

New York State Department of Health (NYSDOH)
Community-Based Breast Cancer Support and Wellness Services
RFA Number 1209261035

Revisions

1. Section III.A., Project Narrative/Work Plan Outcomes, Provision of Services (Page 8) – Activity #9, hotline or web-based services dedicated to assisting breast cancer survivors to access supportive services, referrals to counseling, education, outreach and health promotion programs, and resources related to breast cancer survivorship issues, has been revised to include in person services. Text is revised as follows with additions noted with bold, red font:

9. Hotline, web-based **or in person** services dedicated to assisting breast cancer survivors to access supportive services, referrals to counseling, education, outreach, and health promotion programs, and resources related to breast cancer survivorship issues. **Such services can be provided to individuals or groups, via web, phone, at the applicant or other community site, or in the survivor’s home.**

2. A Word document version of the work plan template has been developed and posted along with the RFA. Applicants may use either the Excel workbook or the Word document to create application work plans. Therefore, all references to the work plan template throughout the RFA reference both the Excel workbook version of the template and the Word document version. Applicants may use either of these two formats to complete the work plans to be submitted with the application. References to the work plan template are on the following pages, with additions noted in bold, red font:

Page 18:

Section III. Project Design/Technical Proposal (up to 24 pages, including narrative and work plan; narrative should be double-spaced; work plan does not need to be double-spaced and should be completed using **either** the Excel Workbook **or the Word document** accompanying this RFA - 40 pts.)

The application narrative should address the entire contract period from April 1, 2013 through March 31, 2016. Three individual work plans which list goals, measurable objectives, program assessment methods, timeframes and responsible persons, should detail activities for each of the three 12-month periods for the three-year grant period (April 1, 2013 - March 31, 2014, April 1, 2014 - March 31, 2015, and April 1, 2015 - March 31, 2016). Complete the work plans using the Work Plan Template (Attachment 7), posted as an Excel Workbook **and a Word document along with this RFA.**

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5. Use the work plan in the Excel Workbook **or the Word document, both** posted along with this RFA, to list objectives for implementation of proposed activity/ies, include activities which will be conducted to meet each objective, methods used to assess whether or not objectives are met, timeframe and person responsible for carrying out each activity. Please use the Excel Workbook **or Word document** accompanying this RFA (Attachment 7) to complete the work plan, print it out and include it with the hard copy application. The work plan does not need to be double-spaced, but is included in page limits for this section. Applicants are encouraged to also submit an electronic copy of the completed Excel Workbook **or Word document**, sent with the hard copies of the application, saved to a mass storage

device such as a CD or flash drive. If not submitted with the application, successful applicants may be requested to submit the electronic files upon notice of grant award. Note that three work plans for each of the three 12-month periods for the three-year grant period should be completed (year 1: April 1, 2013 – March 31, 2014; year 2: April 1, 2014 – March 31, 2015; and year 3: April 1, 2015 – March 31, 2016).

Page 20:

6. Use the work plan in the Excel Workbook **or the Word document, both** posted along with this RFA to list objectives for implementation of proposed promotion activities, include activities which will be conducted to meet each objective, methods used to assess whether or not objectives are met, timeframe and person responsible for carrying out each activity. Please use the Excel Workbook **or Word document** accompanying this RFA (Attachment 7) to complete the work plan, print it out and include it with the hard copy application. The work plan does not need to be double-spaced, but is included in page limits for this section. Applicants are encouraged to also submit an electronic copy of the completed Excel Workbook **or Word document**, sent with the hard copies of the application, saved to a mass storage device such as a CD or flash drive. If not submitted with the application, successful applicants may be requested to submit the electronic files upon notice of grant award. Note that three work plans for each of the three 12-month periods for the three-year grant period should be completed (year 1: April 1, 2013 – March 31, 2014; year 2: April 1, 2014 – March 31, 2015; and year 3: April 1, 2015 – March 31, 2016).

