

**New York State Department of Health  
Center for Community Health  
Division of Nutrition**

**Commodity Supplemental Food Program**

**RFA # 1402110210  
Grants Gateway # DOH01-CSFPLA-2014**

**Modifications, Questions & Answers**

**RFA Modifications:**

**PLEASE NOTE: Due to the delay in the publishing of these “Questions, Answers, and Updates”, the Application Due Date is being extended to August 15, 2014 by 5:00 PM. Refer to Addendum #3 issued on July 24, 2014.**

**RFA Questions & Answers:**

- Q1. *Is CSFP limited to the New York City and Long Island areas only?*  
A1. Yes. Refer to page 3, Section I. Introduction of the CSFP RFA which states that an interested local agency must be located in New York City or Long Island in order to be considered for selection as a CSFP sponsoring agency. In addition, Page 4, Section II. Who May Apply, A. Minimum Eligibility Requirements states that agencies may apply to serve participants in one or more of the following counties of New York City or Long Island: Bronx, Kings, Nassau, New York, Queens, Richmond, and Suffolk.
- Q2. *If CSFP is limited to the New York City and Long Island areas only, then will another RFA be released for other state areas?*  
A2. Due to funding restrictions there are no plans to release another RFA for other areas of the state at this time.
- Q3. *Can the non for profit arm of an organization apply for the CSFP grant?*  
A3. Yes, Page 4, Section II. Who May Apply, A. Minimum Eligibility Requirements of the CSFP RFA states, this can include local health departments or human services organizations with 501(C) (3) status.
- Q4. *Out of the 5 boroughs in Long Island, where is DOH looking to provide services?*  
A4. Page 4, Section II. Who May Apply, A. Minimum Eligibility Requirements, paragraph 2 of the RFA states that “Agencies may apply to serve participants in one or more of the following counties of New York City or Long Island: Bronx, Kings, Nassau, New York, Queens, Richmond, and Suffolk.” There are no specific areas targeted within those counties nor are there target areas within those counties that must be maintained.

- Q5. *Are the existing contracts serving other boroughs than their permanent sites county?*  
A5. Yes. For example, one contractor has a permanent CSFP site located in Kings County and another in Queens County. They serve participants in both counties as well as in Richmond County and Bronx County.
- Q6. *There are not enough funds to help all seniors in NYS, and entire boroughs are left out. Is DOH attempting to reach a broader area of NYC?*  
A6. Page 4, Section II. Who May Apply, A. Minimum Eligibility Requirements, paragraph 2 of the RFA states that “Agencies may apply to serve participants in one or more of the following counties of New York City or Long Island: Bronx, Kings, Nassau, New York, Queens, Richmond, and Suffolk.” Applicant agencies must identify the county or counties they plan to serve. It is up to each applicant agency to decide where it would like to provide CSFP services within the list of acceptable areas. DOH recommends selecting areas where CSFP services will be provided based on the number of eligible seniors, accessibility of the site, and overall need of the community.
- Q7. *In an effort to reach this population, what methods are available?*  
A7. Page 5, Section II. Who May Apply, B. Preferred Applicant Qualifications of the RFA states: “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.” This same section also states that “All applicants responding to this RFA should demonstrate an awareness of how minorities, persons with disabilities and Lesbian/Gay/Bisexual/Transgender (LGBT) persons have been considered in the development and implementation of the proposed services. Strategies for access to and participation in the services by these marginalized groups should be evident in formulating and implementing strategies in all phases of the response to this Request for Applications (RFA).”
- Q8. *Is it possible that an agency outlines 5 mobile sites on their application and then add another later?*  
A8. Yes, awarded CSFP local agencies will be allowed to add mobile sites as long as they stay within their approved budget.
- Q9. *Do we need to provide letters of support for mobile site locations?*  
A9. The optional documents section of the Attachment 3 Checklist of Required Documentation indicates that letters of support should be included with the application, but that a maximum of three letters will be reviewed. Letters of support from mobile site locations are not required, but an applicant agency may choose to include them with the application submission.

