

The New York State Department of Health
Bureau of Health Equity and Community Engagement
Funding to Conduct Focus Groups with Parents and Caregivers of Children with
Disabilities (Medicaid-Eligible)

QUESTIONS AND ANSWERS

Questions below were received by the deadline announced in the Mini Bid. The NYSDOH/HRI is not responsible for any errors or misinterpretation of any questions received. The responses to questions included herein are the official responses by the NYSDOH/HRI to questions posted by potential applicants and are hereby incorporated into the Mini Bid. In the event of any conflict between the Mini Bid description stated on SM Apply®, the requirements or information contained in these responses will prevail.

Question 1: Please explain how obtaining and distributing the incentive/gift cards to the participants works. Does the organization determine which incentive/gift cards to buy? Finally, do the funds for the incentive/gift cards come from the allotted \$8,200 funding amount?

Answer 1: The funded organization will be required to provide incentive/gift cards to those who participate in the focus groups or guided discussions. The organization can decide what type of incentive/gift card would be appropriate for the participants. The total amount of the incentive cannot exceed \$50, per participant. The cost of the incentives/gift cards are included in the \$8,200 total funding amount.

Question 2: Is this opportunity open to organizations that serve residents of New York City?

Answer 2: No. This funding opportunity is only available to community-based organizations that are located in NYS and/or the Nations (excluding NYC) and who serve parents and caregivers of Medicaid-eligible children with disabilities.

Question 3: Will fringe benefits and staff salary be eligible expenses? Will Indirect costs (IDC) be applied in-full for institutions?

Answer 3: Awarded organizations will receive a deliverable-based contract, not a cost-reimbursable contract. Deliverable-based contracts establish agreed-upon activities or programs that the organization will carry out. Upon proof that deliverables were completed, awardees will voucher and be paid. A line-item budget (with indirect, salaries, etc.) is not applicable to this contract and should not be submitted.

Question 4: Are in-kind contributions allowed?

Answer 4: In-kind contributions are allowable, but do not need to be documented for deliverable-based contracts. You can track in-kind contributions for your own records, however, you will be paid based on proof of completion of contract deliverables and do not need to show who specifically completed this work.