

**NYS Department of Health (NYSDOH)  
AIDS Institute (AI)  
Office of the Medical Director  
and  
Health Research Inc.**

**Request for Applications (RFA)  
HIV, Sexually Transmitted Infections, and Viral Hepatitis Training Services**

**RFA #18437/Internal Program #19-0002  
Grants Gateway #'s DOH01-TSA2-2020, DOH01-TSB2-2020  
DOH01-TSC2-2020, DOH01-TSD2-2020, DOH01-TSE2-2020**

**MODIFICATIONS, QUESTIONS AND ANSWERS**

**RFA MODIFICATIONS**

*The following has been updated/modified in the RFA. Double strike-through indicates deleted text; underlined/bolded text is new.*

Section III, A., Component C, Distance Learning Center of Expertise

**Program Requirements**

**1. Program Requirements: Component C**

- e. Participate in initiative-wide quality improvement activities, preparing a minimum of **4 three (3)** PDSAs (Plan, Do, Study, Act) cycles per year. Training centers are expected to implement best practices identified through the PDSA process.

Section V. Completing the Application, A. Application Format and Content – All components

**Budget and Justifications**

- 4a) Applicants are instructed to prepare an annual budget based on the maximum award as listed for the region, component or topic in which they are applying. The budget for year one (~~September 1, 2020 – August 31, 2021~~) **(December 1, 2020 – November 30, 2021)** must be entered into the Grants Gateway. Refer to **Grants Gateway Expenditure Budget Instructions - Attachment 15**. All budget lines should be calculated as whole dollar amounts. All costs should be related to the proposed activities, as described in the application narrative and work plan, and should be justified in detail. All costs should be reasonable and cost-effective. Contracts established resulting from the RFA will be cost reimbursable.

## **Question and Answers**

*Questions below were received by the deadline announced in the RFA. The NYSDOH is not responsible for any errors or misinterpretation of any questions received.*

The responses to questions included herein are the official responses by the State to questions posted by potential applicants and are hereby incorporated into the RFA #18437. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

**Question 1:** What if I try to submit my application and it is past the due date/time of the RFA?

**Answer 1:** An applicant will not be able to submit an application in the Grants Gateway once the due date/time has passed. The opportunity to submit an application is not an option once the deadline has passed. Prospective grantees are strongly encouraged to submit their applications at least 48 hours prior to the due date and time. This will allow enough opportunity for the applicant to obtain assistance and take corrective action should there be a technical issue with the submission of your application. Failure to leave adequate time to address issues identified during this process may jeopardize an applicant's ability to submit their application. Starting the application process as soon as possible will produce the best results as late applications will not be accepted.

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: <https://grantsmanagement.ny.gov/resources-grant-applicants> and select "Apply for a Grant" from the Apply & Manage menu. There is also a more detailed "Grants Gateway: Vendor User Manual" available in the documents section under Training & Guidance for Grant Applicants on this page as well.

**Question 2:** How do I determine if my agency is pre-qualified through the Grants Gateway?

**Answer 2:** To be registered and prequalified through the Grants Gateway, an organization must have submitted a registration form, identified a grantee delegated administrator, entered required documents into the document vault, and submitted the document vault for review. Please note the documents in the vault must be submitted with sufficient time to be reviewed and approved. Waiting until the last minute is not advised. If your agency vault is in review status and not yet prequalified, please send an email to the mail log for this solicitation at [hivet@health.ny.gov](mailto:hivet@health.ny.gov) in order to request expedited handling of your document vault. Your organization's status can be viewed by accessing your document vault and observing the current status noted in the details panel at the top of your document vault main menu. The status can also be obtained by running the "State Prequalification Application Status Report" under the Management Screens section of your vault.

**Question 3:** Can an agency apply if they are not prequalified through the Grants Gateway?

**Answer 3:** Applicants must be prequalified (if not exempt) by the date and time applications are due. . If an organization is not prequalified, the application will be rejected. Please refer to Section IV. Administrative Requirements, M. Vendor Prequalification for Not-for-Profits on page 41 of the RFA.

