

RFA # 18032 / Grants Gateway # DOH01-CSFP2-2019

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

Request for Applications

Commodity Supplemental Food Program

KEY DATES:

Release Date:	10/22/2018
Letter of Interest/Intent Due:	11/1/2018
Questions Due:	11/15/2018
Questions, Answers and Updates Posted (on or about):	12/6/2018
Applications Due:	1/10/2019 by 4:00 PM
Department Contact Name & Address:	Danielle Quigley, MS, RD, CDN Commodity Supplemental Food Program (CSFP) Division of Nutrition 150 Broadway, Suite 650 Albany, NY 12204 Phone: (518) 402-7400 E-mail: csfp@health.ny.gov

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I. Introduction

The New York State Department of Health (Department) announces the availability of funding to implement the Commodity Supplemental Food Program (CSFP). CSFP works to improve the health of low-income residents 60 years of age and older by supplementing their diets with nutritious foods provided by the United States Department of Agriculture (USDA). The Department is seeking applications from agencies to determine eligibility of applicants, manage participant caseload, receive and store USDA commodities, distribute supplemental foods, and provide nutrition education and health care referrals to eligible participants.

A. Description of Program

The Commodity Supplemental Food Program (CSFP) is the only USDA nutrition program that provides monthly food assistance specifically targeting low-income adults 60 years of age and older. The program is designed to meet the unique nutritional needs of participants by supplementing diets with a monthly package of healthy, nutritious USDA commodities. CSFP aims to prevent vulnerable older adults at high risk for food insecurity and nutrition-related diseases from having to choose between spending their limited resources on food versus other basic needs.

B. Background

The CSFP was created in 1969 in recognition of the critical importance of nutrition in an overall national public health agenda. The program is regulated and funded by the USDA Food and Nutrition Service (FNS) and administered by the Department through federal regulations and state policies. The USDA provides food commodities and administrative funds to the Department. In turn, the Department establishes contracts with local agencies to certify eligible individuals to receive program services; and receive, store and maintain inventory of USDA commodities for food package distribution to low-income participants. Program regulations govern the actions of the CSFP local agency contractors and dictate the oversight responsibilities and activities of the Department.

The New York State (NYS) CSFP currently provides more than \$5.8 million per year of USDA commodity foods (approximately 10 million pounds) to approximately 33,000 participants. Participants or their designee (proxy) pick up their monthly CSFP food package at a CSFP local permanent site (walk-in location) or at a mobile location (older adult housing center, church, recreation center, etc.) CSFP relies on local agencies as an effective and convenient means for participants to have access to nutritious foods and nutrition education. Local agencies promote food security by assuring that participants receive a complete monthly food package as well as referrals to other community-based organizations. Local agencies also promote dignity and respect among CSFP participants by offering a positive certification and food issuance experience.

In NYS, CSFP services are solely provided in the New York City and Long Island areas due to limited funding and caseload assignment prescribed by the USDA.

Problem/Issue Resolution

The Department seeks to enhance CSFP program operations by maximizing participation, streamlining inventory management and strengthening compliance with state and federal regulations. Recent internal audits of the NYS CSFP, as well as a management evaluation conducted by the USDA, revealed that

programmatic improvements were needed in the following areas:

- Caseload management,
- Food issuance practices,
- Inventory management and cost containment, and
- CSFP information systems.

Accordingly, the Department will implement several changes related to CSFP program operations:

- Streamline and restructure deliveries of USDA commodity foods; and
- Implement a new web-based information system to improve certification, food issuance, inventory management and monitoring.

C. Available Funding

The Department anticipates awarding up to three (3) contracts to implement CSFP in NYS. It is anticipated that up to \$4 million in funding will be available annually to implement the following core CSFP activities for the period October 1, 2019 – September 30, 2024:

- 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 the Department.

An additional \$700,000 is available annually for one contractor, funded under this RFA to provide core CSFP requirements described above, to implement full warehouse operations for the period October 1, 2019 – September 30, 2024. Responsibilities include:

- 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 (5) CSFP permanent locations in New York City and/or Long Island.

The successful applicants will be responsible for working with the Department and existing contractors to ensure a smooth transition of services, as needed.

II. Who May Apply

A. Minimum Eligibility Requirements

1. Not-for-profit, 501(c)(3) health organization, county health department, tribal organization, community-based organization or other not-for-profit organization or academic institution;
2. Minimum request for caseload is 8,000 participants;
3. Minimum of three (3) years of experience working with the targeted population (adults 60 years and older); and
4. Prequalified in the Grants Gateway, if not exempt.

III. Project Narrative/Work Plan Outcomes

A. Role of Sponsor Agency

In the event that an award is made, the CSFP local agency will be responsible for meeting the deliverables outlined below and in the NYS CSFP Local Agency Work Plan (See Attachment 3: NYS CSFP Local Agency Work Plan Deliverables).

Core CSFP Local Agency Requirements

The local agency is responsible for compliance with all operational and fiscal requirements as established by federal regulation 7 CFR 247, 7 CFR 250, CSFP Program Manual and the CSFP Work Plan. With guidance and technical assistance from the Department, the awardee (CSFP local agency) will accomplish the following deliverables:

1. Caseload Management and Outreach:

- Identify high need area(s) of New York City and/or Long Island where CSFP can be implemented to successfully meet anticipated caseload.
- Conduct outreach in communities and among health and human service providers to ensure that eligible adults 60 years of age and older are served.
- Ensure that the assigned caseload is met on a monthly basis.
- Ensure that the special needs of the homebound elderly are met, to the extent possible.
- Develop relationships with other community organizations to promote/offer the benefits of the CSFP program in the community.

2. Scheduling and Space:

- Identify permanent and/or mobile locations for onsite participant certification and distribution of CSFP food packages.
- Establish scheduling and space logistics that provide convenient locations for the provision of high quality services to CSFP participants. Ensure that at least one location offers a minimum of three (3) hours of services one Saturday per month; and either early morning appointments or evening appointments up to 7:00pm at least one time per week.
- Ensure that site locations offer CSFP participants a reasonable degree of privacy for confidential purposes during staff/participant interactions.
- Ensure that sites are clearly identified with signs posted that identify the Commodity Supplemental Food Program and include the name of the local agency and hours of operation.
- Provide program space that is accessible to people with disabilities.

3. Participant Certification and Food Package Issuance:

- Determine eligibility of applicants in accordance with criteria established by USDA and the Department.
- Certify participants and properly document eligibility (age, income and residency).
- Train staff on certification and re-certification procedures.
- Comply with CSFP policies and procedures when issuing food packages.
- Issue commodities to qualified participants in accordance with the USDA Food Package Monthly Distribution Rates (see Attachment 16).

- Safeguard commodities to ensure that qualified participants only receive one food package per month.
- Maintain accurate and complete records.

4. Commodity Orders and Inventory:

- Maintain a 2-4 week supply of all USDA commodities, according to assigned caseload.
- Establish food commodity orders in accordance with assigned caseload and monthly distribution rates.
- Maintain accurate inventory records of all USDA donated commodities.
- Report accurate inventory of all USDA donated commodities.
- Physically count CSFP foods on a monthly basis.
- Protect commodities from damage, loss and theft.

5. Warehouse Space:

- Dedicate adequate storage space to maintain a 2-4 week supply of USDA commodities according to assigned caseload.
- Accept, handle, store, inventory and distribute commodities according to assigned caseload.
- Accept direct deliveries from USDA (e.g. partial or full truckloads).

6. Senior Farmers' Market Nutrition Program (SFMNP):

- Participate in the Senior Farmers' Market Nutrition Program (SFMNP), if an authorized market exists within the agency's planning area(s).
- Develop a process for distributing SFMNP coupons to eligible participants and the inclusion of related SFMNP nutrition education activities.
- Account for SFMNP coupons issued to eligible participants.

7. Nutrition Services:

- Develop an annual nutrition education plan that will be provided to eligible participants in compliance with the Department's CSFP Nutrition Education Plan and USDA requirements.
- Provide nutrition education and information on availability of other nutrition and health services programs to CSFP participants.

8. Service Coordination:

- Provide verbal and written referrals to CSFP participants for the Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) and healthcare programs such as Medicaid and Medicare.
- Provide referrals to other programs providing health, social, and education services to adults 60 years of age and older, as needed.

