

The New York State Department of Health  
Center for Community Health  
Division of Family Health, Office of Minority Health and Health Disparities Programs,  
Office of Rural Health and Health Research Inc.  
Request for Bids – Health Disparities Small Wellness Programs

### QUESTIONS AND ANSWERS

Questions below were received by the deadline announced in the Request for Mini Bid. The NYSDOH/HRI is not responsible for any errors or misinterpretation of any questions received. The responses to questions included herein are the official responses by the NYSDOH/HRI to questions posted by potential bidders and are hereby incorporated into the Request for Bids – Health Disparities Small Wellness Programs. In the event of any conflict between the Mini Bid and these responses, the requirements or information contained in these responses will prevail.

**Question 1:**

Our organizations operating budget in 2021-2022 was over \$1,000,000. Our projected operating budget for 2022-2023 fiscal year is \$1,300,000. Is this “Eligibility Requirement” set in stone? Is there any flexibility?

**Answer:**

All non-rural applicants must prove that their organizations operating budget is under \$1,000,000. This eligibility requirement does not apply to HRSA Defined Rural Communities that will be funded through the Rural Carveout. [Future opportunities](#) will be available for organizations that have an operating budget of \$1,000,000 or more.

**Question 2:**

Our organization is based in NYC. Are there any similar funding opportunities for NYC-based organizations to address health disparities?

**Answer:**

New York City in partnerships with the Fund for Public Health in New York City (FPHNYC) was awarded the same grant opportunity from the Center for Disease Control and Prevention. Their funding opportunities to the public are different, and most partners have already been selected and are implementing the program. Participants in the NYC-focused COVID disparities initiative are members of NYC Public Health Corp. More information about Public Health Corp. can be found at the link: <https://www1.nyc.gov/site/doh/health/neighborhood-health/public-health-corps.page>

**Question 3:**

If an established community faith-based minority health initiative serving African Americans/Inner-city to promote healthier lifestyles and health outcomes, operating within a public health department of a university, is this faith-based organization eligible to apply?

**Answer:**

The program must fit within the minimum eligibility requirements found on page 1 of the [Small Wellness Overview](#). The operation budget for the organization in non-rural communities must be \$1,000,000 or less. Future funding opportunities will include organizations with a budget of \$1,000,000 or more/greater.

**Question 4:**

When will the award begin?

**Answer:**

At this time, it is anticipated that organizations will be awarded by October 2022.

**Question 5:**

Would we be able to budget for enhancement of space within the Small Wellness Award for any wellness workshops and events?

**Answer:**

Restrictions that must be considered while planning the programs and writing the budget are:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Construction is not an allowable expense.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.

**Question 6:**

Is there a more competitive/priority for those in non-rural as the amount is 195 vs. rural with 15? I was understanding this to be more for rural so thought rural would be higher than non-rural?

**Answer:**

*Clarification:* Rural communities can receive funding from either funding source. This grant has a rural carveout to ensure funding reaches rural communities and fifteen awards are solely dedicated in the grant opportunity to rural communities through the rural carveout. There are other programs that will be released that are tied to the remain funds (ex. Mobile Health Vans, and Large Wellness Awards).

**Question 7:**

Please clarify the use and purpose of the first \$20,000. Does this go directly to the awardee/grantee to support their time and effort for participation in the TA and Required Activities? In the remaining approximately \$30,000 to support SDOH or evidence-based programming, is 10% administrative overhead an allowable expense?

**Answer:**

The initial \$20,000 goes towards time and effort in completing technical assistance and required activities. An 10% administrative overhead cost is an allowable expense.

**Question 8:**

Would Mental Health First Aid also qualify under this opportunity. In our region, demand for the program has been significant as a result of the pandemic - both because of the social-emotional impacts of covid and the resulting fear, stress, and isolation, as well as the fact that many local organizations who were previously offering the program dropped their certifications as they dealt with more emergent needs.