- Q10. *Are organizations allowed to put in their own application as the lead and also partner on a separate application? In the same target area? In different target area?*
- A10. It is the responsibility of the applicant organization to determine how to apply for an award. The RFA does not prohibit organizations from applying as a lead agency and also as a partner agency on a separate application. Refer to Page 4, Section II. Who May Apply, A. Minimum Eligibility Requirements of the RFA, which states “The Sponsor Agency must be a not-for-profit health agency. An interested local agency must be located in New York City or Long Island in order to be considered for selection as a CSFP sponsoring agency. This can include local health departments or human service organizations with 501(C) (3) status. All applicants will submit a CSFP Local Agency Application (Attachment 4). Agencies may apply to serve participants in one or more of the following counties of New York City or Long Island: Bronx, Kings, Nassau, New York, Queens, Richmond, and Suffolk. Applicants must identify the county or counties they plan to serve along with their caseload request.”
- Q11. *Would the food arrive to us pre-packaged? Or do we need to put the packages together?*
- A11. Participant food packages are not delivered to the CSFP local agency pre-packaged. Cases of commodity foods are delivered to the CSFP local agency where CSFP site staff assemble food packages for participants.
- Q12. *Exactly what would be included in a shipment of food?*
- A12. Most CSFP commodity food is shipped using full trucks of one commodity. Sometimes, however, food is shipped as a multi food delivery (full trucks of many commodities) or split shipment (full trucks of one commodity that are delivered to two or three sites). Depending on the type, a shipment of food may contain one or more of the following commodity foods: Cheese, Ultra High Temperature (UHT) and nonfat dry milk, canned fruits and vegetables, canned meats and fish, breakfast cereals, fruit juices, rice, spaghetti, macaroni, whole grain rotini, peanut butter and dried beans.
- Q13. *The storage question in the RFA asks if sponsor agencies can handle 10 truckloads per month. How much of the commodity would need to be refrigerated, frozen and how much is dry storage?*
- A13. Refer to Attachment 4, CSFP Local Agency Application, Section III, K. Additional Warehouse Storage Space (Optional), page 11, which states that applicant agencies applying for the optional Additional Storage Space component must be able to receive and store ten (10) or more full truckloads of commodities shipped directly from USDA monthly.

The “Optional” Additional Warehouse Storage Space component should not be confused with the warehouse space requirement for CSFP local agencies. Section III. Project Narrative/Work Plan Outcomes, A. Role of Sponsor Agency, page 6 of the CSFP RFA indicates “The CSFP site will be required to have the capacity to receive and warehouse a two to four week supply of at least 50 food commodities, usually stacked on pallets”.

CSFP does not distribute any frozen commodities at this time, however cheese requires refrigeration. In NYS CSFP, cheese represents less than five percent of CSFP commodity foods. All other CSFP commodity foods are shelf stable.

Q14. *Please explain Optional Storage Space. Pg. 5 of the RFA.*

A14. Currently, CSFP local agencies receive shipments from the NYS Office of General Services (OGS) warehouse for the provision of participant food packages at both permanent and mobile sites. Local agencies must maintain a warehouse space for receiving and storing these commodity foods before packaging and distributing to participants. However, Section II. Who May Apply, C. Optional Storage Space on page 5 of the RFA states that unlike the current CSFP contractors, applicants may request additional funding for storage space for handling CSFP product delivered directly from USDA. This storage space is to support the stockpile of commodities delivered by USDA directly. This is space beyond the warehouse space which supports the commodities used for the food distribution operation. This optional Additional Storage Space component would give a local agency the opportunity to receive direct shipments from USDA, instead of from OGS.

Q15. *Does space have to be dedicated to CSFP or can we share space with other programs/agencies?*

A15. The CSFP local agency will need to identify a dedicated space in which you can provide CSFP services. Page 7 of Attachment 4 CSFP Local Agency Application states that “All proposed sites must 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 receive and warehouse a two to four week supply of at least 50 food commodities, usually stacked on pallets.”

Q16. *How many pallets are in one truckload of food?*

A16. One truck load of CSFP commodity food can contain up to 18 pallets.

Q17. *Section III (A), (p. 6) - The CSFP permanent site is required to have the capacity to receive and warehouse a 2-4 week supply of at least 50 food commodities. Is there any more specific estimate as to the square footage space (or other measurement) that this translates to?*

A17. Space should be large enough to handle 9-18 pallets.

Q18. *What is the standard size of the pallet that the food will be transported on since there is more than one standard size pallet on the market?*

A18. The standard size pallet this program uses is 40”x48”x5”.

Q19. *What is the size of a case of the cheese (L x W x H) and how many 2 lb cases of cheese are in a case/box?*

A19. The CSFP commodity cheese is packaged in cases containing twelve 2-pound loafs per case. Each case of commodity cheese measures approximately 12” x 9” x 8.5”.

