

RFA # 18377
Grants Gateway # (DOH01-DRPLR7-2020)

New York State Department of Health
Office of Primary Care and Health Systems Management
Center for Health Care Policy and Resource Development
Division of Workforce Transformation

Request for Applications

Doctors Across New York
Physician Loan Repayment and
Physician Practice Support Programs
Cycle VII

Modifications, Questions and Answers
3/2/2020

RFA MODIFICATIONS

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

Attachment 6 Option A – Primary Care/Psychiatric Physician in a HPSA / MUA / MUP

These instructions were not included in Attachment (6).

If a FQHC site is not identified as a geographic HPSA, MUA or MUP when searching by address at the link identified in Attachment 6 Option A, then applicants may follow the steps below to identify that a facility is an auto HPSA or Federally Qualified Health Center (FQHC). Go the following website:

- <https://data.hrsa.gov/tools/shortage-area/hpsa-find>

On the left side of this page there are a series of boxes where you can make selections to narrow down your search. Enter the following information:

- **Select a State/Territory: Choose New York**
- **Select County(s) Required: Choose County where the worksite is located.**
- **Apply Filters: Check the applicant’s HPSA Discipline from the HPSA Discipline dialog box.**
- **HPSA Status Box: Check “Designated” (“Proposed for Withdrawal” and “Withdrawn” should be un-checked)**
- **HPSA Designation/Population Types: Check “Federally Qualified Health Center” and “Federally Qualified Health Center Look-alike” (all other boxes should be unchecked)**
- **Rural Status: No selection required**
- **Update date: No selection required**

- Click Submit
- Locate the HPSA Name and applicant’s Discipline on the query result.
- Click on the (+) in the leftmost column of the query result to show the entire Site List.
- If the Site Name and Site Address of the intended worksite appear on the list, then the Site is Federally Qualified Health Center Site.
- Print a copy of this page.

Applicants are instructed to upload documents supporting the FQHC status as Attachment 8 in the Grants Gateway online application.

Section V. Completing the Application, A. Application Format/Content, 2 Program Specific Questions

Part 6: Physician Current Status

6a. Is the physician currently licensed to practice as a physician in New York State?

If yes, provide license number. If no, provide the date license application was submitted **(or will be submitted)** to the New York State Education Department. If neither, you are not eligible for the DANY funding opportunity.

QUESTIONS AND ANSWERS

Questions below were received by the deadline announced in the RFA. The NYSDOH 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 # **18377**. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

GRANTS GATEWAY

Question 1: How do I determine if my agency is prequalified through the Grants Gateway?

Answer 1: Your organization’s status can be viewed by accessing your document vault and observing the current status noted in the details panel at the top of your document vault’s main menu. The status can also be obtained by running the “State Prequalification Application Status Report” under the Management Screens section of your vault.

Reminder: Only not-for-profit organizations are required to be prequalified. To do so, an organization must have submitted a registration form, identified a grantee delegated administrator, entered required documents into the document vault, and submitted the document vault for review. Please note the documents in the vault must be submitted with sufficient time to be reviewed and approved - waiting until the last minute is not advised. If your

agency vault is in review status and not yet prequalified, please send an email to the mail log for this solicitation at DANY2018@health.ny.gov in order to request expedited handling of your document vault.

Question 2: Can an agency apply if they are not prequalified through the Grants Gateway?

Answer 2: Not-for-profit organizations must be prequalified by the date and time applications are due. If a not-for-profit organization is not prequalified the application will be rejected. Individuals and governmental entities do not need to be prequalified.

Question 3: What does the asterisk * mean in the Grants Gateway on-line application?

Answer 3: The asterisk * alerts applicants that a response is mandatory. Applicants will not be allowed to submit their application without completing all mandatory questions.

Question 4: Are there character limits for Gateway fields?

Answer 4: Character limits are included in the Grants Gateway fields. As an applicant types their response; the number of characters allowed as a response is shown. As an applicant types a response, the number of characters (including spaces) used will be displayed up to the maximum allowed. Applicants will not be able to exceed the character limit allowed per question.

Question 5: I am trying to get a copy of the RFA. Can you advise me on how to get it since the application is not yet open on the Grants Gateway?

Answer 5: The RFA will be live in the Grants Gateway on March 5, 2020. You can access the Grants Gateway through the following link: <https://grantsgateway.ny.gov>. Once you are in the Grants Gateway, you can access the RFA by clicking on Browse Opportunity. Select the Opportunity from the list of RFAs.

You can also, click on “Search for Opportunities” and type in DOCTORS on the “Search for Grant Opportunity” Line. Click on the grant opportunity on the list. Once in the Opportunity, click on “View Grant Opportunity” to view the RFA. Please note that you cannot be logged in as any of your grantee roles when viewing the opportunity. Potential applicants should also go to the DANY webpage at https://www.health.ny.gov/professionals/doctors/graduate_medical_education/doctors_across_ny/ for additional information to assist in completing the application.

Question 6: The website says I need to pre-register in Grants Gateway to apply for this grant. Do I register as the applicant or does the hospital I’ll be working for need to register?

Answer 6: You can register as an individual or the health care organization can apply on your behalf. See RFA Section IV, (M) (1) for details on how to register.

Question 7: For the DANY program, it seems applicants are now required to register as an administrator of an organization and obtain a NYS SFS Vendor ID just to be able to apply for the grant if the application comes out. Is this true?

Answer 7: Both individual physician applicants and health care facility applicants must register for a Grants Gateway account to apply for this grant opportunity. When registering as an

individual physician applicant, the applicant must name themselves as the administrator of an organization and obtain a NYS SFS Vendor ID number. The customized steps for individual physician applicants on how to fill out the “Registration Form for Administrators” and the “Substitute W-9 Form” are listed in Section IV, (M) (1) of the RFA. In addition, you may contact the Grants Gateway Help Desk for more information at grantsgateway@its.ny.gov or (518) 474-5595 (Monday thru Friday 8am to 4pm).

Question 8A: What are the steps to register in the Gateway?

Question 8B: When I try to register it seems the administrator form is designed for a business (i.e. it asks for Vendor ID, Business ID and other organization information). Is this the right form to complete to register if I am an individual physician applicant?