9. Participant Rights and Responsibilities:

- Inform participants of their rights and responsibilities in compliance with all federal regulations.
- Ensure that staff are treated fairly and respectfully.
- Communicate in the language(s) primarily spoken by the participants served when certifying and providing nutrition education materials to participants.

- Display the “...And Justice for All” poster at all sites and ensure that the standard non-discrimination statement is included on all locally produced forms and informational materials.

10. Information Systems Management:

- Maintain a certification and commodity inventory management system to track participation and food issuance.

11. Financial Accountability:

- Establish an annual proposed budget and related cost allocations.
- Maintain a financial management system that ensures accountability for all CSFP funds received.
- Assume responsibility for oversight and management of CSFP operations.
- Supply supporting documentation for all financial claims submitted to the Department.
- Maintain a time and effort reporting system for staff funded on the grant.
- Provide in-kind services and support to maintain CSFP operations, as needed.

12. Records and Reports:

- Maintain all records and reports of CSFP activities in compliance with the Department and/or USDA requirements.

13. Internal Controls:

- Establish internal controls and quality assurance procedures to ensure program integrity, commodity security and participant satisfaction.

14. Staffing:

- Establish appropriate staffing levels and infrastructure to provide the required services and ensure successful operations. A desired staffing to participant ratio is between 1:350 – 1:650.
- Recruit, train and orient qualified personnel to perform CSFP functions.
- Ensure sufficient staff are available to perform certification, distribution of food packages, data entry for inventory tracking, and warehousing responsibilities.
- Ensure warehouse staff duties include the receipt, intake, offloading, storage, inventory, and packaging of all food commodities.
- Ensure that staff are trained annually on certification, commodity issuance, inventory, reporting and documentation, and complaint and civil rights procedures.

15. Transition of Operations to Successor Contractor:

- Provide full support and assistance in the transition of operations to a successor Contractor or to the Department.
- Provide for an orderly and controlled transition to either the Department or a successor Contractor.
- Minimize any disruption of CSFP services as outlined in the Commodity Supplemental Food Program Work Plan.
- Continue to provide services and notification to CSFP participants as directed by the Department, while maintaining adequate staffing to meet obligations under the contract during the transition period.

Optional Full Warehouse Operations Component

The Department will award up to three (3) contracts to implement core CSFP activities as described above. One of the funded organizations may also be awarded up to an additional \$700,000 annually to provide warehouse services for all CSFP donated commodities. These services include receiving, storing and delivering \$5.8 million (approximately 10 million pounds) annually in federally donated commodities throughout the year. Applicants are not required to apply for this additional funding.

Note: The warehouse component section of the RFA will be scored separately from the local agency application. It will not be scored with the core RFA components, but this information will be evaluated to determine if full warehouse operations funding will be awarded. The Department reserves the right to award funds based on this optional information from applicants at its discretion. To receive the award, the applicant must be selected for an award to provide core CSFP services, and be the top scoring organization of the warehouse component.

To manage full warehouse operations, the Applicant must be able to receive and store on average thirty (30) or more full truckloads (20 pallets per truck) of commodities shipped monthly directly from the USDA. 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. The warehouse must be able to dedicate sufficient space to store approximately 1,400 pallets (100,000 cases) of product at any time. This equates to approximately 29,000 square feet of storage space including 2,064 square feet of refrigerator space to store approximately 8,300 cases of cheese.

General Provisions

1. The Warehouse must accept, unload and remove to the warehouse, shipments of USDA food commodities allocated to NYS for the CSFP. Trailer truckloads will be directly delivered to the warehouse platform and warehouse staff will be responsible for unloading the pallets of commodities to the warehouse space. Storage of commodities in an alternate location(s) is prohibited unless the arrangement has been approved in advance by the Department.
2. The Warehouse is required to place CSFP commodities in dry or refrigerated storage in accordance with the nature of the product and generally accepted industry standards/practices. Those commodities requiring refrigeration or frozen storage will be kept under protection of mechanical refrigeration. The Warehouse is responsible for maintaining daily records of refrigerator temperatures.
3. The Warehouse is responsible for a tally of delivered commodities; preparation and submission of tally reports to the Department within two days of commodity receipt.
4. The Warehouse is responsible for stamping or marking all packages received with a lot number and maintaining physical segregation of such lots. These lots shall be rotated on a first-in first-out OR first-in first expired basis, whichever is sooner. Commodities will be stored physically separate from commodities of any other program and away from all chemicals, oils, or other non-food items.
5. The Warehouse is responsible for delivering the CSFP commodities stored in the Warehouse to up to five (5) permanent distribution site(s) as directed by the Department.

6. Department staff will conduct a physical inventory of all CSFP commodities at a minimum of once per year. Warehouse staff must assist with the Department's physical inventory. Results of the physical inventory will be reported to USDA. The Warehouse shall conduct partial physical inventory of three to five commodities each month. The Department may identify the commodities to be inventoried by the Warehouse each month. A report of each inventory shall be sent to the Department within five days after the end of the month. The results of the physical counts are reviewed by the Department. If the physical inventory shows a shortage, the contractor will be held accountable and shall reimburse the Department or replace the commodity. If an overage occurs, the inventory shall remain the property of the Department. The Department has the discretion to determine how offsetting will be implemented during the reconciliation process.
7. The Warehouse will report the monthly inventory to the Department. Any discrepancies shall be reported by the Warehouse on the inventory report and will be included in the adjustment column of the Monthly Report of the CSFP (FNS-153 Report) prepared by the Department for the USDA.
8. The Warehouse agrees to retain all records relative to receipts, shipments, and pick-ups of all products for a period of six years following the close of the federal fiscal year to which they pertain. Warehouse further agrees to make such records available to authorized representatives of the state and/or USDA at any reasonable time during this period.
9. The Warehouse agrees to adhere to all state and federal regulations for the storage and handling of commodities.
10. The Warehouse agrees that authorized representatives of the state and/or the USDA may make unannounced inspection of commodities stored in the premises of the Warehouse at any time.
11. The Warehouse agrees to notify the Department of any changes in the legal status or principal ownership of the Warehouse, forty-five days in advance of said change.
12. The Warehouse shall comply with FNS Instruction 113-1 Civil Rights Compliance and Enforcement Nutrition Programs and Activities.

Deliveries

13. The Department shall notify the Warehouse of prospective deliveries as far in advance of shipments as possible. Should the Warehouse, for any reason, be unable to store any or all of a commodity scheduled for delivery, it shall notify the Department fifteen days prior to delivery or on the date the notice is received, whichever is later.
14. The Warehouse must be notified by the local agent or delivering carrier at least three days prior to taking receipt of a shipment. Upon receiving a shipment, the Warehouse shall promptly unload and store such commodities in its warehouse. Warehouse will immediately provide the Department with a tally of commodities unloaded including any overage, shortage, or damage.
15. Warehouse will be responsible for any charges for demurrage unless the Warehouse is prevented from unloading a truck by order of the Department.

Damaged Commodities

16. The Warehouse will examine each shipment for possible shortage or damage and shall immediately notify the Department via email of any shortage, damage, sign of infestation or contamination. A shipment, which contains damaged foods, unless the damage affects all or a major portion of it, must be accepted by the Warehouse. Any shipment containing infested commodities must be refused. Warehouse will immediately notify the Department of the conditions of such shipment. Any cost incurred in connection with the disposition or salvage of damaged commodities will be reimbursed by the Department unless damages are caused by the Warehouse.
17. The Warehouse will not deliver products with mold, infestation or other signs of contamination to the recipient agencies.
18. The Warehouse is responsible for any damages/shortages that occur at the Warehouse after delivery. If a claim is established, the claim resolution will be determined by the USDA and/or the Department and reimbursement to the Department will be made.