Page 21:

6. Use the work plan in the Excel Workbook **or the Word document, both** posted along with this RFA to list objectives for implementation of proposed evaluation activities, include activities which will be conducted to meet each objective, methods used to assess whether or not objectives are met, timeframe and person responsible for carrying out each activity. Please use the Excel Workbook **or Word document** accompanying this RFA (Attachment 7) to complete the work plan, print it out and include it with the hard copy application. The work plan does not need to be double-spaced, but is included in page limits for this section. Applicants are encouraged to also submit an electronic copy of the completed Excel Workbook **or Word document**, sent with the hard copies of the application, saved to a mass storage device such as a CD or flash drive. If not submitted with the application, successful applicants may be requested to submit the electronic files upon notice of grant award. Note that three work plans for each of the three 12-month periods for the three-year grant period should be completed (year 1: April 1, 2013 – March 31, 2014; year 2: April 1, 2014 – March 31, 2015; and year 3: April 1, 2015 – March 31, 2016).

Page 27:

Document templates for the work plan, budget and budget justification are provided as separate Excel workbooks, posted along with this RFA. **The work plan template is also posted as a Word document; applicants may use either the Excel workbook or the Word document when developing the work plans.**

Project Design /Technical Proposal (24 pages or less)

(Maximum Score: 40 points)

(Including work plan template posted along with this RFA as an Excel Workbook **or Word document**, Attachment 7)

Page 36, Attachment 7:

Please use the Excel Workbook **or Word document** accompanying this RFA to complete the work plan, print it out and include it with the hard copy application; the work plan does not need to be double-spaced but is included in the page count. Applicants are encouraged to also submit an electronic copy of the completed Excel Workbook **or Word document**, sent with the hard copies of the application, saved to a mass storage device such as a CD or flash drive. If not submitted with the application, successful applicants may be requested to submit the electronic files upon notice of grant award. Complete three work plans for each of the three 12-month periods for the three year grant period (year 1: April 1, 2013 – March 31, 2014; year 2: April 1, 2014 – March 31, 2015; and year 3: April 1, 2015 – March 31, 2016).

Questions and Answers

The responses herein are the official responses by the NYSDOH for questions submitted by potential applicants that were received by the due date of January 7, 2013. These questions and answers are hereby incorporated into the RFA # 1209261035 issued on December 20, 2012. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

1. Question

I'm writing to clarify the eligibility standards for the Community Based Breast Cancer Support and Wellness Services, FAU Control #1209261035. To be eligible, must organizations be either grass roots, not-for-profit organizations which offer a broad range of breast cancer education and support services, or organizations that include breast cancer survivors as significant decision-makers? To be eligible, must an organization be both a grass-roots not-for-profit, with breast cancer survivors with significant decision-making responsibilities within the organization?

Answer

Only organizations that meet both of these minimum eligibility requirements, as stated in the Request for Applications, Section II. A. (page 6), are eligible to apply.

2. Question

We have a question regarding the eligibility requirements. Gilda's Club New York City is a community-based organization offering free psychosocial support for everyone living with cancer; men, women, teens and children and their families and friends. Our innovative program provides networking and support groups, workshops, educational lectures and social activities all free of charge. We are the founding organization of Gilda's Club and for the past 17 years we have raised 100% of our funding to support our programs which are offered free to our members. All of our marketing and communication efforts are grassroots and done via word of mouth and local campaigns.

While we share a name with other Gilda's Club organizations, including the national organization, Cancer Support Community, we do not receive any financial support from them. Rather, we pay a licensee fee of \$10,000 annually for the right to use the Gilda's Club name. This affiliation was established in 2012 so that we could preserve the right to continue using our name. We receive no national funding or marketing communications under the Cancer Support Community name. We hold a

separate 501C 3 tax exemption number and are for all intents and purposes a freestanding organization. Does the fact that we are required to pay CSC a licensing fee for the use of our name render us ineligible to apply for this RFA, or may we apply?

Answer

If an organization has 501(c)(3) status and is both financially and functionally independent of another state, national, or international organization, despite having the right to use the name of such other organization, and can demonstrate and attest to meeting these and all other minimum eligibility requirements as listed in the RFA, Section II. A. (page 6), the organization is eligible to apply for this grant.

3a. Question

Under the “Provision of Services” section: could #9 include the services of a person that offers one-on-one contact dedicated to assisting clients in their homes, in our office or by telephone to access supportive services, referrals to counseling, education, outreach, and health promotion programs, and resources related to breast cancer survivorship issues? Our case manager provides this service through one-on-one contact in home or office visits or through telephone consultation. With an underserved population, we have found this in-person (rather than “hotline or web-based”) service to be especially effective in assisting our clients with breast cancer survivorship issues.