Answer 8(A-B): You need to submit a Grants Gateway registration form and, if you don't currently have a NYS Vendor ID, the W-9 form to the Grants Reform Team at the address listed on the registration form. The website where these forms can be found is: <https://grantsmanagement.ny.gov/register-your-organization>. Once on this page, click on “Get Started” then Register Your Organization”, and “Forms for Download”.

Steps are included in the RFA Section IV, (M) (1) on how to register both as an individual and as a health care facility. In addition, you may contact the Grants Gateway Help Desk for more information: at grantsgateway@its.ny.gov or (518) 474-5595 (Monday thru Friday 8am to 4pm).

Question 9: On the Grants Gateway Registration Form for Administrators, please confirm the following process for individual physicians:

1. Organization Information Box - Physician name to be input after Legal Name, and address, and social security number is to be input. DBA, SFS Vendor ID and DUNS is Not Applicable.
2. Organization Type Box – Check “Individual”
3. Delegated Administrators Box - Physician name, title, phone, email is to be input – leave 2nd Delegated Administrator space blank
4. Authorization Box - Physician name is input as Head of Organization and include title, phone, email and physician signature. Have notarized.

Answer 9: Steps are included in the RFA Section IV, (M) (1) on how to register as an individual. In addition, you may contact the Grants Gateway Help Desk for more information: at grantsgateway@its.ny.gov or (518) 474-5595 (Monday thru Friday 8am to 4pm).

Question 10: If I am an individual physician applicant applying on the GG registration form, who is the head of the organization?

Answer 10: The individual physician applicant would enter their own name as head of the organization.

Question 11A: Will I be able to submit my information and supporting documents before March 5th? If I do this, can I simply press "submit" on March 5th if everything I need is prepared?

Question 11B: Is it possible to start the application prior to the first submission day on March 5th or does the application not become live until that day?

Answer 11(A-B): The application process in the Gateway will not open prior to March 5, 2020 for any submissions. However, you can download a copy of the RFA and the Attachments now and complete all questions on paper so that when the opportunity does open, you can more quickly enter the data.

Question 12: Can an individual physician submit their application in the Gateway without a Vendor ID Number?

Answer 12: Yes, you can submit with Vendor ID blank if the individual also submits the W-9 form with it. The Grants Reform Team will then initiate the process to get the individual physician a Vendor ID number.

Question 13: What time will the Gateway open on March 5, 2020?

Answer 13: The Gateway will be open for application submissions the morning of March 5, 2020.

Question 14: The Application is now open in the Grants Gateway. How do I log in and apply for the grant?

Answer 14: This RFA will be live in the NYS Grants Gateway on March 5, 2020. You can access the NYS Grants Gateway at the following url: <https://grantsgateway.ny.gov>. To apply for this opportunity:

1. Log into the [Grants Gateway](#) as either a “Grantee” or “Grantee Contract Signatory”.
2. Click on the “View Opportunities” button under “View Available Opportunities”.
3. In the Search Criteria, enter the Grant Opportunity name Doctors Across New York Physician Loan Repayment and Physician Practice Support Programs and select the Department of Health as the Funding Agency.
4. Click on “Search” button to initiate the search.
5. Click on the name of the Grant Opportunity from the search results grid and then select the “APPLY FOR GRANT OPPORTUNITY” button located bottom left of the Main page of the Grant Opportunity.

Question 15: Our hospital has multiple physicians that we will be applying for DANY grant funds. How do you start a new application after you have finished the first application?

Answer 15: In this situation, if the applicant is the health care facility with multiple submissions under one Grants Gateway ID, the facility would start any additional applications the same way it started the first one. When the second, third and fourth applications are initiated, the system will alert you that you already have an application in process, just click OK and proceed. After you’ve started 4 applications, the system won’t allow you to begin a 5th.

These directions apply to health care facility applicants only. For an individual physician applicant, only ONE application is accepted. If a physician submits more than one application, only the application received first will be reviewed.

WHO MAY APPLY

Question 16: Is grant only for primary care doctors or are specialists eligible?

Answer 16: Both primary care doctors and specialists who are either a Doctor of Medicine (MD) or a Doctor of Osteopathy (DO) may qualify for this grant.

Question 17(A): Is this grant available for residents?

Question 17(B): I was wondering if this grant applies to medical residents working at a hospital in an undeserved area?

Answer 17(A-B): Only a Doctor of Medicine (MD) or a Doctor of Osteopathy (DO) may qualify for this opportunity. The physician must be licensed to practice medicine in New York State by the time the three-year DANY service obligation begins (November 1, 2020) and have an employment contract in place no earlier than April 4, 2019 and no later than November 1, 2020.

Question 18: I am a graduating resident (June 2020) and planning to practice in an underserved area for primary care. Can I apply for the DANY loan as a graduating resident or do I already need to be an attending physician for 1 year before applying?

Answer 18: You may apply as resident; however, you must meet all the eligibility requirements including: (1) be licensed to practice medicine in New York State by the time the three-year DANY service obligation begins (November 1, 2020) and (2) have an employment contract in place no earlier than April 4, 2019 and no later than November 1, 2020.

Question 19: On RFA page 6, (#5): "The physician cannot have worked as a physician in any capacity in any underserved area, as defined in Attachment 6 of this RFA, prior to April 4, 2019....". Does this exclusion apply for residents who trained in an underserved area?

Answer 19: Yes. RFA page 6 (#5) states "The physician cannot have worked as a physician in any capacity in any underserved area, as defined in Attachment 6 of this RFA, prior to April 4, 2019 which was the application submission deadline for Cycle VI (these limits do not apply to time spent as a resident or fellow)."

Question 20: I am working with a physician who is interested in applying for DANY as an individual applicant. The physician is currently completing his residency in a HPSA and then plans on entering into a three-year employment contract with an FQHC. He is not presently licensed but will be by the time the DANY funding cycle begins. Would the physician be eligible to apply since he has worked in a HPSA as a resident?

Answer 20: Eligible physicians cannot have worked as a physician in any capacity in any underserved area, as defined in Attachment 6 of this RFA, prior to April 4, 2019 which was the application submission deadline for Cycle VI (these limits do not apply to time spent as a resident or fellow). Therefore, in this instance, the physician may be eligible to apply.

Question 21(A): Can a Doctor of Pharmacy apply for this grant opportunity?

Question 21(B): Can Dentists apply for this grant opportunity?

Question 21(C): Can Midlevel's apply for this grant opportunity or is it strictly for physicians?

Question 21(D): Can Nurse Practitioners or Physician Assistants apply for this grant opportunity?

