New York State Department of Health
Division of Health Facilities Planning
Bureau of HEAL, Workforce Development and Capital Investment

RFA 1308090430
Health Workforce Retraining Initiative 2014-15

Questions and Answers and Modifications

The following has been updated/modified in the RFA. Strike-through indicates deleted text; underlined text is new.

Page 18, Section IV; J; is modified as follows:

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us. ~~Vendors may also email the Vendor Responsibility Unit directly through their website at http://www.osc.state.ny.us/vendrep/contact_us_email.htm.~~

Eligible Applicants/Organizations

Q1: Are federally qualified health centers providing primary care eligible to apply?
Can individual home health care agencies apply?
Are licensed home care services agencies (LHCSA) eligible to apply?
Is a health and human service nonprofit organization with NYS State-licensed clinics eligible to apply?

A: All organizations listed in the questions above are eligible to apply.

Q2: My company is an IT solutions company that services healthcare organizations with technology professionals and IT outsourcing. Would we be able to apply for this funding to train/re-train IT workers that work in healthcare organizations or is it limited to strictly healthcare organizations?

A: An IT solutions company that has partnered with a health care organization that documents the need of its employees for IT skills may apply for funding.

Q3: Can we partner with other community agencies for retraining?

A: Yes. The most important collaborations to establish are those between the applicant and the employer with trainees needing training, and the educational organization that will provide the training. Support for the project from community agencies can be beneficial.

Q4: Can non-profit community agencies apply?

A: Yes, if they partner with an organization or organizations that have health care workers in need of training.

Q5: Are Managed Long Term Care Plans eligible applicants?

A: Managed Long Term Care plans are not eligible applicants.

Q6: How does NYS DOH define other health care facilities?

A: At a minimum, hospitals, nursing homes, assisted living residences, certified home health agencies, licensed home care services agencies (LHCSA) and long term home health care programs (LTHHCP) are eligible applicants. Other organizations are also eligible as described under Section II, A. Minimum Requirements, Eligible Organizations.

Q7: What is the definition of an educational institution?

A: Any organization that provides education or training to health care workers would generally be deemed eligible.

Q8: The RFA states that "Educational Institutions" are eligible to apply for the Health Workforce Retraining Initiative. We would like to find out if Opportunities for a Better Tomorrow (OBT) is eligible to apply. OBT is a 501(c)3 nonprofit organization which offers job-training and certification for two health workforce positions: the Certified Electronic Health Record Specialist (CEHRS) and Certified Medical Administrative Assistant (CMAA).

A: Yes, an educational organization which offers training and certification for the Certified Electronic Health Record Specialist (CEHRS) and the Certified Medical Administrative Assistant (CMAA) is eligible to apply for funds.

Please note that the organization must partner with an organization that documents the need of its health care workers for the CEHRS or the CMAA training and certification.

Q9: The RFA states that "educational institutions" are eligible to apply for funding. Does this include adult education departments of public school districts?

A: No.

Q10: Please specify which clinic licenses are required to be eligible: Article 16, Article 28, Article 31?

A: Article 16, 28 and 31 clinics are all eligible to apply.

Q11: Do applications usually fare better when entered upon with a union partner?

A: Organizations that document partnership with the appropriate labor unions will receive a funding preferenc

Eligible Participants/Trainees

Q12: Will the grant support upgrading the hospital engineering staff skills, including skills of electricians, plumbers, divisional supervisors, and others to ensure patient safety within the facility?

A: Yes.

Q13: No hospitals have closed in our area. Can the funds be used to train workers who are laid-off or likely to experience job loss, or on public assistance in other fields?

A: Yes, as long as they have been employed previously in health care, they are eligible.

Q14: Are physicians excluded from any training offered in this grant - including cultural diversity, interdisciplinary team, etc.

A: Yes, as noted on page 8 of the RFA, funds may not be used to train physicians and physicians in training.

Eligible Activities

Q15: Does the training program have to guarantee placement into a job at the conclusion of the course? Or must the graduates just be eligible for such roles?

A: The purpose of the training and intended outcome of the program is to place retrained workers in new or re-designed jobs. Simply providing participants with training is not an adequate outcome.

Q16: We are a trade organization that represents 130 behavioral health agencies, i.e. mental health, substance use, addictions, such as Catholic Charities, Jewish Board of Families and Children's Services, Palladia, Odyssey House, etc. Will this health initiative include behavioral health?