Answer

Yes, the service as you propose is a community-based support activity that would be appropriately funded through this grant initiative should the application be successful. RFA Section III.A., Required Activities, Provision of Services, #9 (p.8) has been revised to include this activity, as follows; additions are noted with bold, italic font:

9. Hotline, web-based ***or in person*** services dedicated to assisting breast cancer survivors to access supportive services, referrals to counseling, education, outreach, and health promotion programs, and resources related to breast cancer survivorship issues. ***Such services can be provided to individuals or groups, via web, phone, at the applicant or other community site, or in the survivor’s home.***

3b. Question

Under the “Provision of Services” section of the RFA, #8: “Professionally-facilitated individual (one-on-one) counseling in-person or via telephone”: can this include counseling regarding obtaining government benefits and community resources to cope with a cancer diagnosis? For example, of the issues and situations that arise with a breast cancer diagnosis are ones relating to the need to gain knowledge about and apply for government benefits such as Social Security Disability when one is unable to work. This counseling would be provided by a trained professional.

Answer

No, this would not be an allowable activity under professionally facilitated counseling services, as listed in #8, RFA page 8. Counseling services of the type described above are provided by New York State Department of Health Legal Supportive Services contractors. These contractors receive state funding to provide direct, free or reduced fee legal assistance, including assistance with access to government benefits and are an excellent resource for breast cancer survivors. Applicants are encouraged to include these contractors as resources for breast cancer survivors participating in their programming. Provision

of referrals to resources related to breast cancer survivorship is allowable as part of activities under #9, RFA, page 8 . Information about the NYSDOH Legal Supportive Services contractors is available at: www.health.ny.gov/diseases/cancer/services/partnerships/.

4. Question

I'm writing for clarification on the "technical" question. I'm now reading the RFA in more detail, and on page 18 (Section III) I see the following: "Three individual work plans which list goals, measurable objectives, program assessment methods, timeframes and responsible persons, should detail activities for each of the three 12-month periods for the three-year grant period (April 1, 2013 - March 31, 2014, April 1, 2014 - March 31, 2015, and April 1, 2015 - March 31, 2016). Complete the work plans using the Work Plan Template (Attachment 7), posted as an Excel Workbook along with this RFA." Can you please explain?

Answer

Successful applicants will be awarded a multi-year state contract for the three year period beginning April 1, 2013 and ending March 31, 2016. Applicants are asked to develop three, 12 month work plans that list the annual goals, measurable objectives, activities, timeframes for implementation of the proposed activities and the persons responsible for implementing the proposed activities for each of the three, 12 month periods of the three-year grant period. Three separate work plans are required at the time of submission of an application for each year of the three year grant period. Applicants should use the Excel Workbook posted along with the RFA to develop the work plans for each of these three, 12 month periods. The Excel work book includes three separate tabs, one for each of the three years. There is a template and directions for completion of the work plans in the RFA on page 36.

5. Question

Page 18, Section III. Project Design/Technical Proposal: "Three individual work plans which list goals, measurable objectives, program assessment methods, timeframes and responsible persons, should detail activities for each of the three 12-month periods for the three-year grant period (April 1, 2013 - March 31, 2014, April 1, 2014 - March 31, 2015, and April 1, 2015 - March 31, 2016).":

a. Do each of the 3 work plans need to be different?

Answer

No. The work plans for each of the three, 12 month periods do not need to be different. The work plans can be the same for each of the three, 12 month periods, or they can vary.

b. Is it acceptable to repeat goals and objectives from year to year?

Answer

Yes, it is acceptable for the work plan goals and objectives to be the same in each of the three, 12 month work plans submitted with the RFA.

c. Are we expected to develop new and different programs/activities from year to year, or is it acceptable for programs to continue through all 3 years?

Answer

Applicants are not expected to propose new and different programs/activities from year to year. It is

acceptable for applicants to propose the same programs/activities for each of the three years.

d. Can you explain the rationale/reasons for requesting 3 years of work plans at the outset, as opposed to the last grassroots RFA (#C023578) which asked for work plans one year at a time?

