

**Request for Applications (RFA)**  
**FAU# 100604901**  
**New York State Department of Health**  
**Center for Community Health**  
**Division of Family Health**  
**Bureau of Dental Health**

**Improving Oral Health: Preventive Dental Services Program**

**GENERAL AND TECHNICAL QUESTIONS AND ANSWERS  
FOR ALL COMPONENTS**

*All questions are stated as received by the deadline announced in the RFA. The NYSDOH is not responsible for any errors or misinterpretation of any questions received.*

**Question #1:**

Do you feel annual sealant placement with 6m retention evaluation and biannual fluoride application will capture the true intent of the RFA, rather than full preventive services?

**Answer #1:**

*Yes. Please refer to the "Background/Intent" section.*

**Question #2:**

Would this annual sealant application and biannual fluoride application and evaluation be consistent with other programs?

**Answer #2:**

*To date, there are presently 46 school-based dental programs which include sealants, prophylaxis, fluoride, and assessment which are all consistent with the RFAs intent.*

**Question #3:**

Is the RFA more interested in sealant application only, without the professional application of fluoride?

**Answer #3:**

*Please refer to the "Problem/Issue Resolution Sought" section C which states the primary objective is to increase the prevalence of dental sealants in second and third grade children.*

**Question #4:**

We currently have a grant through the NYSDOH for the Preventive Dental Services Program to have special hours in our dental clinic designated for pregnant patients and their needs. I came across the RFA referenced in the subject of my email and was wondering if we could still apply for the grant for our Dental School Health Program even though we currently have funding for the other project.

**Answer #4:**

*Yes, if you are already an approved school-based health center dental program, or are eligible as an Article 28 to become a school-based health center dental program, you are eligible to apply.*

**Question #5:**

We have a mobile dental program that currently operates at a loss (it is heavily subsidized by the hospital). Can funding under this RFA be used for existing operating expenses (to reduce the loss to the hospital) or does it need to be for an expansion or new component)?

**Answer #5:**

*Funds may be used to support mobile dental unit for school-based dental services, however, these funds may not be used to supplant funds for the currently existing staff activities or those funded by other state and federal initiatives.*

**Question #6:**

Would this be an opportunity to fund expansion of existing school-based sealant programs? Specifically, could a program such as ours submit an RFA to start a similar program in another underserved area we cover, like Poughkeepsie, based on our current long-standing successful model in Peekskill?

**Answer #6:**

*Yes. As stated under "Background/Intent" paragraph 5, the intent of this solicitation is to expand the availability of school-based and school-linked oral health prevention and sealant programs into high need, underserved areas of the State. Funds may not be used to supplant funds for the currently existing staff activities or those funded by other state and federal initiatives.*

**Question #7:**

Did they eliminate the program for pregnant women?

**Answer #7:**

*Please refer to the "Background/Intent" section of the RFA which defines the population to be served.*

**Question #8:**

I would like to know if the letter of intent should be addressed to you and also if we could send it by email or not.

**Answer #8:**

*A letter of intent is not necessary. Should you choose to submit a letter of intent though, a template is provided as attachment 2. The letter may emailed to [oralhealth@health.state.ny.us](mailto:oralhealth@health.state.ny.us) or mailed to: New York State Department of Health, Bureau of Dental Health, attn: Kara Connelly, 542 Corning Tower, Albany, NY 12237*

**Question #9:**

I work with an agency that provides specialized dental services for individuals with developmental disabilities. This is an especially underserved population as relates to oral health services and has few available resources. Would it be acceptable to propose to provide services for this subset of the general population whose needs are great and who require particular expertise to be served well?

**Answer #9:**

*For purposes of this grant, in order to provide dental services to school-aged children, including children with special healthcare needs, the provider must be an approved Article 28. The school-based dental application and guidelines may be found at: [http://www.nyhealth.gov/prevention/dental/school\\_based\\_hc\\_dental.htm](http://www.nyhealth.gov/prevention/dental/school_based_hc_dental.htm)*

**Question #10:**

Is there an offer of employment associated with this grant? If so, how does one apply?

