

The New York State Department of Health  
Center for Community Health- Division of Family Health,  
Office of Minority Health and Health Disparities Prevention,  
Office of Rural Health and Health Research Inc.  
Request for Bids – Health Disparities Program- Public Health Essentials Training and  
Development

### 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 Program- Public Health Essentials Training and Development. In the event of any conflict between the Mini Bid and these responses, the requirements or information contained in these responses will prevail.

#### DISCLAIMER:

There are two mini bids that were released from the COVID-19 Health Disparities program. One opportunity was for community-based partners providing expanding access or preserving existing wellness programs with a focus on COVID-19 Health Literacy, self-management, and social determinants of health programs. This opportunity closed on Friday, August 5th, 2022. The second opportunity titled Public Health Essentials- Training and Development was released for training and development providers, institutions, public health educators and more to train community-based organizations in the following public health topics: (1) Community Needs Assessment & Health Equity (2) Health Literacy (3) Evidenced Based-Evidenced Informed Programs (4) Quality Improvement and Program Evaluation. The initial deadline for this funding opportunity was Tuesday, August 30, 2022. The deadline was extended to September 2, 2022, to accommodate questions received after the initial Q & A Period.

#### APPLYING THROUGH APPLY© BY SURVEY MONKEY QUESTIONS

##### Question 1:

The information on the HRI website states that an online survey must be submitted by April 5, 2022, in order to be considered. When clicking on the link provided (<https://healthresearchinc.smapply.io/>), it does not take me to a survey, but the application. We completed step one, checked-off as eligibility (see pic below), but it did not appear to be a survey. It just asked for the agency name, address, tax ID, etc. Is this all that is required for our application to be considered?

##### Answer:

We apologize for the confusion. In the submit a bid section on the Public Health Essentials Mini Bid landing page it asks that you complete a survey linked below by ~~August 30th, 2022~~, September 2, 2022. When you log onto <https://healthresearchinc.smapply.io/> you will be asked to complete an eligibility screener. If you meet the eligibility requirements you will be brought to the full application which is due by August 30th.

\*The mentioned, August 5th date refers to the date questions submitted to the [covidhdp@health.ny.gov](mailto:covidhdp@health.ny.gov) email would be answered and posted on around that time.

**Questions 2:**

I am trying to apply for the Mini Bid Training grant, but I am unable to see the application. I can get to the information page about the new grant opportunity, however there is no Start Here button. I am also unable to add my company information in the Account Settings part. Please let me know how to proceed. Thank you.

**Answer:**

We have created two tutorials that demonstrate how to update your individual profile to applying on behalf of an organization and step by step tutorial for filling out the application. These tutorials are called "Organization Registration Tutorial" and "Completing the Application Tutorial" and can be found on the [Request for Bids - Health Disparities Program- Public Health Essentials Training and Development Mini Bid - Health Research, Inc.](#) landing page.

**Question 3:**

We are currently working on the Small Wellness Award Mini Bid due tomorrow, but I am also trying to download the Public Health Essentials grant and there is no link to click or area to download this application. Could you please assist?

**Answer:**

We currently do not have a download application feature. However, you can screenshot application questions.

**Question 4:**

I have questions related to the Public Health Essentials Training and Development Mini Bid ...

I submitted and eligibility question and that was the whole application. Please advise!

**Answer:**

This mini bid opportunity is restricted to organizations that have 5 years or more experience providing training and development to underserved, under resourced, rural and marginalized communities.

- Step 1- complete the eligibility screener.
- Step 2- if eligible, you will complete the application
- Step 3- once your application is complete you will request recommendations
- Step 4- Once recommendations have been submitted your organization will be notified that they've been received, and you'll be able submit the application.

**Question 5:**

I cannot access the Public Health Essentials Training and Development Mini Bid application? I Have it downloaded but can't find a link to the application?

**Answer:**

The direct link to the Public Health Essentials Mini Bid is here:

[Public Health Essentials Training and Development Mini Bid - Health Research Inc. \(smapply.io\)](https://www.healthresearch.org/request-for-bids-health-disparities-program-public-health-essentials-training-and-development-mini-bid/)

Step-by-step tutorials can be found on the Public Health Essentials landing page: "Organization Registration Tutorial" and "Completing the Application Tutorial".

**Question 6:**

I am unable to access an "apply" Public Health Essentials Training and Development Mini Bid, there is no button when I log in.

**Answer:**

Please check your profile in the online application system. If you have previously registered as an individual, you will need to take the steps to register as an organization for the Public Health Essentials Training and Development funding opportunity. Then the "APPLY" button will be made available. These steps are outlined in the resources called "Organization Registration Tutorial" and "Completing the Application Tutorial" located on this landing page <https://www.healthresearch.org/request-for-bids-health-disparities-program-public-health-essentials-training-and-development-mini-bid/>

**Question 7:**

On the HRI website, we cannot find the "Apply" button or any way to access the proposal submission survey. Is there a link we are missing? We have a request submitted currently.

**Answer:**

Please check your profile in the online application system. If you have previously registered as an individual, you will need to take the steps to register as an organization for the Public Health Essentials Training and Development funding opportunity.

**Question 8:**

I can't seem to apply to Public Health Essentials Training and Development Mini Bid. I don't see the link. Is there a step I need to do first?