Answer

Successful applicants to this RFA will be awarded multi-year contracts for the full, three years of this grant program such that contracts resulting from this RFA will be awarded for a three (3) year period, expected to begin April 1, 2013, and end March 31, 2016. Work plans and budgets for the full, three year period are needed in order to execute multi-year contracts. Successful organizations awarded grants in response to the last community-based breast cancer support services (“grassroots”) RFA that was released in 2008 had annual contracts which were renewed every 12 months for the three year grant period and therefore, did not have to provide work plans and budgets for the full three year grant period. Successful applicants to this RFA (#1209261035) will be able to submit requests to modify or amend budgets and work plans throughout the three year contract period, as needed and with proper approvals. Multi-year contracts remove some of the steps involved in the annual contract renewal process. It should be noted though that multiyear contract continuation is still dependent on annual appropriations and available funding.

6. Question

Page 22, Budget and Justification, Section V: Is it acceptable to have the essentially same basic budget for all three years? (I.e. same budget line items)

Answer

Yes. It is acceptable to propose the same budget for all three years, consistent with the work plan proposals.

7. Question

Page 19: Section III, Project Design/Technical Proposal, question # 4: “Describe plans for recruitment of trained individuals who will help with the chosen activity/ies (e.g. trained yoga instructors, counselors, social workers, nutritionists). Please provide job descriptions that include credentials and competencies needed to provide services.”

How much detail is needed for each of the 3 years in regards to exact program titles, specific professionals that will be hired, etc.? Our usual process is to establish the details of our program calendar on an annual basis; we do this so we can take into account the results of our annual client needs survey and our review of program evaluations from the past year. Also, we find it’s often difficult to obtain commitments from outside consultants who will be program instructors a year in advance; to do so 3 years in advance will present an even greater challenge.

Do you have any comments or recommendations?

Answer

In this situation, the applicant may choose to propose to offer one or more of the activities, consistent with the nine activities listed in the RFA Section III.A. Project Narrative/Work Plan Outcomes, Provision of Services (page 8), for each of the three years, based on an annual client needs survey and prior year evaluations. The proposal should clarify how many of the list of activities will be offered each year (e.g., the agency will offer up to two of the following four services each year [insert services]).

The description of the annual evaluation process conducted to inform the annual service provision should be included in the application narrative and the appropriate work plan section/s. Names and titles of the staff that will offer the services/activities each year are not necessary, but the description of the recruitment process, including job descriptions, credentials and competencies for the persons that will be hired/engaged in consulting capacities for each of the potential types of services (e.g. trained yoga instructors, counselors, social workers, nutritionists) should be included. The budget and budget justification for each of the three years should include estimated annual costs for staff/consultants who will offer the services/activities, based on comparable costs for those same services in the proposed program service area. So, for example, the budget would include costs for consulting with no more than 2 of the proposed services/activities at a rate per hour not to exceed a certain total budgeted amount. The applicant might also choose to propose a work plan and budget for year one that clearly lists the services/activities and subsequent names and/or job descriptions for staff and/or consultants who will perform those services in that year, and proceed as recommended above for subsequent years.

8a. Question

In relationship to the grant application here are several questions; 1. I am personally a vendor with the NYC Department of Education. As of yet Moving for Life or our larger organization, Moving On Center is not a vendor with NYS. What is the process to become a vendor? Is the NYS Charity Registration # distinct from our 501c3 #. If so what is the quickest way to obtain one. Is it possible to complete the two steps above by February 5th in order to complete the application?

Answer

As stated in the RFA, Section V. H. (page 13), a Vendor Identification Number is needed in order to do business with New York State. A Vendor Identification Number is different than a NYS Charities Registration Number. Applicants do not need to have a Vendor Identification Number in order to submit an application, but, will need one in order to contract with the State if they are awarded a grant through this RFA. Applicants should follow the directions for applying for a Vendor Identification Number, provided on page 13 of the RFA. The New York State Charities Registration Number is distinct from the 501(c)(3) number. Applying for a NYS Charities Registration number is handled separately from obtaining a NYS Vendor Identification Number, as it is handled by a separate state agency (Office of the Attorney General). Information about how to obtain a NYS Charities Registration number can be found at <http://www.charitiesnys.com>.