Care of Commodities

19. The Warehouse must comply with the most current version of USDA's Food and Nutrition Service Instruction 709-5, Shipment and Receipt of Foods, and USDA National Policy Memorandum/Policy No. FD-062 "Electronic Receipting for USDA Direct and Multi-Food Shipments."
20. The Warehouse agrees to keep the premises clean and protected from infestation with at least a passing score from a New York State Agriculture and Markets inspection. Accordingly, warehouse storage facilities must maintain foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. Approved rodent bait traps must be installed and maintained and a chart of their location noting maintenance dates kept for visual inspection by the Department. Food products must be stacked a minimum of twelve inches from any wall or partition and six inches from the floor.
21. The Warehouse shall obtain and provide copies to the Department of all necessary licenses and permits; maintain the Warehouse premises, fixtures and appurtenances; and comply with all laws, rules, orders, ordinances and regulations at any time issued or enforced and applicable to the premises for the borough, city, county or other municipality, state or federal governments, and each and every department, bureau and official thereof, and of any Board of Fire Underwriters having jurisdiction.
22. The Warehouse shall install and maintain a heat or smoke activated fire alarm system with central station monitoring and/or a sprinkler system.
23. The Warehouse shall install and maintain an accurate continuous recording temperature device and retain daily temperature records. The records of the Warehouse will be examined to ascertain that the requirement for taking and recording the temperatures for all coolers and freezers on a daily basis is adhered to. These records are to be kept on file for three years following the end of the federal fiscal year and be available to the Department for inspection at any time.

24. The Warehouse shall not leave any damaged product exposed in rooms where good product is stored. Floors must be swept and kept free of debris and dust. Cartons and bags must be free from dust or dirt.

B. Role of the New York State Department of Health (Department)

The Department is responsible for administering the NYS CSFP in accordance with federal regulations. The Department will:

- Develop and/or communicate program policies, regulations and objectives;
- Approve or modify annual work plans, budgets, and requests for budget modifications;
- Assign monthly caseload and order sufficient commodities to meet food package requirements;
- Provide the software required to operate CSFP's computerized system;
- Conduct routine on-site monitoring and physical inventory reviews;
- Provide technical assistance, access to resources, and monitor progress of program and contract deliverables;
- Provide training as required;
- Approve and process monthly claims for payment; and
- Provide forms and format for reporting to the Department.

C. Funding

Pending availability of funds, the total funding anticipated for this initiative is \$4.7 million annually (up to \$4 million to implement core CSFP deliverables and \$700,000 to implement optional full warehouse operations).

The Department will award up to three (3) contracts to implement core CSFP activities with a multi-year term of five (5) years. One (1) organization, funded under this RFA to provide core CSFP requirements, may be awarded up to an additional \$700,000 annually to implement the provision of full warehouse operations to accept, handle, store, inventory, transport and distribute USDA commodities.

Applicants must propose a budget with consideration given to all costs necessary for the operation of a CSFP for a period of twelve (12) months (October 1, 2019 – September 30, 2020) – the first contract year.

The grant award will reflect:

- Anticipated caseload assignment
- Personal Services
- Fringe Benefits
- Indirect costs (limited to 10% of direct costs)
- Space/Program Operations

The CSFP is not an entitlement program, for which funding automatically adjusts to changes in the number of eligible individuals who want to participate. Funding is limited, and subject to the availability of funds and caseload awarded to the Department by USDA.

The initial budget awarded to each selected applicant will be based on assigned caseload and cost per participant, a maximum amount not to exceed \$118.89 per participant. Budgets awarded in subsequent years may also consider caseload changes assigned by the USDA. Continuation of funding may be dependent on meeting contractual obligations including caseload assignment. USDA reviews caseload on

a monthly, quarterly and annual basis and may make adjustments as necessary. All changes will be communicated to the contractor by the Department.

All budgets must comply with federal funding parameters; unallowable costs will be removed. The Department reserves the right to disallow or modify costs deemed excessive. **Note: the Department will limit indirect costs to ten (10) percent of direct program costs. All indirect cost rates are subject to review and approval as set forth in federal and/or Program regulations.**

Applicants may subcontract components of the scope of work up to a maximum of 40% of the contract value. For those applicants that propose subcontracting, it is preferable to identify subcontracting agencies during the application process. Applicants that plan to subcontract are expected to state in the application the specific components of the scope of work to be performed through subcontracts. Applicants should note that the lead organization (contractor) will have overall responsibility for all contract activities, including those performed by subcontractors, and will be the primary contact for the Department. All subcontractors must be approved by the Department of Health.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the New York State Department of Health, Division of Nutrition, Bureau of Child and Adult Care Food Programs, Commodity Supplemental Food Program. The Department is responsible for the requirements specified herein and for the evaluation of all applications.

B. Question and Answer Phase

All substantive questions must be submitted via email to csfp@health.ny.gov, or in writing to the address below:

Danielle Quigley, MS, RD, CDN
Public Health Nutritionist 3
New York State Department of Health
Division of Nutrition
Bureau of Child and Adult Care Food Programs
150 Broadway, Suite 650
Albany, NY 12204-2719

To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Written questions will be accepted until the date posted on the cover of this RFA. This includes Minority and Women Owned Business Enterprise (MWBE) questions and questions pertaining to the MWBE forms.

Questions of a technical nature can be addressed in writing or via telephone by calling Danielle Quigley at 518-402-7400 (option 7). **Questions are of a technical nature if they are limited to how to prepare your application (e.g., formatting) rather than relating to the substance of the application.**

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or applications should be directed to the Department contact listed on the cover of this RFA.

- <https://grantsreform.ny.gov/grantees>
- Grants Gateway Videos (includes a document vault tutorial and an application tutorial) on YouTube: <https://grantsreform.ny.gov/youtube>
- Grants Gateway Team Email: grantsgateway@its.ny.gov
Phone: 518-474-5595
Hours: Monday thru Friday 8am to 4:00pm
(Application Completion, Policy, and Registration questions)
- Agate Technical Support Help Desk
Phone: 1-800-820-1890
Hours: Monday thru Friday 8am to 8pm
Email: helpdesk@agatesoftware.com
(Technical questions)

Prospective applicants should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be raised prior to the submission of an application.

This RFA has been posted on the NYS Grants Gateway website at: https://grantsgateway.ny.gov/IntelliGrants_NYSSGG/module/nysgg/goportal.aspx and a link provided on the Department's public website at: <https://www.health.ny.gov/funding/>. Questions and answers, as well as any updates and/or modifications, will be posted on the Grants Gateway. All such updates will be posted by the date identified on the cover of this RFA.

C. Letter of Interest

Prospective applicants are strongly encouraged to complete and submit a letter of interest (see Attachment 2). Prospective applicants may also use the letter of interest to receive notification when updates/modifications are posted; including responses to written questions. Letters of interest should be submitted via the Grants Gateway in the Pre-Submission Uploads section of the online application. Please note that you will receive an error message when uploading the letter into the application as other Pre-Submission uploads are not due until the application is submitted. A copy should also be emailed to csfp@health.ny.gov. The letter of interest should be submitted by the date posted on the cover of the RFA. Please ensure that the RFA number is noted in the subject line.

Submission of a letter of interest is not a requirement or obligation upon the applicant to submit an application in response to this RFA. Applications may be submitted without first having submitted a letter of interest.

D. Applicant Conference

An Applicant Conference will not be held for this project.

E. How to file an application

Applications must be submitted online via the Grants Gateway by the date and time posted on the cover of this RFA. Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grants Reform website at the following web address: <https://grantsreform.ny.gov/Grantees> and select the “Grantee Quick Start Guide Applications” from the menu on the left. There is also a more detailed “Grantee User Guide” available on this page as well. Training webinars are also provided by the Grants Gateway Team. Dates and times for webinar instruction can be located at the following web address: <https://grantsreform.ny.gov/training-calendar>.

To apply for this opportunity:

1. Log into the Grants Gateway as either a “Grantee” or “Grantee Contract Signatory”.
2. Click on the “View Opportunities” button under “View Available Opportunities”.
3. In the Search Criteria, enter the Grant Opportunity name “Commodity Supplemental Food Program” and select the Department of Health as the Funding Agency.
4. Click on “Search” button to initiate the search.
5. Click on the name of the Grant Opportunity from the search results grid and then select the “APPLY FOR GRANT OPPORTUNITY” button located bottom left of the Main page of the Grant Opportunity.

Once the application is complete, prospective grantees are **strongly encouraged** to submit their applications at least 48 hours prior to the due date and time. This will allow sufficient opportunity for the applicant to obtain assistance and take corrective action should there be a technical issue with the submission process. **Failure to leave adequate time to address issues identified during this process may jeopardize an applicant’s ability to submit their application.** Both Department and Grants Gateway staff are available to answer an applicant’s technical questions and provide technical assistance prior to the application due date and time. Contact information for the Grants Gateway Team is available under Section IV. B. of this RFA.