A: Yes.

Q17: We are exploring the possibility of providing one year "preceptorships" for newly-graduated nurses interested in working in Home Care and Extended Care. The preceptorships would help them to sharpen their skills and improve their practical knowledge as they start their careers. Would such a program be eligible for funding?

A: Yes, preceptorships for home care and extended care nurses are eligible for funding with appropriate documentation of need.

Q18: Would training staff to meet the new requirements of the Affordable Care Act and health insurance marketplaces, and also training staff to provide assistance and inform our clients about these changes, be eligible for training? If these training activities are allowed, which Training Type would they fall under?

A: The program may support training needed to meet the new requirements of the Affordable Care Act to the extent that the activities proposed are not otherwise reimbursed or supported

by other grants or programs.

More information would be needed to know which category type a project would fall into. DOH will determine the funding category based on the information included in the application.

Q19: Our mid-career nurses have requested on-site MBA courses that will help them prepare for Nurse Leadership roles. Would such a program be eligible?

A: MBA training for nurses preparing for nurse leadership roles would possibly be an~~d~~ eligible training project, with appropriate documentation of need for MBA training.

Q20: Can curriculum development continue throughout the project period? (e.g., develop training module one, deliver training module one while developing training module two)

A: Yes, that is possible but not preferable. The unfinished nature of the curriculum could affect the capability of the applicant to provide the complete program.

Q21: Will the grant support a full-time pharmacy educator to train and upgrade the skills of current pharmacy department staff, including pharmacists and pharmacy technicians, to participate in daily pharmaceutical activities, new models of interdisciplinary/collaborative patient care, and medication reconciliation to promote culturally competent patient centered care?

A: No. An instructor may be hired to provide a specific and time-limited type of training for which the organization has a documented need. However, the program would not support an ongoing staff position.

Funding/Cost Eligibility

Q22: If we select an HWRI contract period of April 1, 2014-March 31, 2016 and we have a student enrolled in a January-May 2016 semester, can we include tuition expenses for January –May 2016 even though it ends after the contract end date?

A: Yes, as long as the tuition expenses were incurred during the contract term, i.e., prior to March 31, 2016. No expenses incurred after this date could be reimbursed.

Q23: Would scholarships to provide bachelor’s degree tuition assistance for low-skilled workers at risk of layoffs qualify for funding?

A: Yes, if the applicant documented a need for the specific bachelor's degree in the proposal, tuition support for that bachelor's degree would be eligible for funding. Documentation that the funds were spent on tuition would be required.

Q24: Please explain what makes “instruction and tuition requested for the same participants” ineligible costs.

A: The program does not pay for both a staff instructor to provide a course of training, and tuition to provide that same course of training to a particular participant, because that would reimburse the same activity twice.

Q25: If we are proposing to provide additional training to recipients above what the academic institution provides as part of tuition, can this be included in the instruction category? Or will it be disallowed because "instruction and tuition requested for the same participants" are listed as ineligible costs?

A: Yes, the additional instruction can be included in costs. It is advisable to fully explain the situation so the expense is not disallowed.

Q26: Does the grant pay for external instructors?

A: Yes, the program will pay for external instructors.

Q27: Does the grant pay for training space?

A: The program pays for training space rental when there is no other source of training space other than rented space. It is preferred that the applicant find space on its premises or its partners' premises in which to conduct training.

Q28: For trainers or instructors that we might use, can we expense travel and lodging?

A: Travel and lodging expenses are generally not reimbursable.

Q29: Are there guidelines on allowable technology/equipment charges as they directly relate to training?
Are equipment charges for software/hardware for training admissible?
If we propose to train a clerical workforce on how to use an electronic health record, and that training depends on access to EHR software, is that charge admissible?
Could equipment such as I Pads or Sim-Man needed for telemedicine retraining be included in the funding?

A: While there are no specific guidelines on expenses for training equipment and software, the equipment and software would need to be integral to the program, reasonably priced based on market prices, and <u>dedicated solely for use by the program</u>. Costly equipment and software would increase the cost per trainee. An applicant's unit costs will be considered during the financial review so it may disadvantage an applicant if equipment and software costs are comparatively high.

Note that equipment purchased with NYS funds is property of the State of New York and needs to be appropriately tagged and inventoried.

