

RFA #20139 / Grants Gateway # DOH01-PREP2-2023

New York State Department of Health
Center for Community Health/Division of Family Health
Adolescent Health Unit

Request for Applications

Personal Responsibility Education Program (PREP)

KEY DATES:

Release Date: 01/05/2023

Questions Due: 01/25/2023

**Questions, Answers and
Updates Posted (on or about):** 02/09/2023

Applications Due: 02/23/2023, by 4:00 PM

NYSDOH Contact Name & Address: **Bianca Sanders, MSW**
Director, Adolescent Health Unit
Bureau of Perinatal, Reproductive and Sexual Health
New York State Department of Health
Empire State Plaza, Corning Tower Rm 821
Albany, NY 12237
preprfa@health.ny.gov

Table of Contents

I.	Introduction.....	3
II.	Who May Apply.....	4
	A. Minimum Eligibility Requirements	4
	B. Available Funding.....	5
III.	Project Narrative/Work Plan Outcomes	6
	A. Project Requirements.....	7
	B. Allowable EBP Models.....	8
IV.	Administrative Requirements.....	11
	A. Issuing Agency.....	11
	B. Question and Answer Phase.....	11
	C. Letter of Interest.....	12
	D. Applicant Conference	12
	E. How to file an Application.....	12
	F. Department of Health’s Reserved Rights	14
	G. Term of Contract.....	15
	H. Payment & Reporting Requirements of Grant Awardees.....	16
	I. Minority & Woman-Owned Business Enterprise Requirements.....	17
	J. Vendor Identification Number.....	18
	K. Vendor Responsibility Questionnaire.....	18
	L. Vendor Prequalification for Not-for-Profits	19
	M. General Specifications	20
V.	Completing the Application	21
	A. Application Format/Content.....	21
	B. Freedom of Information Law.....	25
	C. Review & Award Process.....	26
VI.	Attachments	27

I. Introduction

The New York State Department of Health (NYSDOH), Bureau of Perinatal Reproductive and Sexual Health (BPRASH), announces the availability of up to \$2.1 million annually to support the provision of the Personal Responsibility Education Program (PREP) initiative throughout New York State (NYS) for the anticipated funding period of October 1, 2023 through September 30, 2028. This Request for Applications (RFA) represents the continued commitment of the NYSDOH to support comprehensive programming that fosters the prevention of adolescent pregnancy, sexually transmitted infections (STIs), and Human Immunodeficiency Virus (HIV).

The PREP initiative will support the implementation of programs that replicate effective evidence-based program (EBP) models that have been proven based on scientific research to change behavior, such as delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth; and activities to ensure access for youth to comprehensive reproductive health care and family planning services.

The PREP initiative is funded by Federal Title V funds awarded to NYSDOH by the U.S. Department of Health and Human Services, Administration for Children and Families. PREP funds must be used to implement EBPs to educate adolescents on both abstinence and contraception to prevent pregnancy and STIs/HIV, and on at least three adulthood preparation subjects, which are defined later in this RFA.

Adolescent Pregnancy Prevention

NYS has been a leader in adolescent pregnancy prevention efforts and has made significant progress in reducing teen pregnancy. NYS's teen pregnancy rate has declined by 76% from its peak in 1993 of 95.3 pregnancies per 1,000 15- to 19-year-olds to 23.2 in 2019 (most recent data available, see https://www.health.ny.gov/statistics/vital_statistics/2019/table30.htm). However, consistent with national trends, NYS continues to have striking racial/ethnic and regional disparities in adolescent pregnancy rates. Pregnancy rates are consistently almost two and half times higher for black and Hispanic teens than for white teens.

Several hundred individual, family, and community level factors influence teen sexual behavior. Understanding these factors is necessary not only for changing behavior, but for identifying teens who are most at risk of early sexual activity and unprotected sex. Factors that influence teens' sexual decision making and behavior include both factors that encourage sexual and non-sexual risk behaviors, and protective factors that discourage risky behaviors. Adolescents who are lagging academically or having social/emotional issues in school; or older age of peer group, close friends, and romantic partners are examples of behaviors that place teens at risk for early sexual activity. Teens who live in communities with higher rates of substance abuse, violence, and poverty are more likely to begin having sex early and to have a child. Protective factors such as a positive connection between youth, family, school, and the community, has been found to be critical in fostering a sense of self-worth and a promising future in motivating adolescents to avoid risky behaviors. Research indicates that the longer youth wait to initiate sexual intercourse, the lower their risk of experiencing the negative consequences related to sexual activity.

Research conducted by the Search Institute demonstrates that the greater the number of positive

RFA #20139, PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)

developmental assets a young person has, the more likely they will experience positive outcomes, and the less likely to engage in risky behaviors (see <https://www.search-institute.org/our-research/development-assets/developmental-assets-framework/>). Adolescents who are pregnant and/or parenting may need additional supports to continue with their adolescent development, education, and pursuit of vocational plans. Among adolescents with disabilities, physical and sexual maturation usually parallels that of their peers without disabilities. Yet, delayed emotional and cognitive development may require additional supports and approaches to enable achievement of critical developmental tasks related to sexuality.

Youth with Disabilities

According to NYS data from the 2019 American Community Survey (most recent data available), 4.3% of people under age 18 years report having a disability (see <https://www.census.gov/content/dam/Census/library/publications/2021/acs/acsbr-006.pdf>, page 5 and Figure 1, and Table 1). Persons with disabilities are commonly viewed as asexual, unable to engage in sexual activity or lacking sexual desire. Consequently, the interactions and learning experiences that promote healthy sexual identity and practices are often limited or non-existent for individuals with disabilities. These views, interactions, and experiences extend to adolescents with disabilities.

Youth with disabilities face a host of social and familial situations that may put them in precarious situations related to sexual activity, including but not limited to overprotective parents or guardians, abusive caretakers, and lack of control that increases risk of rape and/or sexual abuse. According to the U.S. Department of Justice Bureau of Justice Statistics, *Crime Against Persons with Disabilities, 2009-2019* report issued in 2021, estimates of risk indicated that children with disabilities were at a significantly greater risk of experiencing violence than peers without disabilities: nearly 6 times more likely for youth ages 12-19. Violent crime victimizations include simple assault, rape/sexual assault, robbery, and aggravated assault.