**Answer:**

Mental Health First Aid would qualify as long as the program is being offered to prioritized population, meet the program requirements, and grant deliverables found on page 2 in the [Small Wellness Mini Bid Overview](#).

**Question 9:**

Could you please clarify in terms of activities, what utilizing NYSDOH public health outreach materials to promote COVID-19 health literacy would involve? This will give us a better idea of staffing required.

**Answer:**

NYS Department Health produces health promotion materials to enhance public health education. Through this funding opportunity, awardees will be able to obtain printed materials, and social media files to promote COVID-19 Prevention, and Treatment. Awardees will also have access to chronic disease, and other health conditions health promotion materials to promote through their programs. Awardees will also be able to offer feedback to ensure communications are relevant to communities served.

**Question 10:**

Can you provide additional details on the 15 Rural Awards to be made?

**Answer:**

*Clarification:* Rural communities can receive funding from either funding source. This grant has a rural carveout to ensure funding reaches rural communities and fifteen awards are solely dedicated in the grant opportunity to rural communities.

**Question 11:**

Are applicants expected to budget for the 5 training sessions and 5 hours of TA?

**Answer:**

No, the \$20,000 described in the deliverable based contract is inclusive of the 5 training sessions and 5 hours of TA.

**Question 12:**

Will NYSDOH materials be provided for free or do these materials need to be included in the budget?

**Answer:**

NYS Department of Health will provide printed materials, and social media files to promote COVID-19 Prevention, and Treatment. Awardees will also have access to chronic disease, and other health conditions health promotion materials to promote in their communities.

**Question 13:**

What is considered a “deliverable” under this award? What can the additional \$29,999 “non-deliverable” expenses be allocated to? Is there an administrative cap?

**Answer:**

There are 6 deliverables that will be standard (STD) for all awardees, the other two will be developed in conjunction with NYSDOH staff based on proposed project.

A deliverable includes an agreed upon activity, a defined element of completion and a dollar amount allocated to be paid for the completion of this work.

An example of one of the standard deliverables all awardees must complete is below:

**Deliverable 3: Identify and Utilize Public Health Outreach Materials (STD)**

Work with NYSDOH to identify existing NYSDOH/CDC media products (poster, flyers, ads, etc.) that are appropriate for the targeted community or can be adapted to be more culturally or linguistically appropriate. Utilize agreed upon materials to increase awareness of COVID-19 mitigation strategies, improve public health knowledge and direct community to available resources. Provide feedback to NYSDOH about appropriateness of materials. Awardee will utilize a tracking sheet to capture basic information about how materials were used (NYSDOH will provide the form.)

- Activity 1: Meet with NYSDOH staff to review available materials and identify any gaps. Review revised materials and provide feedback, if appropriate. Identify any barriers to reaching the targeted audience.
- Activity 2: Utilize materials in the manner most effective in target community.
- Element of Completion: 1. Show proof that materials were used (photos, videos, etc.) and provide basic data about what materials were used, how often, where etc.

This is a deliverable-based contract. There are no non-deliverable based expenses. The remaining funding must be used to support a community wellness project which will include agreed upon program specific deliverables.

**Question 14:**

With regards to the target populations listed, do individuals need to be 18 and over? Or would our organization be able to serve youth under 18 who are LGBTQ+, living in rural areas, and/or with substance use disorder?

**Answer:**

Organizations are eligible to serve youth who fit under the described priority population.

**Question 15:**

Does an organization need to apply for this Small Wellness Award to be eligible for Wellness Program anticipated funding opportunity in Spring 2023?

**Answer:**

No, you do not need to apply for this award to be eligible for the large wellness award in the future. This opportunity is for organizations with an operating budget of \$1,000,000 or less (non-rural). HRSA Defined Rural Community Based communities do not need to meet the operating budget requirements due to the Rural Carveout. Organizations with operating budgets in non-rural communities with an operating budget \$1,000,000 or more will be eligible for [funding opportunities in 2023](#).