

**New York State Department of Health**  
**Diabetes Prevention and Control Program, Division of Chronic Disease Control**  
**Creating Healthy Places to Live, Work, and Play**  
**Questions & Answers**  
**RFA # 0809170456**

**Note: The clarification in Question #4 below represents a modification to the RFA.**  
Due to the change(s) noted below, the application due date has been extended  
to February 12, 2010.

*All questions are stated as received by the deadline. The Diabetes Prevention and Control Program is not responsible for any errors or misinterpretation of any questions received.*

*The responses to questions included herein are the official responses by the State to questions posted by potential bidders and are hereby incorporated into RFA# 0809170456 issued on November 16, 2009. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.*

**TECHNICAL QUESTIONS**

1. My organization is interested in apply for this program, but we want to purchase a very neat exercise system, including equipment and computer programs for our members. I note that the RFA disallows depreciable equipment purchases, and wanted to make sure that I can buy this system with grant awarded funds. Is exercise equipment also limited?

**A: Exercise equipment is an allowable purchase provided it directly relates to the goals and deliverables of the RFA.**
2. Transportation Alternatives is one of three co-conveners for the NYC Food and Fitness Partnership, whose purpose is to work in Kings County, and specifically the Brooklyn district Public Health Office. This grant would be a great way for us to build on our current programs for policy change that would increase access to fresh food and opportunities for physical activity in Kings County. Can the grant funds be used to build on existing partnerships, such as the Food and Fitness Partnership? (P.28)

**A: Yes, grant funds can be used to build on existing partnerships as long as the activities are pursuant to the RFA.**
3. Are grantees permitted to re-grant funds to partners and sub-contractors?

**A: Please see page 7 of the RFA which indicates that applicants may subcontract specific components of the scope of work, but are required to retain a majority of the work (represented in dollar value) within the organization.**

4. Questions 4a – 4d, which address overlapping issues, are answered with one comprehensive response below.
- a. Transportation Alternatives' office is based in Manhattan, but the grant would be implemented in Kings County. Does Transportation Alternatives need to have its office located in Kings County to be eligible to apply?
  - b. We're a non-profit that serves two counties. We are interested in applying for the "Creating Healthy Places" grant and we would like to know if we need to submit two proposals for each county we serve, or one proposal for both counties. Please advise.
  - c. I was wondering if you could clarify applicant eligibility. If an organization is headquartered in Manhattan (NY County) but has regional offices in Brooklyn, Queens and Staten Island, would it be eligible to apply for services to be provided only in these counties?
  - d. "Hospitals have an interest in creating healthy communities throughout their service area. As such, is it appropriate for a hospital to submit multiple applications, one for each county in the services area, even if the hospital does not have a facility physically located in every one of the counties?"

**A: This answer represents a change in RFA language. In the Who May Apply section on page 6 of the RFA, there is a statement that currently reads, "Applicants can only apply for and serve one county and must be an established organization located within the county to be served." In an effort to expand applicant eligibility, this statement has now been revised to read, "Applicants may propose to serve more than one county, however, a separate application must be submitted for each county. Applicants must be an established organization operating within the county to be served. Evidence of operation within the county may include current and ongoing provision of services, the existence of a sub-contractual relationship within the county, or membership in a collaborative effort serving that county. Applicants are no longer required to be physically located within the county to be served; only operating within the county to be served. "**

5. Section II. Who May apply (Page 6) states: "Applicants from counties that receive NYSDOH or CDC and Prevention Strategic Alliance for Health funding (Manhattan) are NOT eligible for this funding opportunity." Does this include applicants who have received a one-time grant from one of the above mentioned agencies in the past? Or does it refer only to applicants who are currently receiving funding?

**A: Only applicants from counties that are currently receiving NYSDOH or CDC Strategic Alliance for Health funding are ineligible.**

6. Does each grantee in a specific geographic area need to implement programs for all four community strategies listed (Section III A, page 10)? If yes, can a grantee re-grant funds to a sub-contractor to implement 1-2 of these strategies, or other deliverables?