Physical and sexual maturation of adolescents with disabilities usually parallels that of their peers without disabilities; therefore, it is critical that they have access to the same information, counseling, and activities to support healthy sexual identity and responsible sexual behavior. While their maturation usually parallels that of their peers, adolescents with disabilities may face delayed emotional and cognitive development, creating the need for additional supports and approaches to enable achievement of critical developmental tasks related to sexuality. However, peer, provider, and societal attitudes have lagged in the recognition and support of these individuals.

II. Who May Apply

A. Minimum Eligibility Requirements

1. Eligible Applicants must be prequalified in the New York State Grants Gateway, if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the “Key Dates” set forth on the Cover Page of this RFA.
2. Applications will only be accepted from NYS youth-serving organizations, such as city and county health departments, school districts, youth bureaus; and from not-for-profit 501(c)(3)

organizations, including, but not limited to, Article 28 healthcare providers, community-based health and human service providers, and local health and human service agencies.

3. Applicants not licensed through Article 28 of the NYS Public Health Law (PHL) and certified to provide Medical Services - Primary Care **must** include a letter from one or more organizations licensed through Article 28 of the NYS Public Health Law (PHL). The Article 28 organization must be one that is certified to provide Medical Services - Primary Care who serve the targeted ZIP codes stating their intent to collaborate with the PREP Applicant organization to accept referrals for Medicaid patients and able to provide a full range of medical family planning services. The letter needs to be signed by an individual authorized to sign for the Article 28 licensed organization, and indicate the provider’s willingness to accept referrals, including referrals of Medicaid clients; appropriate assessment and referral; ability to provide a full range of medical family planning services; and follow-up agreements. Letters will need to be included as a single upload as Attachment 15 in the Pre-submission uploads section of the Grants Gateway online Application.
4. Applicants **must** propose to serve youth in ZIP codes with high Adolescent Sexual Health Needs Index (ASHNI) scores (**Attachment 4**) within their proposed catchment service area(s).
5. Applicants must complete and upload a Statement of Assurances (**Attachment 2**) in the Pre-submission uploads section of the Grants Gateway online Application.

B. Available Funding

For all Applications, the requested funding must be consistent with the proposed scope of services as well as be reasonable and cost effective.

Applicants may propose to provide services in both Regions of the state as defined in this procurement, and if proposing to provide service in more than one Region, Applicants must submit one Application for each Region they are applying for in response to this RFA.

It is anticipated that approximately \$2.1 million in funding will be available annually to support the PREP initiative for the period of October 1, 2023 – September 30, 2028. Applicants may only submit one (1) Application per region. Applicants that wish to propose services in both the Downstate Region and the Upstate Region must submit the Applications separately.

Applicants that propose to provide services in the Downstate Region may apply for annual funding up to \$350,000 contingent upon the availability of funds. The Downstate Region includes the following counties: Bronx, Kings, Nassau, New York, Queens, Richmond, Suffolk, and Westchester.

Applicants that propose to provide services in the Upstate Region may apply for annual funding up to \$250,000 contingent upon the availability of funds. The Upstate Region consists of all counties not included in the Downstate Region.

Region	Available Annual Funding per Application
Downstate (Bronx, Kings, Nassau, New York, Queens, Richmond, Suffolk, and Westchester counties)	\$350,000

Upstate (rest of state)	\$250,000
-------------------------	-----------

III. Project Narrative/Work Plan Outcomes

Applicants will develop and implement specific activities based on the needs and resources of the communities and the developmental, socio-economic, racial, ethnic, and cultural needs and perspectives of the population(s) to be served. Topics, messages, and teaching methods must be suitable to specific age groups of youth; based upon varying capacities of cognitive, emotional, and behavioral development. Programs will describe informational and supportive activities that will be utilized to educate youth who are sexually active regarding responsible sexual behavior with respect to both abstinence and the use of contraception. The information and activities carried out under the program will be provided in the cultural context that is most appropriate for individuals in the particular population group to which the information and activity is directed. Programs will place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and STIs/HIV among youth. In selecting EBP models, Applicants need to assure that the selected EBP(s) address both abstinence and contraception. Applicants that identify a need to include education on adolescent development, which includes anatomy, prior to implementation of the EBP(s) may propose to do so in their Application. The additional session must be negotiated with the EBP venues to allow for the additional timeframe involved.

PREP community-based programs are part of the statewide adolescent primary prevention initiatives that utilize a positive youth development framework and implement evidence based practices to promote health and reduce risk in high-need communities. PREP programs will be located in areas with high need as identified by the ASHNI (**Attachment 4**). Using this information, Applicants must propose to serve youth in ZIP codes with high ASHNI scores (**Attachment 4**) within their proposed catchment service area(s). Applicants can propose to provide services in additional ZIP codes reflective of their community resources and needs. The ASHNI is an indicator, calculated at the ZIP code level, to provide a single, multidimensional measure related to adolescent pregnancy and STIs. The ASHNI takes into consideration a variety of key factors related to these outcomes, including the size of the adolescent population, actual burden (number) of adolescent pregnancies and STI cases, and a number of specific demographic and community factors (education, economic, and race/ethnicity indicators) that are associated with sexual health outcomes.

Applicants need to select at least three of the following Adulthood Preparation Subjects (APSs) to provide to youth. This can be done within the context of EBP delivery or as separate activities.

- **Healthy relationships**, such as positive self-esteem and relationship dynamics, friendships, dating, romantic involvement, marriage, and family interactions;
- **Adolescent development**, such as the development of healthy attitudes and values about adolescent growth and development, body image, racial and ethnic diversity, and other related subjects;
- **Financial literacy**;
- **Parent-child communication**;

- **Educational and career success**, such as developing skills for employment preparation, job seeking, independent living, financial self-sufficiency, and work-place productivity; and/or
- **Healthy life skills**, such as goal-setting, decision making, negotiation, communication and interpersonal skills, and stress management.

