

**New York State
Department of Health**
AIDS Institute
Division of HIV and Hepatitis Health Care
Bureau of Community Support Services
And
Health Research, Inc.

**Request for Applications (RFA)
RFA #24-0007**

***Ryan White Part B Emerging Communities – Peer Service Pilot,
Rochester Region, New York - Reissue***

QUESTIONS AND ANSWERS

Questions below were received by the deadline announced in the Request for Applications. The New York State Department of Health/Health Research, Inc. is not responsible for any errors or misinterpretation of any questions received.

The responses to questions included herein are the official responses by the New York State Department of Health/Health Research, Inc. to questions posted by potential bidders and are hereby incorporated into the RFA #24-0007. In the event of any conflict between the Request for Applications and these responses, the requirements or information contained in these responses will prevail.

Administrative:

Question 1: I am unable to find the posting for this Request for Applications on the New York State Statewide Financial System. How do I apply for this on the Statewide Financial System?

Answer 1: This solicitation contains funding from Health Research, Inc. (HRI) only and is not available on the Statewide Financial System. **Applications *must* be emailed by the due date to the email address listed on the Cover Page of the Request for Applications.**

Question 2: How should applications be delivered? Can they be hand-delivered, or can they be mailed? What is the address that applications should be mailed to?

Answer 2: Applicants ***must*** submit one (1) PDF version of the entire application (including Application Cover Page, Application Checklist, Narrative and all other Attachments) by email to AIGPU@health.ny.gov by the date listed on the Cover Page of the Request for Applications, January 16, 2025, by 4:00 PM ET. The subject line of the email should reference: ***Emerging Communities Peer Pilot RFA-2024.***
Late applications will not be accepted.
Hand-delivered and/or mailed applications will not be accepted.

Question 3: If an application is received after 4:00 PM ET on January 16, 2025, will it be considered?

Answer 3: It is the applicant's responsibility to see that applications are sent to the email address stated in the Request for Applications prior to the date and time specified.
Late applications will not be accepted.

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Question 4: In ‘Section V. Completing the Application’, on page 17, you state that the application must be “numbered consecutively, including all attachments.” Do we need to re-number internal documents (attachments, i.e. audit) that are already numbered?

Answer 4: Yes, it is helpful to the review process if the application packet is numbered consecutively for reference purposes. Applicants may “renumber” attachments by hand to achieve this goal.

Question 5: In ‘Section V. Completing the Application’, on page 17 under Application Format and Content, you state that “Applications should not exceed twelve (12) double-spaced pages, using a 12-pitch type font with one-inch margins on all sides.” Is the Program Abstract part of the page maximum for the application?

Answer 5: The Application Cover Page - Attachment 7, Program Abstract, budget and budget justification, and all attachments are **not included** in the application twelve (12) double-spaced page limitation.

Question 6: Where can we find the forms to complete the budget and other required attachments? They don't appear to be included as a part of the Request for Applications.

Answer 6: All forms and documents associated with this Request for Applications can be found at <https://www.healthresearch.org/funding-opportunities/>. Some attachments are not documents that are provided with the Request for Applications, but rather ones the applicant should include with their application if it is applicable.

Question 7: If we are already an AIDS Institute-funded program, should we use the forms we already have? They include the information requested in Attachment 15.

Answer 7: No. Applicants should complete the information requested on the forms provided (as **Attachment 15: Ryan White Funding Specific Budget Forms** regardless of whether or not they are currently funded by the AIDS Institute.

Question 8: When will awards be made and contract begin?

Answer 8: It is anticipated that awards will be announced May 1, 2025. The anticipated start date of the contract is July 1, 2025.

Question 9: Where can we find a list of unallowable and allowable expenses?

Answer 9: For a detailed list of unallowable and allowable expenses, refer to **Attachment 1 – Ryan White Guidance for Part B Direct Service Subcontractors** and **Attachment 4 – Program Specific Clauses – AIDS Institute**.

Question 10: Where can I find guidance on how to apply Ryan White Administrative expenses?

Answer 10: Please refer to **Attachment 1 – Ryan White Guidance for Part B Direct Service Subcontractors** for guidance specific to staffing and associated fringe, non-personal services expenses, indirect costs, and subcontract related Ryan White administrative costs.