NYS Department of Health (NYSDOH)
AIDS Institute (AI)
Division of HIV, STD, HCV Prevention
Bureau of Special Populations

Request for Applications (RFA)

Health and Human Services for Lesbian, Gay, Bisexual, and Transgender Individuals,
Families and Communities

RFA # 17640
Internal Program #17-0005
GRANTS GATEWAY # DOH01-LGBTA-2018
GRANTS GATEWAY # DOH01-LGBTB-2018

QUESTIONS 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 bidders and are hereby incorporated into the RFA #17640. In the event of
any conflict between the RFA and these responses, the requirements or information contained in
these responses will prevail.

QUESTIONS RELATED TO GRANTS GATEWAY; APPLICATION SUBMISSION; APPLICATION DOWNLOAD

Question 1: How do I determine if my agency is pre-qualified through the Grants Gateway?

Answer 1: 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
lgbthhs@health.ny.gov to request expedited handling of your document vault. Your
organization's status can be viewed by accessing your document vault and observing the
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 2: Can an agency apply if they are not prequalified through the Grants Gateway?

Answer 2: Applicants must be prequalified (if not exempt) by the date and time applications are <u>due</u>. Exemptions for prequalification are limited to governmental organizations. 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 24 of the RFA.

Question 3: What does the asterisk * mean in the Grants Gateway on-line application?

Answer 3: The asterisk* alerts applicants that a response is mandatory. Applicants will not be allowed to submit their application without completing all mandatory questions.

APPLICATION FORMAT

Question 4: 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 4: Yes, the Project Title should be listed as the actual name of the RFA. Applicants should enter "Health and Human Services for Lesbian, Gay, Bisexual, and Transgender Individuals, Families and Communities" as the Project Title.

Question 5: Are there page limits which apply to different sections of the application?

Answer 5: Narrative sections of the application no longer contain page limits. Instead the New York State Grants Gateway online application provides character limits.

Question 6a: Are there character limits for Gateway fields?

Question 6b: What are the format requirements of the application including the page limit?

Question 6c: 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 6a, 6b and 6c: 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. Applicants will not be able to exceed the character limit allowed per question. The character limit in all cases is inclusive of spaces.

Question 7a: Is there a required font, type size, margin size? Is there a required font type and/or size? Is there a required spacing and margins format?

Question 7b: Is there direction on preparing the application such as font style and size, the page limit for the application in its entirety as well as direction on page limits per section? If so, where can this information be found?

Answer 7a and 7b: There are no mandatory font, type size, spacing or margin requirements as each question is answered by entering the response into an open text box on the Grants Gateway. The Grants Gateway formats your responses automatically.

 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 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.**

PROGRAMMATIC

Question 9a: When do you anticipate that contracts will begin for projects funded under the new Health and Human Services for Lesbian, Gay, Bisexual, and Transgender Individuals, Families and Communities RFA?

Question 9b: What is the anticipated award notification date?

Question 9c: What is the anticipated start date for contracts?

Answer 9a, 9b and 9c: It is anticipated that contracts will begin on October 1, 2018. It is anticipated that awards will be announced in the Spring of 2018.

Question 10a: Is it possible for the AIDS Institute to provide a list of all current grantees for both Component A and B of the Health and Human Services for Lesbian, Gay, Bisexual and Transgender Individuals Families and Communities RFA?

Question 10b: Who holds existing contracts for this award in Nassau/Suffolk Counties?

Answer 10a and 10b: Currently funded providers are listed below:

