use the letter of interest to request hard copies of documents containing updated information. A sample letter of interest is included as Attachment 1 to this RFA.

Submission of a letter of interest is not required in order to submit an Application, but is required to guarantee a seat at an Applicant Conference.

D. Applicant's Library

Applicants may review current copies of the documents listed below during normal business hours at the four regional office locations listed below by scheduling an appointment. Please contact the regional office at least three business days in advance of your planned visit to schedule an appointment.

NYS Department of Health
Division of Nutrition, WIC Program
Capital Regional Office
Frear Building
1 Fulton Street
Troy, NY 12180
(518) 402-5278

NYS Department of Health
Division of Nutrition, WIC Program
Metropolitan Area Regional Office
90 Church Street 14th floor
New York, NY 10007-2919
(212) 417-5758

NYS Department of Health
Division of Nutrition, WIC Program
Syracuse Regional Office
217 S. Salina Street

NYS Department of Health
Division of Nutrition, WIC Program
Western Regional Office
Triangle Building

Syracuse, NY 13202
(315) 477-8167

335 East Main Street
Rochester, NY 14604-2127
(585) 423-8109

Women, Infants and Children

- WIC Program Manual including PUBLIC LAW 95-627, Section 17 *Special Supplemental Food Program* 92.STAT.3611 – 92.STAT.3619.
- WIC Program Food Card
- WIC Program Standard Contract
- WIC Site Development Guide
- VENA Manual - Value Enhanced Nutrition Assessment (VENA) in WIC
- NYS WIC Peer Counselor Training Manual
- NYS WIC Peer Counselor Curriculum

WIC Vendor Management Agency

- WIC Program Manual including PUBLIC LAW 95-627, Section 17 *Special Supplemental Food Program* 92.STAT.3611 – 92.STAT.3619
- Current New York Code of Rules and Regulations relating to Vendor Management
- WIC Vendor Management Agency Contract
- Current WIC Vendor Application
- Current WIC Vendor Contract
- Vendor Handbook

Commodity Supplemental Food Program

- CSFP Program Manual
- CSFP Standard Contract

Additional information on Federal regulations for the WIC Program (and WIC Vendor Management activities) and CSFP can be found on the Internet at www.fns.usda.gov/wic .

E. Applicant Conference

Multiple Applicant conferences will be held to provide clarification on the functions of the WIC Program, the WIC VMAs, the CSFP, and the Application process. Attendance is not mandatory, but is recommended. **In order to guarantee a seat at a conference, submit a letter of interest by the date listed on the cover page of this document, specify the location preferred.**

Conferences will be held in:
Saratoga Springs
Syracuse
Cheektowaga
New York City

Upon receipt of the letter of interest, notification will be sent advising of the location of the conference. A maximum number of two representatives from each prospective applicant organization will be permitted to attend one applicant conference. Information on the dates and times of the Applicant conferences will also be posted on the NYS DOH website http://www.nyhealth.gov/funding . Failure to attend the applicant conference will not preclude the submission of an Application.

F. How to File an Application

Applications must be **received** at the following address by 5:00 PM on the date posted on the cover page of this RFA**.** It is the applicant's responsibility to ensure that Applications are delivered to the address below prior to the date and time specified. **Late Applications will not be accepted.***

Deborah McIntosh, Public Health Nutritionist 2
Bureau of Supplemental Food Programs
Division of Nutrition
New York State Department of Health
Riverview Center
150 Broadway, 6th Floor West
Albany, NY 12204-2719

* Late Applications due to a documented delay by the carrier may be considered at the Department of Health's discretion.

Applicants shall submit *two* original signed Applications and *five* copies no later than 5:00 PM on the date posted on the cover page of this RFA. The Applicant is advised to securely fasten, bind or staple each copy to avoid loss of pages. Application packages should be clearly labeled with the name and number of the RFA as listed on the cover of this RFA document. **Applications will not be accepted via fax or e-mail.**

Organizations responding to this RFA should provide responses to all questions contained in the Applications, which are attachments to this document. These are identified as follows:

- Attachment 3 – WIC Local Agency Application
- Attachment 4 – WIC Vendor Management Agency Application
- Attachment 5 – Commodity Supplemental Food Program Application

NOTE: Agencies applying to provide Vendor Management services or to operate a CSFP also must submit an application for WIC local agency services. To receive an award to provide VMA or CSFP services the applicant must also be approved to provide WIC Local Agency services.

