



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

SAMUEL D. ROBERTS
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

July 17, 2018

Dear HOPWA Program Applicant:

Enclosed is a compilation of questions submitted in response to the Housing Opportunities for Persons with AIDS (HOPWA) Request for Proposals (RFP). We encourage you to thoroughly read the questions and responses as they provide clarity on topics raised by applicants.

As the application deadline approaches, we want to take this final opportunity to remind you of some significant factors related to proposals submitted under HOPWA.

1. The application deadline is 3:00pm August 03, 2018.
2. All applicants must be Prequalified in Grants Gateway for OTDA to review your application. Completed applications from organizations that are not prequalified by 3:00pm on August 03, 2018 will not be accepted.
3. The Grants Gateway helpdesk hours are 8am-4pm, Monday – Friday. Contact information for Grants Gateway is as follows: (518) 474-5595 or grantsgateway@its.ny.gov.
4. All pieces of the application must be submitted in Grants Gateway. Answer all questions. An applicant will receive a “Global Error” message if an attempt is made to submit an incomplete application.
5. In order to submit the finished application an applicant must be logged in as a Grantee Signatory or Grantee System Administrator role. (Note: A single person may have more than one role in the Grants Gateway.) Please review the instructions about how to submit the application in the **Grants Gateway** section of the Question and Answer document. There are screen shots that show exact steps to submit the application.
6. Applicants are strongly encouraged to finish the application and submit it well before the deadline. It is recommended that applicants allow enough time to check for errors as described in the **Grants Gateway** section of the Question and Answer document. Typical errors are not answering the required questions or not uploading required documents. The system will not accept an incomplete application and it will not accept applications after 3:00pm on August 3rd.

HOPWA Staff are looking forward to receiving your applications.

Sincerely,

Kaitlin Hallissey
HOPWA Program Manager

Award Questions

Question: Is there a maximum amount of funds that we can apply for?

Question: The RFP indicates that no one applicant will be awarded more than 30% of the total annual available funds . . . if the total annual available funds for this RFP is \$2.9M does this mean no one award will be greater than \$840K?

Answer: Per Section XI- Selection Process, no single applicant can receive more than 30% of the total available annual funding, which is expected to be approximately \$2.9 million. Therefore no one applicant would receive an award greater than \$870,000.

Question: Do funds roll over from year to year, or is it a discrete fiscal year?

Answer: Yes, unspent funds will roll-over from year to year within the five year contract cycle.

Current Contractor Questions

Question: Can you tell me if we are in the Mid-Hudson regional council?

Answer: This RFP does not reference a Mid-Hudson regional council therefore we are not able to answer the question as posed.

Eligible Applicant Questions

Question: While our municipality/county receives a direct allocation, the Grantee restricts the use of HOPWA funds to "acquisition, rehabilitation, new construction, or conversion of housing. HOPWA funds may not be used for operating costs, services administrative costs, or salary costs associated with the applicants proposed project." (more recently they have allowed preservation work for houses that have come off line) We have an unmet need for supportive services which are unfunded. In this situation could we apply for HOPWA funds through this RFP to support the unmet need for housing supportive services and Facility Based Housing Assistance (FBHA) for tenants in our HOPWA housing?

Answer: This answer serves as a clarification to Section II. Eligible Applicants. OTDA's priority is those applications that come from areas of the State that do not currently receive a direct HOPWA allocation from HUD. Funding may be awarded to applicants in areas of the state which receive a direct federal allocation only after all viable proposals in areas of the state that do not receive a direct allocation from HUD have been funded. Please note further that an applicant that applies for funding to serve both an area that does not receive a direct federal allocation and an area that does receive a direct federal allocation, may receive a reduced award if HOPWA funds are exhausted after funding viable proposals in areas of the State that do not receive a direct federal HOPWA allocation.

Based on the information presented in the Question, an application may be submitted for the stated activity. Please note that Per Section II. Eligible Applicants, if an applicant is providing service in an area that currently receives a direct allocation from HUD, they must clearly show there is an unmet need. Also, please note that Per Section VII, Maintenance of Effort, Applicants must clearly demonstrate that supplantation of existing

funds has not occurred. Finally, Section IV. Program Description/Eligible Activities lists activities that are High Priority and those activities that are Low Priority, applications only requesting support services are considered a low priority.

Eligible Activities Questions

Question: Is there a maximum % or amount of funds that can be spent on direct service salaries?

Answer: There is no maximum for personnel salaries attributed (full on in part) to the provision of eligible assistance and/or support services or maintenance and operation. Please refer to Section VI Eligible and Ineligible Services and Costs for more information.

Question: Is there a maximum % or amount of funds that can be spent on administrative support salaries?

Answer: Administrative Expenses cannot exceed 7% of the HOPWA award for a given project. Refer to Section VI Eligible and Ineligible Services and Costs (Executive Order Number 38) and Section XII Application Instructions (Administrative Expenses) for more information.

Program Specific Questions

Question: The Program Specific Questions screen question on Page 18 in the RFP states, "Questions #31- #37 request an upload if applicable." Is this a typo? There are no questions 34-37 on Grants Gateway, and there is no indication of where to upload documents.

Answer: Yes, this is a typo. All documentation should be uploaded in Pre-Submission Uploads. Please refer to Section XII Application Instructions (Pre-Submission Uploads Screen) for more information.

Question: Can you please clarify question 23 in the *Program Specific Questions*? "Describe and quantify the expected outcomes for the HOPWA activities outlined in question 16. Describe and quantify the expected outcomes for the services listed in question 18."