PLEASE NOTE: Although Department and the Grants Gateway staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time, there is no guarantee that they will be resolved in time for the application to be submitted and, therefore, considered for funding.

The Grants Gateway will always notify applicants of successful submission. If a prospective grantee does not get a successful submission message assigning their application a unique ID number, it has not successfully submitted an application. During the application process, please pay particular attention to the following:

- Not-for-profit applicants must be prequalified on the due date for this application submission. Be sure to maintain prequalification status between funding opportunities. Three of a not-for-profit’s essential financial documents - the IRS990, Financial Statement and Charities Bureau filing - expire on an annual basis. If these documents are allowed to expire, the not-for-profit’s prequalification status expires as well, and it will not be eligible for state grant funding until its documentation is updated and approved, and prequalified status is reinstated.
- Only individuals with the roles “Grantee Contract Signatory” or “Grantee System Administrator” can submit an application.

- Prior to submission, the system will automatically initiate a global error checking process to protect against incomplete applications. An applicant may need to attend to certain parts of the application prior to being able to submit the application successfully. Be sure to allow time after pressing the submit button to clean up any global errors that may arise. You can also run the global error check at any time in the application process. (see p.66 of the Grantee User Guide).
- Grantees should use numbers, letters and underscores when naming their uploaded files. There cannot be any special characters in the uploaded file name. Also be aware of the restriction on file size (10 MB) when uploading documents. Grantees should ensure that any attachments uploaded with their application are not “protected” or “pass-worded” documents.

The following table will provide a snapshot of which roles are allowed to Initiate, Complete, and Submit the Grant Application(s) in the Grants Gateway.

Role	Create and Maintain User Roles	Initiate Application	Complete Application	Submit Application	Only View the Application
Delegated Admin	X				
Grantee		X	X		
Grantee Contract Signatory		X	X	X	
Grantee Payment Signatory		X	X		
Grantee System Administrator		X	X	X	
Grantee View Only					X

PLEASE NOTE: Waiting until the last several days to complete your application online can be dangerous, as you may have technical questions. Beginning the process of applying as soon as possible will produce the best results.

Late applications will not be accepted. **Applications will not be accepted via fax, e-mail, hard copy or hand delivery.**

F. Department of Health’s Reserved Rights

The Department of Health reserves the right to:

1. Reject any or all applications received in response to this RFA.
2. Withdraw the RFA at any time, at the Department’s sole discretion.
3. Make an award under the RFA in whole or in part.
4. Disqualify any applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.
5. Seek clarifications and revisions of applications.

6. Use application information obtained through site visits, management interviews and the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFA.
7. Prior to application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.
8. Prior to application opening, direct applicants to submit proposal modifications addressing subsequent RFA amendments.
9. Change any of the scheduled dates.
10. Waive any requirements that are not material.
11. Award more than one contract resulting from this RFA.
12. Conduct contract negotiations with the next responsible applicant, should the Department be unsuccessful in negotiating with the selected applicant.
13. Utilize any and all ideas submitted with the applications received.
14. Unless otherwise specified in the RFA, every offer is firm and not revocable for a period of 60 days from the bid opening.
15. Waive or modify minor irregularities in applications received after prior notification to the applicant.
16. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offeror's application and/or to determine an offeror's compliance with the requirements of the RFA.
17. Negotiate with successful applicants within the scope of the RFA in the best interests of the state.
18. Eliminate any mandatory, non-material specifications that cannot be complied with by all applicants.
19. Award grants based on geographic or regional considerations to serve the best interests of the state.

G. Term of Contract

Any contract resulting from this RFA will be effective only upon approval by the New York State Office of the Comptroller.

It is expected that multi-year contracts resulting from this RFA will have the following time period: October 1, 2019 – September 30, 2024.

Continued funding throughout this five-year period is contingent upon availability of funding and state budget appropriations. The Department also reserves the right to revise the award amount as necessary due to changes in the availability of funding.

A sample New York State Master Contract for Grants can be found in the Forms Menu once an application to this funding opportunity is started.

H. Payment & Reporting Requirements of Grant Awardees

1. The Department may, at its discretion, make an advance payment to not-for-profit grant contractors in an amount not to exceed 25% percent.
2. The grant contractor will be required to submit invoices and required reports of expenditures to the state's designated payment office (below) or, in the future, through the Grants Gateway:

Commodity Supplemental Food Program (CSFP)
NYS Department of Health
150 Broadway, Suite 650
Albany, NY 12204

Grant contractors must provide complete and accurate billing invoices in order to receive payment. Billing invoices submitted to the Department must contain all information and supporting documentation required by the Contract, the Department and the Office of the State Comptroller (OSC). Payment for invoices submitted by the contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments. Authorization forms are available at OSC's website at: <http://www.osc.state.ny.us/epay/index.htm>, by email at: epayments@osc.state.ny.us or by telephone at 855-233-8363. CONTRACTOR acknowledges that it will not receive payment on any claims for reimbursement submitted under this contract if it does not comply with OSC's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Payment of such claims for reimbursement by the state (NYS Department of Health) shall be made in accordance with Article XI-A of the New York State Finance Law. The Contractor will be reimbursed for actual expenses incurred as allowed in the approved contract budget and work plan with advances recouped by subtracting one-twelfth (1/12) of the advance amount from each monthly claim for payment.

3. The grant contractor will be required to submit the following reports to the Department of Health at the address above or, in the future, through the Grants Gateway:
 - a. Monthly Claims for Payment, including monthly Budget Statement and Report of Expenditures and supporting documentation – due close of business 30 days after the end of the reporting period.

- b. Monthly program activity reports including Physical Inventory Report, Vacancy Report, Outreach Report, Nutrition Education Report, Mobile Site List and Monthly Calendar. Reports are due by the 5th day of the following month.
- c. Closeout Supplemental Claims for Payment – due close of business November 15 of the current year for any outstanding expenditures being claimed for the previous Federal Fiscal Year (FFY).
- d. Single Audit Report – As per the requirements outlined in Attachment A-1 Part A. Copies must be submitted to the DOH Audit Clearinghouse, and the Federal Single Audit Clearinghouse and the NYSDOH Division of Nutrition.

All payment and reporting requirements will be detailed in Attachment D of the final NYS Master Contract for Grants.

I. Minority & Woman-Owned Business Enterprise Requirements

Pursuant to New York State Executive Law Article 15-A, the New York State Department of Health (“Department”) recognizes its obligation to promote opportunities for maximum feasible participation of certified minority- and women-owned business enterprises and the employment of minority group members and women in the performance of Department contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" (“Disparity Study”). The report found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in state procurement contracting versus the number of minority- and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that Department establish goals for maximum feasible participation of New York State Certified minority- and women-owned business enterprises (“MWBE”) and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, the New York State Department of Health hereby establishes a goal of **30%** as follows:

- 1) For Not-for Profit Applicants: Eligible Expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation.
- 2) For-Profit and Municipality Applicants: Eligible Expenditures include the value of the budget in total.

The goal on the eligible portion of this contract will be 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified MWBE firms). A contractor (“Contractor”) on the subject contract (“Contract”) must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and Contractor agrees that Department may withhold payment pending receipt of the required MWBE documentation. For guidance on how Department will determine “good faith efforts,” refer to 5 NYCRR §142.8.

The directory of New York State Certified MWBEs can be viewed at: <https://ny.newnycontracts.com>. The directory is found in the center of the webpage under “NYS Directory of Certified Firms” and accessed by clicking on the link entitled “Search the Directory”. Engaging with firms found in the directory with like product(s) and/or service(s) is strongly encouraged and all communication efforts and responses should be well documented.

By submitting an application, a grantee agrees to complete an MWBE Utilization plan as directed in **Attachment 11** of this RFA. Department will review the submitted MWBE Utilization Plan. If the plan is not accepted, Department may issue a notice of deficiency. If a notice of deficiency is issued, Grantee agrees that it shall respond to the notice of deficiency within seven (7) business days of receipt. Department may disqualify a Grantee as being non-responsive under the following circumstances:

- a) If a Grantee fails to submit a MWBE Utilization Plan;
- b) If a Grantee fails to submit a written remedy to a notice of deficiency;
- c) If a Grantee fails to submit a request for waiver (if applicable); or
- d) If Department determines that the Grantee has failed to document good-faith efforts to meet the established Department MWBE participation goals for the procurement.