Q30: Is there any guidance you could provide with regard to the ratio of funding requested for implementation versus training? For example, would a ratio of 25% of funds budgeted for implementation and 75% of funds budgeted for training be acceptable?

A: Implementation expenses are generally administrative in nature. Executive Order 38 requires that administrative expenses be no more than 20% of the budget in 2014 and no more than 15% of the budget in 2015. See pages 17 and 27 of the RFA for limitations on administrative expenses, and where to find further information on Executive Order 38 (Part 1002 to 10NYCRR).

Q31: Does the grant pay for salaries of the project implementation staff, which may include a project director, support staff, project coordinators, and MIS staff?

A: Yes, the program may reimburse or partially reimburse expenses for project implementation personnel such as the Project Director, support staff who provide administrative services to the project, and the other positions listed.

Q32: Are indirect costs such as facilities and administration costs allowable?

A: Yes. These items would be considered administrative expenses, and subject to the 20% and 15% administration limitations (see question #30 above).

Q33: Can lost staff time funds be used only for the cost of replacement staff?

A: Lost staff time reimburses for replacement staff hired at additional expense to do the work of trainees while they are in training. Lost staff time funds do not fund any other activity.

Q34: Can lost staff time funds be used for the salary of staff who are attending training, where no replacement costs are incurred?

A: No, lost staff time funds cannot be used to pay the salary of the staff who are in training.

Q35: During class time, are students on personal time or the organization's time? If it's the latter, does the grant pay for back fill and/or overtime?

A: The project can be set up either way.

If the students are taking time off from work at a reduced salary to attend the training, the contractor may provide and claim reimbursement for a subsidy for reduced hours.

If the student is taking training during non-work hours, they could be eligible for reimbursement of dependent care expense, in the case where the contractor budgets for it.

If students are being trained on work time at full pay, and their job responsibilities are carried out while they are in training by a replacement worker hired at additional expense to the employer, the replacement worker's salary may be reimbursed to the employer as lost staff time.

If students are being trained on work time at full pay, and their job responsibilities are carried out while they are in training by a worker brought in at no additional expense from another part of the organization, there is no cost that can be claimed and reimbursed.

Q36: Can funds be used for overtime for staff attending training beyond the forty-hour week? Can overtime hours of staff in training be used instead of replacement workers or temporary workers, and still qualify for lost staff time reimbursement?

A: In limited cases when there is no better alternative, lost staff time could reimburse overtime worked by staff who attend training during hours beyond the full time work week. The higher

cost of overtime could be a cost disadvantage in the financial review.

Scoring/Preferences

Q37: Are the funding preferences listed on page 6 ranked in order of priority, with bullet one having the highest preference?

A: No.

Q38: Would RN to BSN training meet the funding preference requirements for training in shortage occupations?

Would MBA training for mid-career nurses to prepare them for nurse leadership roles meet the funding preference requirements for shortage occupations?

A: More information would be needed to determine if the project would meet a particular funding preference.

If a shortage of BSNs were documented, it is possible the project will meet the shortage occupations preference.

If a shortage of MBA trained nurse leaders were documented, it is possible the project will meet the shortage occupations preference.

Q39: Would preceptorships for entry-level nurses meet the funding preference requirements for changes in job requirements. We would make the argument that entry-level nurses may be well-educated but are not "job-ready" when they arrive in the workplace.

A: More information would be needed to determine if the project would meet a particular funding preference.

Assuming a participant is eligible for training due to current or prior health care experience, it is possible a project could be structured to meet the preference for changes in job requirements.

If the employer was newly requiring all entry level nurses to have particular skills in order to keep their current jobs, it is possible such a project would meet the preference for "changes in job requirements."

Q40: Would MBA training for mid-career nurses to prepare them for nurse leadership roles meet the funding preference requirements for changes in job requirements?
Would a project to train workers in service quality/customer satisfaction meet the funding preference requirements for changes in job requirements?
Would RN to BSN training meet the funding preference requirements for changes in job requirements?

A: More information would be needed to determine if the projects would meet a particular funding preference.

If the employer was newly requiring all nurse staff to have an MBA in order to keep their

current jobs, it is possible such a project would meet the preference for “changes in job requirements.”

If the employer was newly requiring all staff to have particular skills in service quality in order to keep their current jobs, it is possible such a project would meet the preference for "changes in job requirements."