Bronx	Montefiore Medical Center / Adolescent AIDS Program Children's Hospital
Bronx	Hispanic AIDS Forum, Inc.
Brooklyn	Research Foundation of SUNY / Downstate Medical Center
Brooklyn	Heights Hill Mental Health Services South Beach Psychiatric CAB, Inc.
Brooklyn	Make the Road New York
Brooklyn	The Audre Lorde Project, Inc.
Central	SAGE / Upstate, Inc.
Central	Planned Parenthood of the Southern Finger Lakes (Tompkins)
Central	AIDS Community Resources, Inc.
Central	Family Counseling Services of Cortland County, Inc.
Finger Lakes/So. Tier	Trillium Health
Finger Lakes/So. Tier	Research Foundation of SUNY - Binghamton
Finger Lakes/So. Tier	Southern Tier AIDS Program, Inc.
Hudson Valley	Hudson Valley LGBTQ Community Center
Hudson Valley	Community Awareness Network for A Drug-Free Life & Environment (CANDLE)
Hudson Valley	Westchester Jewish Community Services
Hudson Valley	LOFT: The Lesbian and Gay Community Services Center, Inc.
Long Island-Nassau	Long Island Crisis Center
Long Island-Suffolk	Services & Advocacy for LGBT Elders (SAGE LI)
Long Island-Suffolk	Long Island Gay and Lesbian Youth (LIGALY)
Manhattan	Safe Horizon, Inc.
Manhattan	Latino Commission on AIDS, Inc.
Manhattan	Services and Advocacy for Gay, Lesbian, Bisexual and Transgender Elders, Inc.
Manhattan	Hetrick-Martin Institute, Inc.
Manhattan	Trinity Lutheran Church for Trinity Place
Manhattan	Harm Reduction Coalition
Manhattan	Grand Street Settlement
Manhattan	Sylvia Rivera Law Project
Manhattan	Lesbian and Gay Community Services Center
Manhattan	Asian and Pacific Islander Coalition on HIV/AIDS, Inc.
Manhattan	New York City Gay & Lesbian Anti-Violence Project, Inc.
Northeast NY	AIDS Council of Northeastern New York, Inc.
Northeast NY	In Our Own Voices, Inc
Northeast NY	Capital District Gay & Lesbian Community Council, Inc.
Queens	Queens Lesbian & Gay Community Center, Inc.
Queens	AIDS Center of Queens County, Inc.
Staten Island	Community Health Action Staten Island, Inc.
Western NY	Pride Center of Western New York, Inc.
Western NY	Gay & Lesbian Youth Services of Western New York, Inc.

Question 11: How essential are the "preference" factors for Component A as described on page 10?

Answer 11: The Preference Factor section in Component A is worth a total of six (6) points. Preference Factors are awarded as additional points to applicants that successfully demonstrate that they have met the preference factor criteria.

Question 12: Are you only looking for LGBT organizations to apply or could a hospital/health system apply?

Answer 12: Hospitals/health systems are eligible to apply for this RFA. The minimum eligibility requirements are indicated on page 10, section II of the RFA.

Question 13: A minimum of fifty (50%) percent of the Board of Directors and senior management staff are representative of the racial/ethnic, gender identity and sexual orientation characteristics of the populations served through this application;
A minimum of fifty (50%) percent of direct service staff are representative of the racial/ethnic, gender identity and sexual orientation characteristics of the populations served through this application;
Additionally, it states that "preferred applicants" are an organization developed by and for LGBT individuals. We are a hospital organization that serves all members of the community with a strong history of commitment to the patient population outlined in the RFA. Would be considered a worthy applicant even though we are not solely developed by and for LGBT individuals?

Answer 13: As indicated on page 4 of the RFA, the purpose of Component A funding is to identify service providers to develop and/or enhance comprehensive health and human services for lesbian, gay, bisexual and transgender individuals, families and communities through the implementation of proven strategies and innovative interventions. All applicants that meet the minimum eligibility requirements indicated on page 10, section II of the RFA are eligible to apply.

Question 14: How can I become involved in the NYS LGBT HHS Network?

Answer 14: Information can be obtained by contacting the NYS LGBT HHS Network Coordinator at: cwestover@gaycenter.org.

Question 15: As a current grantee of Component A with an active involvement for more than two years in the NYS LGBT HHS Network's Technical Assistance Conference and other activities, are considered members of the NYS LGBT HHS Network and able to sign the attestation form (Attachment 3)? Can you clarify the definition of membership and active involvement outlined in the RFA?

Answer 15: A two-year membership and history of active involvement with the NYS LGBT HHS Network is defined as: applicant has been a Network member organization for at least two (2) years, regular attendance of Network meetings and ongoing participation in activities organized by the Network lead agency.

Question 16a: We are considering submitting two applications. Can they be for different programs in the same region?

