

**HIV/AIDS Employment Initiative  
Request for Proposals  
(Questions and Answers)**

**\*Important Contract Information**

As of October 1, 2013, OTDA will be using the New York State Grants Gateway system to administer its grant contracts. Agencies awarded a contract through the HIV Employment Initiative will need to be prequalified before their contracts can be executed. As part of the new system, a Master Contract will be used which supersedes all contract appendices included as part of this RFP. For more information on the Grants Gateway system and a copy of the Master Contract please visit <http://grantsreform.ny.gov/>.

**Question 1 May a for-profit apply for funding under this initiative?**

Answer: No. For-profit agencies are not eligible for the program. Please refer to Section II. D. Eligible Applicants, of the RFP.

Eligible organizations are limited to not-for-profit organizations such as: community-based organizations, community rehabilitation programs, independent living centers and other public entities.

**Question 2 Based on the performance of grantees in previous funding cycles, what is the ideal ratio for the number of people engaged in the program to the number of people that achieve job placement outcomes?**

Answer: Ideally, OTDA would want all participants to obtain employment but recognizes that outcome is not likely. Program operators must enroll a sufficient number of participants to satisfy the performance component of this contract. Please see page 8 of the RFP, which states that providers will earn at least 25% of their award on a performance basis.

**Question 3 Is there an expectation of the number of people each program should serve on an annual basis?**

Answer: There is not an expectation on the number of people served. OTDA would prefer that a contractor enroll the maximum number of clients they can effectively serve given the award; however, there is not a set number.

**Question 4** On page 8 of the RFP it says “For some participants, a part-time job may be a necessary first step to achieving full-time employment. Agencies will be reimbursed 50% of the full-time milestone payment for employment opportunities averaging at least 15 hours per week.” However, part-time jobs do not typically provide health insurance coverage. Should we take this to mean that we will be reimbursed the 50% for a part-time job placement so long as the employer of that part-time job offers health insurance to full-time employees with the anticipation that the part-time job eventually turns into a full-time position?

Answer: No. We understand that part-time employment does not typically offer health insurance; however, this does not remove the insurance requirement for milestone reimbursement.

**Question 5** If an employer does not offer health insurance but instead offers full or partial payment towards a health insurance exchange, will the employment milestones qualify for reimbursement?

Answer: OTDA would generally consider an employer’s payment toward health insurance as qualifying the job for milestone reimbursement. Specific scenarios will be reviewed by OTDA, in consultation with the NYS Department of Health, on a case by case basis as needed.