- Q20. *Do the agencies have control of the kind of foods they receive?*  
A20. Yes, CSFP local agencies must order commodity foods each week based on a list of USDA donated commodities they receive from the OGS warehouse.
- Q21. *Typically how large are deliveries from USDA or the OGS warehouse?*  
A21. CSFP local agencies receive deliveries to their permanent sites for food distribution purposes (not as related to the Additional Storage Space component of this RFA). Typically, these deliveries are no larger than one truckload, which is 18 Pallets or 1,200 cases. Deliveries for the Additional Storage Space component may receive 2-3 truckloads per week, which may be up to 54 pallets or 3,600 cases.
- Q22. *Are deliveries from USDA or the OGS Warehouse one item?*  
A22. CSFP local agencies will receive a single truck load of one type of commodity food directly from the USDA each month. In addition to that, local agencies will receive a combination of commodities from the OGS warehouse each week based on the weekly food order submitted by the local agency (unless funded for the Additional Storage Space component).
- Q23. *Are there kosher foods available?*  
A23. The CSFP commodity foods are provided by the USDA. According to the USDA, there is no requirement to purchase kosher foods for CSFP. If kosher food is available, it is simply because a kosher supplier won the bid for that food item. USDA cannot guarantee the availability of kosher commodity foods.
- Q24. *Are the foods shelf stable or do they need to be refrigerated?*  
A24. At this time, the only CSFP commodity food that requires refrigeration is cheese. All other food is shelf stable.
- Q25. *What are the different types of commodity foods that we would receive weekly, and how much?*  
A25. USDA donated commodity foods for CSFP include:
- Cheese (2-pound blocks)
  - UHT and nonfat dry milk
  - Canned vegetables and fruits
  - Canned meats and fish
  - Breakfast cereals
  - Fruit juices
  - Rice, spaghetti, macaroni, whole grain rotini
  - Peanut butter, dried beans

CSFP local agencies determine how much of each commodity food they will receive each week based on the weekly order they submit to the OGS warehouse. Amounts of each commodity food depend on availability at the OGS warehouse and the restrictions of the truck load (i.e. cannot exceed 18 pallets or 1200 cases).

- Q26. *Do participants get to choose? For example, corn flakes vs. rice krispies?*  
 A26. Yes, participants must be offered the opportunity to choose from many varieties of foods within each food category based on the products available at the site at the time the participant is being served. For example, the food category “fruits” should have choices such as peaches, pears, pineapple, apricots, plums, and fruit cocktail whenever available. Participants must be offered all categories of foods that are determined by the food package chart in the CSFP Food and Nutrition Information System (FANIS). Participants are entitled to decline foods for any reason.
- Q27. *Can a participant pick up half a package one week and the other another week?*  
 A27. No, each participant must receive one entire food package once per month.
- Q28. *How many meals are in a package?*  
 A28. Approximately nine meals are included in each food package.
- Q29. *The fresh produce project, does this have an approved commodity list or is this an addition?*  
 A29. Section II. Who May Apply, B. Preferred Applicant Qualifications on page 5 of the RFA states that it is “preferred that the CSFP agencies have relationships with other entities that can improve services provided to the CSFP participants, such as enhancements to the CSFP participant food package (for example: fresh produce from a nearby food bank).” This in-kind collaboration with local food banks relies on the donation of fresh produce to CSFP local agencies for distribution to CSFP participants, when available. This is not a mandatory service, but the NYS DOH strongly encourages these types of collaborations.
- Q30. *Is the fresh produce project purely donated food or is there money to purchase produce as well?*  
 A30. In-kind collaborations with local food banks relies on the donation of fresh produce to CSFP local agencies for distribution to CSFP participants, when available.
- Q31. *Does the fresh produce project have a budget for distribution?*  
 A31. CSFP local agencies distribute donated fresh produce in tandem with CSFP participant food package issuance. There is no additional funding for the provision of this service.
- Q32. *What percent of the food package is fresh food from the fresh produce project?*  
 A32. Donated fresh produce is generally limited to 1-2 items per participant food package.
- Q33. *What educational qualifications do the proposed CSFP director and other staff needs to possess?*  
 A33. The RFA does not specify educational requirements for the CSFP Director and other staff. However Attachment 8 - Work Plan, Page 2, Objective 1: Personnel, Task b. states the following: “Ensure that a full-time nutritionist is on staff at each agency.” NYS DOH recommends that a nutritionist have the following educational requirements:
- Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) through the Commission on Dietetic Registration; OR