Question 21(E): Do therapists, RN's, Physician Assistants (PA), and Psychologists qualify for this grant opportunity?

Question 21(F): I am a podiatrist (DPM) and was curious if this program is applicable for podiatrists at this time?

Answer 21(A-F): Only a Doctor of Medicine (MD) or a Doctor of Osteopathy (DO) may qualify for this opportunity.

Question 22: I'm a dental hygienist for XYZ Hospital. I'm inquiring about the Physician Loan Repayment and Physician Practice Support Programs - Cycle VII. Because I'm not a physician am I still able to apply for it? Also, because there have been others from XYZ Hospital who were awarded the repayment, is there a generic username and password?

Answer 22: Only a Doctor of Medicine (MD) or a Doctor of Osteopathy (DO) may qualify for this opportunity. There are no generic usernames or passwords. Applicants (individuals or health care institutions) must apply for their own Grants Gateway account in order to apply.

Question 23(A): If my start date at XYZ Hospital was prior to 4/4/19, does that mean I am not eligible for this grant? If not, is there another option that I would qualify for?

Question 23(B): I've been in my current position in an underserved area for a few years but have never applied for this grant before. Would I still be able to apply?

Question 23(C): If I have been out of training and at my institution for 5 years, can I still apply?

Answer 23(A-C): Eligible physicians cannot have worked as a physician in any capacity in any underserved area, as defined in Attachment 6 of this RFA, prior to April 4, 2019 which was the application submission deadline for Cycle VI (these limits do not apply to time spent as a resident or fellow). However, any physician that was named in any Cycle VI application that was either wait listed and not given an award or disapproved, may be submitted in a new application for consideration in Cycle VII provided that the physician did not work in any underserved area prior to June 13, 2018 (i.e. the eligibility date for Cycle VI).

Question 24(A): Do I apply as a health care organization (since that's what I work for), or as an individual physician (since I'm applying for loan repayment)?

Question 24(B): Is it better to apply as an individual or should I have the health care facility I work for apply on my behalf?

Answer 24(A-B): You can apply either way, one type of applicant does not have a clear advantage over the other when the Department makes awards. Awards are primarily made in order of the date and time of receipt of initial application until funding is exhausted for that region or provider category. See RFA Section V, (C) for award process details.

Question 25: Are VA employees eligible for Doctors Across NY funding?

Answer 25: A physician employed by a health care facility operated by the federal government is not eligible to apply under this RFA.

Question 26: Page 24 of the RFA, (2) Part I: Please confirm that the Department of Health will be contracting with the entity/individual registered on the NYS Grants Gateway and who is submitting the application and thus, could this be either the physician or the health care facility? If the health care facility, must this entity provide all reimbursement documentation and progress reports, etc.?

Answer 26: The Department will be contracting with the entity/individual that registers for the Grants Gateway account. That can be either an individual physician applicant or a health care facility applicant. If a hospital applied for the grant, then it is the hospital's responsibility to meet all contracting guidelines including all payment and reporting requirements.

Question 27: I looked into DANY a few years ago but didn't seriously pursue it because I was under the impression that it was a 5-year commitment and I wasn't sure how long I'd be staying in New York. However, my colleague is enrolled in the program under a three-year commitment. What is the current commitment period?

Answer 27: In 2019, the DANY program moved to a three-year commitment pursuant to change in the Public Health Law. Awards now provide up to \$40,000 per year for three years to or on behalf of a physician who agrees to practice in an underserved area for the three-year DANY service obligation period.

Question 28: Can a past recipient of DANY re-apply?

Answer 28: No. The physician must not have previously received DANY PLR or PPS funding.

EDUCATIONAL LOANS

Question 29: I am a physician with a significant amount of student loan debt. My loans have been in default due to family health issues. I now have a new job in Bronx, NY and my site qualifies as being underserved. Since my loans are in default, do I qualify?

Answer 29: A physician may have loans in deferment or forbearance status. However, applicants are not eligible if loans are in default status. If you are currently working to have your loans cleared from default status, the process must be completed by the time of application.

Question 30: If an applicant paid for their graduate medical loans first because they had a higher interest rate, can they still apply to DANY with their outstanding undergraduate loan amount?

Answer 30: Both undergraduate and graduate educational loans may be eligible to be considered for the DANY program.

Question 31: If I were to refinance my loans would I still be able to apply and receive the funds from DANY?

Answer 31: Refinanced loans are eligible if they are marketed as educational loans and must be from lending institutions subject to governmental regulation.

Question 32: I just finished my training and am currently employed at XYZ hospital. I recently found about the DANY grant and I believe I'm eligible to apply. I cosigned my wife's student

loan (she's also a physician) which is over \$500,000. My name is on the statements. Am I eligible to apply?

Answer 32: You may apply as an individual physician applicant, however, all eligible educational loans that will be considered must be in your own name and must pertain exclusively to your educational debt. Any loans that you cosigned for your wife are not eligible for reimbursement in your grant application. If your wife is also a physician, she may want to consider applying separately if she meets all the application requirements.

USE OF FUNDS

Question 33: Please define/provide examples regarding what qualifies as "enhanced compensation" to the physician.

Answer 33: Enhanced compensation means additional funding over and above what would have been provided to the physician prior to a DANY award being granted. For example, if the physician salary had been set at \$X, you could give the physician a bonus (on top of the \$X salary) with funds from the grant. However, you could not use the funds to pay a portion of \$X since doing so would be considered a salary offset. Money should be used to provide added support to the physician.

Question 34: Can the DANY funds be used toward a relocation bonus offset for physicians?

Answer 34: Health care facilities cannot use funds as any form of offset for a physician expense. Grant funds are meant to provide additional funding over and above what would have been provided to the physician prior to a DANY award being granted.

As stated in the RFA, a DANY award made to a health care facility can be used to provide one physician, who must be identified in the application, with a sign-on, productivity or retention bonus (i.e. additional funding over and above what would have been provided to the physician prior to a DANY award being granted; funds cannot be used as a bonus offset), repayment of outstanding qualified educational debt, enhanced compensation (i.e. additional funding over and above what would have been provided to the physician prior to a DANY award being granted, the funds cannot not be used as a salary offset), or any combination thereof, with one exception: a health care facility operated by SUNY can only use DANY funds for loan repayment of outstanding qualified educational debt. In all cases, 100 percent of funding provided under the award must go to the physician.