Answer: Describe and quantify the expected outcomes for all applicable HOPWA activities and services as outlined in your application. For example, applicant expects to provide long term housing assistance to 25 households, 95% of whom will connect to or remain connected to healthcare.

Objectives and Tasks Questions

Question: In regards to the Objectives and Tasks section, on Pg. 25 of the RFP. In this section you address three pre-established Objectives-Tasks that need to be completed and we are wondering whether or not these are the only objectives-tasks that need and should be submitted or should we add more objectives and tasks if they are appropriate to the project?

Answer: The three listed Objectives and Tasks are the only required objectives-tasks. Further goals may be outlined in the Work Plan Project Summary.

Grants Gateway Application Questions

Question: The button which directs users to apply for the grant remains in “View Grant Opportunity Status,” rather than “Apply for Grant.”

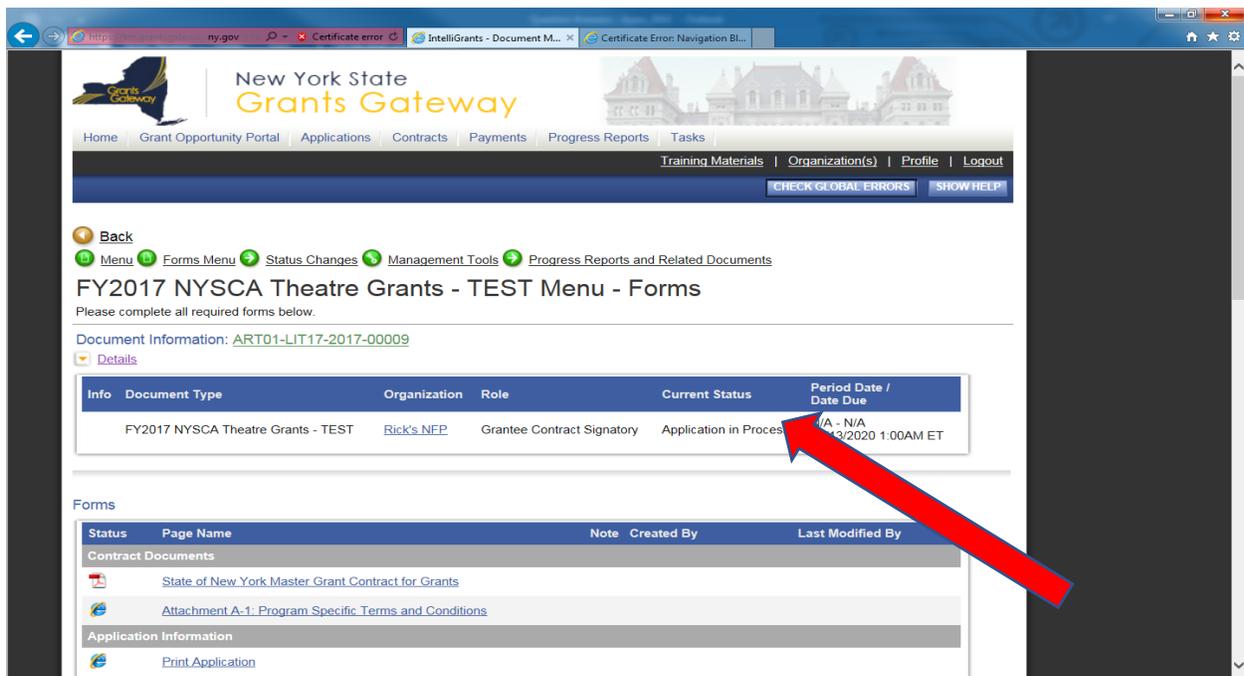
Answer: Please make sure you are logged in Grants Gateway in the correct user role (Grantee Contract Signatory or Grantee System Administrator). Once logged in, click on the Home Page. You should then see the “View Opportunities” button. Click on this button, and search for the grant opportunity. You will then see the “Apply for Grant Opportunity” button (see diagrams on the following pages).

Question: I am wanting to know if you have a grant package that I will need to complete or just a narrative and budget. I am very interested in the bid.

Answer: All applications must be submitted through Grants Gateway. Please refer to Section XIII Application Instructions of this RFP for more information.

Question: How do I know if my application has been submitted?

Answer: After successfully submitting your application, you will receive an email confirmation. You may also check the status of your application after submitting it by clicking on the “Details” link. When you have successfully submitted your application the “Current Status” field will say “Assignment of Reviewers” instead of “Application in Process”.



The screenshot displays the New York State Grants Gateway interface. At the top, there is a navigation bar with links for Home, Grant Opportunity Portal, Applications, Contracts, Payments, Progress Reports, and Tasks. Below this, there are links for Training Materials, Organization(s), Profile, and Logout, along with buttons for CHECK GLOBAL ERRORS and SHOW HELP.

The main content area shows the following information:

- Back
- Menu, Forms Menu, Status Changes, Management Tools, Progress Reports and Related Documents
- FY2017 NYSCA Theatre Grants - TEST Menu - Forms
- Please complete all required forms below.
- Document Information: [ART01-LIT17-2017-00009](#)
- Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	FY2017 NYSCA Theatre Grants - TEST	Rick's NEP	Grantee Contract Signatory	Application in Process	N/A - N/A 12/2/2020 1:00AM ET

Below the table, there is a section for Forms:

Status	Page Name	Note	Created By	Last Modified By
	Contract Documents			
	State of New York Master Grant Contract for Grants			
	Attachment A-1: Program Specific Terms and Conditions			
	Application Information			
	Print Application			

