

**HIV/Sexually Transmitted Infections/Viral Hepatitis  
Training Services  
RFA #10-0005 / FAU # 1102100248**

RFA Questions and Answers  
Deadline for submission of questions: May 20, 2011

- 1. Question: For Components A and B1, is there just one award (or two, where designated) for this RFA, or will there be one award (or two) per region? Based on the charts on pages 6 and 7 of the RFA, it looks like there are awards for each region (and for Component B1, awards for each topic for each region), but the wording in the attachments makes it sound like there is only one award (or two, where designated) for this entire RFA (please see the final paragraph on page 3 of Attachment 2 for an example).**

Answer: Component A will support regional training centers. The chart on page 6 indicates that there will be 2 awards made for the NYC region and one award made in other regions of the state. The chart on page 7 was labeled incorrectly. Instead of being labeled “# of awards per region” it should have simply stated Number of Awards. All training centers funded under Component B 1 and 2 are expected to make trainings available state-wide. It is the intention of the AIDS Institute to fund two centers of expertise in HIV/AIDS Case Management, one On-line Training Center and one training center in all of the other topic areas listed on the chart on page 7.

- 2. Question: In reading the training RFA released today, I am wondering if there really are supposed to be one ‘On-Line Training Center’ per region as indicated in the grid on page 7, or just one for the whole state. Could you please clarify for me?**

Answer: It is the intention of the AIDS Institute to fund one On-Line Training Center. The table on page 7 should not have been labeled as # of awards per region. It should have simply read Number of Awards. Training centers funded under component B1 or B2 are expected to serve as statewide training centers.

- 3. Question: As I am looking the RFA over I don't see where it asks for letters of support. I know that last time around we did include them in our appendices, would you encourage us to do it again?**

Answer: It is not a requirement of the RFA to include letters of support with your application.

- 4. Question: In Section III, Part B Preference Factors, it states:  
"Preference will be given to applicants who: Demonstrate that at least one staff person on the training team reflects the diversity of the providers being trained and the target communities receiving direct services in the region AND has at least two years of**

**experience in the field of HIV, STI or viral hepatitis training."**

**Part 1: There are many ways in which the staff could be reflective of the diversity of the providers and the target communities receiving services (PLWHA, racial/ethnic minorities, clinicians, Spanish-speakers, MSM, youth, etc.) can the AI clarify what is meant by "reflects the diversity of the providers being trained and the target communities receiving direct services..."?"**

**Part 2: In what way are we to indicate in our application that the staff person or persons reflect these different types of diversity?**

**Part 3: Does the person(s) have to be named as directly supported by the budget, or can the person(s) be trainer(s)-in-kind, or consultant(s)?**

Answer: Part 1: Applicants that demonstrate that their training team, (which includes staff and consultant trainers) is reflective of target communities receiving services would meet the preference factor. Applicants for Regional Training Centers and training Centers of Expertise should be familiar with HIV/AIDS Epidemiological data for New York State. Applicants that are not familiar with these data, are encouraged to visit the DOH website at: <http://www.health.ny.gov/diseases/aids/statistics/annual/index.htm>. Review of these data demonstrates that HIV/AIDS disproportionately impacts African Americans, Latinos and MSM. These data, available for each Ryan White Region, could reasonably be used to represent the target communities receiving services.

Answer: Part 2: Applicants are encouraged to note in their narrative the number and / or the percent of the training team that represents different racial, ethnic, sexual preference, gender identity or HIV status. For example an applicant may indicate the following in the narrative: The training team is comprised of a total of 2 staff members and a pool of 4 consultants. Of these 6 individuals, 2 (25%) are African American, 2 (25%) are Latino, 1 (12.5%) is living with HIV and 2 (25%) are gay/bi-sexual or transgendered. Individuals can be included in more than one of the categories (African American and Living with HIV), so the sum of the numbers from each category may exceed the total number of staff and/or consultants.

Answer: Part 3: A member of the training team is any person directly involved in delivering trainings. This may include the program manger, lead trainer, consultant trainers or in-kind trainers. Assuming that individuals on the training team meet the qualifications outlined on page 9-10 of the RFA for regional training centers or pages 12-13 of the RFA for centers of expertise, applicants that provide resumes for all staff, consultants and in-kind trainers will be more favorably reviewed than applicants that do not supply resumes.