A. Project Requirements

- Grantees will meet the staff health education standards listed in Health Education Standards, **Attachment 12**. As part of implementation of projects selected for funding, requests to approve Health Educators/Health Education Supervisors that do not meet the educational qualifications will be considered on a case-by-case basis once awards are made. Applicants are required to attest to this requirement on the Statement of Assurances, **Attachment 2**.
- Grantees will ensure that all EBPs conducted with PREP funds be implemented with fidelity.¹ All elements of EBPs that are being implemented using PREP funds must be implemented in their entirety. No component that is part of the EBP core curriculum can be changed or removed. See Evidence-Based Programs, **Attachment 3** for information on approved EBPs.
- Grantees will execute written and signed agreements with the organizations (schools, foster care agencies, youth detention facilities, community-based organizations, etc.) where they plan to implement EBPs. The curriculum should be reviewed with the appropriate official at the selected venue to obtain their agreement in writing to ensure that all components of EBP(s) are implemented with fidelity.
- Grantees will ensure that programming is held in fully accessible spaces and project modifications and accommodations for participants with disabilities are ascertained and provided. Applicants are required to attest to this requirement on the Statement of Assurances, **Attachment 2**.
- Grantees will ensure that all youth will be eligible to participate in program services without regard to race, ethnicity or sexual identity. Applicants are required to attest to this requirement on the Statement of Assurances, **Attachment 2**.
- All Grantees will participate in Federal and state evaluation requirements, and must give their assurance that they will participate. Applicants are required to attest to this requirement on the Statement of Assurances, **Attachment 2**.
- Grantees will attest that they will participate in additional NYSDOH adolescent health research projects upon request. Applicants are required to attest to this requirement on the Statement of Assurances, **Attachment 2**.
- Grantees will attest that they will participate in additional federal adolescent health research projects upon request by the federal Health and Human Services Administration for Children and

¹ Fidelity refers to the degree to which an intervention is delivered as designed; that is, how well the program is implemented without compromising its core content which is essential for the program effectiveness.

Families (HHS ACF). Applicants are required to attest to this requirement on the Statement of Assurances, **Attachment 2**.

- Applicants will identify if the organization receives additional NYS and/or Federal funding for teen pregnancy prevention. The type of services and location for program activities must be stated.

B. Allowable EBP Models

Allowable EBPs for inclusion in this PREP initiative are included in Evidence-Based Programs **Attachment 3**. The EBP model(s) proposed by the Applicant must be provided with fidelity to ensure they are medically accurate and complete. Medically accurate and complete programs are verified or supported by the weight of research conducted in compliance with accepted scientific methods and published in peer-reviewed journals, where applicable; or comprising information that leading professional organizations and agencies with relevant expertise in the field recognized as accurate, objective, and complete. EBPs inform youth about the responsibilities and consequences of being a parent, and how early pregnancy and parenthood can interfere with educational and other goals, and the risks associated with STIs/HIV.

The Applicant's proposed program needs to include the implementation of the following activities:

- Provide EBPs that are comprehensive and provide a full range of information and skills which includes abstinence (not abstinence only), comprehensive sexual health education; methods to reduce risky behaviors, prevent pregnancy, STIs, and HIV.
- In order to assure the requirement for use of evidence-based educational programming is met, Applicants need to select one or more EBPs from the list of resources in Evidence-Based Programs (**Attachment 3**) and propose a plan to implement the selection(s).
- EBP(s) need to be selected that are appropriate for the population to be served, culture (ethnicity, race, religion, language, ability, gender, and sexual orientation), setting (individual, small and/or large groups) and venue (schools, faith-based institutions, community centers, institutional settings, community organizations or other appropriate venues).
- EBP(s) that are selected need to include at least three adult preparation topics (described in section III) that are included within the curriculum content.
- Provide realistic estimates of the overall number of program(s) participants and the number participating in the proposed project site(s). Applicants need to indicate how many youth are expected to participate and break out the types of participants by age groups, specifically ages 10 to 14 and 15 to 19, and race and ethnicity.

1. Incentives and Food Provision

The use of incentives to encourage attendance at EBPs is an allowable operating expense as long as the proposed incentives are within the requirements listed in Guidance for Use of Incentives for EBP Participants (**Attachment 5**).

Food and beverages for youth participants attending EBPs is also an allowable operating expense.

Food and beverages that are served during PREP activities must follow the Guidelines for Healthy Food and Beverages for Adolescent Health Programs (Guidelines), developed by the ACT CCA. The Guidelines have been updated and can be found at:

http://www.actforyouth.net/resources/n/n_adolescent_food_guidelines.pdf.

Food and beverages may only be provided when the EBP is conducted after-school or out of school-settings.

2. Implementation of Evidence Based Programs

When the EBP(s) program models are being replicated with fidelity, adaptations to the program should generally be minimal, such as revising details in a role play, updating outdated statistics, adjusting reading and comprehension levels, making activities more interactive, or tailoring learning activities and instructional methods to youth culture or development level. In some cases, more significant adaptations may be needed, such as ensuring that both abstinence and contraception for the prevention of pregnancy and STIs/HIV are adequately addressed in a program. Any component that is added into an EBP must be well-integrated into the EBP model, and should not alter the core components of the EBP. This type of change must be reviewed and approved by the ACT for Youth Center for Community Action (ACT CCA) prior to incorporating the activities in the EBP.

Note: Once the grantee is notified of their award under this RFA, NYSDOH and the NYSDOH funded ACT CCA will collaborate with the grantee to implement their selected EBP(s). The ACT CCA provides essential support to the NYSDOH's adolescent health initiatives, specifically related to promoting optimal sexual health for all young people in NYS and provides guidance in developing and implementing activities to promote and support positive youth behaviors in communities. Any potential adaptations that may need to be made to EBP(s) will be done in consultation with and approval from the ACT CCA prior to implementation of EBP(s) and be consistent with guidelines on project adaptation from the Administration on Children and Families, Centers for Disease Control and Prevention (CDC) and Healthy Teen Network.

