

RFA: Commodity Supplemental Food Program

OVERVIEW

On October 22nd, the New York State Department of Health (DOH) released a Request for Applications (RFA) for the Commodity Supplemental Food Program (CSFP). CSFP works to improve the health of low-income residents 60 years of age and older who are at risk for food insecurity and nutrition-related diseases by supplementing their diets with nutritious foods from the United States Department of Agriculture (USDA). Organizations who participate in CSFP will be responsible for determining eligibility of participants, managing participant caseload, receiving and storing USDA commodities, distributing supplemental foods, and providing nutrition education and health care referrals to eligible participants. DOH will award up to \$4.7 million annually through this RFA to organizations who implement CSFP in New York City and Long Island.

The RFA is attached. Applications are due on January 10, 2019.

FUNDING

DOH plans to award up to \$4 million in annual funding to up to three organizations who implement CSFP in New York City and/or Long Island. The initial budget awarded to each selected applicant will be based on assigned caseload and cost per participant, which will not exceed a maximum amount of \$118.89 per participant. Indirect costs funded through this RFA are limited to 10% of direct program costs.

Organizations who receive funding will be responsible for the following core CSFP activities:

- Conduct outreach, determine eligibility of applicants, receive and store USDA commodities per assigned caseload, distribute food packages, provide nutrition education, and refer participants to other financial assistance, nutrition and healthcare programs; and
- Meet specific annual caseload service requirements, maintain all required documentation, and provide required reports to DOH.

DOH will allocate an additional \$700,000 annually through this RFA to one of the funded organizations to implement the following full warehouse operations in addition to the above core CSFP services:

- Receive, store, and inventory approximately \$5.8 million annually in federally donated commodities (approximately 10 million pounds) delivered directly from the USDA throughout the year; and
- Transport and distribute food commodities to up to five CSFP permanent locations in New York City and/or Long Island.

This additional warehouse component of the RFA is optional and will be scored separately from the application for core CSFP activities.

Contracts will last for five years beginning October 1, 2019.

ELIGIBLE APPLICANTS

Eligible applicants for funding through this RFA include the following types of organizations:

- Not-for-profit 501(c)(3) organizations;
- County health departments;
- Tribal organizations;
- Community-based organizations; and
- Other not-for-profit organizations or academic institutions.

Applicants must have a minimum of three years of experience working with the target population (adults 60 years of age and older) and must request a minimum caseload of 8,000 participants.

If applicants are additionally applying to manage full warehouse operations, the applicant must be able to receive and store on average thirty or more truckloads (20 pallets per truck) of commodities shipped monthly directly from USDA. In addition, total warehouse space dedicated to CSFP storage must accommodate up to 2.5 months of commodity inventory, based on the anticipated state assigned caseload of 32,945, and must be able to dedicate sufficient space to store approximately 1,400 pallets (100,000 cases) of product at any one time. This equates to approximately 29,000 square feet of storage space, including 2,064 square feet of refrigerator space for perishable food items.

APPLICATION

Applications will be scored based on the following criteria:

- Executive Summary (4 points)
- Statement of Need (10 points)
- Organization Experience (5 points)
- Program Activities (61 points)
- Budget (20 points)

Applications for the full warehouse operations component will be scored based on the following criteria:

- Program Activities (80 points)
- Budget (20 points)

Applications must receive a minimum score of 70 to be considered for funding through this RFA. In the case of a tie, the applicant who receives a higher score on the Program Activities section will break the tie.

Timeline

Applications must be submitted by January 10, 2019. Applicants are encouraged but not required to submit a Letter of Interest via Grants Gateway by November 1st with the RFA number (#18032) in the subject line. A copy of the Letter of Interest should also be submitted to csfp@health.ny.gov.

Questions regarding this RFA should be submitted by November 15th to the email address above and should include the RFA section and paragraph to which the question refers. Questions and answers will be posted on the Grants Gateway on or about December 6th.