



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

SAMUEL D. ROBERTS
Commissioner

BARBARA C. GUINN
Executive Deputy
Commissioner

April 12, 2018

Dear OSAH Applicant:

Enclosed is a compilation of questions submitted in response to Operational Support for AIDS Housing (OSAH) 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 OSAH.

1. The application deadline is 2:00pm May 4, 2018
2. All applicants must be Prequalified in Grants Gateway in order for OTDA to review your application. Completed applications from organizations that are not prequalified by 2:00pm on May 4, 2018 will not be accepted.
3. The Grants Gateway helpdesk hours are 8am-4pm Monday – Friday. Contact information for Grants Gateway assistance is as follows: 518-474-5595 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, the 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. Typical errors are not answering required questions or not uploading required documents. The system will not accept an incomplete application and it will not accept applications after 2:00pm on May 4, 2018.

OTDA is looking forward to receiving your applications.

Sincerely,

Sandra Ayers

OSAH Program Manager

Award Questions:

Question: Is \$982,000.00 the amount that will be divided among every project that is awarded, or is this the max amount that can be awarded to each project to be funded over the 5-year contract?

Answer: The total anticipated annual OSAH funding for all projects is \$982,000.00. Per the RFP, no single applicant can receive more than 30% of the total available annual funding.

Eligible Applicant Questions

Question: We have a Permanent congregate supportive housing program for families, which is funded through HASA. Our referrals come from HASA and although many come to us directly from HASA shelters are we eligible to apply for this grant?

Question: Can OSAH funds be used to support HOPWA projects with no HHAP funding attached?

Question: As a new organization, may we apply for this grant opportunity? Or is this grant opportunity only for established organizations and programs?

Answer:

- 1. Eligibility to apply for OSAH funding through this Request for Proposals (RFP) is specifically limited to HHAP-funded projects obligated in their HHAP contract to serve homeless and/or formerly homeless persons living with HIV/AIDS. HHAP funds must have been used to construct or rehabilitate the specific AIDS housing units for which OSAH funding is requested. Projects established without the benefit of HHAP funding are not eligible to apply for OSAH funds.**
- 2. All nonprofits are subject to the Prequalification Requirement in Grants Gateway. Governmental and tribal entities whose document vaults are available in Grants Gateway are also eligible to apply for these funds.**

Question: If we are not currently under contract with HHAP but our facility was built and/or rehabilitated with HHAP funds are we eligible to apply?

Answer: Yes, as long as the HHAP contract committed the project to either exclusively serve individuals and/or families living with HIV/AIDS, or designated a specific number of units for you to do so.

Question: Our agency operates a permanent supportive housing residence in Manhattan for general population homeless (single adults) from the NYC shelter system. We received \$4 million in HHAP construction/permanent financing in 1996. In approximately 2010, we received NYC HRA HIV/HASA services funding for 20-individuals/units. Is this project eligible to apply for funding under the above referenced RFP?

Answer: Eligibility to apply for OSAH funding through this Request for Proposals (RFP) is specifically limited to those HHAP-funded projects obligated in their HHAP contract to serve homeless and/or formerly homeless persons living with HIV/AIDS. Therefore, based on the information provided, this project would not be eligible for OSAH funding.

Question: It says projects receiving ESSHI are not eligible but what if only a portion of the project uses ESSHI funds? For us, we were approved for only our 9 new units we are building but it does not support the rest of the 99 units.

Answer: You may apply for OSAH funding to support the operational needs of the number of units for which you are, or had been, contractually obligated under your HHAP contract to serve the eligible OSAH target population, if ESSHI funds are not being used to support those same units.

Eligible Population Questions:

Question: Our agency is unable to determine the exact length of time an individual has been homeless. What are the restriction on eligibility regarding homelessness?