Grantees need to ensure access and provide referrals as needed to providers of comprehensive reproductive health care and family planning services, and other teenage pregnancy prevention-related health care services (e.g., substance abuse, alcohol abuse, tobacco cessation, mental health issues, intimate partner violence), local public health and social service agencies, hospitals, voluntary agencies, and health or social services supported by other Federal programs (e.g., Medicaid, SCHIP, TANF) or NYS/local programs as needed. Programs should encourage the enrollment of eligible youth in the NYS Marketplace, or public assistance programs such as Medicaid, the Family Planning Benefit Program, CHIP, or any other Federal or NYS assistance program for which they may be eligible. While funded EBP programs may help youth find services they need or make referrals, such health services cannot be paid for with PREP funds.

Applicants should propose activities that are evidence-based or best practice strategies, which they plan to implement to ensure access to reproductive health care and family planning services. These can include but are not limited to:

- Referral for enrollment in the Family Planning Benefit Program;

- Increase awareness among youth as to where they can find free or low-cost contraceptives;
- Outreach using social media to promote how and where youth can obtain reproductive health care and family planning services in their community;
- Conduct clinic tours to inform youth on what to expect during a visit;
- Education on confidentiality concerns that youth may have in obtaining reproductive health and family planning services; and/or
- Provide transportation to improve youth access to services.

3. Evaluation

The PREP initiative will not fund additional budget expenses related to evaluation. Evaluation of the PREP initiative will be conducted by the NYSDOH funded ACT CCA. The ACT CCA will provide training and technical assistance to the organizations funded through the PREP initiative and will develop and execute evaluation of the EBP programs, including data collection and analysis, based on relevant health outcomes and the principles of youth development.

Grantees will be required to monitor and report on EBP program(s) implementation and outcomes through performance measures. Performance measures are intended for monitoring purposes and to provide feedback about whether grantees are implementing EBP programs as intended and seeing outcomes as expected. There are five broad categories of performance measures that all grantees will be required to track:

- Output measures (e.g., number of youth served, hours of service delivery, venue, etc.);
- Fidelity/adaptation (e.g., delivering EBPs as intended, without changing the core content);
- Dosage (e.g., 100% of youth attending EBPs must complete at least 75% attendance at program sessions);
- Implementation and capacity building (e.g., completion of mandatory on-line implementation training for all PREP educators, competence in working with the identified population, and building community partnerships); and
- Outcome measures (e.g., behavioral, knowledge, and intentions).

Specific forms have been developed to meet the measures outlined above. NYSDOH requires the implementation of entrance and exit surveys with youth participants in EBP programming. Applicant organizations that are awarded funding will receive instruction on the required elements of these surveys.

For all funded projects, the ACT CCA will work with each individual project and NYSDOH to develop and conduct an evaluation for their local project and for the overall PREP initiative. All proposed educational EBP programming will be subject to initial and ongoing review by the NYSDOH and ACT CCA for appropriateness and fidelity.

4. Subcontracting

An Applicant may subcontract components of the Work Plan to be performed by Applicant pursuant to the terms of its Application. If known, the Applicant is expected to state in their Application the specific components to be performed through subcontracts (49% is allowed for subcontracting) as well as the names of the subcontractors (Attachment 14). Grantees will need to name subcontractors prior to reimbursement. Applicants should note that the lead organization (that is, the successful Applicant, as Contractor) will have overall responsibility for all Contract activities, including those performed by subcontractors and will be the primary contact for the NYSDOH. All subcontractors and subcontracts will be required to 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 (hereinafter referred to as NYSDOH, or the Department), Division of Family Health (DFH)/Bureau of Perinatal Reproductive and Sexual Health (BPRASH)/Adolescent Health Unit (AHU). The Department is responsible for the requirements specified herein and for the evaluation of all Applications. *See*, Section V.C. (Review and Award Process).

B. Question and Answer Phase

All substantive questions by Applicants with respect to any aspect of the RFA must be submitted in writing via email to the Department, at the following email address: preprfa@health.ny.gov. This includes Minority and Women Owned Business Enterprise (M/WBE) questions and questions pertaining to the M/WBE forms. *See*, Section IV.H. (Minority & Women-Owned Business Enterprise (M/WBE) Requirements). Questions of a technical nature related to formatting or other minor details related to preparation of an Application may also be addressed in writing to the email address noted above. 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.

To the degree possible, each question submitted by a potential Applicant pursuant to the terms of this RFA should cite the RFA section and paragraph to which it refers. Written questions will be accepted until the date posted on the Cover Page of this RFA.

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

- <https://grantsmanagement.ny.gov/resources-grant-applicants>
- Grants Gateway Videos: <https://grantsmanagement.ny.gov/videos-grant-applicants>
- Grants Gateway Team Email: grantsgateway@its.ny.gov
Phone: 518-474-5595
Hours: Monday thru Friday 8am to 4pm

RFA #20139, PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)

(Application Completion, Policy, Prequalification and Registration questions)

- Agate Technical Support Help Desk
Phone: 1-800-820-1890
Hours: Monday thru Friday 8am to 8pm
Email: helpdesk@agatesoftware.com
(After hours support w/user names and lockouts)

Prospective Applicants should note that all responses to questions submitted with respect to this RFA which result in clarifications of or exceptions to the terms, conditions, and provisions of this RFA, including those relating to the terms and conditions of the Master Contract for Grants that will be required to be entered into by each successful Applicant, are to be raised prior to the submission of an Application and will be published by the Department to ensure equal access and knowledge by all prospective Applicants at https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx by the date specified on the Cover Page of this RFA.

This RFA has been posted on the NYS Grants Gateway website at: https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx and a link provided on the Department's public website at: <https://www.health.ny.gov/funding/>.

All Questions must be received by the date and time specified on the Cover Page of this RFA, under “Key Dates”, opposite the heading “Questions Due”.

All questions submitted by email should state the RFA Title and Number set forth on the Cover Page (#20139, Personal Responsibility Education Program) in the subject line of the email.

