

Updated language as of September 1, 2024 to RFA #20171 Drinking Water Fluoridation – Rolling Submissions, Component A: Planning and Feasibility Projects & Component B: Implementation and Maintenance Projects for the following Sections:

Section IV. Administrative Requirements, E. How to file an application and Section V. Completing the Application, A. Application Format/Content.

**IV. Administrative Requirements
E. How to file an application**

All Applications for RFA #20171, Component A and B **must** be submitted as one (1) PDF and one (1) (EXCEL) attachment to an email submitted to DFHDWF@health.ny.gov by the date and time posted on the Cover Page of this RFA under the heading “Key Dates”.

**V. Completing the Application
A. Application Format/Content**

Please respond to each of the sections described below when completing the **offline** 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. 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 an email with all Application documents in an PDF attachment, except for the Budget document (Attachment 10) which is submitted as an EXCEL document) to DFHDWF@health.ny.gov by the Application deadline date and time specified on the Cover Page of this RFA.

As a reminder, the following attachments need to be **emailed** to DFHDWF@health.ny.gov in order to submit an application.

1. Application Cover Page (Attachment 1);
2. Depending on project size or scope:
 - a. Component A Technical Submittal (Attachment 2), **OR**;
 - b. Component B Technical Submittal for Projects \$50,000 or Less (Attachment 3) **OR**;
 - c. Component B Technical Submittal for Projects \$50,001 or More **OR** Projects Initiating Fluoridation (Attachment 4);
3. MWBE forms (Attachment 6);
4. Subcontractor Information Form - if needed (Attachment 7);
5. Vendor Responsibility Attestation (Attachment 8); and
6. Vendor Contact Form (Attachment 13);
7. Budget document (Attachment 10) [EXCEL document];
8. Depending on Component applying for:

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- a. Component A Standard Work plan (Attachment 11), OR:
- b. Component B Standard Work plan (Attachment 12)

- Program Specific Questions

1. Application Cover Page (**Attachment 1**)

A form is provided to serve as the cover page for the Application. All requested information must be supplied on this form and emailed as an attachment to DFHDWF@health.ny.gov. Please refer to Attachment 1. Please indicate in the email if **Attachment 1** has been completed and is attached to the email.

2. Technical Submittal

A form is provided to serve as the Technical Submittal for the application. Depending on project size or scope and Component, all requested information should be supplied on the appropriate form and included in the email as the specific attachment. Please indicate in the email if **Attachment 2, Attachment 3, or Attachment 4** has been completed and is uploaded to the email.

3. Budget

- a. All costs should be related to the provision of the DWF project described, as well as be consistent with the scope of services, reasonable, and cost effective. Justification for each cost should be submitted in narrative form within the offline budget document (**Attachment 10**). For all existing staff, the budget justification must delineate how the percentage of time devoted to this project has been determined. **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.**
- b. All applicants must complete the offline budget (**Attachment 10**) in the EXCEL document format, assuming a start date of approximately six months from the date of application submission, with a clear and appropriate justification for each line item that aligns with the scope of activities to be conducted (including a cost-effective and appropriate overall staffing pattern). The full contract term will be 24-months. Refer to **Attachment 9 - Offline Budget Instructions** for budget guidance.

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.

4. Work Plan

For the **Work Plan Project Summary** in the Standard Work Plan (**Attachment 11** for Component A and **Attachment 12** for Component B), applicants are instructed to summarize their project.

Funded applicants will be held to the Objectives, Tasks and Performance Measures as listed in Component specific Work Plans (**Attachment 11 for Component A and Attachment 12 for Component B**) for which an application is being submitted.