

Rural Health Network Development Program
RFA # 0807210441
Questions and Answers

*All questions are stated as received in the ORH Mail Log by the deadline. The ORH 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 0807210441 issued on September 3, 2008. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.*

1. On Page #2 Section II. Who may apply, the guidance states that “Applicants must be a member of a Rural Health Network...” Can you clarify if the applicant can be an established and incorporated Rural Health Network entity, or does the applicant need to be one of the member agencies of the network?

Applicants may be an incorporated Rural Health Network, a member of a Rural Health Network, **or** an organization that is planning to form a Rural Health Network. Applicants must be a not-for-profit organization or municipality.

2. Please clarify the requirement that an applicant has to be a non-profit. Can a municipality such as a Health Department apply, especially if it currently is lead on the Rural Health Network?

Applicants may also be municipalities.

3. Is the map referenced on page 12, section 2, paragraph 1 count as part of the two page limit?

The map does not count toward the page limit.

4. Page 13, section 4, paragraph 1, states:

"Networks should address a specific health or health care problem in their communities. Applicants must demonstrate why the network is the appropriate entity to successfully address the issue by describing the importance of the health care issue to the community and the ability of the network to address the issue."

Do you want us to do this for each specific health care need that we address through our workplans, or just do one need as an illustration? Doing it for all needs that we address may take quite a bit of space.

Applicants should describe as many specific problems as possible, but must remain within the page limitation specified in the RFA.

5. In reference to the signature page, attachment 4: There is no space for signatures. Do you want us to add lines for signatures, or just provide the requested information?

Participants may print and sign their names on the line that is included for “Name.”

6. Can the application PDF be edited or do we need to recreate the application document? I have copied the PDF to my drive, but still cannot edit it. Copying each PDF page to MS Word is possible, although the formatting doesn’t carry through entirely.

The PDF files may not be edited. Applicants should ensure that all requested information is submitted in the format provided in the RFA.

7. The Letter of Interest asks for a Network Chairperson and a Network Director. Since we are just creating this network, no organizational structure has been established. Is there a preferred structure for Rural Health Networks?

There is not a prescribed structure for governance of Rural Health Networks. It is preferred that Rural Health Networks are governed by a Board of Directors that is representative of its members and community.

The person who will be managing the daily activities of the proposed network should sign as the Network Director. The person supervising the project should sign as the Network Chairperson.

8. Does a representative from each potential member of the RHN need to sign this Letter of Interest or is that only required on the application?

Representatives from each potential member of the Rural Health Network should sign the application, not the Letter of Interest.

9. Is it possible for an applicant to be located in an urban area if it serves rural counties and towns?

Yes. Applicants must be an incorporated Rural Health Network, a member of a Rural Health Network or must be planning to form a rural health network that serves residents of a New York State rural area. Applicants must be a not-for-profit organization or municipality.

10. Can data about the applicant’s programs and services, which is aggregated across all patient populations that we serve, be shared within the rural health network if the intention is to improve the quality of care and access to care for all participating member organizations?

Data may be shared if privacy laws are followed.

11. Do the Vendor Responsibility Questionnaire and Workers Compensation Insurance forms need to be submitted on behalf of the Rural Health Network that we intend to

form or does each member organization in the Rural Health Network need to submit their own?

These forms will need to be completed by the Rural Health Network's contracting agency, or the Rural Health Network if incorporated, only in the event that they are chosen as part of the final selection process.

12. Is it correct that up to \$300,000 per year is available to all applicants for a Rural Health Network and additional funding is available for applicants who receive state approval for their network? Or is the funding limited to \$300,000 per year per Rural Health Network which is granted only upon approval of the application?

The maximum award for any Rural Health Network is \$300,000. Funds will only be provided to applicants who are chosen as part of the final selection process.

13. Is the Annual Statewide Program Meeting a meeting of all of the Rural Health Networks? Whom can we contact to find out the costs so we can include this in our budget? Can one representative from our Rural Health Network attend, or does each member organization need to attend?

Yes, the Statewide Program Meeting is a meeting of Rural Health Network Directors and staff. It is anticipated that the budgeted costs for this meeting are estimated. The meeting has not yet been scheduled but it is expected to be held in March or April 2009 in a central location. Costs associated with the meeting should include travel to and from the meeting, accommodations, and meals.

14. Are Rural Health Networks allowed to use grant funds to pay the salaries of the contracting agency's staff?

As stated in the RFA on pages 14 and 15, Budget/Use of Grant Funds, this funding may only be used to expand existing network activities or create new activities pursuant to this RFA. These funds may not be used to supplant funds for currently existing network member activities. This also applies to the existing staff of the network's contracting agency. Funds may only be used for the salary of existing contracting agency staff if the staff person is working on network activities.