- BS in Community Nutrition, Human Nutrition, Dietetics, Public Health, Food Service Administration, or Health Education from an accredited institution with a minimum 15 credits in nutrition AND at least two (2) years of professional, community nutrition related work experience
- Q34. *Can a nutritionist from another program (JSY) provide the CSFP nutrition education services?*
- A34. Attachment 8 – Work Plan, Page 2, Objective 1: Personnel, Task b. states that CSFP local agencies must ensure that a full-time nutritionist is on staff at each agency. In addition, Objective 8: Nutrition Services and Outreach, Task g. on page 26, states that CSFP local agencies should collaborate with staff from the Just Say Yes To Fruits and Vegetables Program, including at least one JSY food demonstration annually.
- Q35. *Are intake personnel able to perform other tasks?*
- A35. When a position is budgeted and filled, the individual hired in that position should adhere to their assigned job responsibilities and the job description that was provided for that position. For example, if a position is included on the CSFP budget for one person in a 100% FTE, then their time and attendance records should reflect 100% CSFP related activities as applicable to their job description. If an individual is included as a 50% FTE allocated to the CSFP budget, then their time and attendance records should reflect 50% CSFP related activities as applicable to the CSFP portion of their job description.
- Q36. *The 6/27/2014 Addendum indicates a change to the contract start date and to the length of the contract. Have any of the associated dates been changed as well?*
- A36. No. As indicated in Addendum #1, the anticipated contract start date is April 1, 2015. It is expected that contracts resulting from this RFA will be for a four and a half year time period: April 1, 2015 to September 30, 2019.
- Q37. *Are we to assume that existing agencies will have their contracts extended through 3/31/15 to provide continuous service to our participants?*
- A37. To assure continuity of services, NYS CSFP has requested approval to extend the contracts for existing contractors to allow for the completion of this RFA.
- Q38. *Will there be allowance for advance payment on a contract and for what duration?*
- A38. According to Section IV. Administrative Requirements, H. Payment & Reporting Requirements of Grant Awardees, bullet #1 on Page 12 of the RFA, “The Department may, at its discretion, make an advance payment to not-for-profit grant contractors in an amount not to exceed 16.6%.” According to Section IV. H. bullet #2 on Page 13, “The contractor will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Work Plan with advances recouped by subtracting one-twelfth (1/12) of the advance amount from each monthly claim for payment. This recoupment schedule may be revised at the discretion of the Department.”

- Q39. *When I attended the Applicant's conference on 7/11/14, it was said that we need to submit the work plan with the application, and to use the pre-populated one. Are we supposed to add to this work plan, or are we simply attaching the work plan as is from the DOH website? This is not an editable document, so I am confused as to exactly what I should be submitting.*
- A39. Addendum #2 of the CSFP RFA states, "Attachment 8 (CSFP Contract Workplan) has been revised and re-posted as a Word document to allow prospective applicants to identify/enter performance measures that will be used to measure achievement of each objective."
- Q40. *Would you like us to use the populated work plan form from the website? And do we have to submit the work plan?*
- A40. The Attachment 8 CSFP Contract Workplan is considered part of the application and must be submitted as part of the application process. Addendum #2 of the RFA states that "Attachment 8 (CSFP Contract Workplan) has been revised and re-posted as a Word document to allow prospective applicants to identify/enter performance measures that will be used to measure achievement of each objective."
- Q41. *The Attachment 6. Excel budget sheet seems to be for Non-personal expenses only. Would it be possible to put in the whole budget template on the application site?*
- A41. According to Section V. Completing the Application, A. Application Content, Sub-Section IV. Budget Requirements, Paragraph 1 on Page 19, "Programs should refer to the expenditure based budget template for the NYS Master Grant Contract to formulate their budget." Paragraph 2 of this same Sub-Section indicates that applicants must propose a budget with consideration given to all costs necessary for the operation of a CSFP and that all costs must be consistent with the scope of services, reasonable, and cost effective. It also indicates that the budget justification must delineate how the percentage of time devoted to this initiative has been determined for all staff. The complete Attachment 6: NYS Master Grant Budget Forms document is available online at the following website: <http://www.health.ny.gov/funding/rfa/1402110210/index.htm>
- Q42. *Would an organization receive general operating payments to run this program?*
- A42. As per Attachment 5: Instructions for Completion of Budget Forms For Solicitations, Page 2, the proposed budget must outline and justify all costs, including Operating Expenses needed to provide this service. Operating Expenses may include costs such as Office Supplies, Printing/Copying, Vehicle operation and other, etc. Other costs can include indirect costs which are limited to 10% of direct costs. No additional operating funds for awardees will be automatically added to contractor budgets.
- Q43. *Can the first 6 months of the contract include one-time costs associated with the warehouse set up?*
- A43. As related to the CSFP local agency warehouse space, page 2 of Addendum #1 of the RFA addresses changes made to page 19, Section V. Completing the Application, A. Application Content, Sub-Section IV. Budget Requirements, Paragraph 2 which has been revised to state "Applicants must propose a budget with consideration given to all costs necessary for the operation of a CSFP for a period of 6 months, assuming an April 1,