Question 16b: The RFA allows for two applications from the same organization. Can an organization apply for both component A & B?

Question 16c: Section 1. D. Application Submission Requirements - The first paragraph states that "Applicants may submit no more than two (2) applications in total response to this RFA." Does this mean applicants can submit two (2) applications under Component A for two (2) separate regions (i.e., Central New York/Southern Tier and North Country)?

Question 16d: On page 9 under Part D it states, "Applicants may submit no more than 2 applications in total response to this RFA". I just wanted to clarify, does this mean that we can apply for two contracts under component A for one region, if we wanted to have expanded programming for LGBT populations, or if we submit 2 applications under component A must they be for separate regions, ie. Western and Northeastern regions?

Answer 16a, 16b, 16c and 16d: Yes. Applicants may submit up to two applications regardless of region. If more than two applications are submitted, only the first two applications received will be considered. Applicants may also submit one (1) application for Component A and one (1) application for Component B.

Question 17: We currently have other contracts with the AIDS Institute targeting LGBT individuals for HIV prevention efforts. Can we apply under this RFA?

Answer 17: Yes. Providers receiving other AIDS Institute funding are eligible to apply for this RFA.

Question 18: Does "Improve access to mental health services" include direct patient care services or simply access to those services?

Answer 18: Yes, "Improve access to mental health services" can be provided either through direct patient care services or through referral or linkage to services.

Question 19: Can we use this grant funding to hire mental health clinicians as consultants or get them on salary to see patients who are: 1) Unable to pay out of pocket and 2) unable to use insurance.

Answer 19: Yes, grant funding can be used to hire mental health clinicians as salaried staff or consultants.

Question 20: Is the activity of a Certified Application Counselor (CAC) helping to navigate and enroll LGBT people in health care insurance (including the Marketplace and Medicaid) a fundable activity?

Answer 20: Yes, health insurance navigation for LGBT people is a fundable activity under this RFA.

Question 21a: May we submit Letters of Support? If so, how many and where do we upload them.

Question 21b: Does the applicant need to provide letters of support and/or commitment from each organization identified as a collaborating partner in 4b of the proposal?

Question 21c: Are applicants permitted to upload Letters of Support with their application? If permitted, where should this attachment be uploaded within the Grants Gateway portal?

Question 21d: Are letters of support recommended or required? If so where should they be included in the application?

Answer 21a, 21b, 21c and 21d: No, Letters of Support were not a requirement of the application and cannot be uploaded to the Grants Gateway.

Question 22a: How does an organization attest to Board of Directors and staff that meet the 50% qualification for representation of the population served through this application? We cannot directly ask BOD and staff members their sexual orientation and/or gender identity.

Question 22b: Page 10 - Component A – Could you please identify how an organization is to attest to Board of Directors and direct service staff that meet the 50% qualification for representation of the population served through this application as we cannot directly ask BOD and staff members their sexual orientation and/or gender identity?

Question 22c: "Provide information to demonstrate that a minimum of 50% of the board of director are representative of the populations served through this initiative." What kind of information is being asked for?

Answer 22a, 22b and 22c: Page 10, Section B of the RFA indicates that preference will be given to applicants that demonstrate that a minimum of fifty (50%) percent of the Board of Directors and senior management staff are representative of the racial/ethnic, gender identity and sexual orientation characteristics of the populations served through this application. Applicants should describe the composition of the board and staff, addressing in aggregate race/ethnicity, gender identity and/or sexual orientation characteristics as indicated on pages 27 and 32 of the RFA. Any information that is not known should be indicated as "unknown".

Question 23: Under the Preference Factors Section, the RFA indicates that organizations with 50% of the Board of Director and senior management staff, reflecting racial/ethnic, gender identity, and sexual orientation will receive preference points. We are a small LGBTQ project operating within a larger organization, when addressing these questions can we look to our project staff, management and advisory board or must we look to the greater organization's management and Board of Directors? We are a LGBTQ project, developed by and for LGBTQ individuals but this is not true of the larger organization. Also, how does this apply to the question about direct staff? Finally, the LGBTQ Law Project is an active member of the Network, but NYLAG is not, are we still eligible for the preference?