Answer: The eligible populations to be served under the provisions of this RFP are homeless and/or formerly homeless families and/or individuals that reside in HHAP-funded housing units specifically constructed or contractually set aside to house persons living with HIV/AIDS. The length of time a person or family has been homeless has no impact on project eligibility.

Question: What are the eligible population categories?

Answer: Eligible populations are homeless and/or formerly homeless families and/or individuals that reside in HHAP funded housing units specifically constructed or set aside to house persons living with HIV/AIDS. In your application, please indicate if you propose to assist single adults, families, or both.

Current Contractor Questions:

Question: Does this funding replace existing OSAH funding or is it in addition to existing OSAH funding?

Question: Does this OSAH funding conflict with our current funding for contract?

Answer: Current OSAH contracts will expire on August 31, 2018. Agencies currently receiving OSAH funds from OTDA must successfully compete under this RFP to receive continued funding.

Eligible Activities:

Question: Can OSAH funds be used to provide Peer services?

Answer: Expenses under the Support services category are not limited to those listed in the RFP. OSAH funds may be used to provide a variety of support services to residents. It is recommended that applicants fully describe the proposed services and the benefits to be realized by residents as a result of receiving such services.

Question: Can we apply for more than one of the eligible service and costs criteria (i.e. maintenance, capital, support service, etc.)?

Answer: An applicant may apply for funds in one or more of the line items displayed in the Budget section of the application. Budgets should include all program costs and be consistent with the application instructions for each section.

Question: Can we adjust our approved budget lines from year to year?

Answer: If you are awarded a contract, you may request a budget modification to reallocate line item funds, which would be subject to OTDA approval.

Question: For funds awarded under the Construction/Rehabilitation expense line would you please expand on the definition of “cosmetic” items which would not be allowed.

Question: Can OSAH funds be used to make a building completely handicapped accessible, or only minor modifications to provide accessibility?

Question: Can funds under the Construction/Rehabilitation section be used to replace floors, roofs, boilers, etc.?

Question: Can funds be used to construct a privacy fence?

Answer: Funds requested under the category of Construction/Rehabilitation are limited and will be awarded on a case-by-case basis. While minor construction and/or rehabilitation activities that directly support or improve the operation of the HHAP project are eligible, such costs may be more appropriate for HHAP funding. The applicant must clearly demonstrate that such funds are critical to the ongoing viability of the project. The funds awarded under the category of Construction/Rehabilitation must address issues to protect the health and safety of the residents; correct code compliance issues, meet handicapped accessibility requirements and/or assure the continued viability of the HHAP project.

Forms Questions:

Question: Should the EEO policy be for the entire agency or the specific program OSAH funds will fund?