**A: Yes, each selected geographic area will implement at least one approach under each of the four community strategies listed (see RFA page 10). Applicants may subcontract specific components of the scope of work, but are required to retain a majority of the work (represented in dollar value) within the organization (see RFA page 6).**

7. What criteria are used to determine if an organization has the capacity to conduct evaluation (Section VI? Evaluation, page 28)?  
**A: The evaluation component will be reviewed by assessing the methods described to learn about the community where interventions are proposed, how the impact of the proposal will be measured and how the applicant proposes to work collaboratively with DOH staff.**
8. Is community-wide background information sufficient for using in the evaluation or are grantees expected to collect individual level data at the beginning of the grant through a survey?  
**A: Individual-level data does not need to be collected for evaluation purposes.**
9. Can grantees outsource evaluation to evaluators they are currently working with to evaluate existing programs?  
**A: Please see page 6 of the RFA which indicates that applicants may subcontract specific components of the scope of work, but are required to retain a majority of the work (represented in dollar value) within the organization.**
10. Can new partners be brought in to participate in the grant project once it is already in contract?  
**A: Yes, new partners can be brought in to participate in the grant project once it is already in contract.**
11. If funded, can the project consider using “Eat Well Play Hard Community Project” in its name? Can the EWPH logo continue to be used?  
**A: This procurement is taking on a new focus and new project names will indicate this. After funding decisions have been made, awardees will have the opportunity to choose project names that work best for everyone.**
12. Focusing specific communities (page 10, second paragraph) within the county would be difficult given some of the approaches and strategies we are planning to use. For example, the local after-school program (1. e. on page 10 and 3. e. on page 11) serves four school districts. Another example, there is typically one locally owned restaurant or diner in a community. We hope to work with more than one or two restaurants (4. F. on page 12). To what extent are county wide projects allowable?  
**A: Applicants can identify the county as the geographic area chosen to implement effective policy, systems, and environmental changes to increase availability of healthy food and opportunities for physical activity.**
13. Do we have to implement all four core community strategies in the same selected geographical area or can we implement one core community strategy per 4 different geographical areas? (4 core community strategies in one area or 4 areas and 1 core community strategy each?).  
**A: Yes, please see RFA page 10 which indicates that all 4 community strategies are required to be implemented in each selected geographic area.**

- 14.** Does the lead agency have to hire the full time coordinator or can it be subcontracted to another agency? Example, the coordinator gets his/her paycheck directly from the lead agency (employed by lead agency) vs. the coordinator getting his/her payment for services directly from the contract agency who would then invoice the lead agency for the payment amount.  
**A: No, the lead agency does not have to hire the Coordinator. Please see RFA page 6 which indicates that applicants may subcontract specific components of the scope of work, but are required to retain a majority of the work (represented in dollar value) within the organization.**
- 15.** Can 2 municipalities (such as towns) be considered as one geographic area?  
**A: Yes, 2 municipalities can be considered as one geographic area as long as they are in the same county.**
- 16.** Where can I find the published guidelines for the annual recognition event to get a sense of what is expected so money can be allocated appropriately in the budget?  
**A: These guidelines are not yet available, but applicants are encouraged to budget wisely and keep the current fiscal climate in mind when planning for annual recognition events.**
- 17.** Can the full-time professional position salary for this contract be offered partially in-kind so that funds can be used to support other staff for this initiative because the application says “the funded agency should use grant funds to support ...”?  
**A: Yes, the full time professional position can be offered partially in-kind, as long as 100% of their effort is dedicated to the project.**
- 18.** If the agency already has a No tobacco Policy stating the agency does not accept funds from tobacco companies, does it meet the criteria for this grant?  
**A: Yes, if the agency already has a No Tobacco Policy it meets the criteria for the grant. Please see RFA page 7 for guidance on verifying an agency’s “no tobacco” status.**
- 19.** On page 28, in Section VII. Budget and Justification it states: Projects that propose to **only** conduct traditional planning processes (e.g. comprehensive plans, land use plans, etc.) are not eligible for funding under this RFA; those types of planning projects should be funded with other resources. Does this mean that communities can review their land use and comprehensive plans to include policies such as Complete Streets?  
**A: Yes, communities can review land use and comprehensive plans for inclusion of policies such as Complete Streets.**
- 20.** The RFA states that funds awarded under this RFA cannot be used for capital construction. Rather, funds should be used to support the implementation of policy, systems and environmental changes, to advocate for and promoting the use of expanded or newly created resources. Can funding be used for engineering or design plans to improve or rehabilitate trails, playgrounds, or park paths (one of the listed strategies)?