An electronic version of this RFA document is available on the Internet at http://www.nyhealth.gov/funding and also can be obtained via email or on compact

disc by contacting the Bureau of Supplemental Food Programs at wicrfa@health.state.ny.us or by writing to Ms. McIntosh at the address above. Applicants must prepare responses to this RFA electronically and print hardcopies for submission; hand-written copies will not be accepted. The Applicant should provide responses to all questions contained in the Application(s) and attach relevant documentation as attachments to the Application as appropriate. Refer to Attachment 2 for a checklist of relevant documentation for each program.

G. The Department of Health Reserves the Right to:

- Reject any or all Applications received in response to this RFA.
- Award more than one contract resulting from this RFA.
- Waive or modify minor irregularities in Applications received after prior notification to the Applicant.
- Adjust or correct budget figures with the concurrence of the Applicant if errors exist and can be documented to the satisfaction of DOH and the NYS Office of the State Comptroller.
- Negotiate with Applicants responding to this RFA within the requirements to serve the best interests of the State.
- Eliminate mandatory requirements unmet by all applicants.
- The Department of Health reserves the right to award grants based on geographic or regional considerations to serve the best interests of the State.
- If the Department of Health is unsuccessful in negotiating a contract with the selected applicant within an acceptable time frame, the Department of Health may begin contract negotiations with the next qualified applicant(s) to serve and realize the best interests of the State.

H. Term of Contract

Any contract(s) resulting from this RFA will be effective only upon approval by the NYS Office of the State Comptroller.

It is anticipated that contracts resulting from this RFA will commence on October 1, 2009 and end on September 30, 2010, with the option of four annual renewals. The budgets for these contracts must be renewed annually subject to satisfactory performance of the Contractor and availability of funds.

Contracts resulting from this RFA, and being duly signed by the contract signatory, will attest to the contents of the Application as being a full and true statement of all the assets, liabilities and of the condition and affairs put forth in the Application(s), according to the best information, knowledge and belief of the contract signatory.

I. Payment & Reporting Requirements of Grant Awardees

The Department may, at its discretion, make an advance payment to not-for-profit grant Contractors in an amount not to exceed **one sixth (1/6)** of the maximum amount indicated in the budget in the first year of the contract. Subsequent advance payments upon annual renewal of the contract will be made at the discretion of the Department.

The Contractor will be required to submit monthly invoices and required reports of expenditures to the State's designated payment office, as specified in the executed contract.

Payment of such invoices by the State shall be made in accordance with Article XI-A of the New York State Finance Law. The Contractor will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Workplan with advances recouped by subtracting one-twelfth (1/12) of the advance amount from each monthly expenditure voucher.

All payment and reporting requirements will be detailed in Appendices C-1, C-2, C-3 (Attachments 14, 15 and 16) of the final grant contract.

J. Vendor Responsibility Questionnaire

New York State Procurement Law requires that State agencies award contracts only to responsible vendors. Vendors are invited to file the required Vendor Responsibility Questionnaire on-line via the New York State VendRep System or may choose to complete and submit a paper questionnaire. Applicants whose agency's are governmental agencies (Defined as: State and Federal governmental agencies, counties, cities, towns, villages, school districts, community colleges, Board of Cooperative Education Services (BOCES), Vocational Education Extension Boards (VEEB's), water, fire, and sewer districts, public libraries, and water and soil districts), Public Corporations (Defined as: Public Authorities, Public Benefit Corporations, and Industrial Development Agencies), and Research Foundations (Defined as: Aging Research, Inc.; Health Research, Inc.; Research Foundation for Mental Hygiene; Research Foundations of CUNY and SUNY; and Welfare Research, Inc.) are exempt from this requirement; however they must complete and submit the Vendor Responsibility Attestation (Attachment 6).

To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at www.osc.state.ny.us/vendrep or go directly to the VendRep system on-line at https://portal.osc.state.ny.us. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at helpdesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the Department of Health or the Office of the State Comptroller for a copy of the paper form. Applicants that file the Vendor

Responsibility Questionnaire on-line also must complete and submit the Vendor Responsibility Attestation (Attachment 6).

In addition to the questionnaire, Applicants are required to provide the following with their Application:

- Proof of financial stability in the form of audited financial statements.
- Evidence of NYS Department of State Registration.
- Proof of NYS Charities Registration.
- Copy of Certificate of Article of Incorporation, along with any and all amendments thereto; Partnership Agreement; or other relevant business organizational documents, as applicable.