Answer 23: Information on the composition of the Board of Directors should be submitted for the applicant organization. Information on the composition of the management staff should be submitted for both the applicant organization and the project. Information on the composition of the direct service staff should be provided for the staff that will directly provide services for the proposed program. Either the applicant organization or the program/project must demonstrate membership and active participation in the LGBT Network in order to be eligible for preference factor 2F.

Question 24a: Can we list the same outcome under multiple focus areas?

Question 24b: Are certain outcomes only able to be applied to certain focus areas? For example – can the outcome "increase access to education and employment opportunities" only be chosen if the applicant chooses the "Improve Access to Employment "focus area?

Question 24c: Can we list the same outcome under multiple focus areas?   Are certain outcomes only able to be applied to certain focus areas? For example – can the outcome "Increase access to education and employment opportunities" only be chosen if the applicant chooses the "Improve Access to Employment Opportunities" focus area? Do we need to provide a logic model for this grant? We did it last time and it was required then

Question 24d: We will pick minimum two outcomes for each focus areas: can we choose the same anticipated outcomes under different focus areas? (there are some overlap under different focus areas, reducing social isolation for instance can be a valid outcome for two different focus areas)

Answer 24a, 24b, 24c and 24d: Yes, the same outcome can be listed under multiple focus areas. Applicants should select the outcomes that best align with their program design and selected focus areas. As indicated on page 13 of the RFA, applicants are required to address a minimum of two (2) outcomes for each focus area selected for a total of six (6) or more anticipated outcomes. A logic model is not required for this RFA.

Question 25: According to the Grantee Quick Start Guide section 7.5, there should be a button that says, "Apply For Grant Opportunity", however in the Grants Gateway system for *Health and Human Services for Lesbian, Gay, Bisexual, and Transgender Individuals,*

Families and Communities Component A: Provision of Direct HHS the only button is one that says "View Grant Opportunity".

Answer 25: The RFA is available for applicants to apply for on the Grants Gateway. On Page 19 of the RFA, a table is provided that explains the roles in the Grants Gateway and which roles can initiate, complete and submit an application. In order to initiate and complete an application, **you must be logged into the Grants Gateway** as one (1) of the following roles: Grantee, Grantee Contract Signatory, Grantee Payment Signatory or Grantee System Administrator. In order to submit an application, you must be logged into the Grants Gateway as one (1) of the following roles: Grantee Contract Signatory or Grantee System Administrator.

Question 26: "Provide information to demonstrate the organization's understanding of the social and cultural norms of the priority population." What kind of information is being asked for?

Answer 26: Applicant should provide information to support their understanding of the population(s) that they propose to serve and demonstrate their ability to provide culturally responsive and appropriate services. Applicant can refer to Attachment 7- Additional Resources on LGBT Health and Human Services and Multicultural and Culturally Responsive Organizational Development for additional resources.

Question 27: The Anticipated Outcome "Increasing Cultural Responsiveness for the LGBT Community" (the 2nd outcome) listed in Attachment 5 on page 48 is not reflected under anticipated outcomes on page 13. Are we able to choose this as an anticipated outcome when creating our application? Or should we refer only to the anticipated outcomes on page 13?

Answer 27: On January 5, 2018, an Addendum #1 was issued for the RFA. This addendum/clarification information has also been uploaded to the Grants Gateway. It is included as page 1 of the uploaded RFA document.

RFA and Grants Gateway Online Application Clarification:

On page 13 of the RFA, Anticipated Outcomes – Component A, applicants are instructed to choose from a list of 12 outcomes. The RFA should have included a 13th outcome, which is listed below in red.

