



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NEW YORK 12243-0001

Andrew M. Cuomo
Governor

Kristin M. Proud
Acting Commissioner

May 23, 2013

Dear OSAH Applicant:

Listed on the OTDA website is a compilation of questions relating to the Operational Support for AIDS Housing program (OSHA) Request for Proposals (RFP) that were submitted to the Office of Temporary and Disability Assistance (OTDA). I encourage you to thoroughly read the responses as they provide clarity on topics raised by applicants.

As the application deadline draws near, I want to take this final opportunity to remind you of some significant factors relevant to proposals submitted under OSAH:

1. The application deadline is 2:00 p.m. Tuesday, June 11, 2013.
2. You must submit one original and two complete copies of the application.
3. Be sure the application is complete, including copies of the agency's Board Profile, Certificate of Incorporation, Equal Employment Policy, verification of Workers' Compensation coverage and Disability Insurance, verification that Annual Charities Registration is current, and an Audited Financial Report along with all other requested documents.
4. Finally, before photocopying your finished application, please be sure to review it for completeness, accuracy and consistency.

One final note, recipients of OSAH funds may be required to be prequalified through the NYS Grants Gateway System prior to final execution of any contract. For more information regarding New York State's grant reform initiative visit www.grantsreform.ny.gov.

OTDA is looking forward to receiving applications that meet the program needs and propose solutions to homelessness for individuals and/or families living with HIV/AIDS.

Sincerely,

Jason Cole

Jason Cole
Bureau of Housing & Support Services

"providing temporary assistance for permanent change"