

**NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY  
ASSISTANCE (OTDA)  
OPERATIONAL SUPPORT FOR AIDS HOUSING (OSAH)**

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**RFP Questions and Answers**

- 1) All of our OSAH grant will be used for staff salaries. In the past we have not had to complete any of the MWBE forms. Is that still correct?
  - If your entire grant request is for staff salaries, the MWBE forms do not need to be completed. However, all forms listed in the RFP must be submitted. Those that do not pertain to your proposal should be labeled "not applicable".
  
- 2) Is it OK to request funds for more than one eligible activity in one proposal (e.g. support services AND construction/rehabilitation) or should we submit separate proposals for each activity?
  - Proposals may contain more than one eligible activity. Please note those activities that are eligible for funding under the Homeless Housing and Assistance Program (HHAP) will be a lesser priority based on the limited funds made available under this RFP and the resources available under HHAP. Applicants requesting funds for other than staff salaries (i.e., rehabilitation, contractual services, supplies, etc.) are subject to compliance with the overall OTDA goal for Equal Employment Opportunity/Minority and Women Business Enterprise (EEO/MWBE) Participation Requirements of 20% (10% Minority Owned Business and 10% Women Owned Business participation.) Please refer to Section XV of the RFP, which provides guidance regarding contract funds requested in support of other than personnel costs.
  
- 3) Is there a ballpark or range of funds that will be awarded per contract?
  - No. The amount of each individual grant may vary based on the size of the project, the demonstrated needs of the agency, and the overall demand for funding. As stated in the RFP, funding priority will be given to those applicants that demonstrate the funding request is critical to the ongoing support of the project. However, no single award may exceed 22% of the total available annual funds.
  
- 4) What is the minimum and maximum amount of funding that an agency can apply for?
  - Please see response to question #3 above.

- 5) If we are currently funded, should we try to stay within the range of our current grant or can we ask for a larger grant at this time, assuming it is well justified?
- OTDA has not predetermined the range of funds to be awarded. Applicants, including current grantees, should thoroughly justify the need for the requested amount of funding.
- 6) How many grants will be awarded from this RFP?
- OTDA has not predetermined the number of awards to be made.
- 7) Previous RFPs have established a unit cost for OSAH funding, is OTDA using a similar approach in this RFP or not?
- OTDA has not established a unit cost for OSAH funding in this RFP.
- 8) If we currently receive New York City HIV/AIDS Service Administrations (HASA) funds, do those qualify as pass through from OTDA, which would mean that our agency must submit an application to continue receiving HASA funds?
- OSAH funds are distinct and separate from any HASA funding. You do not need to submit an OSAH application to continue to receive HASA funding.
- 9) What type of HHAP funds qualify an organization to request funding under this RFP?
- You must have received a capital grant award through the Homeless Housing and Assistance Program (HHAP) to develop units designated to house families and/or individuals living with HIV/AIDS.

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