**Answer #10:**

*This RFA is to solicit applications from approved Article 28 facilities to provide dental services. Attachment 5 describes personnel associated with the program(s).*

**Question #11:**

On page 12 under Statement of Need, please provide me with a source for the following indicator to demonstrate need:

-Number of children specifically in 2<sup>nd</sup> and 3<sup>rd</sup> grades at selected service sites (e.g. schools) by age, race and socioeconomic status and by enrollment in Medicaid and Child Health Plus insurance plans, including those who are eligible but not enrolled.

**Answer #11:**

*In addition to using Medicaid data and county data, you may also utilize census data and your community needs assessment. Please refer to the Dutchess County Health Department for the Dutchess County Community Health Needs Assessment as well as other county specific data. For Medicaid data, please consult with your local county Department of Social Services.*

**Question #12:**

Can an existing Health Center program that has been receiving grant funding apply for renewal of funds for its ongoing program for \$50,000 AND also apply on a separate application for an additional \$50,000 to start a new program in another city under its catchment network umbrella?

**Answer #12:**

Yes. All applications meeting the guidelines set forth in the RFA will be reviewed and evaluated for potential funding.

**Question #13:**

Will more than one grant application from the same Health Center organization affect that Health Center's chances of receiving sufficient grant funding for each program to financially sustain themselves or will 2 grant applications from one Health Center organization reduce the total grant amount for each program submitted so the grand total only comes to \$50,000?

**Answer #13:**

If submitting multiple applications, each application meeting the guidelines set forth in the RFA will be reviewed and evaluated individually for potential funding.

**Question #14:**

Page 2, Section A, Description of Program. Is it necessary for an applicant's proposal to commit to all four items listed at the bottom of page 2? We are an Article 28 hospital operating 18 school based health centers in rural counties and the shortage of dentists (and certain other factors) in many areas may preclude us from achieving bullet item #3: "fulfilling the school dental health certificate requirements" at all 18 sites. Our SBHC dental services component is well-developed, providing a range of dental hygienist screening and preventive care services and serving as a dental home and providing robust case management for enrolled students. While we are moving towards the goal of fulfilling the school dental health certificate requirements of providing a dentist's examination and certification for each student enrollee, this is a mid to long range goal for us, given the shortage of available dentist providers. In the interim, our present program seeks to improve access to dentists particularly for high risk or high need students identified through screenings or other indicators of need for dental treatments.

**Answer #14:**

*The Department of Health is interested in proposals for as many of the items listed on page 2. Applications should include the criteria that is outlined in Section V, "Completing the Application" which starts on page 12.*

**Question #15:**

Page 14, Section 9. Budget/Cost Sheet. Is the required narrative described on page 14 to be entered in Attachment 5, Forms B-1, B-2 and B-3, or is a separate budget narrative required? These B Forms are headed Budget Narrative/Justification Attachment and the third column provides space for the description.

**Answer #15:** *In completing the budget/cost sheet, refer to Section V(a), page 14. , please provide a brief justification/explanation for all line items. Justification for each cost should be submitted in narrative form and not exceed 4 single-spaced pages.*

**Question #16:**

If the narrative is to be entered in the B Forms, does the page limit of 4 pages apply to each budget year?

**Answer #16:**

*Yes, each budget year should not exceed 4 pages. In completing the budget/cost sheet, refer to Section V(a), page 14.*

**Question #17:**

Where should the Budget Narrative be attached, if it is separate from the information entered in the B Forms? It is not listed in the Checklist.

**Answer #17:**

*Please attach the narrative pages to Attachment 5.*

**Question #18:**

Page 15. Section B. Application Format. Do the 4 pages of Budget Justification count in the 25 pages?

**Answer #18:**

*The 25 pages do not include budget sheets. Please refer to Section V(b) page 15.*

**Question #19:**

Please confirm that the entire application is to be single-spaced.

Is 12 point type required in the forms, tables and charts, or may 10 pt be used?