**Question 4:** What does the asterisk \* mean in the Grants Gateway on-line application?

**Answer 4:** The asterisk\* alerts applicants that a response is mandatory. Applicants will not be allowed to submit their application without completing all mandatory questions and uploading all mandatory attachments.

**Question 5:** I have a question about what I should include as the Project Title in the Program Specific Questions section on the Grants Gateway online application. Should the Project Title be listed as the actual name of the RFA?

**Answer 5:** Yes, the Project Title should be listed as the actual name of the RFA. Applicants should enter **“HIV, Sexually Transmitted Infections, and Viral Hepatitis Training Services”** as the Project Title.

**Question 6:** Are there page limits which apply to different sections of the application?

**Answer 6:** Narrative sections of the application no longer contain page limits. Instead the New York State Grants Gateway online application provides character limits. When applicants are typing a response to the Program Specific Question, the number of characters allowed as a response is shown. As applicants type their response, the number of characters (including spaces) used will be displayed up to the maximum allowed.

**Question 7:** In some questions, it specifically states that the number of characters allowed includes spaces. In other questions it does not specify that the number of characters includes spaces. For questions where this is not specified, does the character limit include spaces?

**Answer 7:** Each text box allows a certain character limit. This character limit in all cases is inclusive of spaces. As applicants enter their response to each Program Specific Question, the number of characters (including spaces) used will be displayed along with the maximum number of characters allowed (e.g., 324 of 1,000).

**Question 8:** Can we write our application in Word and cut and paste it into the grant application form on the Grants Gateway?

**Answer 8:** Yes, it is possible and recommended to prepare your application in Word and cut and paste it into the online system. However, it would be especially important to note the character limits in advance of attempting to cut and paste written material into the Grants Gateway. It is also important to make sure the correct text is entered for the intended question. If a response is not pasted into the text box for the intended answer, it may impact the reviewer's scoring of that response. **It is also important to remember to save your application data frequently as you enter it into the Grants Gateway. The system automatically times out after 3 minutes of inactivity, and any unsaved work will be lost.**

**Question 9a:** When do you anticipate that contracts will begin for projects funded under the new HIV, Sexually Transmitted Infections, and Viral Hepatitis Training Services RFA?

**Question 9b:** Page 37, Letter G, paragraph 4 - This section specifies that awards are anticipated for a 12-month term from December 1, 2020, however on page 45, Number 4a, second to last paragraph, it states the budget that should be entered into grants gateway is supposed to run from 9/1/20 - 8/31/21. Can you please confirm both of these dates are correct or clarify? If correct, is it the expectation that any funded organization will need to complete a

budget modification to either prorate the period (12/1/20 - 8/31/21 or adjust the budget to run from Dec 1, 2020 - November 30?

**Question 9c:** P.45 of the RFA indicates the budget Year One to be 9/1/2020-8/31/2021. Is this a typo? In other places, the budget year is December 1 – Nov. 30.

**Answer 9a, 9b and 9c:** It is anticipated that RFA awardees will have a contract start date of December 1, 2020. The budget should be completed for the one-year period of December 1, 2020 – November 30, 2021. Please refer to the RFA modification at the beginning of this Q&A document.

**Question 10:** Should the MWBE Utilization Plan be reflective of just the first-year budget or all five years? Will there be a possibility of applying for a waiver from the MBE and WBE requirements? Is this form required?

**Answer 10:** The MWBE Utilization plan should be based on the life of the contract, which is five years. Eligible MWBE expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation. Please refer to the instructions on Attachment 12, MWBE Utilization Plan - Guide to New York State DOH MWBE RFA/RFP Required Forms for instructions for all MWBE questions, including Form #2: MWBE Utilization Waiver Request. If the MWBE Utilization Plan is incomplete, and the applicant is selected for funding, the resulting award will be held pending completion of the required documentation.