**5. Question: The RFA states that the funding will be for 12 months and that the anticipated start date is July 1, 2011. My question is are we to do a 12 month budget July 1, 2011 to June 30, 2012? If we are awarded, and if the start date is later than July 1, 2011, will we be asked to submit a revised budget for a shorter term? (page 15 of RFA)**

Answer: Given the release date of the RFA and the length of time required for proposal review, a start date of July 1, 2011 is not feasible. The year one contract period for awards funded under this solicitation is expected to be October 1, 2011 to September 30, 2012. Applicants should submit a budget for a 12 month period beginning October 1, 2011. Applicants that are selected for funding will be provided with further direction in subsequent communications from the AIDS Institute regarding the contract period.

- 6. Question: This question concerns RFA Section II, Item I page 21. The item mentions “training providers to implement NYS law, policy, or regulations related to HIV, STI’s and viral hepatitis” and we are wondering if a more comprehensive/detailed list of the specific laws, polices and regulations that need to be covered exists. Are there specific laws, policies, or regulations that this list includes?**

Answer: The RFA did not include a comprehensive list of specific laws, policies or regulations, nor is it feasible to provide such a list. Applicants may review the list of training topics outlined on page 8 of the RFA and may review the HIV/AIDS Training Calendar (see link to the calendar on page 8) for general information about the laws, policies and regulations about which training centers have historically been asked to provide training.

- 7. Question: This question concerns RFA Section III, Item E, page 22. We are wondering whether the NYSDOH’s internet based Learning Management System is the same system used by Regional Training Centers as well as Centers of Expertise?**

Answer: The Learning Management System referred to in the RFA can be reviewed by visiting: <https://www.nylearnsph.com/Public/default.aspx>. In 2010-11 the AIDS Institute conducted a pilot during which several regional training centers and training centers of expertise used the Learning Management System to conduct training registration services.

- 8. Question: If there are awards for each region, would we be able to apply to provide services in regions other than our own?**

Answer: Applicants are allowed to submit an application to serve as a regional training center for any of the specified regions, regardless of the applicant’s main business address or location. However, once funded to serve as a regional training center in a specific region, the training center will only deliver trainings in the specified geographical areas they are funded to serve.

- 9. Question: Page 9 of the RFA notes that “Regional Training Centers should demonstrate access to a pool of consultants with expertise in the diverse topic areas in which these Training Centers are expected to provide training.” Do we need to submit the resumes of specific consultants, or can we just note our general work with consultants in these topic areas?**

Answer: Applicants need to demonstrate that the individuals on the training team meet the qualifications outlined on page 9-10 of the RFA. Applicants may also provide resumes for all staff, consultants and in-kind trainers if they believe it will strengthen their application.

**10. Question: Beginning on page 20, the RFA outlines the sections for the narrative component of the submission. Are the page limits per section flexible? If we are able to complete a section with a page or two to spare, could we use those extra pages for other sections?**

Answer: It is suggested that applicants follow the recommended page limits for each section of the application. Applicants should carefully review Page 20 of the RFA which states:

Applications should not exceed 20 double-spaced pages (excluding the budget, budget justification, and all attachments), using a 12-pitch font with one-inch margins on all sides. Recommended page limits for each section are indicated. Pages should be numbered consecutively, including all attachments. **Up to five points may be deducted for applications that do not comply with these submission requirements.**

**11. Question: On page 22, section IV of the RFA, we are asked to include the Workplan Overview Sheet (Attachment 5). Does this need to go in the narrative after Section III, or do we include this in order with the other attachments?**

Answer: The AIDS Institute recommends that applicants organize their submission in accordance with the order in which items are listed on the Application Checklist (Attachment 3). The narrative application (Agency Description and Mission; Agency Capability and Experience, etc) should be placed after the Application Cover Page. However, applicants will not be penalized for ordering materials in a different manner as long as all required elements are included.