Question 35: If our health center facility were to use \$40K for a physician who is "supporting the cost of establishing or joining a medical practice", and we intended to use \$40K in Y1 to setup an office and hire additional staff, what would be the requirements for Y2 and Y3?

Answer 35: DANY funds cannot be awarded to health care facilities to "support the cost of establish or joining a medical practice". DANY funds can be awarded to: (1) a physician to pay qualified educational debt; (2) a physician to pay costs of establishing or joining medical practices; or (3) a health care facility to help retain and recruit a physician by providing that physician with a sign-on or retention bonus, funds to repay outstanding educational debt, or enhanced compensation (except where the award is made to a health care facility operated by SUNY). In all cases, 100 percent of the funds ultimately must be distributed to the physician.

To clarify, a health care facility cannot use funds to pay costs of establishing or joining medical practices.

Question 36: Is the \$40K offered per year, through DANY, considered per physician each year (for a combined total of \$40K x 3 physicians x 3 years = \$360,000)?

Answer 36: For each grant application, only one physician can be named. That physician may be awarded up to \$40,000 per year for three years in exchange for their commitment to work in an underserved area for the three-year DANY service obligation period. No more than one application will be accepted from a single physician. No more than four applications will be accepted from a health care facility with the same operating certificate number or health care facility that is a medical practice with the same Department of State Identification Number.

No more than three awards will be made to support a DANY service obligation to be carried out at a health care facility with the same operating certificate number or, in the case of a medical practice, the same NYS Department of State registration number, regardless of whether the applications were submitted by physicians or health care facilities. A fourth award may be considered only if there are additional funds left over after all eligible applications are funded.

IMPORTANT DATES:

Question 37: I am reaching out on behalf of a doctor who is employed at XYZ Hospital and wants to apply for Cycle VII grant for loan forgiveness. If his start date at XYZ Hospital was prior to 4/4/19, does that mean he is not eligible for this grant? If not, is there another option that he would qualify for?

Answer 37: For Cycle VII, the date on which the physician's employment contract or business plan begins must be no earlier than April 4, 2019 and no later than November 1, 2020 (these limits do not apply to time spent as a resident or fellow). This is defined in the RFA Section II. Who May Apply. However, any physician that was named in any Cycle VI application that was either wait listed and not given an award or disapproved, may be submitted in a new application for consideration in Cycle VII provided that the physician did not work in any underserved area prior to June 13, 2018 (i.e. the eligibility date for Cycle VI).

AWARD AMOUNTS/LIMITS

Question 38: Is there a limit on how many applications you will fund for physicians who work or will be working in the same location and for the same employer?

Answer 38: No more than (3) awards will be made to support a DANY service obligation to be carried out at the same health care facility. A health care facility is defined as having the same operating certificate number, or in the case of a medical practice the same Department of State Identification Number. This application limit will apply regardless of whether the application was submitted by a physician or a health care facility. The Department may consider a 4th award at a health care facility only if there are additional funds left over after all eligible applications are funded.

Question 39: Are there awards for less than \$120,000 for individual physicians? I have just under \$100,000 left on my educational loan.

Answer 39: The DANY grant will award up to \$40,000 per year for three years (totaling up to \$120,000). You can request less than this amount if your loan balance is lower than \$120,000. However, you cannot request more than \$120,000.

Question 40: If my outstanding loan balance is less than the three-year \$120,000 maximum award, would I be able to accept a one-year contract, or would I still be required to sign a 3-year contract?

Answer 40: Awards are made to support a physician who agrees to practice in an underserved area for the full three-year DANY service obligation period. In the event that a physician fails to complete his/her three-year service obligation, they would be in default and significant financial consequences would apply.

PAYMENT AND REPORTING REQUIREMENTS

Question 41: Would the hospital be responsible for providing the funds for physician loan repayment directly to the physician and then the physician pays the debt?

Answer 41: Grant payments are made to the individual or health care facility that holds the contract. If the contract is held by a hospital, the payment is made to the hospital with expectation that 100% of the funds be passed along to the physician named in the contract. The physician must then apply the funds to their outstanding educational debt.

Question 42: If the hospital used DANY funds to repay outstanding educational debt, what documentation would be required to ensure that funds were used to cover the educational debt?

Answer 42: In RFA Section IV, (H), it states that physicians accepting monies for loan repayment are expected to use the funds to pay down qualified educational debt. Statements submitted must demonstrate that all disbursed grant funds were applied in full to the loan following receipt of payment from the Department. These statements must come from the educational institution holding the loan and statements must be current within 30 days.

ATTACHMENTS/UPLOADS

Attachment 6 – Tool to Identify an Underserved Area

Question 43: I work at XYZ location. How do I determine if I work in an underserved area?

Answer 43: Refer to Attachment 6 of the RFA. You must be able to determine that the work location is an underserved area using either Option A, Option B, or Option C.

Question 44: The hospital is in an area MUP; however, I am not a primary care/psychiatric physician. I am a specialty surgeon. Can I choose Option A or do I have to choose Option C?

Answer 44: In Attachment 6 of the RFA, you must choose Option C. Options A and B can only be answered by primary care or psychiatric physicians.

Question 45: Our federally qualified health center network has multiple sites in various locations. They are all part of the same designated automatic facility HPSA (“auto HPSA”), but they are not all located in geographic HPSAs/MUAs. Will you be considering auto HPSA or geographic HPSA status, or both?

Answer 45: Both are considered eligible. If the FQHC site is not identified as a geographic HPSA, MUA or MUP when searching by address at the link identified in Attachment 6 Option A, then you may follow the steps below to identify that a facility is an auto HPSA or Federally Qualified Health Center (FQHC). Please see the modification at the beginning of this Q&A document.

Question 46: In Option C of Attachment 6 I have a question about the proposed service area: If the hospital is located in city of Buffalo in Erie County – may we use census data from both Buffalo and from Erie County? Most questions may be answered “yes” with Buffalo data and Erie County data, except for the 65 over question in which only Erie County meets the criteria, and the percentage of children under 5 only in which only Buffalo meets the criteria. I can include census data for both Buffalo and Erie County in a Quick Facts print-out from US Census Bureau as documentation.

Answer 46: In Option C of Attachment 6, questions (1-5) are meant to be answered with data obtained from the proposed service area. If the hospital is located in Buffalo in Erie County, then you may use data from either Buffalo or Erie County as they are both the service area of the facility. Applicants should specify the source of the data for each question.