In addition, successful awardees will be required to certify they have an acceptable Equal Employment Opportunity policy statement.

J. Limits on Administrative Expenses and Executive Compensation

On 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. Applicants agree that all state funds dispersed under this procurement will, if applicable to them, be bound by the terms, conditions, obligations and regulations promulgated by the Department. 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>.

K. Vendor Identification Number

Effective January 1, 2012, in order to do business with New York State, you must have a vendor identification number. As part of the Statewide Financial System (SFS), the Office of the State Comptroller's Bureau of State Expenditures has created a centralized vendor repository called the New York State Vendor File. In the event of an award and in order to initiate a contract with the New York State Department of Health, vendors must be registered in the New York State Vendor File and have a valid New York State Vendor ID.

If already enrolled in the Vendor File, please be sure the Vendor Identification number is included in your organization information. If not enrolled, to request assignment of a Vendor Identification number, please submit a New York State Office of the State Comptroller Substitute Form W-9, which can be found on-line at: http://www.osc.state.ny.us/vendor_management/forms.htm.

Additional information concerning the New York State Vendor File can be obtained on-line at: http://www.osc.state.ny.us/vendor_management/index.htm, by contacting the SFS Help Desk at 855-233-8363 or by emailing at helpdesk@sfs.ny.gov.

L. Vendor Responsibility Questionnaire

The New York State Department of Health strongly encourages that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <http://www.osc.state.ny.us/vendrep/index.htm> or go directly to the VendRep system online at <https://portal.osc.state.ny.us>.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

Applicants should complete and submit the Vendor Responsibility Attestation (Attachment 10).

M. Vendor Prequalification for Not-for-Profits

All not-for-profit vendors subject to prequalification are required to prequalify prior to grant application and execution of contracts.

Pursuant to the New York State Division of Budget Bulletin H-1032, dated July 16, 2014, New York State has instituted key reform initiatives to the grant contract process which requires not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for applications to be evaluated. Information on these initiatives can be found on the [Grants Reform Website](#).

Applications received from not-for-profit applicants that have not Registered and are not Prequalified in the Grants Gateway on the application due date listed on the cover of this RFA cannot be evaluated. Such applications will be disqualified from further consideration.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The [Vendor Prequalification Manual](#) on the Grants Reform Website details the requirements and an [online tutorial](#) are available to walk users through the process.

1) Register for the Grants Gateway

- On the Grants Reform Website, download a copy of the [Registration Form for Administrator](#). A signed, notarized original form must be sent to the Division of Budget at the address

provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.

If you have previously registered and do not know your Username, please email grantsgateway@its.ny.gov . If you do not know your Password, please click the [Forgot Password](#) link from the main log in page and follow the prompts.

2) Complete your Prequalification Application

- Log in to the [Grants Gateway](#). **If this is your first time logging in**, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the state agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Application.
- Specific questions about the prequalification process should be referred to your agency representative or to the Grants Gateway Team at grantsgateway@its.ny.gov.

3) Submit Your Prequalification Application

- After completing your Prequalification Application, click the **Submit Document Vault Link** located below the Required Documents section to submit your Prequalification Application for state agency review. Once submitted the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity.

N. General Specifications

1. By submitting the "Application Form" each applicant attests to its express authority to sign on behalf of the applicant.
2. Contractors will possess, at no cost to the state, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be

performed. Workers to be employed in the performance of this contract will possess the qualifications, training, licenses and permits as may be required within such jurisdiction.

3. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including the terms and conditions of the contract. Any exceptions allowed by the Department during the Question and Answer Phase (Section IV.B.) must be clearly noted in a cover letter attached to the application.
4. An applicant may be disqualified from receiving awards if such applicant or any subsidiary, affiliate, partner, officer, agent or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts.

5. Provisions Upon Default

- a. The services to be performed by the Applicant shall be at all times subject to the direction and control of the Department as to all matters arising in connection with or relating to the contract resulting from this RFA.
- b. In the event that the Applicant, through any cause, fails to perform any of the terms, covenants or promises of any contract resulting from this RFA, the Department acting for and on behalf of the state, shall thereupon have the right to terminate the contract by giving notice in writing of the fact and date of such termination to the Applicant.
- c. If, in the judgement of the Department, the Applicant acts in such a way which is likely to or does impair or prejudice the interests of the state, the Department acting on behalf of the state, shall thereupon have the right to terminate any contract resulting from this RFA by giving notice in writing of the fact and date of such termination to the Contractor. In such case the Contractor shall receive equitable compensation for such services as shall, in the judgement of the state Comptroller, have been satisfactorily performed by the Contractor up to the date of the termination of this agreement, which such compensation shall not exceed the total cost incurred for the work which the Contractor was engaged in at the time of such termination, subject to audit by the State Comptroller.

V. Completing the Application

A. Application Format/Content

Applications will be completed and submitted online via the Grants Gateway. Please refer to the Quick Start Guide for assistance in applying for this procurement through the NYS Grants Gateway. This guide is available on the Grants Reform website at: <https://grantsreform.ny.gov/grantees>

Please respond to each of the sections described below when completing the Grants Gateway online application. Your responses comprise your application. Please respond to all items within each section. When responding to the statements and questions, be mindful that application reviewers may not be familiar with the agency and its services. Therefore, answers should be specific, succinct and responsive to the statements and questions as outlined.

The applicant should provide responses to all questions contained in the application and upload relevant documentation as attachments to the application as appropriate.

Pre-Submission Uploads

- Application Cover Page (Attachment 1)
- Letter of Interest (Attachment 2)
- Site Location and Hours of Operation Schedule (Attachment 4)
- Geographic Service Area Selection and Caseload Request (Attachment 5)
- List of Organization's Board of Directors (Attachment 6)
- Key Personnel Job Descriptions (Attachment 7)
- Vendor Responsibility Attestation (Attachment 10)
- Minority & Women-Owned Business Enterprise Requirement Forms (Attachment 11)

- CSFP Budget Template (Attachment 14)

Program Specific Questions

Complete the Application Cover Page (Attachment 1) and upload under the Pre-submission Upload section of Grants Gateway. *(Not Scored)*

1. Executive Summary (*Maximum Score: 4 points*)

The Executive Summary is the opportunity for the Applicant to summarize the proposed project or service, including objectives to meet the stated goals. In this section, applicants will:

- a. Describe the proposed project or service for which the organization is requesting funding, including the project's goals, proposed strategies/services/activities, and ability to operate both permanent and mobile sites in New York City and/or Long Island to achieve stated goals and requested caseload.

2. Statement of Need (*Maximum Score: 10 points*)

In this section, the Applicant will describe the proposed catchment area to be served and how it was determined that there is a need in this particular area. Include the following information:

- a. Identify the county(ies) in which the organization is applying to provide CSFP services. For each county, identify the site type (permanent or mobile site), proposed site name and address, hours of operation and proposed monthly caseload. Complete and upload Attachment 4 (Site Location and Hours of Operation Schedule) in the Pre-submission upload section of the Grants Gateway.
- b. Identify the proposed catchment service area and explain how the area was selected. Relate the population need in the catchment area to the Department's assigned caseload of 32,945 and the caseload being requested by your agency. Complete and upload RFA Attachment 5 (Geographic Service Area and Requested Caseload) in the Pre-submission upload section of the Grants Gateway.
- c. Identify and provide a detailed description of the demographics of the community including socioeconomic status and other relevant characteristics and/or indicators of the need for CSFP services in the proposed catchment areas to be served.
- d. Describe how the site location(s) will meet the needs of racially/ethnically diverse communities, homebound individuals, people without access to transportation, residents of older adult housing centers, minorities, individuals with disabilities, and Lesbian/Gay/Bisexual/Transgender (LGBT).