K. General Specifications

By signing the "Application Coversheet" each Applicant attests to its express authority to sign on behalf of the Applicant.

The Contractor will possess, at no cost to the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of this contract must possess the qualifications, training, licenses and permits as may be required within such jurisdiction.

Submission of an Application indicates the Applicant's acceptance of all conditions and terms contained in this RFA. If this Applicant does not accept a certain condition or term, it must be clearly noted in a cover letter to be included with the Application.

An Applicant may be disqualified from receiving awards if such Applicant or any subsidiary, affiliate, partner, officer, agent or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts.

L. Provisions Upon Default

The services to be performed by the Applicant shall be at all times subject to the direction and control of the State as to all matters arising in connection with or relating to the contract resulting from this RFA.

In the event that the Applicant, through any cause, fails to perform any of the terms, covenants or promises of any contract resulting from this RFA, the NYS DOH acting for and on behalf of the State, shall thereupon have the right to terminate the contract by giving notice in writing of the fact and date of such termination to the Applicant.

If, in the judgment of the NYS DOH, the Applicant acts in such a way which is likely to or does impair or prejudice the interests of the State, the NYS DOH acting on behalf of the State, shall thereupon have the right to terminate any contract resulting from this RFA by giving notice in writing of the fact and date of such termination to

the Contractor. In such case, the Contractor shall receive equitable compensation for such services as shall, in the judgment of the State Comptroller, have been satisfactorily performed by the Contractor up to the date of the termination of this agreement. Such compensation shall not exceed the total cost incurred for the work which the Contractor was engaged in at the time of such termination, subject to audit by the State Comptroller.

M. Contract Appendices

The following will be incorporated as appendices into any contracts resulting from this Request for Applications. Each Appendix is attached to this document.

APPENDIX A – Standard Clauses for All New York State Contracts **(Attachment 13)**

APPENDIX A-1 – Agency Specific Clauses **(Attachment 13)**

APPENDIX B – Budget

APPENDIX C – Payment and Reporting Schedule **(Attachments 14, 15 and 16)**

APPENDIX D – Workplan **(Attachments 7, 8 and 9)**

APPENDIX E – Proof of Workers' Compensation and Disability Coverage

Unless the CONTRACTOR is a political sub-division of New York State, the CONTRACTOR shall provide proof, completed by the CONTRACTOR's insurance carrier and/or the Workers' Compensation Board, of coverage for:

Workers' Compensation, for which one of the following is incorporated into this contract as Appendix E-1:

- **WC/DB-100**, Affidavit For New York Entities And Any Out-Of-State Entities With No Employees, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is Not Required; OR

- **C-105.2** -- Certificate of Workers' Compensation Insurance. PLEASE NOTE: The State Insurance Fund provides its own version of this form, the **U-26.3**; OR

- **SI-12** -- Certificate of Workers' Compensation Self-Insurance, OR **GSI-105.2** -- Certificate of Participation in Workers' Compensation Group Self-Insurance.

Disability Benefits coverage, for which one of the following is incorporated into this contract as Appendix E-2:

- **WC/DB-100**, Affidavit For New York Entities And Any Out-of-State Entities With No Employees, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is Not Required; OR

- **DB-120.1** -- Certificate of Disability Benefits Insurance OR

- **DB-155** -- Certificate of Disability Benefits Self-Insurance

NOTE: Do not include the Workers' Compensation and Disability Benefits forms with your Application. These documents will be requested as a part of the contracting process should you receive an award.

V. Completing the Application

A. Application Content

Women, Infants and Children

To apply to operate a WIC Program, organizations must complete the WIC Local Agency Application (Attachment 3). Applicants will be selected for awards based on the information provided in the Application and any supporting documentation provided. The Applicant is required to complete all areas of the Application, which are outlined in sections 1-5 below; refer to the Required Documentation Checklists for WIC Local Agency Applicants (Attachment 2) for a detailed list of required documentation.

1. Cover Page

Complete all of the information requested on the application Cover Page and have the cover page endorsed by the proposed contract signatory.

2. Executive Summary

The Executive Summary is the opportunity for the Applicant to summarize each of the major four sections of the RFA: Statement of Need, Applicant Organization, Program Activities and Budget Requirements. Clearly demonstrate and quantify how the Applicant's responses support the WIC Program and the willingness and ability of the Sponsor Agency to provide an optimal WIC Program that is integrated in the Sponsor Agency's infrastructure. All information in the Executive Summary should be substantiated in the Application.