Question 47: In Option C, questions #9, 10, and 11: If the physician is a specialist working in a hospital, it would appear that these questions are “not applicable”. If this is the case, do we leave it blank or answer “NO”?

Answer 47: If the physician is a specialist, the applicant would answer “no” for questions 9, 10 and 11.

Question 48: For Option C, do we need to provide data for all 17 questions or only for the 6 that we answered “YES”?

Answer 48: For the (6) questions you answer “yes” to, if support data is required, then it must be provided with the application. It is not necessary to provide support data for any questions that you are answering “no” to.

Question 49: Attachment 6, question #13: If we hired a part-time (.5) physician in the last 6 months in the same specialty as the full-time physician (1.0) requesting DANY loan reimbursement, may we answer “no” to this question?

Answer 49: If the facility has been searching for a full-time physician in the given specialty for 12 months and has only been able to secure a part-time physician, then you may answer “yes” to this question.

Question 50: Is Cycle VII the same as Cycle VI whereby Primary Care or Psychiatric Physicians would complete Options A or B of Attachment 6 and Specialty Physicians would complete Option C of Attachment 6?

Answer 50: For Attachment 6, Options A and B can only be completed by a primary care or psychiatric physician. Option C may be completed by a primary care, psychiatric or specialist physician.

Attachment 10 – Vendor Responsibility Attestation

Question 51: Attachment 10 is not for individual physician applicants, correct? Just want to be sure.

Answer 51: A Vendor Responsibility Questionnaire is required only from Health Care Facility Applicants applying for an award of greater than \$100,000. Since the questionnaire is not required for individual physician applicants, then the Attestation (Attachment 10) is not required by individual physician applicants

PROGRAM SPECIFIC QUESTIONS

Question 52: On RFA page 27, Minimum Physician Eligibility Requirements (5e): Regarding professional misconduct investigations, would an applicant be disqualified if they are being investigated or named on the website or are they only disqualified in the event that they are "disciplined by NYS"?

Answer 52: An applicant would not be disqualified solely on the grounds that they are the subject of an investigation by the Office of Professional Medical Conduct. However, the Department reserves the right to take such action as it deems appropriate in the event an applicant is subsequently subject to disciplinary action, up to and including termination of the grant contract, recoupment of awards made, and the imposition of any other penalties available under the grant contract.

Question 53: On RFA page 28, Minimum Physician Eligibility Requirements (5o) + (5p): Can you please clarify what these sections mean? I am not familiar with the federal insurance plans described as "assignment under section 1842(b)(3)(B)(ii) of the Social Security Act". Please clarify if this means accepts patients with Medicaid or Medicaid related insurances.

Answer 53: (5o) requires that, to be eligible, an applicant's employment contract or business plan must indicate that the applicant is a Medicare participating physician (PAR), and as such will accept Medicare's approved amount as payment in full for all Medicare covered services.

(5p) requires that, to be to be eligible, an applicant's employment contract or business plan must indicate that the applicant will provide services to individuals under Medicaid and the Children's Health Insurance Program (CHIP).

If you require further information, it can be obtained from your employers Administrative Office."

Question 54: On RFA page 29 (5v): If an MD has worked in a given area prior to 4/1/19 and now wishes to change their current employer (e.g. leave current hospital employ and join a PLLC) in the same area, would they still qualify for this grant (since the PLLC is recruiting them to stay and serve the area) OR are they disqualified because they're staying in the same town/area?

Answer 54: They physician cannot have worked as a physician in any capacity in any underserved area prior to April 4, 2019. In this instance since the physician worked in an underserved area (even with a different employer) prior to 4/1/19, then they would not be eligible for this Cycle VII grant opportunity.

Question 55: I noticed a discrepancy in the RFA language that is somewhat confusing. Could you clarify?

On RFA page 5 (4c): The physician must be licensed to practice medicine in New York State by the time the three-year DANY service obligation begins. (Nov 1st)

On RFA page 29, (6a): Is the physician currently licensed to practice as a physician in New York State? If yes, provide license number. If no, provide the date license application was submitted to the New York State Education Department. If neither, you are not eligible for the DANY funding opportunity.

Part (6a) creates a strict "either or" selection choice with the 1) Has license or 2) Date submitted. It does not take into account those who have not submitted license application but will be eligible based on the Page 5; 4c timeline eligibility. Based on NYS licensing process, I will be eligible to apply for my license by June 24, 2020. The process takes about 8 weeks. I would have my license by Sept 2020 (before the Nov 1st deadline).

Answer 55: For Minimum Physician Eligibility Requirements (6a), you would use the anticipated date of June 24, 2020. In order to be eligible for this grant, your license would need to be in place by November 1st, 2020. Please also refer to the modification at the beginning of this Q&A document.

DEFAULT PROVISIONS

Question 56(A): I am an administrator at XYZ hospital. We are applying for a DANY grant for one of our physicians. What happens if this physician leaves before their 3-year obligation is completed?

Question 56(B): If the health facility receives DANY funding to help a physician repay outstanding qualified educational debt and that physician fails to complete their three-year service obligation who repays the funds to the Department?

Answer 56(A-B): Applicants should be aware that the penalty for default would always be assessed against the individual or organization that holds the contract. Thus, if a health care facility applied for a DANY award for one of their physicians and the physician left prematurely, the health care facility would be responsible for repayment. Refer to Section IV (O) for details on the default formulas that would apply. The default provisions differ based on the source of the funding (state vs. federal).

The facility may have the opportunity to replace that physician with another that meets all the same requirements of the RFA. However, all modifications are subject to final approval by the Department. A facility may pursue a separate agreement with the named physicians in order to establish physician responsibility for default. That separate agreement would not involve the Department.

Question 57(A): What happens if a physician leaves before his/her 3-year commitment is fulfilled? Would they have to pay back the entire amount received, or would they be able to keep the funding received for the years completed? In the webinar's Power Point presentation, you say that severe consequences will result if the physician fails to complete his/her DANY service obligation.

Question 57(B): If someone must move out of the state unexpectedly during the 3-year grant period what happens?

Answer 57(A-B): Applicants should be aware that the penalty for default would always be assessed against the individual or organization that holds the contract. Therefore, if the applicant is an individual physician, the physician would be responsible for repayment if they fail to complete all three-years of the service obligation. The penalties for default are detailed in Section IV, (O) of the RFA. The default provisions differ based on the source of the funding (state vs. federal).