3. Organization Experience (*Maximum Score: 5 points*)

In this section, the Applicant will provide information on the organization applying for this funding opportunity. Include the following information:

- a. Describe the organization's experience, including oversight of administrative, fiscal and programmatic aspects of grant funded contracts and providing emergency food and nutrition assistance to the targeted population (adults 60 years and older). Include the length of time your organization has provided these services.
- b. Upload an Organizational Chart that shows the hierarchy within the organization/parent organization (if applicable) and identify key positions/staff associated with the CSFP proposed program.
- c. Complete the List of Board of Directors (Attachment 6) and upload under the Pre-submission Upload section of the Grants Gateway. *(Not Scored)*

4. Program Activities *(Maximum Score: 61 points)*

In this section, the Applicant will provide information on a variety of activities required under the Work Plan to provide CSFP services. The Applicant will provide information on its experience and should report how it proposes to manage:

- a. **Caseload Management and Outreach:** Describe how the agency would ensure requested caseload is met on a monthly basis especially during the cold winter and hot summer months. Describe the outreach plan to publicize CSFP services to ensure that eligible adults 60 years of age and older are served.
- b. **Scheduling and Space:** Describe how permanent and/or mobile locations will be selected for on-site participant certification and distribution of CSFP food packages. Describe site locations that offer CSFP participants a reasonable degree of privacy for confidential purposes during staff/participant interactions. Identify location(s) that provide flexible hours to meet the needs of adults 60 years of age and older including weekend hours once per month and at least one of the following strategies: early morning and/or evening hours once per week.
- c. **Participant Certification and Food Package Issuance:** Describe the certification and re-certification process including how participants will be notified of certification time frames and requirements. Describe the process for complying with CSFP policies and procedures related to issuing food packages, including how commodities will be safeguarded to ensure that participants only receive one food package per month.
- d. **Commodity Orders and Inventory:** Describe how the organization will prevent commodities from damage, loss and theft.
- e. **Warehouse Space:** Describe how the organization will dedicate adequate storage space to maintain a 2-4 week supply of USDA commodities based on assigned caseload.
- f. **Senior Farmer's Market Nutrition Program (SFMNP):** Identify the proposed process for supplying and accounting for SFMNP coupons issued to eligible participants for produce, and related provisions for nutrition education activities related to SFMNP foods.
- g. **Nutrition Services:** Describe the provision of nutrition education and information on availability of other nutrition and health services programs to CSFP participants per federal

regulations.

- h. **Participant Rights and Responsibilities:** Describe how participants will be informed of their civil rights and will be treated fairly.
- i. **Information Systems Management:** Describe how the organization will maintain a certification and inventory management system to track participation and food issuance (assume that a system will be provided by the Department).
- j. **Financial Accountability:** Describe the proposed process for establishing a budget, related cost allocations and financial management system that ensures accountability for all CSFP funds received.
- k. **Internal Controls:** Describe the process for establishing internal controls and quality assurance procedures to ensure program integrity.
- l. **Staffing:** Describe the recruitment practices to establish appropriate staffing levels and infrastructure to provide the required services and ensure a successful operation. A desired staffing to participant ratio is between 1:350 – 1:650. Upload job descriptions and qualifications of all key personnel proposed to carry out the proposed activities as Attachment 7 in the Pre-submission Upload section of the Grants Gateway. Describe the proposed number of staff, including Full-Time and Part-time staff, to be hired to provide required CSFP services including certifying participants, communicating in the languages spoken by participants, distributing food packages and warehouse services (receipt, intake, offload, storage, inventory and packaging of commodities). Describe the process to ensure that staff are trained annually on certification, commodity issuance, inventory, reporting and documentation, and complaint and civil rights procedures.
- m. **Transition of Operations to Successor Contractor:** Describe the process for providing full support and assistance in the transition of operations to a successor contractor or to the Department, to provide for an orderly and controlled transition to either the Department or a successor contractor and minimize any disruption of CSFP services as outlined in the CSFP Work Plan. Describe a process to provide services and notifications to CSFP participants as directed by the Department, while maintaining adequate staffing levels to meet obligations under the contract during a transition period.

5. Budget (Maximum Score: 20 points)

With an October 1, 2019 start date, the Applicant must submit a 12-month budget with consideration given to all costs necessary to fully support CSFP operations as described in this application. Complete and upload RFA Attachment 14 (CSFP Budget Template) in the Pre-submission Upload section of the Grants Gateway. Applicants will use Attachment 14 to complete the Expenditure Budget template in the Grants Gateway. Detailed instructions can be found in the Grants Gateway and Attachment 15 (CSFP RFA Grants Gateway Applicant Instructions). Please note: An application cannot be submitted unless the Expenditure Budget is also completed in the Grants Gateway Forms Menu.

- a. The budget request should be clear, accurate, complete and in alignment with the activities to be conducted as described in the RFA.

- b. All budget items must relate directly to the provision of CSFP and be consistent with the scope of services outlined in the RFA.
- c. All costs submitted must be justified with an accompanying narrative.
- d. Personal service positions must relate directly to the proposed services listed in the RFA. List the annual salaries of staff that will be working on the project and the corresponding percentages of their time that will be spent working on CSFP activities.
- e. The budget request may not exceed a cost per participant of \$118.89.
- f. Existing contractors may not request a caseload that exceeds a forty (40) percent increase over the caseload awarded under the previous Request for Applications (RFA).
- g. All budget items are justified and allowable under state and federal guidelines.
- h. Indirect costs will be limited to 10 percent or less of direct costs. All indirect cost rates are subject to review and approval as set forth in the federal and/or Program regulations. Calculated indirect cost rates will be subject to Department review and approval. Direct costs may include Personal Service, Fringe Benefits, Space, Program Operations, Travel, Equipment, and Other budget costs. If claiming indirect costs, an indirect cost approval letter must be uploaded.
- i. The budget should include all subcontracting/consultants (if applicable) with contractual amounts and methodologies. All subcontractors and/or consultants must be approved by Department prior to the start of the work.

THIS FUNDING MAY ONLY BE USED TO EXPAND EXISTING ACTIVITIES OR CREATE NEW ACTIVITIES PURSUANT TO THIS RFA. THESE FUNDS MAY NOT BE USED TO SUPPLANT FUNDS FOR CURRENTLY EXISTING STAFF ACTIVITIES.

Budgets will be evaluated for cost reasonableness, staff to participant ratio, and personal service expenses proposed in the application.

Any ineligible budget items will be removed from the budget prior to contracting. The budget amount requested will be reduced to reflect the removal of the ineligible items. The grant award will be modified to reflect approved sites, anticipated caseload and removal of the ineligible items. It is the applicant's responsibility to ensure that all materials to be included in the application have been properly prepared and submitted. Applications must be submitted via the Grants Gateway by the date and time posted on the cover of this RFA. The value assigned to each section is an indication of the relative weight that will be given when scoring your application.

6. Work Plan Section

This RFA has a Grant Opportunity Defined Work Plan set in the Grants Gateway. The Objectives and Tasks cannot be removed from the Work Plan. The applicant will adhere to the implementation of Work Plan activities per the standardized Work Plan.

For the Grants Gateway Work Plan Project Summary, applicants are instructed to insert the Project Summary as it is listed in Attachment 3. In the Grants Gateway Work Plan Organizational Capacity section, applicants are instructed to list this as “not applicable.” Any additional Project Summary or Organizational Capacity entered in to these areas will not be considered or scored by reviewers of your application.

7. Requirements for Optional Full Warehouse Operations Component

Applicants who choose to apply for warehouse operations funding must be selected for an award to provide core CSFP services and have the top score for the warehouse operations among the eligible applicants.

Program Activities (*Maximum Score: 80 points*)

In this section, the Applicant will provide information on its experience related to managing full warehouse operations and should report on the following information:

- a. Describe the proposed provision of warehouse services to accept, handle, store, inventory and distribute approximately \$5.8 million dollars in federally donated food commodities (approximately 10 million pounds) delivered from the USDA over the course of a year.
- b. Describe the organization’s ability to distribute food commodities to all CSFP permanent locations in New York City and/or Long Island.
- c. Describe the warehouse facility, including location and hours of operation.
- d. Describe the proposed warehouse staffing.
- e. Describe the commodity storage method and capacity (identify total square footage available for CSFP commodity storage including refrigeration storage capacity).
- f. Describe the equipment resources (planned or existing) and truck fleet (planned or existing).
- g. Describe how commodities will be protected from damages, loss and theft.
- h. Describe warehouse recordkeeping practices.
- i. **Budget (*Maximum Score: 20 points*)**

If applying for the optional warehouse component, complete the Warehouse Component section in the CSFP Budget Template (Attachment 14).

Submit a 12-month proposed budget with consideration given to all costs necessary to fully support warehouse operations as described in this RFA. The budget request should be clear, accurate, complete and in alignment with the activities to be conducted as described in the RFA. If claiming indirect costs, an indirect cost approval letter must be uploaded.