Questions and answers, as well as any updates, addendums to, and/or other modifications of this RFA, will be posted on these websites. All such questions and answers, updates, addendums to, and other modifications to this RFA will be posted by the date identified on the Cover Page of this RFA under “Key Dates”.

C. Letter of Interest

A Letter of Interest is not requested for this project.

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 Page of this RFA under the heading “Key Dates”.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grants Management website at the following web address:

RFA #20139, PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)

<https://grantsmanagement.ny.gov/> and select the “Apply for a Grant” from the Apply & Manage menu. There is also a more detailed “Grants Gateway: Vendor User Guide” available in the documents section under Training & Guidance; For Grant Applicants 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://grantsmanagement.ny.gov/live-webinars>.

To apply for this opportunity (that is, to submit an Application):

1. Log into the [Grants Gateway](#) as either a “Grantee” or “Grantee Contract Signatory”.
2. On the Grants Gateway home page, click the “View Opportunities” button”.
3. Use the search fields to locate an opportunity; search by State agency (NYSDOH) or enter the Grant Opportunity name “Personal Responsibility Education Program”.
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, a prospective Applicant is **strongly encouraged** to submit their Application at least **48 hours prior to the** Application’s due date and time specified on the Cover Page of this RFA. 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 NYSDOH 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. (Question and Answer Phase) of this RFA.

PLEASE NOTE: Although NYSDOH 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 for the submission of an Application, there is no guarantee that they will be resolved in time for the Application to be submitted on time and, therefore, considered for funding.

The Grants Gateway will always notify an Applicant of successful submission of the Applicant’s Application. If a prospective Applicant 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, if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the “Key Dates” set forth on the Cover Page of this RFA. Be sure to maintain prequalification status between funding opportunities. **NOTE:** Three of a not-for-profit’s essential financial documents - the IRS990, its Financial Statement, and its 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 on behalf of an Applicant.

RFA #20139, PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)

- Prior to submission, the Grants Gateway will automatically initiate a global error checking process to protect against an incomplete Application. An Applicant may need to attend to certain parts of the Application prior to being able to submit the Application successfully. An Applicant must be sure to allow time after pressing the submit button to clean up any global errors that may arise. An Applicant can also run the global error check at any time in the Application process. (see p.68 of the Grants Gateway: Vendor User Guide).
- Applicants 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. Applicants 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.

Applications will not be accepted via fax, e-mail, paper copy, or hand delivery.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

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, in the Department's sole discretion.
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 Department'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. Negotiate with successful Applicants within the scope of the RFA in the best interests of the State.
13. Conduct contract negotiations with the next responsible Applicant, should the Department be unsuccessful in negotiating with the selected Applicant.
14. Utilize any and all ideas submitted with the Applications received, at the Department's sole discretion.
15. Unless otherwise specified in the RFA, every offer in an Applicant's Application is firm and not revocable for a period of 60 days from the Application opening.
16. Waive or modify minor irregularities in Applications received after prior notification to the Applicant.
17. 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 Applicant's Application and/or to determine an Applicant's compliance with the requirements of the RFA.
18. Eliminate any term of this RFA that cannot be complied with by any of the 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 contracts resulting from this RFA will have the following time period: October 1, 2023-September 30, 2028.

Continued funding throughout this five-year period is contingent upon availability of funding and state budget appropriations and the Grantee's continued satisfactory performance of its obligations under the Contract. NYSDOH 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 a successful not-for-profit grant Applicant under this RFA (a "Grantee") in an amount not to exceed 25 percent of the annual grant provided for under the Grantee's Contract.
2. The Grantee will be required to submit invoices and required reports of expenditures based upon the terms for payment set forth in Attachment A-1 to its Grant Contract to the State's designated payment office (below) or, if requested by the Department through the Grants Gateway:

Adolescent Health Unit, Bureau of Perinatal Reproductive and Sexual Health
New York State Department of Health
dfh.boa@health.ny.gov

A Grantee must provide complete and accurate billing invoices in order to receive payment of the grant funding provided for under the terms of its Grant Contract. 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 Grantee shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner of Health, 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. Each Grantee acknowledges that it will not receive payment on any claims for reimbursement submitted under its Grant 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 claims for reimbursement by the State (Department) shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be: Grantee will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Work Plan.

3. The Grantee will be required to submit the following reports to the Department of Health at the address above or, if requested by the Department, through the Grants Gateway:

Biannual Report due 30 days after the end of the report period as instructed by the Department.

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 Department recognizes its obligation to promote opportunities for maximum feasible participation of New York State-certified minority- and women-owned business enterprises (M/WBEs) and the employment of minority group members and women in the performance of NYSDOH 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 NYSDOH establish goals for maximum feasible participation of New York State Certified minority- and women-owned business enterprises ("M/WBE") 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 Department of Health hereby establishes a goal of 0% 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 total amount of the Budget provided for the Work Plan in the Grant Contract entered into pursuant to this RFA.

The goal on the Eligible Expenditures portion of a Grant Contract awarded pursuant to this RFA will be 0% for Minority-Owned Business Enterprises ("MBE") participation and 0% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified M/WBE firms). A Grantee awarded a Grant Contract pursuant to this RFA must document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of the Grant Contract and Grantee will agree under the terms of its Grant Contract that NYSDOH may withhold payment pending receipt of the required M/WBE documentation required by the Department or the OSC. For guidance on how NYSDOH will determine "good faith efforts," refer to 5 NYCRR §142.8.

The directory of New York State Certified M/WBEs can be viewed at: <https://ny.newnycontracts.com>. The directory is found on this page 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 a Grantee to evidence its good faith efforts to encourage M/WBE participation in the performance of its obligations under its Grant Contract.

This RFA does not establish minimum goals for participation of minority or women-owned business. Therefore, completion of the MWBE Utilization Plan is optional (**Attachment 6** or **Attachment 7**, Forms 1-3. **Forms 4 & 5 are required** for all Applications regardless of goal). Funded Applicants are encouraged to engage with firms found in the directory for the acquisition of required product(s) and/or service(s) associated with this grant.