Question 58(A): For DANY grants that are funded using combined State (50%) and Federal (50%) grants, the fine seems exorbitant. Please clarify that we are interpreting the penalty correctly: If the MD does not complete the 3-year obligation (e.g. leaves after year one) the PLLC or individual would owe \$40,000 AND \$7,500 x 24 months AND interest per fed govt?

Question 58(B): Do applicants have the right to decline an award in the event that their award is funded by the Federal Government prior to distribution of funds?

Answer 58(A-B): The default penalties of this grant are posted in Section IV (O) Default Provisions. The formulas utilized are set by the state and federal government – not the Department. In response to your question regarding default on a grant with 50% state money and 50% federal money, the following calculations would apply:

In the event of default, the physician will, within one year of defaulting, repay the State of New York the greater of either \$31,000 or the sum of:

Default immediately following the start of the contract (i.e. December 1, 2020):

- $\$0 + (\$7,500 \times 36 \text{ unfinished months}) + \text{Interest on the above amount calculated from the date of default at the maximum legal prevailing rate, as determined by the Treasurer of the United States, from the date of the breach.}$

Default after one year (10/31/2021):

- $\$40,000 + (\$7,500 \times 24 \text{ unfinished months}) + \text{Interest on the above amount calculated from the date of default at the maximum legal prevailing rate, as determined by the Treasurer of the United States, from the date of the breach.}$

Default after two years (10/31/2022):

- $\$80,000 + (\$7,500 \times 12 \text{ unfinished months}) + \text{Interest on the above amount calculated from the date of default at the maximum legal prevailing rate, as determined by the Treasurer of the United States, from the date of the breach.}$

When awards are executed, grantees are made aware of the source of their funding. They have the opportunity at that time to decline the award if they choose. Once the contract is signed, it is binding, and the default provisions would apply.

CONTRACT MODIFICATIONS

Question 59: What happens when there's a work gap for a maternity/family leave? Is the grant time extended?

Answer 59: It is the sole discretion of the Department to approve the deferment of a physician's service obligation. For a request to be considered, the Department must receive the request in writing prior to any action being taken to change the service obligation. Examples of reasonable cause may include: maternity or paternity leave, personal or family illness, military services, etc. The decision to permit a deferral will be solely at the discretion of the Department. Any deferral period granted by the Department will be added to the obligated physician's term obligation.

SCHOLARSHIPS & LOAN FORGIVENESS

Question 60: Can an applicant for the DANY award have a second source of loan forgiveness that comes from a non-governmental agency that runs concurrently with the DANY award?

If concurrent awards are not possible, once the DANY award period is completed, is the applicant able to access other loan forgiveness programs that are from a non-governmental agency or institution?

Answer 60: A physician participating in DANY cannot be fulfilling a public or private obligation under any local, state or federal government loan repayment program (except the Public Service Loan Forgiveness Program) where the obligation period would overlap or coincide with the DANY obligation period. Once the DANY service obligation is completed, the Department does not restrict the applicant from applying for other loan forgiveness programs going forward.

Question 61: How would the grant work for individuals who do Public Service Loan Forgiveness? Could the grant be used to cover monthly loan payments, or does it have to be applied to loan principle?

Answer 61: A physician participating in the Public Service Loan Forgiveness Program (PSLF) is eligible to apply for the DANY program even if their service obligation dates overlap.

The Department cannot comment on the payment obligations of the PSLF. However, the physician must apply 100% of DANY funds to his/her outstanding educational loan debt within the service obligation period. Monthly principal and interest payments, as well as lump sums paid from DANY proceeds, will count toward satisfying this requirement. In addition, if the physician has other qualified educational loans, not included in PSLF, funds can be applied to them as well.

EMPLOYMENT CONTRACTS OR BUSINESS PLAN

Question 62(A): Can an applicant apply if they work at 2 approved locations as part time with hours adding up to the 32-hour minimum of FT. Just split at 2 different hospitals in the same capacity?

Question 62(B): I see on the website that 40+ hours/week is required for eligibility. I work 32 hours/week at XYZ Hospital and 19 hours/week at ABC Hospital. I'm hoping to find out whether

or not I'd be eligible with my current arrangement? Or does one have to be employed by a singular institution for 40+ hours/week? They are both under the XYZ Hospital umbrella in case that makes a difference.

Answer 62(A-B): It is not required that a physician's full-time employment hours be solely at one institution. If the applicant works at more than one institution, their cumulative contract hours must equate to a full-time schedule (as defined in Section II. Who May Apply). The applicant would need to provide contracts and addendum letters from each employer. Full-time means at least 40 hours of service (with a minimum of 32 clinical hours) per week for at least 45 weeks per year. The hours per week must be set by the contract and cannot be variable to ensure the physician meets the minimum number of hours per week on a consistent basis. Furthermore, the applicant must be able to determine that both work locations are an underserved area using either Option A, Option B, or Option C in Attachment 6.

Question 63: It is understood that an employment contract with a physician for the DANY service obligation period is required. If the physician's employment contract was executed in July 2019, would a letter of agreement with all the criteria be sufficient, or do you require a contract addendum?

Answer 63: Per Attachment 5, all applicants are required to provide both (1) a copy of their Employment Contract or Business Plan and (2) an Addendum Letter. Both documents may be combined into one upload as Attachment 5 in the Grants Gateway online application.

Question 64: "Eligible Physician Applicants" (#10a) states you must have a contract or business plan for at least the entire DANY service obligation period. I currently have a 1-year contract to start in August 2020 with a practice in an underserved area and am planning to renew that contract after the year ends but am wondering if I would still be eligible?

Answer 64: Since employment contracts are not customizable, to ensure all the DANY provisions are addressed, the Department is requesting that you also provide an Addendum Letter, on the employer's letterhead along with your employment contract or business plan. Refer to Attachment 5 for further details.

Question 65: My contract does not have the specific statements as listed in "Eligible Physician Applicants" (#16) and (#17). If those are needed can I have my employer produce a side letter to the contract?

Answer 65: If your contract does not contain such statements, we recommend that your employer add those statements to the Addendum Letter that is required.