3. Statement of Need

The Applicant's Statement of Need should demonstrate:

- knowledge of the population eligible for WIC Services, including any unique characteristics of the population;
- strategies to identify unmet need in the planning area(s);
- an ability to identify and attract new participants; and
- an ability to increase the percentage of participants who remain on the NYS WIC Program for the duration of their eligibility period.

4. Applicant Organization

In this section, provide a description of the Sponsor Agency's mission and services, and any experience the agency has in providing WIC services or providing other services to the WIC-eligible population.

Demonstrate that the Sponsor Agency has the capacity and willingness to provide responsible management of the WIC Program by documenting:

- the capacity to coordinate and integrate the WIC Program with other related services, including an ability to effectively coordinate WIC services with health care and human services that partner with providers of primary care to pregnant women, infants and children;
- Sponsor Agency and community endorsement;
- the organizational and fiscal capacity to operate a WIC Program;
- systems in place to ensure quality of the WIC Program, including a commitment to provide consistent, quality program services, and a sensitivity to and awareness of client satisfaction; and
- systems in place to ensure WIC staff is kept up to date on WIC policies and procedures, nutrition/health information and the functionality of WIC's automated data processing system.

5. Program Activities

In this section, provide information on activities that are required under the WIC Local Agency Workplan (Attachment 7) to provide WIC Program services.

The NYS WIC Program intends to increase access to eligible participants served by targeting areas in the State where substantial need exists. In Federal fiscal year (FFY) 2008, the WIC Monthly Participation target for NYS was 500,000 participants; however, there are many more eligible New Yorkers who do not have access to WIC services.

NYS compiles data, such as census and birth records, to estimate the number of residents eligible to participate in the NYS WIC Program. Included in this Application package is a report that details the estimated eligible populations by planning area (Attachment 10: WIC Program Planning Area Data and Maps).

Select the planning area(s) for which the applicant is applying and identify the proposed location(s) of the WIC service site(s). More than one planning area may be selected, and is encouraged. In considering planning areas, the Applicant

should assess its ability to appropriately manage the WIC population located in the area(s). Since most WIC participants are scheduled for appointments every three months, site schedules should be based on the proposed caseload for the site; historically some temporary sites were scheduled only once a month or every-other month. These schedules were adequate to meet the needs of the population.

Describe how the agency proposes to:

- optimize access for the community, including the use non-traditional settings and/or co-location with other service providers;
- improve accessibility to services for working families by detailing applications for clinic sites, staffing, schedules and space;
- provide required services, including anthropometric and hematological data collection;
- utilize participant-centered nutrition assessment and counseling (VENA principles) while creating a partnership with the participant to attain positive health outcomes including obesity prevention and breastfeeding promotion;
- continue or institute quality assurance policies and procedures;
- utilize community resources; and
- develop comprehensive outreach and education strategies for nutritionally at-risk women, infants and children.

6. Budget Requirements

Applicants should submit a proposed 12-month budget with consideration given to all costs necessary to fully support the operations of the WIC Program as described in this Application. Include a description of all one-time costs requested and any shared costs that are not expected to pass through to the grant budget. All costs submitted must be justified with an accompanying narrative.

The WIC Program is intended to be an adjunct to health care rather than a self-contained program. Accordingly, funding levels rely on in-kind support from the Sponsor Agency.

Budget proposals will be evaluated for cost reasonableness; unallowable items will be removed from the budget, and the grant award will be modified to reflect the caseload award.

WIC Vendor Management Agency

To apply to operate a WIC Vendor Management Agency (VMA), organizations must complete both the WIC Local Agency Application (Attachment 3) and the WIC Vendor Management Agency Application (Attachment 4). Applicants first must be qualified and selected to provide WIC services to be eligible to provide WIC VMA services. Applicants will be selected for awards based on the information provided in the Applications and any supporting documentation provided. The Applicant is

required to complete all areas of the WIC VMA Application which are outlined below; refer to the Required Documentation Checklists for WIC VMA Applicants (Attachment 2) for a detailed list of required documentation.

1. Cover Page

Complete all of the information requested on the Application Cover Page and have the cover page endorsed by the proposed contract signatory.