**A: Yes, funds can be used for engineering or design plans to improve or rehabilitate trails, playgrounds or park paths.**

**21.** Is there a certain percentage of the overall county population that we should aim to affect with policy or environmental changes when selecting our geographic areas? I.e. an underserved village of 4,000 people versus a middleclass town with 50,000 people?

**A: No, there is no requirement for the percentage of the overall county population that you should aim to affect with policy, system or environmental changes. Please see RFA page 25, Statement of Need for guidance.**

**22.** If a community adopts a Complete Streets policy, can you give examples of what types of activities, purchases, contracts, etc. that grant money can be spent on to institute this new policy.

**A: For more information on Complete Streets, please see the web link cited on RFA page 11.**

**23.** Can funds be spent to hire a company (like Greenways) to develop a plan to connect existing parks, pedestrian trails, bike lanes, and other paths?

**A: Yes, funds can be spent to hire a company to develop a plan to connect existing parks, pedestrian trails, bike lanes, and other paths.**

**24.** Will there be a meeting about this grant?

**A: No, an applicant conference will not be held for this grant.**

**25.** Did you receive other letters of interest from Saratoga County organizations? If so, and you can share this info, what other organizations intend to apply for funding? If you cannot share this level of detail, how many organizations from Saratoga County expressed interest?

**A: Please see the attachment at the end of this document for the list of Letters of Interest received.**

**26.** Will you contact me directly with answers to these questions or will they posted on the website?

**A: Answers to all questions will be posted on the NYSDOH website.**

**27.** Is there any consideration to change the exclusion of certain counties from applying for the RFA? If so, will we know sooner to allow enough time for application?

**A: No, there will be no change in the exclusion policy for this RFA.**

**28.** When looking at the four **core community strategies** described on the RFA pages 10-12, would it be permissible to replicate and/or expand existing DOH initiatives, i.e.: Eat Well Play Hard, to the geographic area we identify as the target for our interventions?

**A: The Eat Well Play Hard philosophy is consistent with the deliverables of this RFA. However, only the specific choices that are listed under the four core community strategies on pages 10-12 of the RFA can be implemented.**

29. Are we allowed to use grant funds to award mini-grants to community organizations in support of sustainable policy, systems and/or environmental changes in the community?

**A: Please see RFA page 6 that indicates that applicants may subcontract specific components of the scope of work, but are required to retain a majority of the work (represented in dollar value) within the organization.**

30. Is the purchase of computers for project staff allowed?

**A: Yes, the purchase of computers for project staff is allowed.**

31. Can an applicant select the County as a geographic area? We would have the initial key partners and target areas identified. However, as time goes on and more needs assessment information is gathered; other key partners and project areas may be identified. By having the County as the identified geographic area, there would be the flexibility to meet these needs within the entire county.

**A: Yes, applicants can identify the county as the geographic area chosen to implement effective policy, systems, and environmental changes to increase availability of healthy food and opportunities for physical activity.**

#### **FISCAL QUESTIONS**

1. Are there any requirements to the kind of match secured (page 18, first bullet under Budget)? For example, can match include federal sources and/or private sources? Can match include sources from the lead agency?

**A: There are no requirements for the type of funds used toward the in-kind match, and the lead agency is expected to contribute toward the in-kind match. Please see page 18 of the RFA under the Budget section.**

2. Working with 20 or more employers would require us to work in many communities within the county. What is the source of funding for this grant? There are some concerns that the funds might not be there due to the recent cutbacks in New York State's budget. In other words, are these funds secured for the project?

**A: Funding for this initiative is expected to continue. All contracts are contingent upon the availability of funds.**

3. How much money is allocated for the Western region? Is money distributed equally throughout counties, or are large counties allocated more based on population?