2015 start date.” In this same section, the RFA goes on to state that “All costs must be consistent with the scope of services, reasonable, and cost effective. All costs submitted must be justified with an accompanying narrative.” Section V. Completing the Application, D. Review and Award Process on page 22, Paragraph 3 states that “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.”

Similarly, as related to the optional Additional Storage Space component, page 2 of Addendum #1 of the RFA addresses changes made to Attachment 4: Commodity Supplemental Foods Program (CSFP) Local Agency Application, Page 11, Section K. question number 7 which has been revised to state “Describe what the approximate costs to operate this storage space will be for the first six month period and for each consecutive 12-month period of the four and a half year contract. Include rent, utilities, equipment, personnel costs, etc. Include one-time expenses to establish the storage space in the first six months of the contract and annual costs to operate the storage space in the following four years.”

- Q44. *Will the computer and program from the state include only software for the client roster? What kinds of equipment would you consider? We understand that the State would loan awardees desktop computers would they loan them tablets? If not, could tablets be included in the budget request?*
- A44. As indicated on page 22 of the RFA, computer lease/purchase costs will not be considered allowable budget items as they are provided by New York State. It is expected that the computer equipment provided by New York State will contain all of the software and hardware necessary for the provision of CSFP services. According to the Section V. Completing the Application, A. Applicant Content, Sub-Section IV. Budget Requirements on Page 19 of the RFA, applicants must propose a budget with consideration given to all costs necessary for the operation of a CSFP. All costs must be consistent with the scope of services, reasonable, and cost effective. All costs submitted must be justified with an accompanying narrative.
- Q45. *The budget has a 10% cap on indirect program costs?*
- A45. As indicated in Section V. Completing the Application, D. Review & Award Process, under the Budget Development header on page 22 of the RFA, 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. In addition, Section IV. Administrative Requirements, J. Limits on Administrative Expenses and Executive Compensation on Page 15 of the RFA states that “Effective July 1, 2013, limitations on administrative expenses and executive compensation contained within Governor Cuomo’s Executive Order #38 and related regulations published by the Department (Part 1002 to 10 NYCRR – Limits on Administrative Expenses and Executive Compensation) went into effect.” To provide assistance with compliance regarding Executive Order #38 and the related regulations, please refer to the Executive Order #38 website at: <http://executiveorder38.ny.gov>.

- Q46. *Are rental vehicles and storage rentals an allowable expense?*
- A46. Vehicle and storage leases as necessary for the operation of a CSFP are considered an allowable expense.
- Q47. *Given the recent change to April 1, 2015 for the anticipated contract start date as outlined in Addendum #1, should the budgets still be submitted in 12-month increments?*
- A47. As outlined on page 2 of Addendum #1, applicants must propose a budget with consideration given to all costs necessary for the operation of a CSFP for a period of 6 months, assuming an April 1, 2015 start date. Page 3 of Addendum #1 also indicates that applicants should complete five sets of budget forms as directed, the first for a period of 6-months and the remaining four for each remaining 12-month period. For each set of forms, complete all required Budget Pages. The four and a half consecutive years' budgets should be labeled as instructed in the RFA.
- Q48. *Is the client roster only allowed to be on the State's computer or can we download it on other agency computers to allow for cross-checking during client registration at various locations?*
- A48. Section I-01 of the CSFP Program Manual, (As per Page 10 of the RFA, a copy of the CSFP Program Manual is available for review at the Applicant Bidders Library) all Automated Data Processing (ADP) equipment used in the operation of the FAN Information System (FANIS) is provided by the State for the sole purpose of conducting New York State CSFP program operations. It also states that information captured by FANIS must not be electronically exchanged with other information systems or computer networks without the prior written consent of the State.
- Q49. *Do you have a database we would use to certify participants?*
- A49. The NYS CSFP will provide awarded CSFP local agencies with a non-web based Food and Nutrition Information System (FANIS). FANIS is a statewide system in which local agencies perform direct database entry.
- Q50. *Does FANIS track clients to see if they are certified in other sites?*
- A50. According to the *CSFP State Plan of Program Operations*, Section II. Certification, VI. Plan to Detect Dual Participation, the detection of dual participation is carried out through the Food and Nutrition Information System (FANIS). Agencies check for dual participation between the CSFP programs at certification through the pre-application screen of the automated system. Participants are also checked for dual enrollment on the Dual Participation screen of FANIS at each food package pick up appointment. Dual participation checks between CSFP agencies are done automatically since the system is a centralized database. FANIS will alert the user if two participants' records contain matching names or dates of birth. Note: As per the RFA a copy of the *CSFP State Plan of Program Operations* is available for viewing at the Applicant Library.
- Q51. *Would it be possible to see what FANIS looks like? We would like to see what the application/intake form for participation looks like/what information is collected. Referring to pg 7 of the RFP, what specific data items or types of items will be required*