2. Executive Summary

The Executive Summary is the opportunity for the Applicant to summarize each of the three major sections of the RFA: Geographic Service Area(s), Sponsor Agency's Ability to Operate a WIC VMA Program and Budget Requirements. Demonstrate and quantify how the Applicant's responses support the WIC VMA Program and the willingness and ability of the Sponsor Agency to provide an optimal WIC VMA Program that is integrated in the Sponsor Agency's infrastructure. All information in the Executive Summary should be substantiated in the Application.

3. Geographic Service Areas

In this section, select the geographic service area for which the Applicant is applying. More than one geographic service area may be selected. In considering service areas, the Applicant should assess its ability to appropriately manage the WIC vendor population located in the area(s). Refer to Attachment 11, WIC Vendor Management Agency Geographic Service Area Maps for guidance.

4. Sponsor Agency's Ability to Operate a WIC VMA Program

In this section, the Applicant will provide information on a variety of activities required under the Workplan to provide WIC VMA services. The Applicant will provide information on its experience and should report on how it proposes to:

- operate a WIC VMA including information on staffing, space and location;
- address the communication needs of vendors in the proposed service area(s);
- analyze the demographics of the service area;
- develop quality assurance policies and procedures for application processing and authorization;
- perform contract management activities including routine monitoring and training; and
- implement effective communication measures with WIC local agencies, WIC VMA staff, and State staff.

5. Budget Requirements

Applicants should submit a proposed 12-month budget with consideration given to all costs necessary to fully support the operations of the WIC VMA as

described in this Application. Include a description of all one-time costs requested and any shared costs that are not expected to pass through to the grant budget. All costs submitted must be justified with an accompanying narrative.

Commodity Supplemental Food Program

To apply to operate a Commodity Supplemental Food Program, organizations must complete both the WIC Local Agency Application (Attachment 3) and the Commodity Supplemental Food Program Application (Attachment 5). Applicants first must be qualified and selected to provide WIC services to be eligible to provide CSFP services. Applicants will be selected for awards based on the information provided in the Application and any supporting documentation provided. The Applicant is required to complete all areas of the Commodity Supplemental Food Program Application, which are outlined in Sections 1-5 below; refer to the Required Documentation Checklists for Commodity Supplemental Food Program Applicants (Attachment 2) for a detailed list of required documentation.

1. Cover Page

Complete all of the information requested on the Application Cover Page and have the cover page endorsed by the proposed contract signatory.

2. Executive Summary

The Executive Summary is the opportunity for the Applicant to summarize each of the three major sections of the RFA Application: Statement of Need; Sponsor Agency's Ability to Operate a CSFP; and Budget Requirements. It should clearly demonstrate and quantify how the Applicant's responses support the CSFP and the willingness and ability of the Sponsor Agency to provide an optimal CSFP that is integrated in the Sponsor Agency's infrastructure. All information in the Executive Summary should be substantiated in the Application.

3. Statement of Need

Include an assessment demonstrating why the program is needed in the county(ies) proposed (Applications will only be accepted for the counties listed on page 6). The Statement of Need should demonstrate the Sponsor Agency's ability to identify the population in the county(ies) and identify strategies to be used to identify eligible participants, attract new participants, and encourage continued participation in the program.

4. Sponsor Agency's Ability to Operate a CSFP

In this section, the Applicant will provide information on a variety of activities that are required under the Workplan to provide CSFP services. The Applicant should report on how it proposes to:

- operate a CSFP site and mobile site(s) including information on space, staffing, site location, site hours, and security;
- coordinate services with the WIC Program;
- ensure access to services for working families and the elderly;
- provide various nutrition-related services to program participants;
- utilize community resources; and
- develop effective outreach strategies.

5. Budget Requirements

The Sponsor Agency must propose a budget with consideration given to all costs necessary for the operation of a CSFP for a period of 12 months. Include a description of all one-time costs requested and any shared costs that are not expected to pass through to the grant budget. All costs submitted must be justified with an accompanying narrative. For all existing staff, the budget justification must delineate how the percentage of time devoted to this initiative has been determined. Ineligible budget items will be removed from the budget, the award will reflect the removal of ineligible items.

B. Application Format

Applicants must prepare responses to this RFA electronically using the forms provided and print hardcopies for submission; hand-written copies will not be accepted. The Applicant should provide responses to all questions contained in the Application(s) and attach relevant documentation as attachments to the Application as appropriate. Refer to Attachment 2 for a checklist of relevant documentation for each program. An electronic version of this RFA document is available on the Internet at http://www.nyhealth.gov/funding and also can be obtained via email or on compact disc by contacting the Bureau of Supplemental Food Programs at wicrfa@health.state.ny.us .

