

**New York State  
Department of Health  
AIDS Institute  
Request for Applications**

**One Time Funding  
Health and Human Services for  
Lesbian, Gay, Bisexual, and Transgender Individuals, Families and  
Communities  
RFA Number - FAU 0812010927  
QUESTIONS AND ANSWERS**

**ELIGIBILITY**

**1. Who is eligible for the one time RFA?**

Answer:

Applications will be accepted only from not-for-profit health and human service organizations including, but not limited to, community-based organizations, community health centers and civic organizations.

Organizations that received grant funding through the most recent 2007 Health and Human Services for LGBT Individuals, Families and Communities RFA *are not eligible* to apply for these one-time funds, as grantees under the 2007 initiative have already received requested one-time awards in addition to their ongoing programmatic awards.

**2. Will proposals for internal staff development around cultural competency be considered despite previous funding issued for the development of cultural competency curricula?**

Answer:

Yes.

**3. Would the Department consider a proposal by a legal services organization: (1) to do outreach to the LGBT community regarding emerging legal issues involving domestic violence; (2) to do culturally sensitivity training for and needs assessment with the various member agencies of a local domestic violence coalition; (3) to provide culturally sensitive legal services to LGBT survivors of domestic violence?**

Answer:

Yes. Proposed activities must directly or indirectly improve health outcomes of LGBT individuals, families, and support systems, with an emphasis on addressing disparities and/or serving specific underserved, high-need subpopulations (e.g. black gay men, MSM, Native Americans, or other subgroups.) Additional information can be found on page 6 of the RFA.

**4. Can two different programs at the same agency submit applications, or would a joint application need to be submitted?**

Answer:

Only one application per agency may be submitted.

**GEOGRAPHICAL DISTRIBUTION OF SERVICES AND FUNDING**

**5. We are located in Rochester but serve individuals who reside in several counties. Is region determined by client location or by service location?**

Answer:

Region is determined by service location, where the agency provides services, not on location of a client's residence.

**MEMORANDA OF UNDERSTANDING; SUB CONTRACTS; MULTIPLE AGENCIES**

**6. Are subcontracts allowed under this RFA? What documentation is required when budgeting for subcontractors?**

Answer:

Yes. Subcontracting is allowed under this RFA. All costs must be related to the promotion of Health and Human Services for the LGBT individuals, their families and communities, be reasonable and appropriate and be consistent with the scope of the proposed activities. A justification should be included on Attachment 5.

Additional detail regarding completing the budget can be found on page 14 of the RFA.

**7. We are considering an application that would require a subcontract with an agency already funded through the 2007 Health and Human Services for LGBT Individuals, Families and Communities RFA. Is this allowable?**

Answer:

Yes, as long as the subcontract fees are a portion of the grant request, not the bulk of it. If the subcontracts are for services, information on these agencies should be provided. It should be clear in the narrative what the organizational capacity is of these subcontracting organizations, why they were chosen and what the specific roles are which they will play in service delivery. All subcontracts should be appropriately reflected in the budget (Attachment 5).

**8. If one or more permanent staff persons (e.g. Director of Prevention Services) temporarily expend time and effort on the year-long project funded through this RFA, is a percentage of their salary and fringe an allowable expense?**

Answer: Yes. This would be an allowable expense. Additional details may be found on page 4 of the RFA.

**BUDGET**

**9. Where in the budget can the applicant account for in-kind contributions?**

Answer:

If in-kind contributions pertain to personal services, those positions should be listed on the Operating Budget and Funding Request (Attachment 5A) and noted as being in-kind. Other in-kind contributions should be listed on Attachment 5.

**10. What is a reasonable percentage of the budget that should be allocated for evaluation costs?**

Answer:

A reasonable percentage of the budget for evaluation costs has not been established. This amount should be consistent with the scope of evaluation proposed.

**FORMATTING REQUIREMENTS AND PAGE LIMITATIONS**

**11. Are footnotes and endnotes subject to the page restrictions for each section?**

Answer:

Yes.

**12. In being responsive to each of the application's sections, is it adequate to use just the corresponding numbering and lettering, or should the full text heading of each section be described included?**

Answer:

The application should be numbered and lettered to correspond to each section of the RFA. The text heading does not need to be included if it will compromise the applicant's ability to stay within the page restrictions for each section.

**APPLICATION DUE DATE**

**13. If an application is received after 5PM on March 20, 2009, will it be considered?**

Answer:

It is the applicant's responsibility to see that applications are delivered to the address stated in the RFA prior to the date and time specified. Late applications due to a documentable delay by the carrier may be considered at the Department of Health's discretion but there are no guarantees. Applicants should make every effort to ensure that all applications are received before the deadline.