If the employer was newly requiring that RNs acquire BSN credentials to continue employment, it is possible the project will meet the preference for increased job certification or licensing requirements.

Q41: Can NYS DOH provide further information about “expansion of educational capacity.”

A: The expansion of educational capacity preference is intended to make a permanent increase in the number of training slots available in an occupation for which there are insufficient training slots or seats. The increase in capacity would need to be self-supporting beyond the term of the HWRI funding.

This might occur by training additional educators in a profession with a shortage of training slots; by making additional clinical off-site training opportunities available; or by arranging for additional instructional staff at an existing educational program.

Q42: Would MBA training for mid-career nurses to prepare them for nurse leadership roles meet the funding preference requirements for expansion of educational capacity?

A: More information would be needed to determine if the project would meet a particular funding preference.

Q43: Would RN to BSN training meet the funding preference requirements for expansion of educational capacity?

A: If the applicant documented a shortage of RN to BSN training capacity, and the project proposed to increase the number of BSN training slots, either by training or otherwise providing more BSN educators, it is possible the project will meet the preference for expansion of educational capacity.

Q44: Could expansion of educational capacity include a “training of trainers” model to build on-going capacity for the use of health information technology?

A: The expansion of educational capacity preference is intended to make a permanent increase in the number of training slots available in an occupation for which there are insufficient training slots or seats. A train the trainer model could be supported but is not considered an expansion of educational capacity.

Q45: One of the funding preferences stated in the above application is: "promote improved quality and outcomes of care through training in the effective reporting, analysis, and use of data collected by health information technology applications."

Our client wants to train their employees in the use of data mining and query application

software like Crystal Reports for the above. Would that training qualify for this preference topic?

A: More information would be needed to determine if the project(s) would meet a particular funding preference. If the training were to include a major focus on applying the data skills to improved quality and outcomes of care, it is possible the project will qualify for the preference.

Q46: Can you expand on what you are looking for in culturally competent care?

A: Pages 4 and 6 of the RFA described what is sought in regard to culturally competent care.

Q47: Would a project to train workers in service quality and customer satisfaction meet the funding preference for understanding of health disparities?

A: More information would be needed to determine if the project would meet a particular funding preference.

If the customer service curriculum was focused on understanding of health disparities, it is possible the project would meet the preference for "understanding of health disparities."

Q48: Is training to provide quality customer service/service excellence considered a “funding preference” if a focus on customer service is an integral part of a new model of patient centered care that an organization is undertaking?

A: More information would be needed to determine if the project would meet a particular funding preference.

If the customer service curriculum was focused on working within the new model of patient centered care that the organization is undertaking, it is possible the project will qualify for the preference.

Q49: Would MBA training for mid-career nurses to prepare them for nurse leadership roles meet the funding preference requirements for support of models of integrated care?

A: More information would be needed to determine if the projects would meet a particular funding preference.

Q50: What is included in Non Health Care?

A: Any project that trains in skills that are unrelated in any way to health care, for example, training to be a high school teacher, or a chemist, or a police officer will be classified as non health care.

Q51: What does long term care skill enhancement entail? Is it something included in the curriculum, a separate course, or an in-service?

A: Skill enhancement includes training that develops new skills or expands existing skills, and would be part of a proposed curriculum.

Long term care skill enhancement refers to skills required to help patients who need institutional or community based care as they deal with chronic illnesses and disabilities. The applicant would need to describe a curriculum that addresses this concept to qualify for the preference.

In-service training is not supported in this program.

Q52: What does labor union concurrence mean?

A: Labor union concurrence means the relevant union(s) provided a letter of support for the project that was included with the application, or the applicant otherwise documented the union status at the facility.

Q53: Do we have to address all of the "Application Review Criteria/ Desired Contract Deliverables?

A: Applications must address the following: need for the training project, capability and commitment to carry out the project on the part of the applicant; collaboration among partners in the application; a strong training strategy; a clear and achievable work plan; and cost effective training outcomes.

See pages 8 through 13 in the RFA for further information.

Q54: Must an applicant begin training within 3 months, or is it acceptable to implement planning and curriculum development within 3 months?

A: Implementation of training within the first three months of the contract would be preferred. It is understood that some programs cannot begin training until the start of an academic semester due to the offerings of the trainer, and such a situation would not be penalized.