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

J. 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 of a grant to a successful Applicant pursuant to the terms of this RFA and in order to initiate a Grant Contract with the New York State Department of Health, a Grantee 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, the Applicant should include the Vendor Identification number in your organization information. If not enrolled, to request assignment of a Vendor Identification number, an Applicant should please submit a New York State Office of the State Comptroller Substitute Form W-9, which can be found on-line at: <https://www.osc.state.ny.us/files/vendors/2017-11/vendor-form-ac3237s-fe.pdf>.

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.

K. Vendor Responsibility Questionnaire

The Department strongly encourages each Applicant to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. The Vendor Responsibility Questionnaire must be updated and certified every six (6) months. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire> or go directly to the VendRep system online at <https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system>.

An Applicant 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 itservicedesk@osc.ny.gov.

Applicants opting to complete online should complete and upload the Vendor Responsibility Attestation (**Attachment 8**) of the RFA. The Attestation is located under Pre-Submission Uploads and once completed should be uploaded in the same section.

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, www.osc.state.ny.us/vendrep, and upload it with their Application in the Pre-Submission Uploads section in place of the Attestation.

L. Vendor Prequalification for Not-for-Profits

Each not-for-profit Applicant subject to prequalification is required to prequalify prior to submitting its Application in the Grants Gateway.

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 a not-for-profit Applicant to register in the Grants Gateway and complete the Vendor Prequalification process in order for any Application submitted by that Applicant to be evaluated. Information on these initiatives can be found on the [Grants Management Website](#).

An Application received from a not-for-profit Applicant that (a) has not Registered in the Grants Gateway or (b) has not Prequalified in the Grants Gateway on the Application's due date specified on the Cover Page 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 Management 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 Management Website, download a copy of the [Registration Form for Administrator](#). A signed, notarized original form must be sent to the NYS Grants Management office at the address provided in the submission 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 New York State agency from which you have received the most grants. 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 primary New York State 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.

All potential Applicants are strongly encouraged to begin Grants Gateway Registration and Prequalification process as soon as possible in order to participate in this opportunity.

M. General Specifications

1. By submitting the "Application Form" each Applicant attests to its express authority to sign on behalf of the Applicant.
2. Grantees 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 any Contract awarded pursuant to this RFA 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 Master Contract for Grants. Any exceptions allowed by the Department during the Question and Answer Phase of this RFA (*See, Section IV.B.*) must be clearly noted in a cover letter included with the Application submitted by an Applicant wishing to incorporate any of such exceptions in its Applicants and in the Grant Contract awarded pursuant to this RFA if it is a successful (funded) Applicant.
4. An Applicant may be disqualified from receiving an award 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, in the State of New York or otherwise.
5. Provisions Upon Default

- a. If an Applicant is awarded a grant pursuant to this RFA, the services to be performed by the successful Applicant pursuant to the terms of the Grant Contract entered into with the Department 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 Grantee, 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 Grantee.
- c. If, in the judgement of the Department, the Grantee 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 Grantee. In such case the Grantee shall receive equitable compensation for such services as shall, in the judgement of the State Comptroller, have been satisfactorily performed by the Grantee 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 Grantee was engaged in at the time of such termination, subject to audit by the State Comptroller.

V. Completing the Application

A. Application Format/Content

Please refer to the Grants Gateway: Vendor User Guide for assistance in applying for this procurement through the NYS Grants Gateway. This guide is available on the Grants Management website at: <https://grantsmanagement.ny.gov/vendor-user-manual>. Additional information for Applicants is available at: <https://grantsmanagement.ny.gov/resources-grant-applicants>.

The Grants Gateway works well in most cases with all browsers, including Microsoft Edge, Google Chrome, Safari, and Firefox. However, you will need to use Internet Explorer Compatibility Mode in Microsoft Edge if you need to save 500-character limit fields in the Work Plan. You can access Internet Explorer mode by right-clicking on a tab in Edge and selecting the option “Reload Tab in Internet Explorer Mode”.

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 your agency and its services. Your answers should be specific, succinct and responsive to the statements and questions as outlined. Please be aware that the value assigned to each section described below indicated the relative weight that will be given to each section of your Application when scoring your Application.

It is each Applicant’s responsibility to ensure that all materials included in its Application have been properly prepared and submitted. Applications must be submitted via the Grants Gateway by the Application deadline date and time specified on the Cover Page of this RFA.

- Pre-Submission Uploads

As a reminder, the following attachments need to be uploaded under the Pre-Submission Uploads section of the Grants Gateway in order to submit an Application in the system.

1. Attachment 1: Application Cover Sheet
2. Attachment 2: Statement of Assurances
3. Attachment 6: Minority & Women-Owned Business Enterprise Requirement Forms (NFPs, Forms 1-3 optional, Forms 4 & 5 mandatory)
4. Attachment 7: Minority & Women-Owned Business Enterprise Requirement Forms (Government Entities, Forms 1-3 optional, Forms 4 & 5 mandatory)
5. Attachment 8: Vendor Responsibility Attestation
6. Attachment 13: Vendor Contact Form
7. Attachment 14: Subcontractor Information Form
8. Attachment 15: If applicable, signed letter(s) of referral arrangement from one or more organizations licensed through Article 28 of the NYS Public Health Law and certified to provide Medical Services - Primary Care

PROGRAM SPECIFIC QUESTIONS

1. Application Cover Sheet and Vendor Contact Form
(not scored)

The Application Cover Sheet, **Attachment 1**, needs to be completed and uploaded with the Application in the Pre-submission uploads section of the Grants Gateway online Application. It is to provide relevant information about the Applicant organization, target ZIP codes, organizations that will serve as referral sources for reproductive health care and family planning services, and the amount of funding requested.

The Vendor Contact form, **Attachment 13**, needs to be completed and uploaded with the Application in the Pre-submission uploads section of the Grants Gateway online Application.

2. Statement of Assurances (not scored)

Complete, sign and upload the Statement of Assurances, Attachment 2 in the Pre-submission uploads section of the Grants Gateway online Application. The form must be signed (ink or digital) by an individual authorized to sign for the Applicant organization.

3. Program Summary (10 points)

The purpose of this section is to summarize the entire PREP proposed project.