8b. Question

Do you prefer that the Project Director is a different person than the “Individual Authorized to Sign the Contract?” If so, must the latter be a staff or board member?

Answer

There is no preference.

8c. Question

May expenditures include the purchase of a projector if a central service of the agency is to lead bilingual participatory lecture-demonstrations about Health and Exercise for Cancer Recovery?

Answer

This depends on the cost and justification for the purchase. While the purchase of major pieces of depreciable equipment is not allowed (although limited computer/printing equipment may be

considered), eligible equipment costs may be allowable and should support the proposed activities for use by grant-funded staff. Funds requested in the equipment category should allocate the appropriate percentage of equipment cost to the relative benefit of the program. All requested costs should be reasonable and cost effective. Applicants should demonstrate how the proposed expenditures relate to at least one of the activities in the work plan or how the proposed expenditures will improve progress towards work plan objectives. All requests for use of grant funds should subscribe to the instructions provided in Section V.A., of the RFA, pages 22-26.

8d. Question

What percentage of the recipients of these services must be breast cancer patients or survivors? (In other words may other types of cancer patients and survivors ever participate?)

Answer

100%. All grant funds are intended to support the provision of programming to address the support and wellness needs of breast cancer survivors (in treatment or post-treatment), as per RFA Section I. A. Introduction, Purpose/Intent (page 4).

8e. Question

What are the guidelines for enlisting partner organizations in aspects of our exercise and wellness support group programming (community supported recruitment, nutrition experts, etc.)?

Answer

As per RFA Section III. B., Promotion, Outreach and Recruitment (page 9), applicants should propose a variety of methods and partners in order to maximize reach to those with breast cancer. Promotion and outreach activities should include collaborations with clinical providers/organizations/systems to ensure that staff in clinical settings is familiar with and encourages use of community resources available to breast cancer survivors. As per RFA Section V.A. Completing the Application, Application Content (page 20), applications should include letters demonstrating how these collaborations will assist with implementation of the proposed scope of work. The letters should demonstrate the level of commitment, anticipated activities or in-kind contributions of each partnering agency and should not merely discuss ‘support’ of the program. Additionally, if the applicant plans to subcontract any of the proposed activities to a partner organization, this needs to be stated in detail during the application process.

9a. Question

I am looking for the following APPENDICES, as discussed in RFA Number 1209261035: New York State Department of Health, Center for Community Health /Division of Chronic Disease, Prevention/Bureau of Chronic Disease Control, Community-Based Breast Cancer Support and Wellness Services. Can you provide me with the url where they are found? Or are these post-award documents?

Answer

The appendices referenced in Section III. K. Project Narrative Work Plan Outcomes, Appendices Included in DOH Grant Contracts, are post-award documents and not part of required documentation for the application process.

9b. Question

I so appreciate the examples you supply for the different sections. I understand that we present in our

budget the percent of time dedicated to the particular project we are applying for the grant for. What I don't know is whether you will want budget or other financial information on our overall organization or if all submitted data is specific to the project budget (or if you want both).

Answer

As per the RFA, Section V.A., Completing the Application, Application Content (page 22), Budget and Budget Justification, General Instructions, all costs proposed in the applicant budget should be related to the proposed activities, as described in the application narrative and work plans and justified in detail regardless of funding source (requested and in-kind funds).

10. Question

Our work is considered wellness support. Our various components include lecture, discussion, personal and general wellness questions, emotional sharing, aerobic and strengthening exercise, yoga, body-mind awareness and stress reduction techniques. Is it best to separate our offering to match your categories or is it fine to continue with combined programming? Our programs come in the following format; wellness lectures, lecture and participatory sessions, wellness support groups and wellness support groups including conscious exercise practice.

Answer

Applicants may propose one or more of the nine community-based supportive, counseling, wellness or educational activities to breast cancer survivors (in treatment or post-treatment) listed in the RFA Section III.A. Project Narrative/Work Plan Outcomes, Provision of Services (page 8). Any of the nine activities may be offered individually, or in combination. Grant funds will only support the nine activities listed on page 8. Awarded funds may not be used to supplant existing funding sources.