Q55: Can we receive funding for a program (for example HHA) that we have not yet received approval to offer, but the application for approval has been submitted?

A: It is possible. However, capability to provide the program may be affected if the organization does not have current approval to offer the training.

Q56: Our organization, a previous recipient of HWRI funding, has formed a 501(c)(3) corporation which we would like to be the applicant for the proposed grant. The staff, resources and outcomes would be the same as in past projects, the only change would be that we will utilize our new entity. In our organizational capacity statement, we intend to reference the previous organization's successes and outcomes. Can you confirm that this reference is appropriate, and are there any other recommendations for us to transition effectively to the new organization?

A: Yes, such a reference regarding sponsor capability is appropriate.

Q57: Is there any expectation about the size of the organization or the number of staff who will be trained?

A: No. There is no limitation as to size of the applicant organization or the number of staff to be

trained.

Q58: Our health facility does not have a large staff. If we propose training programs for relatively small numbers of employees will we be at a competitive disadvantage?

For example, we need to train about 20 social workers in skills required for our medical home model that also requires a smaller number of our medical assistants receive skills upgrade training in a different area.

In other words, will awards take into consideration the service and employee impact of the training, or just select the projects with the lowest unit costs?

A: The technical score of 80 points takes into account the service and employee impact of the training.

The financial score of 20 points relies entirely on the lowest unit cost for a particular training type. An applicant may achieve a lower cost per trainee by contributing additional organizational or external resources that reduce the cost per trainee attributed to the program.

Q59: Are there guidelines or suggestions on the minimum or average numbers served under selected projects? How will the quantity of individuals reached/trained affect scoring?

A: The only guideline on the minimum or average numbers served under a project is that the cost per trainee should be competitive in order to receive a strong financial score.

The number of individuals trained in the project will affect the cost per trainee.

Administrative/Application Requirements

Q60: Can you propose training various staff titles across multiple settings as one project or does training need to be separated into projects for each setting?

A: Training categories that can occur across job titles are noted on pages 33-34 of the RFA.

Q61: Is it acceptable to propose one project that includes training unemployed and employed healthcare workers or do you need to submit them as two distinct projects?

A: Both unemployed and employed healthcare workers can be trained in a single project.

Q62: The standard format for project title indicates “current job title” trained in “new skills.” If we are proposing to train individuals with different job titles (substance abuse counselors, mental health workers, case managers) across different types of programs (substance abuse settings, mental health settings, hospitals) and we are also proposing to train unemployed healthcare workers (such as those who lost their jobs when hospitals closed) all in one area - CASAC skills - would the following title meet the specifications: “Current and laid off non-qualified health professionals (non-QHPs) trained in CASAC skills”?

A: Yes.

Q63: Can we compile all the programs and regions into one document or do we have to submit each program in each region as separate documents.

A: A single application document can include all projects being proposed.

Within that single application, each project requires a separate budget and technical proposal in each region, as per the definition of "project" and "multi region projects" on page 20. The project materials should be able to stand alone for review without reference to the project as it might be proposed in another region. It is assumed that the project may be different in each region due to local needs and available manpower to carry out the project.

Page 21 paragraph 3 states "If a multi-regional project is proposed, the information must be submitted ***for each project and for each region***."

Note the statement in paragraph 6 of page 20 that "Budgets aggregated for multiple regions will not be scored," and near the bottom of page 19, "Applications that do not follow the prescribed submission method will not be reviewed."

Q64: If we are proposing different training modules which address the priorities of the proposal, are they then considered "unique projects" which need their own application? For example - if the "multi-disciplinary team" in one region is going to be trained on effective use of health information technology, integrated care management and awareness and understanding of health disparities - is that then 3 proposals?

A: Details on what constitutes a project and a multi-regional project are on page 20 of the RFA. A number of training modules can be included in a single training project, if the trainees all will receive the same modules, and will complete the training with the same skill sets or certifications.

Q65: Can you please clarify and/or further explain this statement:

Applicants will in certain instances, unlike previous solicitations, be allowed to train individuals in various occupational titles within a single project where evidence suggests that team training across job titles is warranted.

An applicant may request funds for career ladder training but separate titles should be broken up into separate projects and cross referenced.

How would this be done?

