

**EnAbLE RFA Number 0807030928
Questions and Answers**

The due date for this RFA has been extended to October 3, 2008

- 1. Regarding the EnAbLE application, all I received is Attachment 7. Is this page enough for our facility to submit with the proposed use of funds, in addition to our resident council minutes? Or is it necessary to print out additional forms from the State website?**

Applications may not be submitted by the resident council but the council must support the operator's application by signing Attachment 7. An operator who wishes to file an application must either download the application from the Department's website at <http://www.health.state.ny.us/funding/> or request a copy of the application from: Martha Fennell, New York State Department of Health, Division of Home and Community Based Services, 161 Delaware Avenue, Delmar, New York 12054. The resident council form must be included with the application. It should not be sent separately.

- 2. Is an adult home established and operated by a county eligible to apply?**

Yes, if they are a licensed adult home they can apply.

- 3. The application due date is stated as September 29, 2008, however, the anticipated project start date is September 1, 2008 (p. 4, Introduction). How will funding be reconciled?**

September 1, 2008 was an estimated project start date. The anticipated start date at this time is January 1, 2009. The length of the contract will continue to be one year plus a renewal contract of one year for a total of two years. Budgets showing the first year will be requested for inclusion with the contract.

- 4. When do you anticipate awards will be announced?**

Announcements are anticipated for December 1, 2008 although the actual date will depend on the number of applications received.

5. **We have been interested in starting a Pathways to Memory group. This program, led by outside, trained staff with our LCSW, has been shown to help maintain independent ADL functioning. I have spoken to family members and resident council with favorable response, however the cost has been a concern. In my view this is an additional way to attain and maintain quality of life for our residents and families. Would this be considered as suitable for your grant?**

At this point in the application process we cannot respond to specific requests of this type. As stated in the RFA, all projects must improve residents' independence and quality of life. Please see pages 74 thru 76 for project summaries that have been funded by EnAbLE in previous grant cycles.

6. **Are the following items allowable under the terms of the grant:**
- **Air conditioning usage costs**
 - **Repair of air conditioning units that cool common areas of the facility**
 - **An occupational therapist**
 - **A driver for a van to transport residents**
 - **Televisions, VCRs/DVD players, and computers for common areas**
 - **Fixing the landscaping where residents congregate**
 - **Refurbishment of certain resident rooms to include a kitchenette, refrigerator and electric stove to encourage independence**
 - **Wiring the building for cable**
 - **Monthly maintenance of a large fish tank that provides a calming and relaxing effect on the residents**

See answer to question # 5.

7. **Can grant funds be used to modify existing bathtubs in residents' rooms so that residents can walk into a tub rather than have to step over and into a 19" high tub? If yes, is there a maximum percentage of the grant that can be used for minor remodeling or retrofitting of the bathtubs?**

See answer to question # 5. There is no restriction on the use of funds for renovation.

8. **We are a charitable non-profit. Must we complete the Vendor Responsibility Questionnaire? We are not a state agency, however, we do not fall under the list of exceptions on the attestation form.**

Yes, the Vendor Responsibility Questionnaire needs to be completed.

9. **It is my understanding that this is a two-year grant, however round one has been awarded. For recipients this year, will the grant extend over the course of two total years, or will this be a one year grant for second round awardees? If so, does it have to be, or can all expenditures occur in year one provided there is a commitment to continue the program?**

Rounds One and Two have been awarded and completed. Each was for one year. The current offering is for Round Three and is for two years. It will be granted as a one year contract with a one year renewal for a total of two years, contingent upon availability of funds.

10. **Can funds from this grant be used to purchase an Emergency Generator?**

These grants are to improve resident independence and quality of life. If you choose to apply for a generator you will need to show clearly how this benefits resident quality of life (see page 5 of the RFA).