*for entry into the CSFP automated system being provided for certification and commodity inventory management?*

- A51. According to the *CSFP State Plan of Program Operations* Section II. Certification, VIII. Automation, the FANIS is used to pre-screen applicants, maintain certification and food distribution data on each participant and maintain inventory at the local agency level. FANIS inventory management involves maintenance of participation/caseload as well as commodity inventory. If awarded a CSFP local agency contract, the NYS DOH will provide local agencies with the FANIS, or other data collection system if applicable. Note: As per the RFA a copy of the *CSFP State Plan of Program Operations* is available for viewing at the Applicant Library.

The FANIS Training Manual is available at:

[http://www.health.ny.gov/funding/rfa/1402110210/fanis\\_trainee\\_guide.pdf](http://www.health.ny.gov/funding/rfa/1402110210/fanis_trainee_guide.pdf).

Note: The FANIS Training Manual is provided as a reference and has not been updated in respect to certain program policies.

- Q52. *NYS has a total Caseload of 34,066, based on county how is that broken up?*
- A52. The two existing CSFP local agencies were awarded the following caseload for 2014: Kings County Hospital Center = 25,866 (63.7% Kings County and 36.3% Queens County); Catholic Charities, Diocese of Rockville Centre = 8,200 (55.1% Nassau County and 44.9% Suffolk County). Section V. Completing the Application, D. Review & Award, under the header “Caseload Distribution” on Page 21 of the RFA indicates that “Caseload capacity 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 accordingly. Given available resources, it may not be possible to provide CSFP services in every county within New York City and Long Island.” For awarded CSFP local agencies, caseload is assigned annually and is distributed based on the criteria outlined above.
- Q53. *What happens to the current caseload? Do those people get dropped?*
- A53. Since applicant agencies have the opportunity to identify any of the 5 counties in the NYC or Long Island regions for the provision of CSFP services, there is a potential that current participants may need to seek services at another location. Every effort will be made to transition participants to new contracting agencies.
- Q54. *How often are we supposed to reach caseload?*
- A54. Caseload is calculated and reported monthly. Statewide, NYS CSFP is expected to serve the total USDA allocated caseload of 34,066 people each month.