11. Question

I am a consultant with the Rahma Free Health clinic here in Syracuse New York. We are interested in learning more about funding for Community Based Breast Cancer Support and Wellness services. FAU Control #1209261035. I just started on the funding project for the Clinic and only yesterday learned of the deadlines. The Rahma Clinic is a NY State Health Dept. certified clinic under article 28 outpatient clinics. We have been open for two months. The clinic is staffed by volunteer medical doctors, nurses and social workers. Right now we are open about 6 hours per week. It has been solely supported by 5 families here and we are presently looking for more resources in order to expand services. Right now we are concentrating on adult services. The medical volunteers are all specialists in their field of medicine. My question to you is whether we might qualify for funding and what specific information you would need and if we can in under the timeline.

Answer

Answers to these questions are found in the RFA, posted on the New York State Department of Health website at: www.health.ny.gov/funding/rfa/1209261035/index.htm. Organizations that meet both minimum eligibility requirements, as stated in the Request for Applications, Section II. A. (page 6), are eligible to apply. Section V, Completing the Application (pages 17 – 29), provides detailed instructions to potential applicants regarding the information needed in order to apply. All applications are due no later than February 5, 2013 by 3:00 p.m. Late applications will not be accepted. Please also see RFA, Section IV. D. Administrative Requirements, How to File an Application, (pages 10 and 11).

12. Question

Do all services need to be free to qualify? We ask patients to make a small donation if possible and we provide full scholarships when someone is unable to pay.

Answer

Any/all services or activities supported with these grant funds are to be free of charge to the participants, as stated in the RFA, Section I. A. Introduction, Purpose and Intent (page 4).

13. Question

Is there is a requirement that the applicant should have a comprehensive healthy foods policy?

Answer

Organizations do not need to have a comprehensive healthy foods policy in order to be eligible to submit an application. However, applicants that have a comprehensive healthy food policy at the time of application, or, that will develop and implement one within one year of the contract start date and attest to such by completing and submitting a signed *Comprehensive Healthy Foods Policy Status and Intent Attestation* along with their applications will be given preference. Please see Section III.B. Who May Apply, Preferred Eligibility Requirements (page 7), for a description of these preferred requirements.

14. Question

On page 7, Section B, Preferred Eligibility Requirements, paragraph 2: Regarding “underserved populations.” Because of our limited resources (which are acknowledged as a hallmark of “grassroots, free-standing organizations” - pg. 6, 2nd paragraph) we do not routinely collect demographic data such as age, race, sexual orientation, etc. Because of our limited resources, as well as the fact that our services are free and not connected in any way to income, we also do not collect data on socioeconomic status. It seems that without this data, we will have difficulty demonstrating “service to underserved populations.” This does not mean we are not serving them; it means we are not necessarily collecting the data to document that, nor will we be able to begin doing so.

- a. Will this have a negative impact on our application’s score?
- b. Is it sufficient to state our policy to serve everyone regardless of geographic location, socioeconomic status, race, ethnicity, marital status, veteran status, gender, sexual orientation, age or physical disability?
- c. Is anecdotal data acceptable?
- d. Do you have any recommendations?

Answer

Organizations that can demonstrate a history of working with underserved populations will be given preference in the review process. Organizations should submit applications that conform to the application content outlined in the RFA on pages 17-22. The application content narrative may include a description of the applicant agency’s mission and should include the applicant agency’s experience and capacity providing services to the proposed population, including underserved populations. The application should also include narrative justification of the need for the project in the proposed community setting. The latter narrative should describe the population/s to be served and area/s to be served, including the number, location and characteristics of that population. The proposed project/activities and population to be served can be further supported by inclusion of letters of collaboration from partners that describe their support for the proposal, along with their specific

contributions to the proposal. The application should include descriptions in narrative form that clarify the population to be served, the need for service to that population, applicant agency experience serving that population, and supporting information from partners/collaborators.

15. Question

Page 18, Project Design/Technical Proposal, Section III A, Provision of Services:
(regarding types of services) If we have been providing services that have been funded by the 2008-2013 grassroots grant (#C023578), is it acceptable to continue any or all of these services (as they are applicable) under this new RFA?

Answer

It is acceptable to continue any or all of the services as long as they are consistent with the nine community-based supportive, counseling, wellness or educational activities to breast cancer survivors (in treatment or post-treatment) listed in the RFA Section III.A. Project Narrative/Work Plan Outcomes, Provision of Services (page 8).