11. **The RFA requires an original plus five copies to be submitted by the deadline. When certain sections of the application are required to be sealed, does that imply that there are sealed sections for each of the six sets of applications?**

The original and five copies of the technical proposal can be submitted in one sealed envelope and one original and five copies of the financial proposal can be submitted in a single separate sealed envelope. Please make sure the outside of the envelopes are correctly labeled.

12. **What are the requirements for binding the grant applications? May the applications be bound in a spiral bind, or does the DOH prefer a three-ring binder?**

There are no requirements as long as the applications are well organized and sections are easily identified and complete. Do not bind with a paperclip or binder clip.

13. **Will the DOH hold any workshops to go over the requirements of the RFA?**

No, there will be no workshops (see page 8 of this RFA regarding applicant conference).

14. **An adult home is interested in acquiring equipment as part of a comprehensive program for preventing falls and injuries. This**

includes motion detectors (with permission from residents and their families in advance) to alert staff of activity or movement in a residents' room during the night, as well as PT equipment that will be used by a physical therapist to increase the ability of residents to maintain their independence and ADL. Does this equipment and overall falls prevention program meet the criteria for grant funding?

Equipment and installation of equipment as necessary components of a program which meets the EnAbLE goals of independence and improved quality of life will be considered a cost of the program and therefore will meet the criteria for funding.

- 15. We are presently working on the application for the Enable Grant. When indicating the number of people on SSI or Safety Net eligibility, please indicate if we can count people who are on the Medicare buy-in program, and/or if a resident who would be financially eligible but chooses not to apply for SSI.**

You can count all residents receiving SSI or Safety Net. You may NOT count residents who are eligible only or residents on the Medicare buy-in program.

- 16. Page 15, § V.A.7.(b), refers to “§ III, Wellness and Nutrition Programs” but we are unable to find a section regarding wellness and nutrition programs in the application. Please provide greater specificity as to where we can locate this section.**

Examples of the wellness and nutrition programs can be found in attachment 16 on page 77 of the RFA.

- 17. In the program summary, under the statement of need, we are asked for "the number of residents that will be included in the project and how this number was determined". Is this number to represent the number of residents served or the number of residents that were involved in planning for this initiative?**

This number should be the number of residents who can reasonably be expected to participate in or benefit from the project for which funding is requested. You need to tell us how you arrived at this number. It is NOT the number of residents who helped plan the project.

- 18. Attachment 9, Resident Petition in Support, asks for the \$ "Amount Requested". However, this form is supposed to be part of the technical/program component. As the technical/program section is not supposed to contain financial information, it is unclear how to address this.**

The form has been revised to remove the Amount Requested question. Applicants should use the new form which is posted at the end of these Questions and Answers OR if they have already gotten a signed petition, use white tape or marker to **thoroughly** black out the dollar amount.

- 19. For applicants that are 100% dementia care, there would not be a functioning resident council due to the level of residents' cognitive impairment. Nor would the option of a resident petition of support be a realistic approach. Can the applicant secure the approval of a family council in lieu of a resident council approval or resident petition? Also, can floor reps serve in lieu of the Resident Council if there is no Council?**

If at all possible, a resident petition should be used. If there is no Resident Council, residents, including "floor reps", should sign the petition. If an insufficient number of residents are considered capable of indicating their wishes by signing a resident petition, members of a family council could also sign a petition. In that case, the family member needs to include the name of the resident they are representing.

- 20. For some projects an applicant would need to secure an independent subcontractor (i.e. a teacher to come into a facility to teach residents computers), but would not be able to actually do so unless and until they actually get the grant approval. In that case they would not be able to get the subcontractor documentation (i.e. letter of support) that is required in the application. What documentation, if any, is required in this circumstance?**

The applicant should have begun discussions with possible subcontractors to determine interest and to obtain a price. At this point, there is no need to have entered into a sub-contract. The letter of support is to assure that the sub-contractor demonstrates an interest in the project and in working with the ACF population. It does not guarantee a contract.

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