Budget proposals will be evaluated for cost reasonableness. Any ineligible budget items will be removed from the budget prior to contracting. The budget amount requested will be reduced to reflect the removal of the ineligible items.

B. Freedom of Information Law

All applications may be disclosed or used by the Department to the extent permitted by law. The Department may disclose an application to any person for the purpose of assisting in evaluating the application or for any other lawful purpose. All applications will become state agency records, which will be available to the public in accordance with the Freedom of Information Law. **Any portion of the application that an applicant believes constitutes proprietary information entitled to confidential handling, as an exception to the Freedom of Information Law, must be clearly and specifically designated in the application.** If the Department agrees with the proprietary claim, the designated portion of the application will be withheld from public disclosure. Blanket assertions of proprietary material will not be accepted, and failure to specifically designate proprietary material may be deemed a waiver of any right to confidential handling of such material.

C. Review & Award Process

Applications meeting the guidelines set forth above will be reviewed and evaluated competitively by the New York State Department of Health, Division of Nutrition, Bureau of Child and Adult Care Food Programs, Commodity Supplemental Food Program. Applications that do not meet minimum eligibility criteria (PASS/FAIL) will not be evaluated.

The value assigned to each section indicated the relative weight that will be given in scoring the Application.

1. Cover Page	Not Scored
2. Executive Summary	4%
3. Statement of Need	10%
4. Organizational Experience	5%
5. Program Activities	61%
6. Budget Requirements	20%

Applications with minor issues (missing information that is not essential to timely review and would not impact review scores) MAY be processed, at the discretion of the Department, but all issues need to be resolved prior to time of award. An application with unresolved issues at the time award recommendations are made will be determined to be non-responsive and will be disqualified.

Applications that fail to provide all required information will be omitted from consideration.

1. Applications meeting the minimum eligibility criteria will be reviewed and scored by a team of trained Department reviewers using a standardized review tool developed specifically for this RFA.
2. An application must have a minimum score of 70% to be considered for funding.
3. Applications will be ranked according to their review score.
4. Awards will be made to the highest scoring applicants until all caseload is filled.
5. Awards for existing contractors will be limited to no more than a forty (40) percent increase of caseload awarded under the previous RFA. To receive an increase, applicants must have

- documented ability showing existing target caseload levels have been met.
6. Awards will be based on assigned caseload and cost per participant, a maximum amount not to exceed \$118.89 per participant.
 7. In the event of a tie score, the applicant with a higher score in the Program Activities section of the application will break the tie.

Optional Warehouse Operations Component

Applicants who choose to apply for the optional warehouse operations funding must be selected for an award to provide core CSFP services and have the top score for the warehouse operations among the eligible applicants.

The value assigned to each section indicates the relative weight that will be given to scoring the warehouse operations component of the application:

- | | |
|-----------------------|-----|
| 1. Program Activities | 80% |
| 2. Budget | 20% |

In the event of a tie score, the applicant with a higher score in the warehouse operations component's Program Activities section of the application will break the tie.

At the time of award, if changes in funding amounts are necessary for this initiative or if additional funding becomes available, funding will be modified and awarded in the same manner as outlined in the award process described above. Similarly, if an award is rejected, funding and caseload will be awarded to the highest scoring applicants in the same manner as outlined above.

After the initial award, if additional funding and caseload becomes available during the five-year contract term, funding will be modified and awarded to the highest performing contractor who demonstrated the ability to maintain participant caseload over the previous six (6) months (or most current time frame since contract award date, if less than six (6) months). If the funding and caseload are not accepted by the highest performing contractor, the Department will offer additional funding and caseload to the next highest performing contractor.

Applicants will be deemed to fall into one of three categories: (1) not approved, 2) approved but not funded due to resources, and 3) approved and funded. Approved but not funded applications may be funded should additional funds become available.

To account for fluctuations in NYS's assigned caseload, the total contract value awarded to each organization may be higher than the cash backed portion of the contract.

Once an award has been made, applicants may request a debriefing of their application (whether their application was funded or not funded). Please note the debriefing will be limited only to the strengths and weaknesses of the subject application and will not include any discussion of other applications. Requests must be received no later than fifteen (15) business days from date of award or non-award announcement.

To request a debriefing, please send an email to Danielle Quigley at csfp@health.ny.gov. In the subject line, please write: *Debriefing Request (Commodity Supplemental Food Program RFA)*.

In the event unsuccessful applicants wish to protest the award resulting from this RFA, applicants should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found on the OSC website at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp>. (Section XI. 17.)

VI. Attachments

Please note that certain attachments are accessed in the “Pre-Submission Uploads” section of an online application and are not included in the RFA document. In order to access the online application and other required documents such as the attachments, prospective applicants must be registered and logged into the NYS Grants Gateway in the user role of either a “Grantee” or a “Grantee Contract Signatory”.

- *Attachment 1: Application Cover Sheet*
- *Attachment 2: Letter of Interest*
- *Attachment 3: NYS CSFP Local Agency Work Plan**
- *Attachment 4: Site Locations and Hours of Operation*
- *Attachment 5: Geographic Service Area and Caseload Request*
- *Attachment 6: CSFP Board of Directors*
- *Attachment 7: Key Personnel Job Descriptions*
- *Attachment 8: CSFP federal regulation Part 247*
- *Attachment 9: CSFP federal regulation Part 250*
- *Attachment 10: Vendor Responsibility Attestation*
- *Attachment 11: Minority & Women-Owned Business Enterprise Requirement Forms*
- Attachment 12: CSFP Program Planning Data**
- Attachment 13: General Definitions**
- *Attachment 14: CSFP Budget Template*
- *Attachment 15: CSFP RFA Grants Gateway Applicant Instructions*
- Attachment 16: USDA Monthly Food Package Distribution Rates**

*These attachments are located/included in the Pre-Submission Upload section of the Grants Gateway online application.

**These attachments are for reference only and do not need to be completed.

Attachment 12 – CSFP Program Planning Data

Estimated CSFP eligible participants by County

The attached table lists the estimated number of adults 60 years of age and older eligible for CSFP services by county in the New York City and Long Island areas. Applicants should use this information to identify proposed service areas and caseload, and best locations for CSFP permanent and/or mobile sites.

County	Total Population	Total CSFP Eligible Population (Older adults aged 60 years and older and below 130% poverty level)
Bronx County, New York	1,392,596	74,250
Kings County, New York	2,574,154	134,395
Nassau County, New York	1,334,968	22,388
New York County, New York	1,582,885	79,055
Queens County, New York	2,275,823	85,525
Richmond County, New York	466,740	13,300
Suffolk County, New York	1,471,614	28,683

Attachment 13 - General Definitions

Assigned Caseload: The number of participants a CSFP agency is contracted to serve during a given month. This level is stated in the CSFP contract.

Applicant's Library: A hard copy and/or on-line library of resources and printed information to assist an applicant or prospective applicant in deciding about applying or submitting an application and to assist in the proper crafting of the legal document.

Audit: For budgeting purposes "audit" refers to the Non-Personal Service (NPS) sub-category of expense used to budget funds to support the cost of the financial audit (which must be submitted in accordance with the contract).

Caseload Management: Agency plans for outreach and caseload retention to ensure a consistent participation is assigned. In assigning caseloads, a variety of factors are considered. These include the capability of the sponsor agency to serve the caseload assigned, the percentage of eligible clients expected to receive benefits, and sponsor agency resources.

Certification: The use of criteria and procedures to assess and document each applicant's or participant's eligibility for CSFP.

Certify: Verify that all CSFP participants meet income, category, and residential eligibility requirements.

Commodity Supplemental Food Program (CSFP): USDA food program that distributes food to low-income adults aged 60 years and older.

Cognizant Agency: A single federal agency that acts on behalf of all federal agencies in approving indirect cost rates. Generally, the federal agency with the largest dollar value of direct awards with an organization will be designated as the cognizant agency.

Contract Manager: The New York State individual responsible for reviewing, monitoring and providing assistance to the sponsor agency regarding the fiscal, technical and daily operations of a CSFP.

Contract Deliverables: A written list of standards and requirements that sponsor agency must adhere to. The deliverables are included each year as an attachment to the CSFP Contract.