**Question 11:** When will announcement of grant awardees be made?

**Answer 11:** The estimated award announcement date is July 1, 2020.

**Question 12:** Are letters of support required to be submitted for this grant?

**Answer 12:** Letters of support are not required for this RFA.

**Question 13:** We understand this procurement encompasses 5 Components. Each individual Component must be applied for separately. We can submit up to 4 applications in response to this RFA. We can only submit 1 application to serve as a Regional Training Center under Component A. We can propose on some or all the Topic-Specific Training Centers of Expertise in Component B. Is this understanding correct?

**Answer 13:** Yes, your understanding is correct.

**Question 14:** For Component A: Regional Training Center, work plan performance measure 1.6.1 indicates that it is for the Upstate RTC only, does this mean that task 1.6 is only intended for the Upstate RTC as well or is it for all programs?

**Answer 14:** Task 1.6 for Component A work plan is for the Upstate RTC only.

**Question 15a:** Staffing requirement: for Component A and B, can years of experience substitute for the master's degree requirement for the Program Manager?

**Question 15b:** Page 23-24, Number 2: Staffing Requirements last sentence page 23, first paragraph p 23. This section states that Applicants with the following staffing will be "best prepared" to administer and then provides specifications for each position. Is a Master's degree

REQUIRED for the Program Manager position or is it recommended? Would a Bachelor's degree and extensive experience in overseeing professional training programs, curriculum development, program development, etc. be allowable?

**Answer 15a and 15b:** As stated on pp. 15 (Component A) & 24 (Component B) of the RFA, funded Regional Training Centers will provide qualified administrators, clerical staff, trainers, and approved consultants representative of the communities impacted by HIV, STIs, and viral hepatitis. Funded Centers of Expertise will provide qualified administrators, clerical staff, trainers, and approved consultants to perform contract related activities. The RFA outlines program standards for each position. Applicants that follow the stated staffing guidelines will be best prepared to successfully administer training programs. A Master's degree is not a requirement for the Program Manager position but is a recommendation. A Bachelor's degree and extensive experience in overseeing professional training programs, curriculum development, program development, etc. would be considered.

**Question 16:** For Component B: Can a lead agency that is a 501-C-3 and meets all of the requirements of the grant, subcontract out to an entity that is under the fiscal sponsorship of an out of state 501-c3 non-profit agency?

**Answer 16:** Applying agencies must be qualified in the NYS Grants Gateway. Subcontracting is permitted. Applicants should describe their expertise as well as the expertise of any subcontractors.

**Question 17:** For Component B: If a subcontract is over a certain dollar amount, do we need to submit the Grants Gateway Budget Forms or other documents?

**Answer 17:** Separate Grants Gateway Budget forms for subcontracting are not required. As stated in Attachment 15: Grants Gateway Expenditure Budget Instructions, contractual information will need to be included in the applications one-year budget in the Grants Gateway. Contractual details should include the name of the agency, consultant or TBA (if not yet selected) and include an estimated cost for these services. Use a separate Contractual line for each subcontractor or consultant. NYSDOH AI Program Managers may require additional information or clarification necessary for approval of requested amounts on funded applications.

**Question 18a:** For Component B: Employment: Can the Program Manager and/or Lead Trainer be a part-time position?

**Question 18b:** For Component B: Employment: If the lead Program Manager and the Lead Trainer are the same person, does it need to be a full-time position?

**Answer 18a and 18b:** Page 23 of the RFA, # 2 outlines the staffing requirements for Component B applications. The RFA does not require these positions to be full time. Applicants should propose a staffing plan that demonstrates their ability to complete all the work required in the RFA.

**Question 19:** For Component B: Employment: Is there a requirement to have Trainers and consultants in addition to the Program Manager/Lead Trainer? We see in the workplan (Attachment 7, Component B: Workplan #1.2) that we need to have a pool of staff and consultant trainers - - but do we need to have them specifically identified now and in the budget?