- *Increase LGBT cultural responsiveness for the general community;*
- ***Increase Cultural Responsiveness for the LGBT Community;***
- *Reduce health risks, including sexual health risks among LGBT individuals;*
- *Increase social support and reduce social isolation in the LGBT community;*
- *Increase access to and utilization of Behavioral Health and Drug User Health services for LGBT individuals;*
- *Increase self-esteem for LGBT individuals;*
- *Increase awareness of LGBT existence and diversity;*

- *Increase LGBT community capacity to strengthen coalition and expand interagency referral linkages;*
- *Increase LGBT self-advocacy and leadership;*
- *Increase safety and reduce violence directed at the LGBT community;*
- *Develop and/or enhance Gay Straight Alliance/GSA capacity building;*
- *Increase access to housing for LGBT individuals who are unstably housed; or*
- *Increase access to education and employment opportunities.*

On page 48 of the RFA, Attachment 5 – Anticipated Outcomes, applicants were given a more comprehensive description of anticipated outcomes. The listing included the following outcome twice in error:

Increasing Social Support and Reducing Social Isolation in the LGBT Community - Increase peer support and information exchange; increase sense of belonging; decrease in the sense of social isolation; enhance opportunities for positive socialization in the LGBT community.

Question 28: For new applicants who are unfamiliar with the AIRS reporting system, on average, how much time should one estimate is spent completing monthly reporting in AIRS and in the narrative? (Assuming adequate tracking measure are in place internally).

Answer 28: AIRS completion/reporting time will vary based on a program's funded services and staffing.

Question 29: P16, Section III, Sub-Section B, Item 6: Use of the AIRS reporting system: We are currently working with NYSDOH to set up access to the AIRS system for reporting purposes. Does this need to be in place by the submission date of the RFA or by the start date for service delivery once contracts are awarded?

Answer 29: For contracts that receive funding as a result of this RFA, access to the AIRS system should be set up by the proposed start date of the contract.

Question 30: Is there a particular focus that has a higher priority than the others?

Answer 30: Applicants are required to select **three (3)** focus areas from the list provided on page 12 of the RFA. All focus areas have equal priority.

Question 31: Is it correct in assuming that this grant can be used to enhance and expand current program without adding new programing?

Answer 31: Yes, funding can be used to enhance and/or expand a current program. Funds may ___not___ be used to supplant funds for currently existing staff and activities as indicated on page 30, 5g. and page 35, 5f. of the RFA.

Question 32: Will a Proposal Checklist be made available?

Answer 32: No, a Proposal Checklist is not a requirement of the RFA.

Question 33: Page 51 of the RFA states, "After funding is awarded, funded applicants will be required to develop outcome measures specific to each task/activity." Are the specific evaluation measures we submit within the application different from those we would be required to develop post-award?

Answer 33: The AIDS Institute will work with funded programs to determine outcome evaluation measures for applicants that are selected for funding. The outcome evaluation measures may differ from what the applicant has proposed in their application.

Question 34: Page 48, Attachment 5, Anticipated Outcomes; It is clear that for the 3 focus areas, each focus area must have 2 accompanying outcomes.

However, on page 48, the anticipated outcomes appear to have multiple outcome measures under each topic. For example, for "Increasing LGBT self-advocacy and leadership- create new LGBT community leadership and increase LGBT self -advocacy" it appears there are 2 measures, one of which is measuring an increase in self-advocacy and one of which is creating new leadership.
Are applicants expected that for each outcome chosen, the outcomes listed under each topic area on page 48 should be list & therefore measure all the outcome measures listed?

Answer 34: Applicants are required to indicate six (6) Anticipated Outcome in their application. Attachment 5 provides a description of each Anticipated Outcome. Applicants should incorporate the outcomes measures that are appropriate for their program design and proposed task/activities.

Question 35: Might you provide any additional insights about the most significant changes between the prior RFA (released in 2012) and the current RFA?

Answer 35: This RFA includes more Focus Area options and Anticipated Outcomes as compared to the 2012 RFA.

Question 36: Would you please make available a PDF or other version of the forms in the Grants Gateway so that our entire team can see the precise format required for our final application?

Answer 36: There is no required format for the application, as responses to questions are included in the Grants Gateway online application. All attachments have been included in the Pre-Submission Uploads section of the Grants Gateway online application as MS Word documents to ensure applicants are able to be complete the attachments.

Question 37: Pages 7 - 8, Section I, Sub-Section C, Paragraph 2: Our agency and program provides services across all boroughs of NYC and across NYS. Our main office

base is located in Manhattan - should we identify this as the primary region of service despite being able to service multiple regions?