**12. Question: Are the forms on pages 107-117 available in Word?**

Answer: Pages 107 to 117 can be found as electronic files (WORD or EXCEL) listed as Attachments 6, 7, 8 and 9 along with the RFA on the DOH website at <http://www.health.ny.gov/funding/rfa/1102100248/index.htm> or the HRI website at <http://www.healthresearch.org/funding-opportunities/fau-control-1102100248>

**13. Question: Who is the target of the trainings? The language reads “non-physician providers” but are there specific targets you have in mind, such as ASOs?**

Answer: The target training audience for this initiative is non-physician health and human services providers, including; prevention specialists, outreach workers, nurses, health educators, case managers, case management technicians, peer educators, drug treatment counselors, public health workers, mental health counselors, domestic violence counselors, and others. These individuals work in many different types of agencies including AIDS service organizations, community based organizations, community health centers, local health departments, drug treatment programs, hospitals, syringe exchange programs and any other organization engaged in providing services along the continuum of HIV prevention, testing, medical care or support services.

**14. Question: Can one organization apply for multiple component B-1 topics?**

Answer: Yes. Under Component A, an applicant may seek funding to serve as a center of expertise in more than one of the topic areas outlined under Component B-1. Similarly applicants may seek funding to serve as a regional training center in more than one region or in multiple regions. However, in order to be considered for funding, an applicant must submit a separate application for each region or topic area under which they are seeking funding. The following language can be found on page 20:

A separate and complete application must be submitted for each component of the RFA for which you are applying. In addition:

- If an applicant is applying to serve as a Regional Training Center in more than one region, a separate application must be submitted for each region.
- If an applicant is applying to serve as a Center of Expertise in more than one topic area, the applicant must submit a separate application for each topic area

**15. Question: Is there any limit to how many applications an organization can submit?**

Answer: No. There is no limit to the number of applications that an organization may submit.

**16. Question: How should applications be delivered? Must they be hand-delivered or can they be mailed? Should Federal Express be used? Is fax or email definitely unacceptable?**

Answer: Applications can be mailed or hand-delivered. If mailing, applicants are encouraged, but not required, to use an express service. Applications will not be accepted via fax or email. Please see page 14 of the RFA.

**17. Question: If an application is received after 5PM on June 22, 2001, will it be considered?**

Answer: It is the applicant's responsibility to see that applications are delivered to the address stated in the RFA prior to the date and time specified. Late applications due to a documentable delay by the carrier may be considered at the Department of Health's discretion but there are no guarantees. Applicants should make every effort to ensure that all applications are received before the deadline.

**18. Question: What is the address that applications should be mailed to?**

Applications should be mailed or hand-delivered to:

Valerie J. White  
Deputy Director, Administration and Data Systems  
New York State Department of Health AIDS Institute  
ESP, Corning Tower Room 478

Albany, New York 12237

**19. Question: In looking over the budget forms, I am not finding a place to delineate our rent, utilities, phone, supplies, travel, postage, printing, etc. costs. I saw in the instructions to enter the total of such costs to the Summary Budget page on lines C, D, E, and F. I wonder, though, where to enter the breakdown of the total costs for each line?**

Answer: The budget forms provided for the RFA process do not include the "Other than Personal Services" (OTPS) detail pages. Please list dollar values for all OTPS items on the summary budget and provide a description of those items using the justification page(s).

**20. Question: Are the budget pages provided on the website in an Excel format?**

Answer: Yes, the budget pages are included as Attachment 6 on the website in an Excel format.

**21. Question: If we are already an AIDS Institute funded program, should we use the forms we already have?**

Answer: No. Applicants should complete the information requested on the forms provided as Attachment 6, regardless of whether or not they are currently funded by the AIDS Institute.

**22. Question: I cannot do a direct entry on the summary page as it is locked.**

Answer: The summary budget forms should be accessed through your internet browser at: <https://email.health.state.ny.us/go/www.health.state.ny.us/funding/rfa/1005131015/index.htm> and then saved to the hard drive of your computer. Once saved to your hard drive, open the document without updating the links. Some of the pages are protected so if you are having problems entering information you should unprotect the sheet by clicking on the tools button on your toolbar, click on "protection" and click on "unprotect sheet".