

RFA Number 0702221205
SAFE PATIENT HANDLING DEMONSTRATION
New York State
Department of Health
Office of Health Systems Management
and Office of Long Term Care

Questions and Answers

- 1. Two awards will be granted per geographic area of the State, as defined in the RFA. Is there any consideration to assigning the awards based on the group applying, e.g hospitals, nursing homes or home care agency?**

Answer: No.

- 2. Please clarify whether the \$83,333 dollar limit applies to the whole two year project or is this dollar limit available for each year of the two year project?**

Answer: The \$83,333 dollar limit is the total amount that will be funded for the two year project.

- 3. Can the RFA forms be provided as Microsoft Word documents?**

Answer: Yes. Interested parties can contact Valerie Giroux at var05@health.state.ny.us.

- 4. Page 7 of the RFA states that at least half of the health care workers participating on the Safe Patient Handling Committee should be “direct care registered nurses”. Can Licensed Practical Nurses (LPNs) participate on the Safe Patient Handling Committee or is it limited only to Registered nurses (RN)? Can one of the RNs on the Committee serve as the Project Manager?**

Answer: Both LPNs and RNs can participate on the Safe Patient Handling Committee. In addition, it is acceptable for one of the nurses on the Safe Patient Handling Committee to also serve as the Project Manager. As a point of clarification, the Project Manager can be any person who has the commitment and knowledge to manager the program, but the person need not be a RN.

- 5. If our facility received one the \$166,00 member line items, does this preclude us from applying for this grant?**

Answer: Yes. As per page 3 of the RFA “hospitals, nursing homes and home care services agencies that have already been awarded funds or that are eligible to receive funds under other safe patient handling initiatives administered by the Department of Health are not eligible to receive additional funding under this initiative”. These

initiatives include the safe patient handling projects funded from the 2003-04 Health Care Initiatives Pool pursuant to the Health Care Reform Act. Organizations awarded funds or eligible to receive funds under this initiative, as noted in the RFA, include Catskill Regional Medical Center, Ellis Hospital, Oneida Healthcare Center, Samaritan Medical Center, Gouverneur Skilled Nursing Facility and Peconic Bay Medical Center.

6. In terms of preparing the budget, what are considered ineligible costs?

Answer: As per page 15 of the RFA, ineligible costs are items or services recognized within the applicant's Medicaid reimbursement rate or the Medicaid reimbursement rate for any collaborators. In addition, failure to provide sufficient descriptive information on budget items may result in deductions from the project's proposed budget.

7. If a grant is awarded and equipment has been included in the budget proposal, may the equipment selection be modified?

Answer: Yes. Any modifications to the budget should be discussed with the Department.

8. Must a subcontractor be confirmed prior to the submission of the grant application? If so, must the subcontractor's Vendor Survey Questionnaire be included in the grant application?

Answer: Applicants must include letters of participation from their subcontractors with their grant application. As such, the grant application should include the subcontractors' Vendor Survey Questionnaire.

9. According to the RFA, page 6, the Project Director should be "assigned to the project as at least a .4 FTE the first year of the contract". May this be shown as in-kind support and not as a direct budget expense? Does the RFA specify a Project Manager time commitment for the second year of the contract?

Answer: Yes. The Project Director's salary can be shown as in-kind support of the project. There is no specified time requirement for the second year of the contract. However, application reviewers will be looking for evidence of the long term commitment that applicants have to this project. The Project Director's time devoted to the second year of the project may be one factor in demonstrating that commitment.

10. Our facility does not have an existing Safe Patient Handling Program, but will develop one if awarded grant funds. Must we fully develop and append technical criteria, such as a Risk Exposure Control Plan, or may we describe in the Budget Narrative what the plan will cover?

Answer: It would be acceptable to submit a description of what will be included in and addressed by your Risk Exposure Control Plan. Please be advised that the application will be scored based on the proposed content of your Risk Exposure Control Plan as

presented in your application. Please refer to Page 16 of the RFA to review scoring criteria.

11. Our nursing home is one of a group of nursing homes that have a common owner. Can our nursing home apply for funds for our site and one or more of the nursing homes in our group? Or can we only submit a single application for our nursing home?

Answer: If each nursing home in your group has its own unique operating certificate number, each nursing home in your group can apply individually for funding. Two or more nursing homes with the same operating certificate number are considered one nursing home and may submit only one application. Alternatively, one of the nursing homes in your group can apply for funding on behalf of the entire group. The applicant, if awarded funding, would subcontract with the other members of the group and provide funding as per the submitted plan.

12. If a nursing home is applying on behalf of itself and other homes in its group, should each nursing home have its own Safe Patient Handling Committee?

Answer: Yes.

13. If an applicant has submitted a proposal on behalf of a group that will use a consultant, which category should the costs for each non-applicant entity or consultant be placed?

Answer: Contracts between applicants and consultants and non-applicant entities are placed in Category 6 of the Budget form.

14. If equipment is purchased for the non-applicant entities with grant funds, are those costs shown in Category 4 or Category 6 of the Budget form?

Answer: The costs would be placed in Category 6 with an explanation of expenditures in the Budget Narrative. Additionally, complete budgets must be submitted for each consultant and sub-contractor.

15. Is a facility eligible to apply for funding if it has filed for bankruptcy protection and has successfully reorganized to be debt free by June 2008? Would filing as part of a group be to our benefit?

Answer: Yes, such facilities are eligible to apply. In such a situation, there is no particular benefit to applying individually or as part of a group application. Each proposal will be scored on its own merits.

16. Our organization would like to purchase equipment from a particular vendor. Is this acceptable or do we have to solicit bids? If allowable, do we need to explain why we are using a particular vendor?

Answer: You do not have to solicit bids. You may buy equipment from the vendor of your choice. However, we would recommend that the facility query its direct care staff for input on all equipment purchases.

17. Is it possible to review a sample of a successful grant application?

Answer: No.

18. Are for-profit facilities allowed to participate in this grant?

Answer: Yes.

19. If the facility purchases any equipment prior to the grant award will the facility be reimbursed for the purchases?

Answer: No. We can not reimburse a facility for expenses incurred prior to the contract start date or that are not included in the budget.

20. Is there a required financial contribution by the facility to match the amount awarded through this grant?

Answer: No. There is no required financial contribution by the facility in order to apply for the grant funding.