

RFA Number 0802011005

New York State Department of Health
Office of Long Term Care

Division of Home and Community Based Services

Adult Care Facility Resident Air Conditioning Initiative

Questions and Answers – Posted April 14, 2008

QUESTIONS	ANSWERS
Is it necessary for our adult home to send a proposed spending plan and petition since we are requesting financial assistance for ceiling fans not air conditioning?	No, ceiling fans cannot be purchased with funds from the RFA. See RFA page 4, Introduction, Paragraph 2: <i>“The State Fiscal Year (SFY) 2007-2008 Budget authorizes \$3.8 million for the purpose of awarding grants to operators of ACFs to provide for the installation, operation and maintenance of <u>air conditioning</u> in resident rooms.”</i>
Would it be possible for the State Department of Health to assist with putting ceiling fans throughout the house since electrical wiring for air conditioning is expensive?	However, should the ACF decide to install air conditioning, the costs of installation, including new electrical wiring, can be included in the proposed budget. Although the purchase of ceiling fans is not allowable under this grant, future rounds of the Quality Incentive Payments (QUIP) grant would be appropriate to fund the purchase of ceiling fans.
Would this grant cover the purchase of heating/cooling units or must they be A/C units only?	Heating/cooling units would be permissible under the condition of this grant, so long as they are either NYSERDA pre-approved, or Energy Star certified.
Can funds be used to install/replace air conditioning in common rooms used by residents, such as the dining room, activity room or lounge?	Yes, funds may be used to purchase/install air conditioning in resident bedrooms and common rooms used by residents, such as dining room, resident library, etc.

<p>What is meant by "operating costs"? Can you give some examples of what may qualify under this term?</p>	<p>Examples of operational costs may include, but are not limited to, costs of maintenance, cleaning, or electricity used to operate the air conditioning units. An application for operating costs may include one, some or all operating costs, up to the maximum amount of the grant.</p>
<p>Does the NYSERDA energy audit need to be performed by a NYSERDA "Flex-Tech" contractor or is another energy consultant who would submit his audit/finding to NYSERDA for possible incentives allowable for use?</p>	<p>The audit needs to be arranged through NYSERDA following requirements on their website: http://www.nyserda.org/programs/energyaudit.asp (for facilities with utility bills up to \$75,000 per year), or http://www.nyserda.org/programs/flextech.asp (for facilities with utility bills over \$75,000 per year), or by calling 1-866-NYSERDA.</p>
<p>In section I. 2., if the facility is purchasing room-sized air conditioners and not using a contractor, do E1- Proof of Workers Compensation Coverage, E2-Proof of Disability Insurance Coverage, and X- Contractor agreement need to be completed? Or does the reference to contractor really refer back to the facility? If this is the case, then would these items need to be completed?</p>	<p>Every entity, other than a subdivision of the State of New York, which enters into a contract agreement with New York State must provide proof of Workers' Compensation and Disability Benefits coverage. For the purposes of the Air Conditioning Grant Contracts, the <u>facility</u> is the entity entering a contractual agreement with the State. If a sub-contractor(s) will be used to perform work or provide services, such sub-contractor(s) must also provide proof of Workers' Compensation and Disability Benefits coverage. Please refer to #12, page 56 of the RFA.</p>
<p>When is the contractor agreement actually completed? Is this done after the grant has been awarded to a facility?</p>	<p>You are referring to the facility's Contract with the State of New York. The Contract is completed and executed <u>after</u> the grants have been awarded. The Contract in the RFA is a sample only; it is not to be submitted with the application.</p>

<p>Clarification of the Bid Price Score is needed. If I have 40 residents in my facility total. I am looking to have room size air conditioners put in about 10 resident rooms. I realize that the Bid Price Score= (a/b) *c. Where a = proposal with the lowest cost per resident served for the component; would the cost per resident served for the component be counting only the residents that would get the new air conditioners in their rooms (10) or am I to use the whole entire census of the facility (40) to calculate this cost?</p>	<p>In your example, the numerator in the cost per resident calculation would be 10.</p> <p>Please refer to the RFA page 14, Section V.A.2.b)i): “Information as to how many residents (e.g., percentage of total population) would be positively affected by the proposed improvement.”</p> <p>Also refer to the RFA page 73, Attachment 14 “Budget Narrative”</p>
<p>On the previous grant, our facility received its contract late in the contract period, and was not able to bill for operational expenses (i.e., electricity), because the air conditioners were not installed until after air conditioning season. Will this year’s initiative work the same way?</p>	<p>The contracts are reimbursement contracts, therefore only expenses incurred <u>during</u> the contract period may be reimbursed. The contract period is expected to be April 1, 2008-March 31, 2009. Operational expenses incurred during the contract period are allowable, so long as they are included in the proposed budget. You may include in your budget operational expenses such as electricity for any air conditioners that were installed in the facility before the contract period. Those costs are allowable so long as they are incurred during the contract period and included in the budget. For example, if the facility has air conditioning installed to cool resident rooms, if included in the budget for the facility’s application, the costs of operating those units could be billed for periods that fall within the contract period, e.g., June, July, August, and September 2008. Operating costs are the costs of operating the air conditioning units only; facilities should <u>not</u> include the cost of their entire power bill in the budget.</p>
<p>The Resident Council President provided me with Resident Council Meeting Minutes and signed Resident Council Agreement for the use of air conditioners in our residence. Is this sufficient documentation to apply for the grant?</p>	<p>This is sufficient documentation to demonstrate resident support.</p> <p>Please refer to page 14 of the RFA “V. Completing the Application.” This section outlines <u>all</u> application content components and attachments that must be submitted to be considered for the grant.</p>