Contract Signatory: The person who is authorized to enter into a contract or other legal document on behalf of their organization.

Corrective Action Plan (CAP): During a management evaluation, if it is determined that an agency has not complied with established program requirements, the agency will be notified of the finding(s) and a written plan of corrective action(s) will be required. The agency has 60 days to submit the corrective action plan to the state office for approval.

CSFP Services: Certification, nutrition education and counseling, food distribution and health care referrals.

CSFP Sites: The location(s) where CSFP services are provided to participants.

Elderly (eligible for CSFP): Adults aged 60 years and older.

Equipment: Budget category of expense defined as an item with a purchase price of \$500 or more and an expected useful life of two years or more. This category of expense does not include equipment rental or leases – these items must be budgeted under the “Equipment Leases” subcategory of Program Operations.

Estimated Need: An estimated number of eligible participants by geographic area.

FNS: The Food and Nutrition Service section of the United States Department of Agriculture.

Food Package: The combination of CSFP-approved foods distributed to the CSFP participant.

Formal Referral Relationship: An agency for which a written agreement or memorandum of understanding (MOU) has been established that identifies how individuals are referred to/from a specific service.

Fringe Benefits: Benefits an employee receives in addition to salary such as: Federal Insurance Contributions Act (FICA), Medicare, health insurance, unemployment insurance, disability insurance, life insurance, workers’ compensation, pension/retirement funds and other miscellaneous employer-provided benefits.

Full Time Equivalent (FTE): A decimal indicating the percentage of time an employee works on an annual basis (based on a 35-40 hour week). For example, one employee working a 40-hour week for 52 weeks equals 1.0 FTE.

Human Service Agency: A community action program, family services organization, and/or other non-profits such as Head Start, Cooperative Extension, or Catholic Charities.

Indirect Costs: The shared costs for operating an agency, not easily assigned to a specific program within that agency. Indirect costs may include operating and maintaining facilities, equipment, grounds, or administrative salaries and supplies.

Informal Referral Relationship: An unwritten understanding or arrangement between the sponsor agency and a service provider to share information pertaining to available service(s) with individuals who could benefit from receiving the services(s).

In-Kind Expenses: Non-reimbursable contributions provided by a sponsoring agency to support the operation of their sponsoring agency program. In-kind contributions may be in the form of staff, real property, equipment, supplies and other expandable property, and the value of goods and services directly benefiting and specifically identifiable to the program.

Justification: An explanation of how costs were determined, why the costs are requested, and how the costs relate to the program.

Letter of Interest: A formal written communication from a qualified service provider that they intend to submit a proposal in response to a Request for Application (RFA) or a Request for Proposal (RFP), perhaps as a prerequisite of the formal application. Although not binding, it notifies the state of the agency’s interest and desire to be included in all relevant pre-application informational updates.

Management Evaluation/Management Review: At least once every two years, the state is required to conduct a review of sponsor agencies to ensure they meet program requirements and objectives. The state staff evaluate all aspects of program administration, including certification procedures, nutrition education, civil rights compliance, food storage practices, inventory controls, and financial management systems.

Non-For-Profit Agency: A private agency that is exempt from income tax, under the Internal Revenue Code of 1954, as amended.

Nutrition Education: Individual or group education sessions designed to improve the health status, achieve positive changes in dietary habits, and emphasize relationships between nutrition and health, in keeping with participants' personal, cultural, and socioeconomic preferences.

Non-Personal Services (NPS): A subcategory under Other Than Personal Services (OTPS), which consists of five categories of expenses: Program Operations, Travel, Equipment, Audit and Other.

Outreach: Refers to promotional efforts to encourage and increase participation in the CSFP. Outreach efforts must be consistent with the goals of the CSFP.

Participant: An adult aged 60 years and older who has been certified by the CSFP, and who is receiving supplemental foods under the CSFP.

Participant File: A paper or electronic record of CSFP client program participation.

Participation: The sum of the number of persons who have received supplemental foods during the reporting period.

Personal Services: The cost of wages and salaries including fringe benefits, paid currently or accrued, for services rendered under the terms of the contract during the contract period. Personal service can include overtime, shift differential, and severance pay if applicable.

Planning Area: Geographic areas in which an applicant intends to provide CSFP services.

Program Operations: For budgeting purposes, "program operations" includes all consumable materials and supplies costing less than \$500. Janitorial supplies should be included in space costs. Examples of consumables include: bags, paper, pens, paper clips, etc.

Recoupment: Funding paid to the state, by the agency which represents reimbursement for expenditures made by the state for the benefit of the agency.

Referral: Means to direct clients to health or social agencies.

RFA: Request for Application, issued by the New York State Department of Health to procure sponsor agencies for CSFP.

Scope of Work/Work Plan: Responsibilities, services, and functions required of a sponsor agency.

Space: For budgeting purposes "space" expenses include work or storage space and related costs for contract activities and services. Space must be identified as follows:

- Space in a facility owned or operated by the sponsoring agency;
- Space in a facility other than one owned or operated by the sponsoring agency, which is secured for an agreed fee with no formal lease; and
- Commercial rent/leased space.

Space Related Costs: Janitorial/cleaning, maintenance, repairs, capital improvements, and utility costs that are not included in base rent or space costs.

Sponsor Agency: A public health or human service agency or a private non-profit health or human service agency which provides health services either directly or through a contract in accordance with federal regulations 7CFR 247 for the CSFP. Generally used to refer to those agencies sponsoring CSFP services through a contract with the New York State Department of Health.

Storage Space: Warehouse space used to support the stockpile of commodities delivered to the storage area directly from USDA.

Transition: A period of time when a contract is changing from one sponsor agency to another.

Unmet Need: An estimate of number of eligible participants currently not enrolled in CSFP. It is the difference between the estimated eligibles and the average participation in the current period.

USDA: The United States Department of Agriculture.

Waiting List: A list of eligible adults aged 60 years and older who apply for CSFP, but cannot be certified, because the sponsor CSFP has reached its assigned caseload, and funding is not available to provide CSFP benefits to applicants above the assigned level.

Warehouse Space: An area at the CSFP site used for the storage of commodities needed for the food distribution operations (for the 2-4 week supply requirement).

Written Agreement: A memorandum of agreement or a contract to provide administration or other services to clients referred from the sponsor agency.

Attachment 16 – USDA Monthly Food Package Distribution Rates

The attached table lists the types and quantities of food and beverages included in a monthly food package for eligible adults 60 years of age and older.

Food Package Category	Food Item	Package Size	Packages/Month	Amount/Month
Cereals	Cereal, Dry Ready-to-Eat ^{1/}	12-18 oz pkg	2 pkgs	24-36 oz
	or Farina ^{1/}	14 oz pkg	2 pkgs	28 oz
	or Rolled Oats	3 lb pkg	1 pkg	48 oz
	or Grits ^{2/}	5 lb pkg	1 pkg every other month	40 oz
Juices	Juice	64 oz container	2 containers	128 oz
Proteins	Beef	24 oz can	1 can	24 oz
	or Beef Stew	24 oz can	1 can	24 oz
	or Chili	24 oz can	1 can	24 oz
	or Chicken ^{3/}	10-15 oz can or pouch	2 cans or pouch	20-30 oz
	or Tuna ^{3/}	12 oz can	2 cans	24 oz
	or Salmon ^{3/}	14.75 oz can	2 cans	29.5 oz
Milk	UHT Fluid Milk 1% and Instant Nonfat Dry Milk	32 oz pkg	2 pkgs and	64 oz
		25.6 oz pkg	1 pkg every other month	12.8 oz (128 oz reconstituted)
Peanut Butter/ Dry Beans	Peanut Butter	18 oz pkg	1 pkg	18 oz
	or Dry Beans/Peas	2 lb pkg	1 pkg	32 oz
Potatoes/ Grains	Dehydrated Potatoes	1 lb pkg	1 pkg	16 oz
	or Pasta	1 lb pkg	2 pkgs	32 oz
	or	2 lb pkg	1 pkg	32 oz
	Rice	2 lb pkg	1 pkg	32 oz
	or Grits ^{2/}	5 lb pkg	1 pkg every other month	40 oz
Cheese	Cheese	2 lb pkg	1 pkg	32 oz
Fruits	Fruits	15-16 oz can	2 cans	30-32 oz
Vegetables	Vegetables	15-16 oz can	4 cans	60-64 oz