301. Provide a brief and succinct summary of the proposed project.
302. Describe the populations to be served, including age range, gender, cultural, racial, and ethnic composition. The response should identify health disparities for the selected population(s) and community(ies) that are related to race, ethnicity, disability, and socioeconomic status and discuss the impact of these disparities on the selected population to be served.

303. Describe critical issues or unmet needs contributing to initial and subsequent unintended teen pregnancy and teen births, and STIs/HIV in the communities to be served. Identify the incidence and prevalence of adolescent pregnancy and births, and STIs/HIV in the target ZIP codes that will be served.

4. Organizational Experience and Capacity (20 points)

The purpose of this section is for the Applicant to describe the current services of the Applicant organization and proposed subcontractor's, if applicable, and their capacity to implement and administer the proposed project. Evidence of prior success with similar initiatives that have included serving: racial, ethnic and/or cultural minorities, high risk, and disconnected youth should be included.

401. Describe how the organization will support the successful implementation of the PREP initiative.
402. Describe the Applicant organization's experience in providing educational programming for adolescents and services to youth from the communities to be served. Include this information also for proposed subcontractor(s), if applicable.
403. Describe how the Board of Directors, and current staff, including senior management staff, represent the racial, ethnic and/or cultural populations the proposed project intends to reach and serve.
404. Describe proposed PREP staff, qualifications, and previous experience working with youth. Please see required job duties, responsibilities, and qualifications for Health Educators and Health Educator Supervisors as detailed in the Health Education Standards (**Attachment 12**). As part of implementation of projects selected for funding, requests to approve Health Educators/Health Education Supervisors that do not meet the educational qualifications will be considered on a case-by-case basis once awards are made.
405. Indicate the agency's length of experience with administrative, fiscal, and programmatic oversight of government contracts, including timely and accurate submission of fiscal and project reports. Indicate any present/prior collaborations with the NYSDOH.

5. Community Resources and Needs Assessment (20 points)

The purpose of this section is to determine local health and human services needs and available resources impacting adolescent pregnancy and STI/HIV in the community. The population(s) and community(ies) to be served should be clearly reflected in the community's needs and resources assessment.

501. Discuss the identified community resources currently available for adolescents in the proposed project communities. This should include resources that provide protective factors to decrease unintended initial and subsequent adolescent pregnancies, STIs, and HIV; and to support adolescents through developmental milestones for a transition into a healthy, productive, connected adulthood.
502. Discuss the identified needs in the proposed communities that pose an increased risk for unintended adolescent initial and subsequent pregnancies, STIs and HIV. Include a description of the common sexual risk taking behavior(s) among youth in the proposed communities.

503. Indicate which stakeholders had any direct participation in providing information related to the Community Needs and Resource Assessment and/or the Application for the PREP program.

6. Description of Project Narrative (30 points)

The purpose of this section is to describe the design and structure of the proposed PREP program including the activities that will be implemented for adolescent pregnancy prevention in ZIP codes based on high rates of teen pregnancy and birth rates as per NYS Vital Statistics at:

<http://www.health.ny.gov/statistics/chac/perinatal/>

- 601. Indicate the proposed EBP(s) from Evidence-Based Programs, **Attachment 3** to be implemented. Describe the rationale for choosing the evidence-based program(s) proposed for replication and how this was based upon the population(s) chosen, and their needs, as identified in the Community Resources Needs Assessment.
- 602. Describe the process the Applicant will use to assure that the EBP(s) selected are ones likely to be effective in achieving the program goals with the population to be served and in the setting to be used.
- 603. Provide realistic estimates of the overall number of program participants annually and the number participating by proposed project site(s).
- 604. Discuss why the proposed population was chosen. Describe the data or other correlating variables that were used to substantiate the need to serve specific priority populations.
- 605. Identify how the proposed program will be inclusive of, and non-stigmatizing toward, the needs of lesbian, gay, bisexual, transgender, and questioning youth.
- 606. Describe how the Applicant will ensure that all EBPs conducted with PREP funds be implemented with fidelity.²
- 607. Identify the process that will be used to recruit EBP sites.
- 608. Describe the proposed Adulthood Preparation Subjects (APS) activities that the Applicant selected to implement. **Note:** the Applicant needs to select a minimum of three APSs that are listed in section III, Project Narratives/Work Plan Outcomes. APS activities can be included within the selected EBP or be implemented in addition to the provision of EBPs.

7. Budget (20 points)

- 701. Complete Year 1 of the budget in the Grants Gateway (Refer to **Attachment 10** for instructions on completing the online budget) assuming a start date of October 1, 2023. All costs must be related to the provision of PREP, and consistent with the scope of services, reasonable, and cost effective. Justification for each cost should be submitted in narrative form. Indicate non-personal services expenses. Food for youth attending EBPs is also an allowable operating expense. Food provisions may only be provided when the EBP is conducted after-school or out of school-settings. Non-personal services expenses can include the use of incentives to encourage attendance at EBPs as long as the proposed incentives are within the requirements listed in Attachment 5. Administrative (overhead) costs are limited to 10% of total direct costs.
- 702. Budget must adhere to the duties, responsibilities and qualifications for Health Educators and

2. Fidelity refers to the degree to which an intervention is delivered as designed; that is, how well the program is implemented without compromising its core content which is essential for the program effectiveness.

Health Educator Supervisors as detailed in the Personal Responsibility Education Program Health Education Standards (Attachment 12). As part of implementation of projects selected for funding, requests to approve Health Educators/Health Education Supervisors that do not meet the educational qualifications will be considered on a case-by-case basis once awards are made. Percentage of staff time should be commensurate with their role in the implementation of the PREP program. Justification for each cost should be submitted in narrative form for all staff. For all staff, delineate how the percentage of time devoted to the PREP initiative has been determined. The percentage of staff time should commensurate with their role in implementation of the PREP program.

703. Include travel expenses for two staff to attend an annual two-day provider meeting in Albany, NY.

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.

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.