Answer 37: As indicated on page 8 of the RFA, the primary region of service for the application should be based on the location where the largest number of clients will be served. This does not preclude an applicant from proposing to serve one or more counties outside a primary service region.

Question 38: If you are not currently located in a specific region, but with your application propose to rent space in that region, can you apply for a region you are not currently located in?

Answer 38: Applicants must adequately demonstrate the ability to provide services in the proposed region. Funded applicants must have a location in the region that they propose to provide services at the time of program implementation.

Question 39: Are there any specific number of clients needing to be served annually under this contract, as with other AI HIV specific contracts? If so, how should this break down between linkage to care, IDI, IDG, etc.?

Answer 39: The RFA does not require a specific number of clients to be served.

Question 40: Page 13, is it a maximum of 3 component areas or can we submit for more?

Answer 40: As indicated on page 12 of the RFA, applicants are required to select three (3) Focus Areas for the application. This is a minimum number of focus areas.

Question 41: How do we outline a Collaborative partnership? – Memorandum of Agreement?

Answer 41: Applicants should indicate a collaborative partnership in their Program Abstract section of the application, Program Design and Implementation section (question 4b) and within the budget. MOUs are not a requirement of this RFA and cannot be uploaded.

Question 42: The RFA indicates that there will be 5-6 awards for the 14 counties listed in the Central New York/Southern Tier region. Will applications that propose to serve multiple counties have an advantage in the scoring and be more likely to receive funding?

Answer 42: Applications are evaluated based on applicant's ability to meet needs within the region given the available funding.

Question 43: Is there a way to receive a copy of the results of the 2016 LGBT Network survey that was conducted by the NYSDOH AI in July 2015?

Answer 43: The LGBT Network survey can be accessed at:
http://strengthinnumbersconsulting.com/wp-content/uploads/2017/07/Needs-Assessment-WEB.pdf

Question 44: Do funds support the delivery of mental health services, such as support groups?

Answer 44: Yes, the RFA supports the delivery of mental health services such as support groups.

Question 45: We are curious whether we can re-use some of our grant narrative from the previous grant cycle? Especially parts about our history and some of the programing that we intend to continue.

Answer 45: Applicants should provide information that appropriately responds to the questions in this RFA.

WORK PLAN

Question 46a: Page 50 of RFA, B. Organizational Capacity instructions. "Applicants should list as N/A in the Organizational Capacity Section of the Work Plan in the Grants Gateway."

Question 46b: Confirming that we just type in "N/A" for Organizational Capacity section of Grants Gateway…. nothing else?

Answer 46a and 46b: Correct, you should only respond with N/A. This pertains to the "Organizational Capacity" Section of the "Work Plan" document.

Question 47a: Page 49 of RFA, Project Summary Instructions: Applicants are required to paste the following information into the Project Summary Section of the Work Plan Overview form section in Grants Gateway. Do you literally mean copy and paste "Service providers should develop and/or enhance comprehensive health and human services for lesbian, gay, bisexual and transgender individuals, families and community programs through the implementation of proven strategies and innovative interventions. The initiative aims to address issues related to the key social determinants of health impacting LGBT communities: economic stability, education, social and community factors, health and health care, and neighborhood/environmental factors.

The goals of Component A are to:

Improve health outcomes and quality of life for LGBT individuals and families
Expand health promotion and increase access to health care;
Increase access to behavioral health services;
Improve the health outcomes and quality of life for LGBT individuals who use substances;

Promote access to prevention and support services;
Improve the quality and appropriateness of LGBT health and human services;
Enhance LGBT cultural competency for health and human service providers;
Eliminate bias and discrimination based on sexual orientation and gender identity among health and human service providers in NYS;
Increase access to educational opportunities for LGBT individuals;
Expand program models that support mentorship, employment and life skills training; and
Expand resources to improve access to housing and decrease housing discrimination.

Flexibility in programming is necessary to ensure that resources are effectively directed to the populations and communities most in need. Contract activities and deliverables may be modified at any point in this contract upon direction of the AIDS Institute to address emerging needs or disparities, or to accommodate advances in best practice."