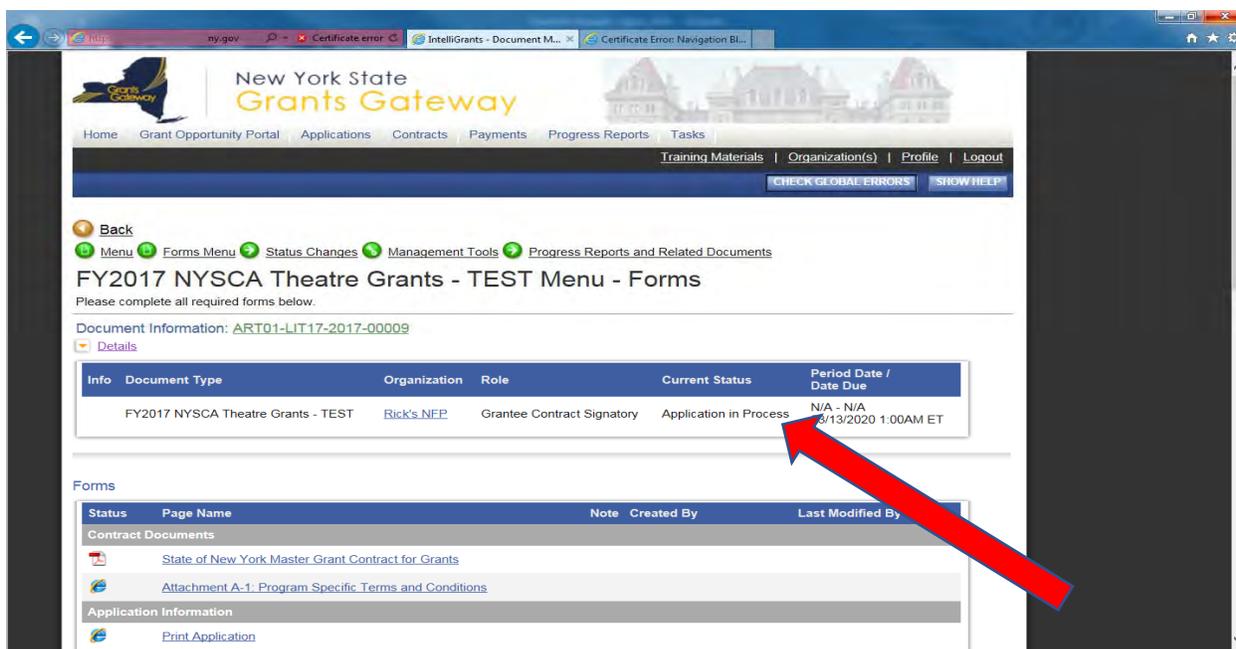
Question: I'm unable to find, on the OTDA website and in the OSAH RFP on that site, the forms which are required to be uploaded.

Answer: The application must be completed in the Grants Gateway system. All required forms are provided in the Pre-Submission Uploads section of Grants Gateway. The MWBE forms should be fully completed for the specific OSAH program.

Grants Gateway Application Questions:

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".



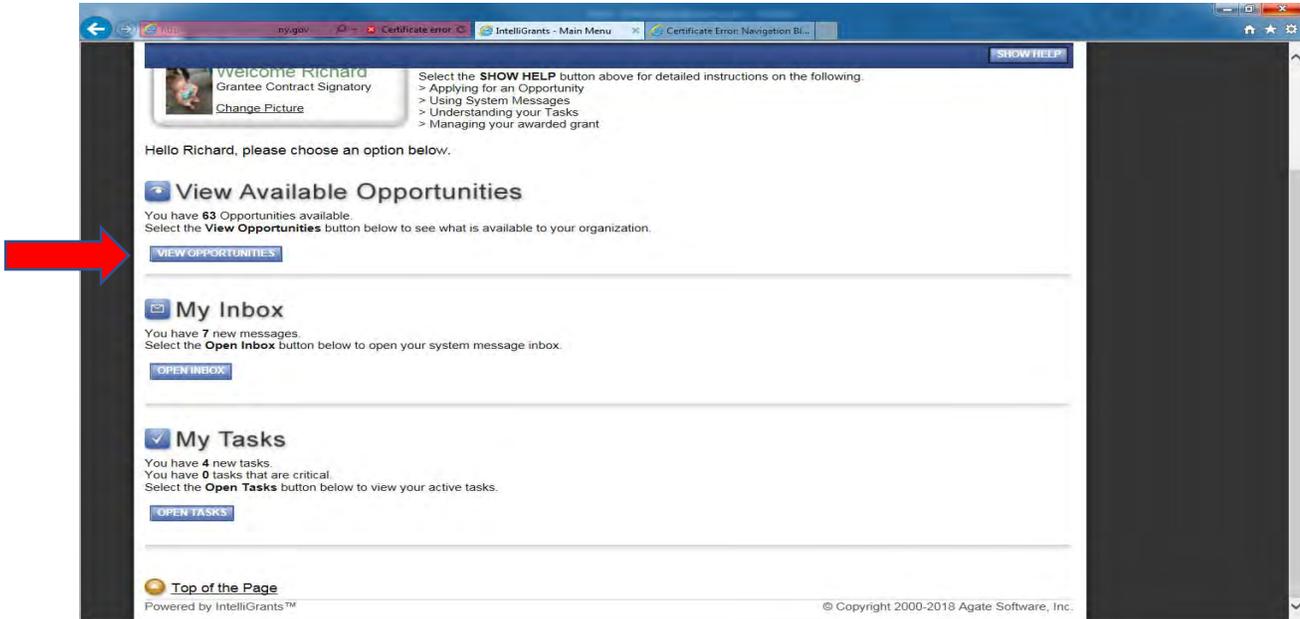
The screenshot displays the 'New York State Grants Gateway' interface. The main heading is 'FY2017 NYSCA Theatre Grants - TEST Menu - Forms'. Below this, there is a 'Details' section with a table showing application information. A red arrow points to the 'Current Status' column, which contains the text 'Application in Process'. The 'Period Date / Date Due' column shows 'N/A - N/A' and '8/13/2020 1:00AM ET'. Below the table, there is a 'Forms' section with a table listing documents and application information.

