

The New York State Department of Health
AIDS Institute
Office of the Medical Director
Quality Programs
And
Health Research Inc.

Request for Applications (RFA)
RFA #22-0007

Program Support for Quality of Care

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 #22-0007. 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 must 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 **must** submit one PDF version of the entire application (including Application Cover page, Application checklist, narrative and all attachments) by email to **AIGPU@health.ny.gov** by **4:00pm on August 4, 2022. 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 4, 2022, 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 V. Completing the Application', on page 13, 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 V. Completing the Application’, on page 13 under Application Format and Content, you state that “Applications should not exceed twelve (12) double-spaced pages (excluding the budget, and all attachments).” Is the program abstract part of the page maximum for the application?

Answer 5: The program abstract is not counted in the application 12 double-spaced 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 7.

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

Question 8: When will awards be made and contract begin?

Answer 8: It is anticipated the award will be announced in November 2022. The anticipated start date of the contract is April 1, 2023.