Question 47b: For Attachment 6 – Component A Work Plan, please clarify that we are to copy and paste the information provided on page 49 into the Project Summary section of the work plan beginning with the paragraph that starts "Service providers should develop…" up to the last paragraph that begins "Flexibility in programming…" Additionally, please confirm that this copy-and-pasted information is all that should be included in the "Project Summary" section, and that we should not add any additional, agency-specific information.

Question 47c: Attachment 6 – PROJECT SUMMARY instructions say to copy and paste the information. Literally copy the information beginning with "Service provider should" and ending with "accommodate advances in best practice" and paste it into that section on the Grants Gateway? Or did you mean us to copy and paste just the list of goals?

Question 47d: Is that all that should be in there, or do we add additional information to the project summary?

Answer 47a, 47a, 47c and 47d: Yes. The Project Summary included in the Work Plan for Component A will be the same regardless of proposed program services. No additional information is required within the Program Summary section of the Work Plan.

Question 48: Grants Gateway says that there is a 50,000-character limit on the project summary section. Is that a typo (as in should be 5,000), or is it intentional because of all of the verbiage from page 49?

Answer 48: The character limit for the Project Summary of the Work Plan is 50,000 characters. The Work Plan Project Summary should include all requested information as listed in the instructions on page 49 of the RFA (Section A).

Question 49: RFA Attachment 16 seems to apply to Component B applicants only. Is that right? Is there another work plan summary table for Component A respondents to use? Please clarify.

Answer 49: Attachment 16 applies to Component B applicants only. Applicants applying for Component A need to follow instructions as listed in Attachment 6 – Component A Work Plan.

BUDGET

Question 50: Would this grant fund a system to better track participants and record impact for reporting?

Answer 50: Consideration will be given to budget items that align with the proposed program design and that are required to facilitate and support program services.

Question 51a: If we are already an AIDS Institute funded program, should we use the budget forms we already have? They include the information requested in Attachment 12.

Question 51b: What was made available on Grants Gateway for the renewal was the attached budget forms, which I thought AI was no longer using. Would you be able to confirm which forms we should use for the application?

Answer 51a and 51b: Applicants should complete the information requested on the budget forms, Attachment 12 provided in the Pre-Submission Upload Section of the Grants Gateway, regardless of whether or not they are currently funded by the AIDS Institute. Applicants are required to follow the instructions in the budget section for each Component of the RFA. As stated in Section 5 of the Budget and Justifications section (Question 5b)

5b) *The budget for year one (10/1/2018- 9/30/2019 must be entered into the Grants Gateway. Budgets for Years two through five must be uploaded as **Attachment 12**. Attachment 12 can be found in the Pre-Submission Uploads section of the Grants Gateway online application. A guide has been provided to assist applicants in completing the budget forms. Refer to **Attachment 13**, "Guide to Completing Budget Forms", which is included at the end of the RFA. **For years two through five budgets, please be sure to complete all required Budget Pages included in Attachment 12.** The budgets for years two through five should be labeled as listed below and combined into one .pdf document, then uploaded to the Grants Gateway on line application as Attachment 12. Years two through five budgets should be labeled as follows:*

- *Budget Year 2 – 10/1/2019 - 9/30/2020*
- *Budget Year 3 – 10/1/2020 - 9/30/2021*
- *Budget Year 4 – 10/1/2021 - 9/30/2022*
- *Budget Year 5 – 10/1/2022 - 9/30/2023*

The Gateway only allows for entry of Year 1 of the budget and our contracts require five years of budgets which is the reason Attachment 12 is a requirement.

Question 52: Beyond what is included in the RFA on pages 29-30 and Attachment 13: Guide for Completing Budget Forms, is there a more comprehensive guide to indirect costs? How does NYSDOH define indirect costs?

Answer 52: Indirect Costs are expenses that are indirectly related to the implementation of program services. Contractors are entitled to an indirect cost rate of up to 15%. Indirect cost will be delineated in an indirect cost worksheet if the applicant is awarded funding under this RFA. Additional information regarding indirect cost will be shared with funded providers.

Question 53: In preparing the budget documents for the application, how can an organization approach and reflect indirect costs?