Question 66: In the RFA, Section II. Who May Apply (#12) relates to employment contracts or business plans. It states, "These standards cannot be met with schedules that vary from week to week". I am an Emergency Medicine doctor. By the nature of our specialty our schedules vary week to week (in regard to day of week and time of day worked). Despite this, if I am able to meet the other requirements (i.e. 40 hours with at least 32 clinical hours per week for at least 45 weeks of the year) will I still be eligible for this grant?

If I am contracted for more than 1440 clinical hours (which does not include additional non-clinical service work) and complete these contracted hours in 45 weeks will I be eligible?

Answer 66: Full time employment is defined in the RFA, Section II. Who May Apply. The number of work hours are specified on a weekly basis, not using an average over time. The hours per week must be provided on a consistent basis in order to meet the specifications of the grant. These standards cannot be met with schedules that vary from week to week. The Department will require that employment reports are completed prior to any payments being made.

MISCELLANEOUS QUESTIONS

Question 67(A): Section V (A)(2), Part 3 Facility Identification: Is the correct response to this question the “hospital” where the physician will be practicing when they are fulfilling their DANY service obligation?

Question 67(B): What is the definition of “sites?” Is this referring to other hospitals that the physicians would be practicing or is it a different street addresses for off-campus sites such as ambulatory surgery centers or practice sites that are affiliated with the hospital?

Question 67(C): Must all these sites be presented on the hospital’s operating certificate (i.e. Article 28 sites) rather than a practice in the same underserved community?

Answer 67(A-C): Section V (A)(2), Part 3 Facility Identification: When answering questions in this section, you should refer to the facility where the physician will be practicing when fulfilling their DANY Service Obligation. A facility may be a hospital, private practice, FQHC, nursing home, etc. A physician may have one or multiple facilities. For example, a physician may have a primary facility where they spend 60% of their time, and a second facility where they spend 40% of their time. Both facilities may (or may not) be a part of the same overall hospital system.

This RFA refers to facilities and sites as being the same. It is meant to define the physical location where patient care is taking place. For each facility or site, the applicant must provide the Primary Facility New York State DOH, OASAS, or OHM Operating Certificate # or Department of State Identification number.

Question 68: Section V (B) Freedom of Information Law: Must the applicant request that the physician’s financial information is an exception to the Freedom of Information Law, or is already private information protected by law and restricted from public disclosure?

Answer 68: The applicant does not need to request that their financial information is an exception to the Freedom of Information Law. An applicant’s financial information is protected from disclosure under the Personal Privacy Protection Law (Public Officers Law Article 6-A) and is exempt from disclosure under the Freedom of Information Law.

Question 69: Will an application be viable if a healthcare facility applies without the naming of a specific physician?

Answer 69: For the application to be complete, the applicant must provide the name of the physician who will be carrying out the DANY service obligation.

Question 70: I missed the webinar, is there a way that I can still watch the video recording?

Answer 70: Webinar slides and a link to the live recording, are posted on our website at: https://www.health.ny.gov/professionals/doctors/graduate_medical_education/doctors_across_ny/.

Question 71: In reference to question (3g) on the “Program Specific Questions”, does this question pertain to individual applicants or is this specific to facility applicants?

Answer 71: Question (3g) is a mandatory question for all applicants. If you do not know the “Primary Facility New York State DOH, OASAS, or OHM Operating Certificate # or Department of State Identification #”, it can be obtained from your employers Administrative Office.

Question 72: I am a primary care physician completing a fellowship in general internal medicine. Next academic year, I will be working full time at a qualified site for the program. However, I just submitted a research grant, and if it is funded, my clinical time will be reduced to 40% (likely midway through the academic year). If I were granted a DANY award at the start of the year, what would happen in this case?

Answer 72: The services that the physician will provide under the employment contract or business plan must constitute full time clinical practice, meaning at least 40 hours of service (with a minimum of 32 clinical hours) per week for at least 45 weeks per year. If a physician’s clinical time were to be reduced, and that reduction did not ensure 32 clinical hours per week, then the contract would fall into default status. There are significant financial consequences in the event a physician fails to complete his/her three-year service obligation. The penalties for default are detailed in Section IV, (O) of the RFA. The default provisions differ based on the source of the funding (state vs. federal).

Question 73: Is it acceptable for a Hospital Applicant to share a DANY physician’s services 10% of 1 FTE with a community provider in the same underserved community? There is a long-term relationship between the for the physician’s services between the hospital and the community provider or, possibly, between a network physicians’ organization and the community practice.

Answer 73: It is not required that a physician’s full-time employment hours be solely at one institution. If the applicant works at more than one institution, their cumulative contract hours must equate to a full-time schedule (as defined in Section II. Who May Apply.) The applicant would need to provide contracts and addendum letters from each employer. The hours per week must be set by the contract and cannot be variable to ensure the physician meets the minimum number of hours per week on a consistent basis. Furthermore, the applicant must be able to determine that both work locations are an underserved area using either Option A, Option B, or Option C in Attachment 6.

Question 74: We are starting to gather information and prep to apply for the DANY grant for a new medical doctor that will be joining our practice next year. I want to confirm that I am understanding the cycle and hiring dates correctly. If we plan on hiring with a start date of approximately May or June 2021, we will not be applying for this cycle. We would apply for Cycle VIII when that opens up, assuming next spring? Am I correct with my thinking?

Answer 74: For Cycle VII, the date on which the physician’s employment contract or business plan begins must be no earlier than April 4, 2019 and no later than November 1, 2020. Your new hire in 2021 would not be eligible for Cycle VII. It is anticipated that Cycle VIII will be

released next winter/spring. Eligibility criteria for Cycle VIII will not be communicated until the grant is released.

QUESTIONS ASKED DURING THE WEBINAR

Question 75: How competitive is this program? How many applications to you normally receive, and how many are funded?

Answer 75: The number of applications received and funded vary from cycle to cycle. To date, we have been able to fund all eligible applicants in each cycle. For Cycle VII, there is up to \$9 million in funding which is expected to result in approximately 75 three-year awards.

Question 76(A): If I was employed prior to 4/4/19 at an underserved institution and I'm planning to continue working at that same institution, I'm not eligible for the program?

Question 76(B): If a physician worked prior to 4/4/19 in an underserved area, are they not eligible?