**Answer 19:** Applicants are not required to have each of these positions in place in order to be eligible to apply. Applicants should propose a staffing plan that demonstrates their ability to complete all the work required in the RFA.

**Question 20a:** For Component B, is the expectation that the Geographic Region to be served will be the entire state?

**Question 20b:** For Component B, is there a requirement to travel all over the state or are we able to stay specific to a region and offer remote learning?

**Answer 20a and 20b:** Yes, applicants applying for Component B are expected to serve all of New York State. Statewide travel is required.

**Question 21:** Is a work plan required for Component B?

**Answer 21:** Yes, Attachment 7: HIV, Sexually Transmitted Infections and Viral Hepatitis Training Services, Component B: Topic-Specific Training Centers can be found on pp. 70-76 of the RFA.

**Question 22:** For Component B: Question 3e, page 45 - Is there an expectation that you will want the complete program policies and procedures uploaded (for the max of 25 pages)?

**Answer 22:** Applicants are instructed to upload policies and procedures regarding the following areas of work as Attachment 14: Agency Policies and Procedures in the Pre-Submission Upload section of the Grants Gateway Online Application: 1. Hiring staff and consultant trainers; 2. Training team presentation; 3. Trainer supervision; 4. Quality assurance; and 5. Post-training de-brief and review of participant evaluations. **The attachment is limited to 25 pages. Any additional pages over 25 will not be reviewed or considered by reviewers of your application.**

**Question 23:** For Component B: Are we allowed to rent training space, so that we can provide trainings across the state? If so, do we need to show MOUs or contracts for training sites that we plan do the training in at the time of the RFA submittal?

**Answer 23:** Yes, you can rent training space. MOUs or contracts for training sites are not required with the application but the applicant should describe any proposed training sites.

**Question 24:** We've previously conducted peer foundational training to support peer certification activities under Drug User Health - Is this still able to be included as a component as a Component B: Topic Specific Training Centers of Expertise - Promoting health for PWUD?

**Answer 24:** Peer Certification foundational training for Harm Reduction Peer workers will be supported under Component E, the Leadership Training Institute.

**Question 25:** What is the "initiative learning management system?"

**Answer 25:** The initiative's Learning Management System (LMS) is a custom-built application that includes functionality for a learner profile, ability to register for courses, track attendance, and prepare reports. The LMS operates through the URL [www.hivtrainingny.org](http://www.hivtrainingny.org). The platform that supports the site is Moodle. Moodle is a learning platform designed to provide educators,

administrators and learners with a single robust, secure and integrated system to create personalized learning environments.

**Question 26:** Is it an existing solution? If so, can you provide the name/location of the LMS?

**Answer 26:** Yes, it is an existing solution. If funded, the domain name would be released to the grantee. It lives in a hosting application service company.

**Question 27:** If there is an existing LMS, what technology is it built in? (off-the-shelf solution or custom-built?) In what programming language is it written?

**Answer 27:** Yes, there is an existing learning management system, which was custom-built. It is written in ASP.net program language.

**Question 28:** What type of database is used as the backend to the LMS?

**Answer 28:** The backend data base is Microsoft SQL data base.

**Question 29:** Will the LMS be dedicated to this initiative or is it a shared DOH resource?

**Answer 29:** The LMS is dedicated to this initiative.

**Question 30:** Will the LMS manage both in-person and distance-learning training registrations and attendance?

**Answer 30:** Yes, the LMS will manage both in-person and distance learning training registrations and attendance.

**Question 31:** Will the awardee be given administrative access to the LMS?

**Answer 31:** No, the awardee will not have administrative access to the LMS. However, the AIDS Institute Information Systems Office (ISO) will be available to answer questions.

**Question 32:** Are there any expected changes to be made to the LMS?

**Answer 32:** The LMS has existed for many years. It is anticipated that Education and Training (E&T) staff will work with AI ISO to periodically update the system.