- Q55. *What does \$72.86 per caseload slot mean to me as a contractor? Is it possible that contractor A and contractor B receive different amounts per caseload slot?*
- A55. Refer to Section V. Completing the Application, D. Review & Award Process under the header Funding Methodology, on Page 21 of the RFA, which states that the funding methodology is based on score, funding and caseload requested by the applicant as well as the amount of funding and caseload that is available, it is possible for awarded CSFP local agencies to receive different amounts per caseload slot.
- Q56. *Do CSFP participants (seniors) have to show proof of income during enrollment/intake?*
- A56. Yes. According to the *CSFP Program Manual* Section B-01 Caseload and Certification: Certification Eligibility Requirements, “The income of the household in which the applicant resides must not exceed 130 percent for elderly persons. Income is defined as gross income before deductions for such items as income taxes, employees’ social security taxes, insurance premiums and bonds. Income eligibility for the elderly must be determined based on paycheck stubs, W-2 forms or letter of verification of employment and income by employer, or social security award letters, or as a last resort, by the applicant’s signed self-declaration of income on the certification form. Seniors cannot be determined to be eligible for CSFP based on their eligibility in other social service programs.” Note: As per the RFA a copy of the *CSFP Program Manual* is available for viewing at the Applicant Library.
- Q57. *Eligibility SNAP vs. CSFP. CSFP eligibility is for people age 60 and over that are 130% of poverty level, but SNAP eligibility is for 200% of poverty level?*
- A57. Refer to Section III. Project Narrative/Work Plan Outcomes A. Role of Sponsor Agency the last paragraph on Page 6 of the RFA, which states that local agencies are required to ensure household income eligibility at less than 130 percent of the Federal poverty level for adults aged 60 years or older applying for CSFP services. The CSFP income eligibility requirement is lower than that of SNAP, therefore, adults aged 60 years or older who receive SNAP benefits are not considered automatically eligible for CSFP services.
- Q58. *How often do participants have to be certified?*
- A58. According to the *CSFP State Plan of Program Operations* Section II. Certification, III. Certification Periods, elderly persons are certified at six month intervals, however the State agency has authorized local agencies to extend the certification period without a formal review of eligibility for an additional six-month period, as long the person’s address and continued interest in receiving program benefits are verified and the local agency has sufficient reason to believe that the person still meets the income eligibility standards (e.g. the elderly person has a fixed income). Note: As per the RFA a copy of the *CSFP State Plan of Program Operations* is available for viewing at the Applicant Library.
- Q59. *How do we include immigrants in CSFP?*
- A59. According to the *CSFP State Plan of Program Operations* Section II. Certification, II. Eligibility Criteria, the State does not impose any duration or fixed residency requirements. For example, migrant and seasonal farm workers, living in New York State

at the time of application to the CSFP are considered as meeting the residency requirement. According to the Residential Eligibility section of Section B-01 of the CSFP Program Manual, verification of residence must be done through documentation such as mail with a current date, addressed to the applicant (cannot be a P.O. box) such as utility bills or cell phone bills, a letter from a shelter/house of worship/social services on letterhead, a current rent or mortgage document, or a voter registration card. Note: As per the RFA a copy of the *CSFP State Plan of Program Operations* is available for viewing at the Applicant Library.

Q60. *Who certifies the application/CSFP intake form? Is there a certification process?*

A60. The *CSFP State Plan of Program Operations* Section II. Certification states that “The designated local agency will accept applications, arrive at eligibility determinations, notify the applicants of eligibility and issue authorized food packages.” According to the *CSFP Program Manual* Section B-01. Caseload and Certification: Certification Eligibility Requirements; “In accordance with federal regulations (7CFR, Part 247.8 and 247.9) and New York State CSFP policy, local agencies must follow certification requirements for categorical, residence, and income eligibility.” Attachment 8 CSFP Contract Work Plan, Objective 3 Certification and Food Package Issuance, Task e. on Page 12 indicates that CSFP local agencies must ensure that all CSFP participants are income, categorically, and residentially eligible and must maintain supportive documentation, and verify and document all certification requirements. Note: As per the RFA a copy of the *CSFP State Plan of Program Operations* and *CSFP Program Manual* are available for viewing at the Applicant Library.

Q61. *At a mobile site, how will the provider certify individuals if there is no access to the CSFP Automated System? Specifically, how we will be able to identify any participants who have dual participation?*

A61. According to the *CSFP Program Manual* Section B-06. Caseload and Certification: Certification Information Retention, a copy of all written procedures for mobile site certification must be kept on file at the local agency and the CSFP local agency must maintain documentation of certification information in the participant’s electronic and/or paper file. According to the *CSFP Program Manual* Section B-01. Caseload and Certification: Certification Eligibility Requirements; “In accordance with federal regulations (7CFR, Part 247.8 and 247.9) and New York State CSFP policy, local agencies must follow certification requirements for categorical, residence, and income eligibility.” Section B-06. Caseload and Certification: Certification Information Retention also states that “In the event that FANIS is temporarily non-operational, certification and shopping list information must be collected using the paper certification and shopping list forms. These forms must be maintained in the participant file. Participant and food package information must be updated on FANIS by the end of the month of certification.” If, when entering information into the automated system, it is found that the participant already picked up food at a permanent CSFP site for that month, notations must be made on FANIS and noted in participant's file that they were served twice. The senior must be informed and contacted for further investigation, if necessary. Note: As

per the RFA a copy of the *CSFP Program Manual* is available for viewing at the Applicant Library.