Women, Infants and Children

All Applications need to conform to the format prescribed in Attachment 3 – WIC Local Agency Application. The value assigned to each section indicates the relative weight that will be given in scoring the Application.

1.	Cover Page	Not Scored
2.	Executive Summary	Not Scored
3.	Statement of Need	10 percent
4.	Applicant Organization	30 percent
5.	Program Activities	40 percent
6.	Budget Requirements	20 percent

WIC Vendor Management Agency

All Applications need to conform to the format prescribed in Attachment 4 – WIC Vendor Management Agency Application. The value assigned to each section indicates the relative weight that will be given in scoring the Application. Agencies applying to provide vendor management services also must apply to provide WIC Local Agency services by completing the Attachment 3 – WIC Local Agency Application.

1.	Cover Page	Not Scored
2.	Executive Summary	Not Scored
3.	Geographic Service Area	Not Scored
4.	Sponsor Agency's Ability to Operate a WIC VMA Program	80 percent
5.	Budget Requirements	20 percent

Commodity Supplemental Food Program

All Applications need to conform to the format prescribed in Attachment 5 – Commodity Supplemental Food Program Application. The value assigned to each section is an indication of the relative weight that will be given when scoring the Application. Agencies applying to provide CSFP services also must apply to provide WIC Local Agency services by completing the Attachment 3 – WIC Local Agency Application.

1.	Cover Page	Not Scored
2.	Executive Summary	Not Scored
3.	Statement of Need	5 percent
4.	Sponsor Agency's Ability to Operate a CSFP	75 percent
5.	Budget Requirements	20 percent

C. Review & Award Process

Applications meeting the guidelines set forth in this RFA will be reviewed and evaluated competitively by the NYS DOH, Division of Nutrition, Bureau of Supplemental Food Programs' Evaluation Committees. Applications that fail to provide all mandatory information will be omitted from consideration.

Following the award of grants from this RFA, Applicants may request a debriefing from the NYS DOH Division of Nutrition, Bureau of Supplemental Food Programs no later than three months from the date of the award(s) announcement. This debriefing will be limited to the evaluation of the Sponsor Agency's Application(s).

Women, Infants and Children

<u>Selection</u>

The Applicant will designate one or more planning areas for which the Sponsor Agency proposes to provide WIC Program services. The Application will be reviewed for compliance with requirements and awarded points in accordance with

the evaluation methodology for each section as outlined in the Application section. All Applications received then will be ranked highest to lowest according to point total for each planning area.

Contract(s) in each planning area will be awarded by ranked score, highest to lowest. The highest scoring Applicant in each planning area will receive an award. An Applicant may receive a contract to provide services in multiple planning areas. To the extent that funding is available, multiple awards may be made in each planning area in order to:

- ensure there are sufficient providers to serve approximately 50% of the estimated eligibles;
- strategically locate clinics to best serve the eligible population in each planning area with no duplication of services and provide sufficient capacity;
- ensure continued service to meet the needs of the population(s) in the planning area.

Awards will be made to provide services to a minimum of 50 percent of the estimated eligibles in each planning area of the state. In the event that the highest scoring Applicant cannot serve at least 50 percent of the eligible population within a given planning area, more than one award will be made until 50 percent service target is met with no duplicated services. Agencies applying to provide services in more than one planning area may receive an award to provide services in one or some of the planning areas.

Should there be underserved planning areas, the NYS DOH will work with selected contractors to increase capacity in future contract years to meet the desired service level of 50 percent of the estimated eligibles.

NYS DOH reserves the right to set aside funding to make separate awards through the release of a targeted procurement, should there be no viable Applicant to serve particular planning areas or special populations.

Caseload Distribution

Caseload assignments will be based on the number of planning areas where the agency is approved to provide WIC services, the number of WIC clinics to be operated, the number of participants to be served (based upon the last three month's participation trends for current WIC agencies) in each planning area, and the Sponsor Agency's verified caseload capacity.

Verified caseload capacity will be determined based on the information provided on the WIC Sites Scheduling and Space Form and the WIC Budget Justification, Space: Site Detail sheets including:

- Applicant's proposed staffing plan,
- An evaluation of proposed sites and square footage.