**Question 33:** Is Component C awardee required to manage the new distance-learning initiatives developed by the other component awardees?

**Answer 33:** This will be determined at a later date on a case by case basis, considering AIDS Institute priorities. Regardless of the decision, the total number of deliverables expected of the Component C awardee will not be impacted.

**Question 34:** Is Component C awardee required to manage any existing distance-learning products in the LMS? If so, can any detail be provided about these products (number of products, number of users, format, etc.)

**Answer 34:** There are currently seven true on-line training hosted on the LMS. These products can be identified by visiting [www.hivtrainingny.org](http://www.hivtrainingny.org), searching for on-line training and excluding

products that are archived webinars or narrated PowerPoint presentations. On a periodic basis, the NYSDOH AI will work with the funded entity to review these products and determine whether they should be either retired, updated or continued.

**Question 35:** For Component C: Distance Learning on p. 24 it says that the Distance Learning Center of Expertise will manage the initiative-wide learning management system (LMS). By LMS, are you referring to [www.hivtraining.org](http://www.hivtraining.org)? If yes, does this mean that the uploading and posting of courses and overall maintenance of the website will be done by the awardee of this contract, or that the awardee will pay for the server space that will host the website and DOH will manage it?

**Answer 35:** Yes, the LMS operates through the URL [www.hivtraininngny.org](http://www.hivtraininngny.org). The awardee will pay for the server space that will host the website and NYSDOH AI will manage it.

**Question 36:** Also, on the LMS that currently houses all of the online modules and collects data about start date, end date, and pre/post test scores; would it be expected that archived webinars would be posted on the LMS as well? If no, does this mean that there will be an entirely new registration system developed in an LMS (e.g. Moodle) that will replace [www.hivtrainingny.org](http://www.hivtrainingny.org)? Would existing participant registration and completion data need to be migrated to this new system?

**Answer 36:** Yes, archived webinars will be posted on the LMS.

**Question 37:** For Component C: Distance Learning work plan task 5.3 *Implement a system that allows training centers to mark participants as "attended" after an in-person course and automatically marks participants as "attended" upon completion of a distance education training* - does [www.hivtrainingny.org](http://www.hivtrainingny.org) currently accommodate this?

**Answer 37:** Yes. In distance learning online modules, the current LMS marks participants in attendance and also generates an attendance certificate for each participant, which is stored in each registered participants' "courses taken" folder.

**Question 38a:** Is Component C awardee required to provide technical support to end users for the LMS?

**Question 38b:** What is the number of technical support requests expected in a one-year period?

**Answer 38a and 38b:** The Component C awardee is not required to provide technical support to end users for the LMS. The number of technical supports requested may vary but this will not impact the funded awardee for Component C.

**Question 39:** What type of CEUs will be awarded?

**Answer 39:** CEUs for trainings are awarded at the end of the training for various specified trainings, in the respective fields of: nursing, OASAS, social work, CHES.

**Question 40:** Will the Distance Learning Center of Expertise need to be accredited to provide these credits or will the credits be offered through another entity?



**Answer 40:** The Distance Learning Center of Expertise can be accredited to provide these credits or the credits can be offered through another entity. HIV Education and Training Programs has authorization to award OASAS CASAC continuing education credits.

**Question 41:** Does the LMS provide for tracking of CEUs?

**Answer 41:** Yes, the LMS provides tracking of any courses where CEUs are available and are listed in the course registration system on [www.hivtrainingny.org](http://www.hivtrainingny.org). Courses that award CEUs are available to the learner to see in their “certification of completion” section, listed on their course completion schedule on the course registration system.

**Question 42:** Page 11, Component C, final bullet point: If an applicant has existing infrastructures funded by AI (for example, CEI) can they propose leveraging those infrastructures to address the non-clinical learner? (also relates to page 25, part a, bullet point 5)

**Answer 42:** No. The distance learning center platform and technologies should be distinct from any other existing platform.