**A: Funds allocated for each county and region can be found on the table on pages 8 and 9 of the RFA. Differences in funding allocations were made based on cost of living differences between upstate and downstate New York.**

4. Just need to verify that the total 15% in-kind match will be contributed from the lead applicant and its partners and not just the lead applicant alone. What are examples of allowable in-kind match? Are there any restrictions on in-kind match?

**A: Yes, please see RFA page 18 which indicates the in-kind match should be contributed to by the lead agency and its partners; and can include such things as office space, telephones, and personnel.**

5. Should the budget and workplan reflect the new time frame starting in October 2010-September 2011?

**A: Yes, the budget and workplan should reflect the updated contract start date of October 1, 2010.**

6. Are indirect costs allowed for this program?

**A: Yes, please see RFA page 28 that indicates that NYS funded indirect costs may not exceed 10% of your direct costs and should be fully itemized and justified (i.e., space, utilities, etc.).**

#### **OPTIONAL WORKSITE COMPONENT QUESTIONS**

1. We would like to ask the question: Can our large workplaces of 5,000 to 10,000 employees qualify as workplaces? I'm thinking of hospitals in Central Brooklyn-these are key employers in Central Brooklyn. We have done a survey of workplaces in Brooklyn. Many are very small, lots of retailers, food stores/bodegas with little manufacturing.

**A: No, please see RFA page 12 which indicates funded applicants may only work with small to medium sized employers (less than 1,000 employees).**

2. For the worksite wellness funding, do we need to name the 20 worksites when we submit the RFA?

**A: No, the worksites do not need to be named at the time of RFA submission.**

3. My questions are in regard to the optional worksite funding: Is any worksite under 1000 employees eligible to participate, regardless of prior participation with Healthy Heart Worksite Program, or will prior HHP involvement preclude their participation?

**A: Prior participation with the Healthy Heart Worksite Program or any other NYSDOH-funded program does not preclude participation.**

4. Are there a minimum number of employees for a worksite to be able to participate?

**A: Although there is no stated minimum number of employees for a worksite to be able to participate, the RFA strategies and activities should be implemented to maximize the impact of this population-based approach to prevention.**

5. We would like clarification regarding the optional worksite component. Is it possible for an organization to use the ambulatory care sites of New York Hospital Queens to fulfill the 20 worksite minimum? Please note that each site is a physical site.

**A: Funded applicants must assist different employers, not multiple sites under one employer.**

6. Can large worksites (over 1,000) be included as part of the meeting the 20 worksite total?

**A: No, please see RFA page 12 which indicates funded applicants may only work with small to medium sized employers (less than 1,000 employees).**

7. If large worksites are acceptable, can the total number of employees per site be used in meeting the intent of this section? In other words, instead of 20 sites of 1,000 employees each (for 20,000 total) can five sites of 4,000 employees each meet the intent of the RFA?

**A: Please see the answer to question 6 above.**

8. Is a match required for the optional worksite component?

**A: No, there is no match required for the optional worksite component.**

9. On page 14, paragraph 3 states *"Funded applicants selecting the optional worksite component are required to address physical activity, nutrition, and prevention and/or treatment of type 2 diabetes, obesity, obesity, and assist employers in implementing and sustaining the following strategies in at least 20 small to medium size worksites (less than 1,000 employees) over 5 years as described below."* Does this mean it needs to be 20 different employers or can it apply to 20 locations under 1 employer within the specified region?

**A: Funded applicants must assist 20 different small to medium sized employers (less than 1,000 employees), not 20 locations under one employer.**

10. If an employer has multiple locations and services a span of 3 counties, 2 of which are not eligible for these funds, can they still submit the application based on the 1 county that is eligible?

**A: Yes, an employer can still submit the application based on the one county that is eligible.**

11. There is the requirement that the lead agency needs to retain a majority of the work (represented by dollar value). If we apply for both the core community strategies initiative and the optional worksite component, can we subcontract more than 50% of the worksite component budget?

**A: There is no limit on subcontracting for the optional worksite component.**