NYS DOH will adopt a conservative approach to caseload for new WIC local agencies. Historically, new WIC local agencies need time to develop an

infrastructure that can support a full caseload assignment in the out years. New contractors will be limited to caseloads of approximately 1000 to 1500 participants per planning area for the first year. This allows the contractor sufficient time to develop the infrastructure required to provide services to participants including site development, staff development, and outreach activities. Subsequent year caseload will be modified based on the total caseload served at the end of the first year

Budget Development

WIC is an adjunct to health care rather than a freestanding program and the program relies on in-kind support from Sponsor Agencies.

Funding provided by NYS is intended to support direct service provision with a primary goal of funding local agency WIC personal services costs. Factors considered in local agency staffing levels are:

- assigned caseload;
- number and type of sites, permanent vs. temporary; and
- hours of operation.

In FFY 2010, the WIC Program will limit indirect and non-direct program related costs to 10 percent of the total budget. All indirect cost rates are subject to review and approval as set forth in Federal and/or Program regulations.

Grant awards are based on the planning area(s) and caseload assigned, the information provided on the Budget Form and the WIC Sites Scheduling and Space Form of this Application, and an evaluation of budget requirements for cost reasonableness (with unallowable costs removed). **Grant awards will be reduced to reflect actual planning areas, location of clinic sites, caseload awarded and necessary staffing levels to support WIC Program operations.** Budgets formulated for inclusion in the FFY 2010 WIC Program Contract will include:

- Personal Services
- Fringe rate
- Indirect costs (limited to 10%)
- Space/Program Operations costs
- In-kind contributions from the Sponsor Agency

NYS DOH will modify Applicant grant awards to reflect cost reasonableness, caseload assignments within each approved planning area, location of clinic sites, and necessary staffing levels to support WIC Program operations (based upon historically effective staff ratios.)

Healthy Lifestyle funding will be awarded based on the percentage of Children anticipated in the caseload award. The regional average of Children will be multiplied by the final caseload award per contractor. The Health Lifestyle award will be per child participant based on available funding.

Enhanced Breastfeeding Peer Counselor funding will be added to the grant award

based on the regional average of Pregnant and Breastfeeding women multiplied by the final caseload award per contractor:

- Caseload – a 75% initiation rate is applied to the Pregnant women category and added to the Breastfeeding women category to arrive at the anticipated caseload mix.
- Number of Contacts – estimate 17 contacts for each Breastfeeding woman and 7 contacts for each Pregnant woman.
- Length of Each Contact – contacts average 15 minutes in duration per visit.
- Total Contact Hours – apply number of contacts to Pregnant and Breastfeeding women categories; divide by 52 weeks to arrive at number of contact hours per week.
- Number of Peer Counselors Required – assume a 10 hour work week for peer counselors (9 hrs of counseling and 1 hr for administrative tasks), divide weekly contact hours by 9 rounded to the next whole number to determine peer counselors needed.
- Annual Peer Counselor Costs – apply the statewide average salary per hour and a 10-hourwork week to the number of peer counselors for 4.3 weeks per month for 12 months.
- Non-Personal Service – apply a 20% NPS rate to annual peer counselor costs to provide funding for telephone, travel, etc. associated with the peer counselors.

Funding for one-time expenditures may be added to the local agency's budget in the initial contract year or in subsequent years. Such costs may include site renovation costs, equipment purchases, moving expenses, advertising, etc. **Computer lease/purchase costs will not be included, as they are provided by the NYS WIC Program.**

NYS DOH may make an advance payment in an amount not to exceed one sixth (1/6) of the maximum amount indicated in the budget in the first year of the contract. Subsequent advance payments upon annual renewal of the contract will be made at the discretion of the Department.

The NYS DOH has the authority to award more than one contract for each planning area and modify the grant award as noted above.

WIC Vendor Management Agency

Selection

The Evaluation Committee only will consider an Applicant selected as a WIC Local Agency sponsor; Applicants failing selection as a WIC Local Agency sponsor cannot be considered for selection as a WIC VMA.

Applicants will designate one or more geographic service areas for which the Sponsor Agency proposes to provide WIC VMA services. The Application will be reviewed

for compliance with requirements and awarded points in accordance with the evaluation methodology for each section. All agencies then will be ranked according to point total for each geographic service area. Awards will be made to the highest scoring applicant in each geographic service area of the state. Agencies may apply and receive an award to provide services in more than one geographic service area. [WIC VMA Geographic Service Areas are expected to be broader than the WIC Sponsor Agency planning area(s), refer to WIC Vendor Management Geographic Service Area Maps, Attachment 11].