A: In some cases it may be logical for staff in a variety of job titles (e.g., nurses, clerks, and dietary staff) to be trained in the same hospital-wide data entry system. In this case, training across titles would be warranted.

Career ladder training implies increasingly complex skills for staff in each job title, e.g., CNA to LPN to RN to BSN, that will enable the trainee to move up a career ladder. Training a group of staff in these job titles, since the nature of the training is dissimilar from job title to job title, would need to be separate projects. If a career ladder is being presented for the CAN-LPN-RN-BSN sequence, the 4 projects should be cross-referenced to indicate that each of the

projects is part of a series.

Q66: If the project is offered in one particular region, but will serve residents/hospitals/organizations outside the applicant's primary region, do separate technical narratives and budget proposals need to be submitted?

A: That would be considered a multi-regional project, and would therefore require separate technical and budget proposals for each region.

The region of a project is determined by the location of the employer of health care workers, or by the residence of the laid off health care workers.

Q67: For a large health system with a number of acute care centers and other affiliates, are multiple proposals going to be accepted?

A: Yes. Note that multiple applications submitted for the same category of training in the same region will compete against one another.

Q68: We are a collaborative association of long-term care and skilled nursing facilities. Previously we were a for-profit entity that participated and received funding from prior grants. Last year our members established a non-profit association to support educational programs that benefit healthcare workers in our community. The new non-profit will submit a grant proposal on behalf of the members. As such, do we need to submit new letters of support from each individual healthcare facility or may we submit a letter from the group association?

A: The new organization should submit new letters of support from the participating healthcare facilities.

Q69: Which training category does an RN to BSN project, designed for existing associate degree RNs to get their bachelor's degree, fall under?

A: RN to BSN would be Category 5, new BSN. (Page 33, Table 2)

Q70: We need to train a number of different job titles on coding and documentation skills required for workers to remain current in their jobs. The titles fall into different categories in Table 2 on page 33. While there will be some overlap in the curriculum for all titles, it will differ by job title. Workers will only take the relevant parts of the overall training in accordance with their job requirements and responsibilities. Should these be presented as a single project or as separate projects for each job title?

A: The training would be better presented as separate training projects because of the variations in training for each job title.

Q71: The project narrative must be double spaced and each section is to be 2 pages in length. This appears to leave 1 page of text to respond to the bulleted criteria that will be scored, listed for the Statement of Need for Training. These leaves about 1-2 sentences per criterion. I would like to confirm that the page limitation for this section is accurately stated in the Request for Applications.

A: It is correct that the narrative describing need for the proposed training is to be no more than 2 double spaced pages in length.

No single project is expected or intended to qualify for all 12 preference points in the need section of the narrative. The applicant must select which of the bulleted points the project will address, not attempt to address all 12 points.

It is understood that an applicant will want to address as many preferences as possible in each project. Bear in mind that the case made for one preference may be inconsistent with or preclude making a good case for another preference. Some preferences cannot be met in the same project.

Q72: The RFA states about the work plan that at a minimum, activities that are achievable within specified timeframes, start and end dates, reporting/vouchering dates, and dates of expected placements should be included.

Please clarify where on the work plan 3.2 format to enter this information.

A: Timeframe dates should be indicated in the Performance Measures column of Attachment 3.1.

The sample work plan (Attachment 3.2) shows the following in the performance column:

training begins on date _____;
training ends on date _____;
trainees are back to regular work schedule by date _____;
newly placed trainees begin regular work schedule by date _____.

Quarterly reports are due 30 days after the close of each quarter.

Additional dates can be included as desired.

Q73: When indicating a date when an objective begins or ends, what are the criteria needed? Do we need to include specific dates (ex" MM/DD/YYYY) or can we refer to a range (ex: 1Q2014).

A: It is sufficient to indicate the quarter of the contract.

Q74: What are the possible contract start dates?

A: Contract terms may be 1/1/14 through 12/31/15, or 4/1/14 through 3/31/16.

Q75: Please give an example of a Budget Category/Deliverable for the work plan.

The work plan column entitled Budget Category/Deliverable is not filled out on the sample Project Work Plan. When is this column used and what should be recorded there?

What should be included in work plan column "Budget Category/ Deliverable?"

A: This column will not be used until a contract is awarded and a final budget negotiated. It is used to indicate what budget category provides the funds for a specific activity.