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 8/13/2020 1:00AM ET

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			

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 below).



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New York State Grants Gateway

Home Grant Opportunity Portal Applications Contracts Payments Progress Reports Tasks

Training Materials Organization(s) Profile Logout

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Opportunities

Search by Grant Opportunity Name

Search by Due Date From: To:

Search by Eligibility

Search by Funding Agency

Search Results

Click the **Grant Opportunity Name** to view more detail and apply.
 Sort the results by clicking on a column heading (sorting by Eligibility is not an option)
 A full list of Grant Opportunities can be found on the [Grant Opportunity Portal](#).

Funding Agency	Grant Opportunity	Status	Availability Date	Eligibility	Due Date
Council on the Arts	FY2017 NYSCA Theatre Grants - TEST	Available	February 2, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	Mar 13, 2020 1:00AM
Division of				For Profit	Dec



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Grant Opportunity

FY2017 NYSCA Theatre Grants - TEST

Contact Name
Stacey Wood

Contact Email
stacey.eldridge@its.ny.gov

Solicitation Profile
 NYSCA offers support to professional theatre companies with ongoing production and development programs, and service organizations that build and reinforce administrative and institutional skills, provide resources and information, assist in the professional development of artists, and enhance education about and access to theatre for all audiences. Funded applications reflect the full range of theatrical expression. Traditional forms (classic, contemporary and musical theatre) and experimentation that crosses disciplinary boundaries, as well as proposals that are creative and experimental in their use of new technology are welcomed. NYSCA encourages performances that reach under-served audiences and constituencies, activities that provide opportunities for diverse artists and administrators, and imaginative approaches to theatre for young audiences. Organizations and/or individuals requesting support the Theatre Artist Commissions should refer to the Individual Artists guidelines. The NYSCA grant program strives to make investments of public funds that serve all communities and people that comprise New York State's citizens and visitors. NYSCA strongly supports, values and encourages the sustained and concerted efforts of non-profit art, culture and heritage organizations to be inclusive and to reflect in their workforces, artists and programmatic offerings New York State's diversity of people, geography and artistic interests.

March 13, 2020 / 01:00 AM ET

Bidder's Conference(s)/Application Workshop(s)
None available

Anticipated Award Date Thursday, December 01, 2016

Anticipated Initial Contract Length

Total Funding Available

Anticipated Amount of Award(s)

Funding Narrative

Letter of Intent --Select--

Letter of Intent Due

Narrative

Questions Due Date

Questions and Answers Narrative

Questions and Answers Posting Type

Questions and Answers Posting Date

Questions and Answers Link or Upload

Eligible Applicants Not-For-Profit, Governmental Entity, Tribal Organization

Target Population(s) Organizations - Community Based Groups, Organizations - Government Entities, Organizations - Not-For Profits

Service Area(s) Education Supports, Workforce Development, Government Supports

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