**Question 43:** Page 8, Component C Award Amount: With either the State Funding or the HRI Funding, will there be a date of expiry for those funds prior to the budget period end date, for example, spending all of the HRI funding within the first 6 months of the contract?

**Answer 43:** Please refer to Section IV., G. Term of Contract on page 37 of the RFA.

**Question 44:** For the Leadership Training Institute:

- a. Are all participants required to want to pursue certification? For example, if there is an older individual who is interested in and can benefit from the 4-day Health and Wellness Self-Management, but is not interested in working, are they able to participate in that section and not continue through the rest?
- b. Is compensation for peer mentors an allowable expense?
- c. For all categories: Are the PDSA cycles initiative-wide and led by AI (with grantees participating), or would we be preparing our own PDSA cycles?

**Answer 44:** No, participants are not required to want to pursue certification. Yes, compensation for peer mentors is an allowable expense. Awardees will be expected to conduct their own quality improvement efforts including PDSA's, under the leadership of the NYSDOH AI.

**Question 45:** For Component E: Leadership Training Institute - for the 10-day trainings for people with shared lived experience (not supervisors) that take place in NYC, are lunch/refreshments an allowable expense?

**Answer 45:** Yes, lunch/refreshments are allowable expenses, but costs should be reasonable and within acceptable OMB circular amounts.

**Question 46:** Is the audience intended to include some clinical providers who are non-physicians (E.g. NPs, PAs, RNs)?

RFA Page 4 reads “to support the effectiveness of non-physician health and human services providers, public health staff, peer workers, and consumer leaders...”

**Answer 46:** Yes, participants in some of these trainings may include nurse practitioners, PAs or nurses.

**Question 47:** Under our current COE status, we receive funding that supports training, curriculum development and technical assistance activities in collaboration with the NYS Training and Education team based in Albany. We also receive additional funding to carry out further technical assistance related activities in collaboration with the NYS Drug User Health team based out of NYC. Does this RFA cover activities carried out with both teams or just the specific COE activities under the Education and Training department?

**Answer 47:** RFA #18437 separates currently contracted training/capacity building services into two distinct topic-specific centers of expertise: Topic # 2: Promoting Health for PWUD and Topic 3: Opioid Overdose Prevention Training and Capacity Building.

**Question 48:** Page 17, Topic 2, second paragraph: This section mentions a year-long capacity building initiative involving 12-15 health care organizations. Is there an expectation on the timing of this initiative within the 5-year grant period?

**Answer 48:** It is expected that the year-long Capacity Building Initiative will be offered annually.

**Question 49:** Does this initiative refer specifically to clinics/hospitals (as opposed to SSP-based Drug User Health Hubs)? Can you provide information as to how the healthcare organizations are recruited/selected? Is the funded agency responsible for recruiting/selecting participants or will the NYSDOH - AI play a role in recruitment and selection? If NYSDOH - AI will play a role would you please provide details on how the recruitment and selection process is envisioned (will there be an application, etc.)? Will there be any requirements for participation for the healthcare organizations?

**Answer 49:** We expect that a year-long Capacity Building Initiative (CBI) will be held every year during this contract. Eligible participants would be Article 28 health care facilities, with a specific focus on community health centers, hospitals and outpatient programs. Participants are selected via an application process. The NYSDOH AI will assist in recruitment using the AI Contract Management System (CMS) and other electronic means of outreach. Requirements to participate would be listed in the agency application which every interested agency would attest to and submit, prior to review, selection and kick-off of the yearly CBI.

**Question 50:** Will there be incentives provided by NYSDOH - AI for participation? If not, are incentives allowed to be budgeted for in the proposal budget by the applying agency?

**Answer 50:** No, incentives are not an allowable expense in the proposed budget.

**Question 51:** Page 17, Topic 2, second paragraph: What type of digital platform is expected for allowing interaction participating agencies between webinars in the capacity building initiative with the 12-15 health-care organizations?