**Answer #19:**

*As stated in Section V(b) page 15, 12 point font should be used throughout the RFA (including the tables/charts, etc).*

**Question #20:**

Attachment 5. We have an institutional capitalization threshold of \$500, not \$300, to define and account for equipment. May this level be utilized in our budget?

**Answer #20:**

*As stated in Attachment 5 under "Equipment" the RFA defines equipment as any item which costs \$300 or more and has a life expectancy of at least two years.*

**Question #21:**

If we as an applicant put in cash, is this entered in the 3rd Party column? The instructions indicate that in-kind goes under "Other Sources". Is this also true if we as an applicant are making the in-kind contribution?

**Answer #21:**

*Yes, all in-kind contributions need to be documented under "other sources". Please see Attachment 5 for budget instructions.*

**Question #22:**

Attachment 6. Site Summary Form. To our knowledge, the estimated % of population below 200% of FPL will not be available at the School District level. May we use the School District for the first two columns (defining service area and estimated # of children) but MCD for the 200% FPL figure?

**Answer:**

*Yes.*

**Question #23:**

Should the "average travel time to accessible dental services" use the *next nearest dental services* if the applicant is a SBHC with an on-site dental component? Is this a measure of travel to a *dentist's* office? We have dental hygienists on site.

**Answer #23:**

*The average travel time for accessible dental services (Attachment 6) is to document the distance from the site (Article 28) to the dental services, (e.g. clinic, health center, dentist office, etc). If dental services are provided on-site then indicate "on-site".*

**Question #24:**

Page 14, Section 8, Workplan and Attachment 7. Section 8 instructs us to submit one workplan for the 5-year period, using the Appendix D form. However, Appendix D gives the contract period as July 1, 2011 – June 30, 2012, suggesting that a workplan is needed for each of the 5 years. Should the contract period be from July 1, 2011 through June 30, 2016, as indicated in the instructions?

**Answer #24:**

*Please refer to page 14 (Workplan). Using attached workplan forms, (see Attachment 7), please submit one workplan for the 5-year project period of July 1, 2011 through June 30, 2016 at the time of application. The workplans should describe goals and objectives, timeframes, and evaluation methods for development and implementation. Program workplans should be consistent with goals and objectives, operation and evaluation.*

**Question #25:**

The instructions in Appendix D state: “Provide specific, measureable, time-phased objectives to accomplish the goals outlined from your original workplan within the context of *year three* of the five-year project.” Could you clarify the reference to year 3? Is Appendix D just presenting project year July 1, 2013 – June 30, 2014?

**Answer #25:**

*The contract period listed in Appendix D “Workplan” is incorrect. Please refer to Section V(a) “Completing the Application” page 14, for information on completing the workplan.*

**Question #26:**

The Appendix D form has no columns that correspond to the last two bullet items, namely:

- a) Include the sites to be covered, collaborating partners, target population, geographic focus, socio-economic characteristics and number of children/families to benefit.
- b) A description of workload.

Where should the information requested in these two items be described? May we cross-refer to Attachment 6, the Site Summary Form, if relevant instead of repeating the data?

**Answer #26:**

*Attachment 6, Site Summary Form includes different information than the workplan which needs to be completed. If applicable the site summary form and workplan can be cross referenced in the application.*

**Question #27:**

We are a Community Health Center (Article 28 facility). We provide medical and dental services. We see children. One of our goals is to provide sealants to children between the ages of 6 - 15. A preventive dental service program grant can help serve even more children and provide preventive treatment (sealants). We plan to set up a system with the medical department (in house referral) where patients between the ages of 6-15 that do not have a dental home can be referred to the dental department. We are also planning to reach out to schools that are located in close proximity to our centers, work and reach out to ABC Head Start kids, the Boys & girls Club, increase the numbers of refugee children that are referred to us and contact kids enrolled in the Volunteers of America program. By working with the above organizations we plan to enroll **more** children to our center and in turn **increase** the number of children receiving sealants. Would we be considered a candidate for the preventive dental service program grant?

**Answer #27:**

*Please refer to Section II (a) for eligibility. Funds may not be used to supplant funds for the currently existing staff activities or those funded by other state and federal initiatives.*