

**NEW YORK STATE DEPARTMENT OF HEALTH
OFFICE OF MINORITY HEALTH
REQUEST FOR APPLICATIONS
RFA #: 0607131042**

QUESTIONS AND ANSWERS

- 1. Q.** The relevant section of the funding announcement for my question is Section E. Application Format. Will you accept letters of support with the application? If so, will the letters be counted as a part of the eight pages of the project description section of the application?

A. Letters of Support are not necessary and will not be reviewed. However, as indicated in Section F. 4. Proposed Project Description of the RFA if the proposed project involves partnership(s) and collaboration(s) with other organizations, it is required that letters of **commitment and collaboration** be included as appendices (no more than **three** letters are permitted). These letters do not count toward the total allowable page limit for the Project Description referenced in Section E.
- 2. Q.** Does Stony Brook University Medical Center, a New York State public institution, meet the eligibility criteria to apply for these funds in relation to non-profit status?

A. Any hospital that is considered non-profit may apply.
- 3. Q.** ...may I apply for these funds to supplement funding for an existing program that meets your criteria?

A. Any organization meeting the application criteria may submit an application in line with the requirements of this RFA. If funds are being used to supplement other grants, the applicant needs to be clear about which deliverables are associated with each grant.
- 4. Q.** Are letters of support (in addition to letters of commitment) acceptable to be included as appendices in the application?

If so, are there any guidelines/restrictions regarding letters of support? We have noted in Section F.4. "Proposed Project Description" that there is a maximum of *three letters of commitment and collaboration* for this application.

A. Please see response to question #1.

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5. **Q.** We are planning to convene two provider education sessions using the PACE curriculum. Would this be an appropriate project to request funding for?
- A.** All projects should be in line with the requirements as set forth in the RFA. We ask that applicants provide the evidence basis for their proposed intervention. Therefore, you should provide information on the PACE curriculum as it pertains to what you are proposing to do.
6. **Q.** Section E. Application Format: Is the 12-point font restricted to any font in particular? May we use Univers Condensed (this is actual font) 12-point font?
- A.** We ask that applicants use either a Times New Roman or **Sans Serif** 12 pitch-font.
7. **Q.** We would like to include a workplan and other documents as attachments as part of our proposal. Can we include them as appendices, or will they be included in the 8-page maximum?
- A.** A workplan is neither required nor requested. A description of the project is required as outlined in Section F. Proposed Project Description. The project description is limited to a total of eight (8) double-spaced, single sided pages. Also, please see Q&A #1.
8. **Q.** Because of the difficulty in recruiting a clinician for the 7 – 10 hours per week, we plan to utilize the services of someone who is already on staff and relieve them of some of their current responsibilities to participate in this program. Is this permissible?
- A.** OMH funds cannot be used to supplant other funds. Staff time funded with OMH funds should be dedicated to the project, and time and attendance records to substantiate this should be provided. Reviewers will assess the application based on the staffing needs of the project.