As an example, if an objective was "report on progress of the project", then what would go in the Budget Category/Deliverable box would be personnel responsible for managing and reporting on the project. It ties the work plan objectives to the budget lines that fund the objective.

Q76: How should the Project Work Plan be organized if there are multiple unrelated activities in a project.

A: The work plan should follow the format indicated in the RFA. All work plan activities should be related to the project objectives proposed. If they appear unrelated to each other but are all related to the project objective, they are fine.

Q77: Is there a format requirement for the project narrative? Under Application Format guidance starting on Page 20, you state page requirements for the cover sheet and each section of the narrative but I did not see line spacing or font size requirements, i.e. should these sections be single or double spaced, 12 pt. etc.?

Are there required fonts and margins for the application?

A: The application should be double spaced. Font size should be no smaller than 10 point.

Q78: If we are applying for multiple projects/regions, how should our Expenditure Based Budget submissions allocate expenditures over the various applications?

A: Any reasonable allocation methodology will be considered as long as it is fully described.

Q79: Is the work plan narrative limited to the box provided on page 37? Is this the first page of the Work Plan?

A: The size of the box is expandable. It is the first page of the work plan. It is suggested that the workplan overview be concise and provide a summary only.

Q80: On Attachment 5.1, do we capture project implementation, non-personal from Attachment 4.4 (e.g. rent, payroll processing, staff travel and utilities) in 2e. Operating Expenses?

A: Non-personal implementation expense of rent from Attachment 4.4 should be entered on Attachment 5.4 under space/property rent.

Non-personal implementation expense of payroll processing would go under 5.2 Personal Services Detail if it is performed by applicant organization staff, and under 5.3 Contractual Services if it is a subcontracted service.

Non-personal implementation expense of staff travel is generally not allowable.

Non-personal implementation expense of utilities would go under 5.4 Utility Expense.

Q81: The Expenditure Based Budget shows different categories that aren't easily convertible into the categories shown in the Project Budget, and doesn't differentiate between Project

Implementation and Training Services.

If we are budgeting indirect project costs, e.g., equipment or utility expenses, but only including that item in general overhead included in Project Implementation Non-Personnel Services, do we need to supply a breakdown for it in the Expenditure Based Budget?

A: Yes, the overhead being attributed to the grant should be included in the appropriate categories of the Attachment 5 budget. That might include Personal Services, space rental, utilities, administrative equipment, contractual services, or others.

Q82: For curriculum development services provided by a vendor, how do we fill this in on attachment 4.3, 4.4 and 5.1?

On Attachments 4.3 and 4.4, is it under Tuition and Fees or Contractual?

On Attachment 5.1 is it under 2a Contractual, under 2e. Operating Expenses or under 2f. Other?

A: Curriculum development services that are subcontracted would go under NPS - Contractual Services on Attachments 4.3 and 4.4, and would go under 2a Contractual Services on Attachment 5.1 and under Contractual Services on 5.3.

Curriculum development services that are provided by the applicant organization would be budgeted under 1. Personal Services, under a. Salary and b. Fringe.

Q83: On attachment 5.1, do we list Tuition and Fees, Supplies and Equipment, lost staff time and subsidy to offset wage reduction in 2f. Other?

A: On attachment 5.1, list Tuition and Fees in 2f. Other.
List administrative supplies in 2e. Operating Expenses.
List administrative equipment, if any, in 2c. Equipment and note that it is administrative equipment.
List training equipment in 2c. Equipment and note that it is training equipment.
List training supplies in 2f. Other.
List lost staff time in 2f. Other.
List subsidy to offset wage reduction in 2f. Other.

Q84: If our only budget item is tuition on form 4.3, then how would we complete the Expenditure Based Budget? Would we simply submit the Expenditure Based budget Attachment 5.1 with the tuition in the contractual services category?

A: Tuition would go in the line 2f. Other on Attachment 5.1, the summary page of the expenditure based budget. The remaining categories other than the total would be zero.

Attachments 5.2, 5.3 and 5.4 would have zeroes or no entries, and attachment 5.5 would have tuition entered in "Other."

Q85: Does the grant require an organization to partially fund or match the state's contribution?

A: No. However, any contributions that reduce the cost per trainee that the HWRI program will pay will improve the financial competitiveness of the proposal.

Q86: What is the difference between match funds and other funds in the Expenditure Based Budget?

Should the total match, regardless of sources, be captured in "match funds"?