Answer 76(A-B): Eligible physicians cannot have worked as a physician in any capacity in any underserved area, as defined in Attachment 6 of this RFA, prior to April 4, 2019 which was the application submission deadline for Cycle VI (these limits do not apply to time spent as a resident or fellow). However, any physician that was named in any Cycle VI application that was either wait listed and not given an award or disapproved, may be submitted in a new application for consideration in Cycle VII provided that the physician did not work in any underserved area prior to June 13, 2018 (i.e. the eligibility date for Cycle VI).

Question 77(A): Will you accept employment contracts that auto renew, or do they have specific terms (dates) that cover the DANY award period?

Question 77(B): In regard to the Contract Addendum, is this an additional page that outlines the bullet points? Is this something that the individual creates and has the employer sign?

Answer 77(A-B): The required Contract Addendum will address both of these issues. Since employment contracts are not customizable, to ensure all the DANY provisions are addressed, the Department requests that you provide an Addendum Letter, on the employer's letterhead along with your employment contract or business plan. The Addendum Letter must be signed by the physician and an employee with the authority to represent the employer with respect to human resources matters, including Human Resources Director, the Chief Executive Officer or the Chief Operating Officer. See Attachment 5 for the statements that should be contained in the Addendum.

Question 78: How do we use this as a recruitment tool with prospective physicians if we don't know who the final candidate is when we are submitting our application?

Answer 78: For the application to be complete, the applicant must provide the name of the physician who will be carrying out the DANY service obligation. The date on which the physician's employment contract or business plan begins must be no earlier than April 4, 2019 and no later than November 1, 2020. Therefore, facilities have time from when Cycle VI applications ended (April 4, 2019) until when the new Cycle VII contracts start (November 1, 2020) to identify a physician they want to name in the DANY application. If the facility knows it

is in an underserved area (i.e. it is located in a HPSA), they can inform potential physician applicants that in addition to their compensation package, they may also be eligible to apply for this DANY program.

Question 79: On Attachment 6, Option C, Service Area: may you use data from both the city and the county where hospital is located to meet required "yes" questions?

Answer 79: In Option C of Attachment 6, questions (1-5) are meant to be answered with data obtained from the proposed service area. Applicants may use data from both the city and the county where the facility is located. Applicants should specify the source of their data for each question.

Question 80(A): If we started a 3-year residency already would we still be eligible? Or would we need to ensure the following year involved in a pre-approved area?

Question 80(B): Can we apply for this grant during residency? I am currently a PGY-1. How would we prove that we are going to serve there for 3 years if we already started our intern year?

Answer 80(A-B): Only a Doctor of Medicine (MD) or a Doctor of Osteopathy (DO) may qualify for this opportunity. In addition, the date on which the physician's employment contract or business plan begins must be no earlier than April 4, 2019 and no later than November 1, 2020. Therefore, if the applicant is currently in a 3-year residency that will not be completed in time to meet these two (and all other named) application requirements, then they are not eligible to apply. However, they may be eligible in the next cycle.

Question 81: If the MD being recruited is coming from the same town we're already in - do they still qualify?

Answer 81: The physician cannot have worked as a physician in any capacity in any underserved area, as defined in Attachment 6 of this RFA, prior to April 4, 2019 which was the application submission deadline for Cycle VI (these limits do not apply to time spent as a resident or fellow).

Question 82: If I'm employed part time at 2 different underserved hospitals, am I eligible? What if it is a different underserved area - does that matter?

Answer 82: It is not required that a physician's full-time employment hours be solely at one institution. If the applicant works at more than one institution, their cumulative contract hours must equate to a full-time schedule (as defined in Section II. Who May Apply). The applicant would need to provide contracts and addendum letters from each employer. The hours per week must be set by the contract and cannot be variable to ensure the physician meets the minimum number of hours per week on a consistent basis. Furthermore, the applicant must be able to determine that both work locations are an underserved area using either Option A, Option B, or Option C in Attachment 6.

Question 83(A): If you worked in a different underserved area can you apply now?

Question 83(B): What if I was employed at an underserved hospital for 19 hours/week prior to 4/4/19 but then transitioned to full time at that hospital, would I be eligible?

Answer 83(A-B): The physician cannot have worked as a physician in any capacity in any underserved area, as defined in Attachment 6 of this RFA, prior to April 4, 2019 which was the application submission deadline for Cycle VI (these limits do not apply to time spent as a resident or fellow).

Question 84: Can the \$ be used to recruit/retain a physician who has no educational debt who meets all the other criteria. If so, how are the funds distributed to the healthcare facility or provider?

Answer 84: A DANY award made to a health care facility can be used to provide one physician, who must be identified in the application, with a sign-on, productivity or retention bonus (i.e. additional funding over and above what would have been provided to the physician prior to a DANY award being granted; funds cannot be used as a bonus offset), repayment of outstanding qualified educational debt, enhanced compensation (i.e. additional funding over and above what would have been provided to the physician prior to a DANY award being granted, the funds cannot not be used as a salary offset), or any combination thereof, with one exception: a health care facility operated by SUNY can only use DANY funds for loan repayment of outstanding qualified educational debt. In all cases, 100 percent of funding provided under the award must go to the physician. Funds are distributed to the entity that holds the contract. Therefore, in this specific case, funds would be distributed to the facility and they in turn would forward the funds to the named physician.

Question 85: If a potential MD being recruited MIGHT be getting investigated by Office of Professions - no conviction, just being investigated - should we apply?

Answer 85: An applicant would not be disqualified solely on the grounds that they are the subject of an investigation by the Office of Professional Medical Conduct. However, the Department reserves the right to take such action as it deems appropriate in the event an applicant is subsequently subject to disciplinary action, up to and including termination of the grant contract, recoupment of awards made, and the imposition of any other penalties available under the grant contract.

Question 86: Would these sites be for each hospital where the surgeon would operate? If the applicant is the PLLC private practice - the MD is a surgeon operating at several hospitals - we need one site for each hospital?

Answer 86: In RFA Section V (Part 3) addresses the facilities (or sites) where a physician will be working when fulfilling the DANY service obligation. If the applicant is a PLLC and the physician is a surgeon operating at several hospitals, then each of these hospitals is a separate facility (or site). Each would need to be identified in this section. In addition, each site would need to be identified as an underserved area using the tools provided in Attachment 6.

Question 87: If the employment contract is multiple pages, does it also need to be condensed into one page in order to upload into the application?

Answer 87: It does not need to be condensed into one page. However, the document should be uploaded as one PDF document (which can be multiple pages).