**Answer 51:** Funded agencies may propose use of their preferred digital platform.

**Question 52:** Page 18, Topic 4, paragraph 3 - The section indicates the range of interventions "shall include: in-person trainings, seminars, regional conferences, webinars, written materials, and other distance learning formats."

Are there any specific interventions that are “required” to be provided? Is there an expectation that the funded organization would be required to organize a regional conference (or multiple over the life of the funding)?

**Answer 52:** The RFA outlines the full range of interventions. It is not an expectation that every type of intervention listed in the RFA be offered. Applicants should review the specific workplan associated with the component for which you are seeking funding and should complete all open fields to indicate training deliverables.

**Question 53:** Would presenting at already existing conferences on the topic area be an allowed intervention?

**Answer 53:** No, presenting at existing conferences on the topic area is not an allowable intervention.

**Question 54:** How are each of the following defined and what are the distinctions: “seminars”, “trainings”, vs. “webinars”?

**Answer 54:** A wide range of possible educational interventions were listed in the RFA to be inclusive and to afford the AIDS Institute opportunities to support a varied range of interventions. The terms seminars and trainings are intended to describe in-person learning sessions. A webinar is a distance learning session conducted using a specific webinar platform, such as Webex, Got to Meeting, Zoom or others.

**Question 55a:** Page 23, Program Requirements, third paragraph, letter d. that states agencies need to “be prepared to provide participants with appropriate training materials...estimating 50 pages per participant”, given the financial costs associated with the volume of material being required, will the state be able to cover some of the printing costs associated with the required printed materials for high volume, frequently delivered trainings?

**Question 55b:** Page 23, Program Requirements, third paragraph, letter d. This states “Be prepared to provide training participants with...”, given the environmental and financial costs associated with the volume of materials required, is it possible to give participants the option of receiving materials as hard copies or electronically in order to not make unwanted/additional copies?

**Answer 55a and 55b:** The NYSDOH AI will not cover any costs associated with the printed materials required for the specific Component. Training manuals and handouts will need to be hard copies.

**Question 56:** Are there incumbent contractors currently performing similar services to the Component Services being solicited under this requirement? If so, can you provide the names and contract values for each Component Service?

**Answer 56:** Currently funded providers and their regions/topics are listed below.

<b>Contractor</b>	<b>Region/Topic</b>
<b>Component A - Regional Training Center</b>	
Cicatelli Associates, Inc.	New York City - Mid-Hudson
Research Foundation of SUNY/Stony Brook University	New York City - Long Island
University of Rochester	Upstate New York
<b>Component B - Topic Specific Centers of Expertise</b>	
Gay Men's Health Crisis	Promoting Sexual Health
Harm Reduction Coalition	Drug User Health
Harm Reduction Coalition	HIV/Hep C Co-infection
<b>Component C - Centers of Expertise in On-Line Training</b>	
Cicatelli Associates, Inc.	Statewide

**Question 57:** P. 74 - Number 5.1.1 Under "Performance Measures", the section states ".. with high quality AV equipment (including at least one centrally located Smart Board)". We have not found that Smart Boards add value to our trainings. Is having a Smart Board actually required (vs. having wipe boards, etc.) If it is required, would you please provide details on the rationale of this specific requirement instead of having access to other types of notepads, wipe boards, etc.

**Answer 57:** Yes, a smart board in at least one main on-site classroom is required for the funded applicant. HIV E&T seeks to promote use of emerging technologies and state of the art classrooms. If needed, the initiative's quality improvement efforts can be used as a means for developing best practices for effective use and integration of this technology into training programs.

**Question 58:** Page 44, Question 2C- asks for unique training needs, should we use anecdotal information due to the needs assessment not being done until after funding?

**Answer 58:** Applicants should share their understanding of the unique training needs of non-physician health and human services providers. This information may come from a variety of sources.