A: Match funds are provided by the applicant. Other funds are from outside sources other than the applicant, for example, other grants that are helping to fund the program, or other partners in the application.

Match funds and other funds should be listed separately, not combined.

This program has no requirement for matching funds. However, the greater the funds provided by the applicant or outside organizations, the lower the cost per trainee would be, which would improve the financial score.

Q87: The RFA states that applicants must keep general administration cost between 15 to 20% of the total project costs. Why is there a range?

Does the limit on general administrative costs of 15-20% apply to indirect costs as well as secretarial and related support costs?

A: Executive Order 38 requires that in 2014 administrative costs may not exceed 20%; in 2015 administrative costs may not exceed 15%. Please refer to page 17 of the RFA for further information on this.

Yes, the limit applies to indirect costs, administrative secretarial and related support costs.

Q88: Do we need letters from all of the educational vendors or only those who have not participated with our for-profit trade association in the past?

A: Letters for educational vendors are needed only for those vendors who have not participated in the past in the particular project in question.

Q89: For trade association applications, do individual facilities have to submit letters of support?

A: No.

Q90: The RFA and the state master contract refer to the intent to maximize opportunities for the participation of minority and women-owned business enterprises in compliance with Article 15-A of the Executive Law.

What is required beyond attestation by signature of the Cover Sheet that the applicant complies with regulations contained in the contract documents?

A: An applicant must meet MBWE requirements in reference to subcontracting, if it chooses to subcontract to complete its contract obligations. Any other efforts to utilize MWBEs for other non personal service expenses is encouraged.

The Application Cover Sheet attests to the applicant's intention to comply with all NYS requirements, and that is all that is required for the application.

Q91: What are the MWBE goals for subcontractors for RFA 1308090430?

A: The MBWE goals for subcontractors hired under the grant are 10% for women owned businesses and 10% for minority owned businesses. As long as a 20% goal is reached overall, the 10% for each category can vary. There is also a waiver process available.

Q92: Has the date changed for submission for the HWRI 2014-15 from October 31, 2013 to October 4, 2013.

A: No. Applications are due at 3 pm on Thursday, October 31, 2013. Should the deadline be changed, it will be posted on the Department's website.

Q93: Is there overall special page numbering required or only per section?

A: There is no requirement regarding page numbering.

Q94: What does "Contractor SFS Payee Name" signify?

A: Contractor SFS Payee Name refers to the specific name under which the organization applied for its Statewide Financial System vendor identification number. An applicant must have an SFS vendor identification number to apply for any state grant.

Q95: Will the budget worksheet be provided as a separate excel document or is it only a word doc?

Can we send in Excel converted version of the Application form?

A: Yes . Excel versions of both Attachments 4.3-4.4 and 5.1 have been posted on DOH's website for this RFA.

You may, if you prefer, send in a budget worksheet converted from the application form.

Contracts/Payment

Q96: Approximately how many grants will be provided per region?

A: It is not known at this time. As many grants as possible will be funded, depending on the quality of the applications that are submitted and the amount of funding in a region.

All projects that receive a passing score will be funded.

Q97: What is the time frame for the grant award, one or two years?

A: The contract period will be two years (24 months) for the amount awarded to a successful applicant.

Q98: The RFA gives an anticipated initial award amount for each region. Do the initial award amounts listed on page 32 of the RFP reflect one year awards or two year awards?

Is the NYC region initial award of $500,000 for year one, or is the award spread over multiple years?

Is the initial award amount given on page 32 is for the first year only?

A: The initial award is a step in the funding process that does not appear in the final award or the contract. The final award is for a two year contract period.

Q99: The RFA states the second year of funding resulting from this RFA is contingent upon funding appropriation of the HWRI in State Fiscal Years 2014-15."

A: It is expected that awards will be for a two year period. The contract developed will likely contain 2 distinct twelve month budgets.

All funding is subject to the continued availability of program funding through the state's appropriation and budgetary process.

Q100: When would the funds become available?

A: Once awards are made, a contract would be negotiated with the funded applicant. The contract would be processed through standard contracting procedures, and would be considered "executed" once it is approved by the Office of the State Comptroller. Reimbursement of expenses would begin after the first three months of the contract, upon approval of the first quarterly progress report and expenditure report. Such reports are due 30 days after the close of the quarter.