Answer 53: The percentage of indirect cost requested should be indicated on the indirect cost line of the budget form or on the Other Expense Detail section in the Grants Gateway budget.

Question 54a: How can an organization address and reflect when a staff person has responsibilities that fall under both direct and indirect costs definitions?

Question 54b: If a staff person is providing both supervision and program oversight (indirect costs) as well as conducting program activities (direct costs), how should their salary be allocated? How should this be approached in the budget? Should two separate budget lines be used for the one staff person – one line for direct services, and a second line for indirect services?

Answer 54a and 54b: Applicants should indicate the staff person's salary and FTE directly related to the proposed program on the personnel services page.

The individual staff covered under the indirect cost rate do not have to be specified within the application. Applicant should determine the staff that will be included under the agency's indirect cost and request an indirect rate as appropriate. Additional, information regarding the indirect cost will be requested in the applicant is awarded.

Question 55: Attachment B-1, tab 1: Expenditure Based Budget includes a column for "Match Funds": (1) Please clarify how this RFA defines "Match Funds" (2) Is there an expectation for applicants to secure Match Funds? (3) If so, what is the percentage expectation?

Answer 55: No information should be entered in the columns labeled Match Funds, Match % or Other Funds, as stated in Attachment 13, Tab 1 – Summary Budget.

Question 56: On Attachment B-1, Tab 1: Expenditure Based Budget should the "Total Column" add up to the award amount ($133,000) or the full project cost, including other funding and in-kind support?

Answer 56: Yes, the "Total Column" should add up to the total award amount of $133,000.

Question 57: Regarding the budget- would all the expenses incurred by the partner agency be lumped into "Consultant" with the specifics spelled out in the justification?

Answer 57: Yes, partner agency expenses can be captured under the Contractual section of the Grants Gateway budget, as well as on Attachment 12 – Grants Years 2-5 Budgets.

Question 58: Is the maximum funding limited to $133,000 even when proposing to serve multiple counties?

Answer 58: Yes, as indicated on page 8, annual awards for Component A will not exceed $133,000.

MWBE

Question 59: Please clarify the MWBE guidelines and expectations.

Answer 59: Minority and Women-Owned Business Enterprise Requirements (MWBE) can be found on page 21, Section IV, I. of the RFA.

Question 60: What would constitute an organization needing to fill out the Minority and Women owned Business Enterprise Requirement form?

Answer 60: Applicants should follow instructions as listed on Attachment 8 - Guide to New York State DOH M/WBE RFA/RFP Required Forms, specifically Form #1: Grantee MWBE Utilization Plan.

Question 61: What does this mean; "This document must be completed by all grantees responding to RFAs with an MWBE goal greater than zero. The grantee must demonstrate how it plans to meet the stated MWBE goal."?

Answer 61: As stated on page 22 of the RFA, the New York State Department of Health hereby establishes a goal of **30%** on any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing greater than $25,000 under a contract awarded from this solicitation. Applicants should refer to Attachment 8 - Guide to New York State DOH M/WBE RFA/RFP Required Forms for instructions.

Question 62: Page 22 - If granted the award, will there be an opportunity to submit a waiver for the required MWBE Utilization plan? State Certified MWBE?

Answer 62: As stated on page 22 of the RFA**,** by submitting an application, a grantee agrees to complete an MWBE Utilization plan as directed in **Attachment 8** of this RFA. Please refer to Attachment 8 - Guide to New York State DOH M/WBE RFA/RFP Required Forms, Form #2: MWBE Utilization Waiver Request for specific instructions.

Question 63: We have questions about the RFA and it is on the MWBE requirement.
a. Is the $25,000 cap yearly spending or is it for all five years?
b. If our spending on contractors and supplies are under 25,000, do we still submit the MWBE contractor list?
c. Some of our subcontractors are speakers and trainers: do they need to register as subcontractors with NYS?

Answer 63: a. The $25,000 cap is based on yearly spending for any subcontracted labor or services, equipment, materials, or any combined purchase of these items. **b**. Applicants who anticipate expenses less than the stated participation goal in the procurement, should follow the instructions in Attachment 8. **c.** Only certified MWBEs found in the NYS MWBE Directory will count for MWBE Goal credit.