New York State Department of Health
AIDS Institute
Office of the Uninsured Care Programs
And
Health Research, Inc.

Request for Applications (RFA)
RFA #21-0001

Outreach and Education to Increase Minority Enrollment in the AIDS Drug Assistance Program (ADAP)

QUESTIONS AND ANSWERS

Questions below were received by the deadline announced in the RFA. 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 RFA #**21-0001**. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

Question 1: I am unable to find the posting for this RFA on the New York State Grants Gateway. How do I apply for this on the Grants Gateway?

Answer 1: This solicitation contains funding from Health Research Inc. (HRI) only and is not available on the NYS Grants Gateway. **Applications <u>must</u> be emailed by the due date to the email address listed on the cover page of the RFA.**

Question 2: How should applications be delivered? Can they be hand-delivered, or can they be mailed? What is the address that applications should be mailed to?

Answer 2: Applicants <u>**must**</u> submit one PDF version of the entire application (including Application Cover page, Application checklist, narrative and all attachments) by <u>email</u> to <u>AIGPU@health.ny.gov</u> by 4:00pm on August 5, 2021. **Late applications will not be accepted. Hand-delivered and/or mailed applications will not be accepted.**

Question 3: If an application is received after 4PM on August 5, 2021, will it be considered?

Answer 3: It is the applicant's responsibility to see that applications are sent to the email address stated in the RFA prior to the date and time specified. **Late applications will not be accepted.**

Question 4: In 'Section IX. Completing the Application', on page 21, you state that the application must be "numbered consecutively (including attachments)". Do we need to re-number internal documents (attachments, i.e. audit) that are already numbered?

Answer 4: Yes, it is helpful to the review process if the application packet is numbered consecutively for reference purposes. Applicants may "renumber" attachments by hand to achieve this goal.

Question 5: In 'Section IX. Completing the Application', on page 21 under Application Instructions, Format and Consent, you state that "Applications should not exceed 13 double-spaced pages (excluding the budget, and all attachments)." Does that mean the program abstract is part of the page maximum for the application?

Answer 5: The program abstract is not counted in the application 13-page maximum.

Question 6: Where can we find the forms to complete the budget and other required attachments? They don't appear to be included as a part of the RFA.

Answer 6: All forms and documents associated with the RFA can be found at https://www.healthresearch.org/funding-opportunities/. Some attachments are not documents that are provided with the RFA, but rather ones the applicant should include with their application if it is applicable.

Question 7: If we are already an AIDS Institute funded program, should we use the forms we already have? They include the information requested in Attachment 14.

Answer 7: No. Applicants should complete the information requested on the forms provided (as Attachment 14) regardless of whether or not they are currently funded by the AIDS Institute.

Question 8: Is there a minimum number of clients served per year for awarded programs?

Answer 8: No, there is no set minimum number of clients to be served. The number of clients served should be reasonable based on the activities of the proposed program and requested budget.

Question 9: Is HIV testing an activity that can be funded under the RFA? Can the HIV/AIDS Program Enroller also conduct HIV testing as part of their funded FTEs?

Answer 9: No, HIV testing is NOT a funded service under this RFA, nor can any portion of the HIV/AIDS Program Enroller's percent of effort on this contract be used to support HIV testing activities. However, MAI-funded programs are encouraged to partner with an existing HIV testing program to conduct outreach and to assist with ADAP enrollment for individuals receiving positive test results.

Question 10: Will funding decisions be based on the level of new infection rates in our local region?

Answer 10: No, the level of new infection rates does not determine funding. Funding decisions are based on the merit of the application. Applications meeting the eligibility requirements and guidelines set forth in the RFA will be reviewed and evaluated competitively by a panel convened by the NYSDOH AI using an objective rating system reflective of the required items specified. Awards will be made to the highest scoring applicants in each region, up to the maximum number of awards indicated for that region.

Question 11: Are there any restrictions to working with undocumented individuals?

Answer 11: No, there are no restrictions to working with undocumented individuals. Please refer to pg.10 of the RFA for client eligibility.

Question 12: When will awards be made and contract begin?

Answer 12: It is anticipated that awards will be announced December 1, 2021. The anticipated start date of the contract is April 1, 2022