The State intends to award contracts to ensure coverage in all geographic service areas.

Budget Development

The NYS DOH will determine a reasonable level of funding to manage the vendors in the geographic service area(s) for inclusion in the FFY 2010 WIC Vendor Management Agency contract based on the information provided in the Budget Requirements section of the Application. All proposed costs will be evaluated for reasonableness, and unallowable costs will be removed.

Overall costs per vendor will be considered in determining the final budget including the following:

- personal service costs
- space costs
- program operations and travel costs
- in-kind contributions from the Sponsor Agency

The NYS DOH has the authority to modify Applications submitted for this RFA within the requirements to serve the best interests of the State, including awarding more than one contract for each geographic service area and adjusting or correcting budget figures.

Funding for one time expenditures may be added to the WIC Vendor Management Agency budget in the initial contract year or in subsequent years. Such costs may include equipment purchases, advertising, etc. **Computer lease/purchase costs will not be included, as they are provided by the NYS WIC Program.**

Note: In FFY 2010, the WIC Program will limit indirect and non-direct program related costs to 10 percent of the total budget. All indirect cost rates are subject to review and approval as set forth in Federal and/or Program regulations.

Commodity Supplemental Food Program

Selection

The Evaluation Committee only will consider Applicants selected as a WIC Local Agency sponsor or those which have entered into a subcontract with a Sponsor

Agency that has been selected to operate a WIC Program. Applicants failing selection as a WIC Local Agency sponsor cannot be considered for selection as a CSFP.

Applications will designate one or more counties for which the Sponsor Agency proposes to provide CSFP services. The Application will be reviewed for compliance with requirements and awarded points in accordance with the evaluation methodology for each section as outlined in the Application section. All Applications received then will be ranked according to point total for each county.

Caseload Distribution

Caseload capacity and awards will be based on historical data including staff to participant ratio, number of permanent and mobile sites, and regional or geographical location. Each county has an estimated number of eligible participants, NYS DOH will determine the number of participants that each agency can reasonably expect to serve in each county, and award contracts to the highest scorer. Given available resources, it may not be possible to provide CSFP services in every county within New York City and Long Island.

Budget Development

The Budget is based on the county(ies) and caseload assigned. All proposed costs will be evaluated for reasonableness, and unallowable costs will be removed. The NYS DOH has the authority to modify Applications submitted for this RFA within the requirements to serve the best interests of the State, including awarding more than one contract for each county and adjusting or correcting budget figures.

CSFP is an adjunct to health care rather than a freestanding program, and the program relies on in-kind support from Sponsor Agencies. Funding provided by NYS is intended to support direct service provision with a primary goal of funding local agency CSFP personal service costs.

Funding for one-time expenditures may be added to the local agency's budget in the initial contract year or in subsequent years. Such costs may include site renovation costs, equipment purchases, moving expenses, advertising, etc. **Computer lease/purchase costs will not be included, as they are provided by New York State.**

Note: In FFY 2010, the CSFP will limit indirect and non-direct program related costs to 10 percent of the total budget. All indirect cost rates are subject to review and approval as set forth in Federal and/or Program regulations.

VI. Attachments to the RFA

All Attachments are separate files in the PDF Package

Attachment 1: Sample Letter of Interest
Attachment 2: Required Documentation Checklists
Attachment 3: WIC Local Agency Application
Attachment 4: WIC Vendor Management Agency Application
Attachment 5: Commodity Supplemental Food Program Application
Attachment 6: Vendor Responsibility Attestation
Attachment 7: WIC Local Agency Workplan
Attachment 8: WIC Vendor Management Agency Workplan
Attachment 9: Commodity Supplemental Food Program Workplan
Attachment 10: WIC Program Planning Area Data and Maps
Attachment 11: WIC Vendor Management Agency Geographic Service Area Maps
Attachment 12: Commodity Supplemental Food Program Service Area
Attachment 13: Standard Grant Contract
Attachment 14: Sample Appendix C-1 – WIC Payment and Reporting Schedule
Attachment 15: Sample Appendix C-2 – WIC VMA Payment and Reporting Schedule
Attachment 16: Sample Appendix C-3 – CSFP Payment and Reporting Schedule
Attachment 17: General Definitions
Attachment 18: Instructions for Budget Justification Forms