- a. Administrative costs will be limited to a maximum of 10% of total direct costs, fringe benefit limitations, etc.
- b. Expenditures will not be allowed for the purchase of major pieces of depreciable equipment (although limited computer/printing equipment may be considered), or remodeling or modification of structures.
- c. The initiative will not fund other direct clinical/medical/laboratory services and supplies, including but not limited to: case management, mental health counseling, crisis intervention, pap smears (supplies or laboratory costs), pregnancy test supplies or laboratory costs, contraceptives including condoms, feminine hygiene products, and STI test supplies and associated laboratory costs. This project will also not include High School Equivalency (HSE) preparation, job placement, and child care services that are available through other resources.

Note: Please refer to **Attachment 10**, **Attachment 11**, and **Attachment 16** BPRASH Budget Guidance for information on completing the budget(s).

8. Work Plan

(Not Scored)

This RFA has a Grant Opportunity Defined Standardized Work Plan (**Attachment 9**) set in the Grants Gateway. The Objectives, Tasks and Performance Measures cannot be removed from the Work Plan. The Applicant will adhere to the implementation of work plan activities per the standardized work plan.

B. Freedom of Information Law

All Applications may be disclosed or used by NYSDOH to the extent permitted by law. NYSDOH

RFA #20139, PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)

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, and will be available to the public in accordance with the New York State Freedom of Information Law (FOIL). **Any portion of an Application that an Applicant believes constitutes proprietary information entitled to confidential handling, as an exception to the general rule regarding the availability to the public of State agency records under the provisions of the Freedom of Information Law, must be clearly and specifically designated in the Application.** If NYSDOH agrees with the Applicant's claim regarding the proprietary nature of any portion of an Application, 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

An Application which meets ALL of the guidelines set forth above will be reviewed and evaluated competitively by the NYSDOH, Division of Family Health, Bureau of Perinatal Reproductive and Sexual Health (BPRASH), Adolescent Health Unit. An Application that does not meet the minimum criteria (PASS/FAIL) will not be evaluated. An Application that does not provide all required information will be omitted from consideration.

- An Applicant may choose to apply to provide services across both regions as defined in the procurement and are required to submit a separate Application for each region. Each Application will be scored separately and ranked for selection in the specific region.
- Applications will be reviewed and scored by a NYSDOH team of trained reviewers using a standardized review tool developed specifically for this RFA.
- An Application must have a minimum score of 65 to be considered for funding. Awards will be ranked by score and the top scoring Applications in each region will be funded until funding is exhausted.
- Applicants will be deemed to fall into one of three categories: (1) not approved, 2) not funded due to limited resources, and 3) approved and funded. Not funded Applications may be funded should additional funds become available.
- In the event of a tie score, a higher score in section V. A. 5. Community Resources and Needs Assessment breaks the tie.
- Applicants must propose to serve adolescents in high-risk ZIP codes that include high ASHNI scores within their proposed service area (see Attachment 4). Applicants can propose to provide services in additional ZIP codes reflective of their community resources and needs.
- If there are no passing Applications in a Region, all awards will be made in order of Applicant score in the remaining Region. Regions are defined as Downstate, including the following counties: Bronx, Kings, Nassau, New York, Queens, Richmond, Suffolk, and Westchester; and Upstate, which includes all counties not list above.

- The requested funding needs to be consistent with the proposed scope of services and be reasonable and cost effective.
- 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.
- All Applications will be pre-screened to ensure that the minimum eligibility requirements are met. Minimum eligibility requirements are listed in section II.A.
- Applications will be evaluated on a 100-point scale outlined below based on responses to section V.A.1-8.

Title	Maximum Score
Project Summary	10 points
Organizational Capacity	20 points
Community Needs and Resources	20 points
Project Narrative	30 points
Budget and Justification	20 points

Applications with minor issues (for example, an Application missing information that is not essential to timely review and would not impact review scores) MAY be processed and evaluated, at the discretion of the State, but any issues with an Application which are identified by the Department **must** 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.

Once awards have been made pursuant to the terms of this RFA, an Applicant may request a debriefing of their own Application (whether their Application was funded or not funded). The debriefing will be limited only to the strengths and weaknesses of the Application submitted by the Applicant requesting a debriefing and will not include any discussion of ANY OTHER Applications. Requests for a debriefing must be received by the Department, BPRASH, AHU, no later than fifteen (15) Calendar days from date of award or non-award announcement to the Applicant requesting a debriefing.

To request a debriefing, please send an email to preprfa@health.ny.gov with a copy to adolescenthealthunit@health.ny.gov. In the subject line, please write: Debriefing Request: Personal Responsibility Education Program RFA.

Any unsuccessful Applicants who wish to protest the award or awards resulting from this RFA 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 all Attachments to this RFA are accessed under the “Pre-Submission Uploads” section of the Grants Gateway online Application. In order to access the online Application and other required

RFA #20139, PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)

documents such as the Attachments, a prospective Applicant 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: Statement of Assurances *
- Attachment 3: Evidence-Based Programs to Prevent Pregnancy, STIs, and HIV Among Adolescents*
- Attachment 4: Adolescent Sexual Health Needs Index (ASHNI) *
- Attachment 5: Guidance for Use of Incentives for EBP Participants*
- Attachment 6: Minority & Women-Owned Business Enterprise Requirement Forms (NFPs) *
- Attachment 7: Minority & Women-Owned Business Enterprise Requirement Forms (Government Entities) *
- Attachment 8: Vendor Responsibility Attestation *
- Attachment 9: Standardized PREP Work Plan Instructions *
- Attachment 10: Grants Gateway Budget Instructions - Year 1/Grants Gateway Budget *
- Attachment 11: Grants Gateway Budget Entry Data Guidelines *
- Attachment 12: Health Education Standards*
- Attachment 13: Vendor Contact Form *
- Attachment 14: Subcontractor Information Form *
- Attachment 15: If applicable, signed letter(s) of referral arrangement from one or more organizations licensed through Article 28 of the NYS Public Health Law and certified to provide Medical Services - Primary Care*
- Attachment 16: BPRASH Budget Guidance*

*These attachments are located/included in the Pre Submission Uploads section of the Grants Gateway online Application.