**Answer:**

We have created two tutorials that demonstrate how to update your individual profile to applying on behalf of an organization and step by step tutorial to for filling out the application. These tutorials are called "Organization Registration Tutorial" and "Completing the Application Tutorial" and can be found on the Public Health Essentials landing page <https://www.healthresearch.org/request-for-bids-health-disparities-program-public-health-essentials-training-and-development-mini-bid/>.

**Question 9:**

I don't see the option to apply for the grant in my account. Please advise.

**Answer:**

We have created two tutorials that demonstrate how to update your individual profile to applying on behalf of an organization and step by step tutorial to for filling out the application. These tutorials are called "Organization Registration Tutorial" and "Completing the Application Tutorial" and can be found on the Public Health Essentials landing page <https://www.healthresearch.org/request-for-bids-health-disparities-program-public-health-essentials-training-and-development-mini-bid/>.

**Question 10:**

When clicking onto the link that indicates that it takes you to submit an application, it looks like it is going to the previous Small Wellness Award Mini Bid. Is there another link available for the Training and Development bid?

**Answer:**

We have created two tutorials that demonstrate how to update your individual profile to applying on behalf of an organization and step by step tutorial to for filling out the application. These tutorials are called "Organization Registration Tutorial" and "Completing the Application Tutorial" and can be found on the Public Health Essentials landing page.

**Question 11:**

I have already submitted. I saw that we need a notarized letter, and was not sure what the letter should state, and who it should be forwarded to. I probably missed something along the way, so forgive me!

**Answer:**

In order to submit your application for the Public Health Essentials Training and Development Mini Bid all recommendations must be received. Those receiving the notice to provide a recommendation will be provided with instructions to complete this task. Notarized letters are not required.

**Question 11:**

Are we able to access our application if it has already been submitted?

**Answer:**

You can access your application, submitted or not, up until the submission deadline.

**Question 12:**

Can we update our application based on the information provided about the bid?

**Answer:**

Applications are accessible and can be modified up until the submission deadline.

**Question 13:**

I have a question and I am hoping you can help. When I link in to the newest mini grant – Public Health Essentials Training and Development Mini Bid, the link for the application brings me to a page for an expired opportunity (Small Wellness Award Mini Bid). Request for Bids - Health Disparities Program- Public Health Essentials Training and Development Mini Bid - Health Research, Inc.

There is no access to the application for the public health application on this site (due 9/2/22).

If possible, I would also like to receive the Q&A when available

**Answer:**

We have created two tutorials that demonstrate how to update your individual profile to applying on behalf of an organization and step by step tutorial to for filling out the application. These tutorials are called "Organization Registration Tutorial" and "Completing the Application Tutorial" and can be found on the Public Health Essentials landing page.

**PUBLIC HEALTH ESSENTIALS MINI BID QUESTIONS****Question 1:**

Are local health departments eligible to apply for this funding?

**Answer:**

Yes, local health departments are eligible to apply.

**Question 2:**

Who is the primary audience? The overview lists the 210 grantees from the Small Wellness Mini Bid under the Quality Improvement focus area. Does this apply to all focus areas? Can you have a secondary audience?

**Answer:**

The primary audience for this award are community based partners awarded program funding from the Small Wellness Mini Bid that closed on Friday, August 5, 2022. All training and development opportunities will be provided to this group of awardees. The secondary audience would be staff tied to the COVID-19 Health Disparities grant from the NYS Department of Health.

**Question 3:**

Can you record the training for archival on your website?

**Answer:**

Yes, trainings can be recorded.

**Question 4:**

If it is held in-person, are their expected locations?

**Answer:**

If trainings are held in person, we expect that organizations that have been awarded through the Small Wellness Mini Bid will have an opportunity to attend in-person trainings in their region. A list of counties will be provided post award.

**Question 5:**

Can funding be used for food, for all-day in-person trainings?

**Answer:**

Funding cannot be used to cover food due to Federal Funding guidelines.

**Question 6:**

The overview states that preference will be given to organizations who have not received HRI/NYSDOH funding. Is this specific to COVID-19 related activities or in general?

**Answer:**

Preference of bidders for the COVID-19 Health Disparities program funding opportunities will be given to organizations who have not received funding from NYSDOH and HRI in the past.

**Question 7:**

Are we required to use all 10 of the public essentials in the training we develop?

**Answer:**

Yes, every training provided through this funding opportunity should reference and demonstrate the 10 Public Health Essentials.

**Question 8:**

Are academic institutions eligible for applying for this bid?

**Answer:**

Yes, academic institutions are eligible to apply for the Public Health Essentials Bid.

**Question 9:**

Is the institution allowed to apply for more than one bid if there are several components of the organization?

**Answer:**

Yes, an institution can apply for more than one bid, however only one topic area will be awarded per institution.

**Question 10:**

If our institution serves NYC and outside NYC, is it still eligible?

**Answer:**

Yes, your organization is eligible if it serves NYC.

*\*This applies only to the Public Health Essentials Training and Development Mini Bid.*

**Question 11:**

How do we confirm if our institution already receives funding? If our component of the organization doesn't receive funding, are we still eligible to apply?

**Answer:**

Your finance office would have insight to grants that been awarded from HRI or NYS Department of Health. However, all organizations regardless of previous funding are eligible to apply.