- Q62. *Do participants get a CSFP card (like a SNAP card) with their name, certification date, etc.?*
- A62. According to the *CSFP Program Manual* Section B-09. Caseload and Certification: CSFP Identification Cards, a CSFP ID card must be issued to each participant at the time of certification, which includes: participant ID number(s); recipient name; Proxy name(s); date of issuance; recertification date; name and date of birth of all members of the family receiving CSFP benefits; recipient signature of the participant/proxy who is authorized to pick up commodities; and months for hole punching. Note: As per the RFA a copy of the *CSFP Program Manual* is available for viewing at the Applicant Library.
- Q63. *Can you explain what is meant by the “major components” in the application?*
- A63. Section II. Who May Apply, A. Minimum Eligibility Requirements, Paragraph 3 on Page 4 of the RFA, states that “Applicants that plan to subcontract are expected to state in the application the specific components of scope of work to be performed through subcontracts and should retain a majority of the work in dollar value (more than 50%) of the contract within the applicant organization. Major components of the work plan cannot be subcontracted.” Question 2 on Page 6 of Attachment 4 CSFP Local Agency Application states that “Major subcontracts and partnerships include agreements for leased space, equipment and vehicles as well as consultant staff that will be utilized for daily operations.”
- Q64. *Do sub-contract identifications need to be sent in with the application or at the grant release? For sub-contracts, do we need to identify them and send a letter of support?*
- A64. Yes, subcontractors should be identified. Question 2 on Page 6 of Attachment 4 CSFP Local Agency Application states that “If applicable, provide proof or indicate how major subcontracts or partnerships to provide service deliverables will be in place for the contract period.” In addition, the optional documents section of the Attachment 3 Checklist of Required Documentation indicates that letters of support should be included with the application and that proof or a description of how subcontracts or partnerships to provide services will be in place for the contract period should also be included with the application, if applicable.
- Q65. *Do the letters of support have to be originals?*
- A65. No.
- Q66. *Does the MWBE form need to be submitted with the application or after the contract is awarded?*
- A66. According to the first paragraph of Attachment 9, the MWBE form(s) must be completed and included with the application. This attachment also indicates that any questions regarding completion of these forms can be sent to [jae11@health.state.ny.us](mailto:jae11@health.state.ny.us).
- Q67. *Is there a standard criteria regarding nutrition education?*
- A67. There is no standard nutrition education curriculum for CSFP. Refer to Attachment 8 – Work Plan Detail, Objective 8: Nutrition Services and Outreach on Pages 24-28, which

outlines the required tasks as related to the provision of CSFP nutrition services as well as related reporting and outreach activities.

Q68. *Is nutrition counseling a requirement or a different service?*

A68. Specialized nutrition counseling is not required, and involves much more than nutrition education. Please refer to the required tasks as outlined in Attachment 8 – Work Plan, Objective 8: Nutrition Services and Outreach on pages 24-28.

Q69. *Is the expectation that awardees will develop/translate outreach and nutritional education material?*

A69. It is the responsibility of the CSFP local agency to provide materials in the appropriate language for participants. This may be accomplished through the purchase of existing materials in the appropriate language and/or the development and translation of new materials.

Q70. *Should application package documents be submitted in the order of the checklist for required documents? Where should the Attachment 8 (Work Plan) be included? It is not listed as a required document on the checklist.*

A70. The application package should be submitted in the order listed in the Attachment 3 Checklist of Required Documentation. Since the Attachment 8 CSFP Contract Workplan is required, please include it along with the completed CSFP Local Agency Application.

Q71. *Will contracted agencies receive a "statement for the value of the food" that is distributed for tax compliance purposes at the end of the fiscal year?*

A71. No. The commodities are donated free of charge from the USDA. The agencies will not be receiving any tax statements related to the value of the food.

Q72. *I wanted to find out when is the next time we can submit for this grant.*

A72. According to page 2 of the CSFP RFA Addendum #1 released on June 27, 2014 it is expected that contracts resulting from this RFA will have the following multi-year time period: April 1, 2015 to September 30, 2019. Subject to the availability of funds, CSFP expects to release an RFA to re-procure these services in 2018 or 2019.

Q73. *I wanted to know where I can apply to receive vouchers for my seniors?*

A73. This is a competitive application process to provide CSFP services. Applicants must secure a contract through this RFA before receiving any funding to serve seniors. Individuals that wish to apply to receive CSFP services should contact the following website <http://www.health.ny.gov/prevention/nutrition/csfp/>.

Q74. *Do you have an idea of when there will be a decision?*

A74. According to the information provided on page 1 of Addendum #1, the anticipated contract start date is April 1, 2015. Award announcements are currently expected to be made on or before November 15, 2014.