

2019

Nassau County
Department of Health

February 15, 2019

**2019 N-S EMA RYAN
WHITE
PART A & MAI RFP**

**QUESTIONS AND
ANSWERS DOCUMENT**

**Nassau-Suffolk EMA FY 2019
Ryan White Part A/MAI Request for Proposal (RFP)**

Questions and Answers Document

- 1. Question: Has there been a change in apply for a waiver to the 25/75 rule?**

Answer: The Strategic Assessment and Planning Committee examines this issue on an annual basis as part of its Priority Setting and Resource Allocation Process. It is very difficult for the EMA to meet the waiver requirements. As a result, the committee decided not to apply for the waiver in FY19-20.

- 2. Question: How do you prove the absence of something, like insurance or income?**

Answer: Self-attestations can be provided stating this but must be very well documented. Other ways could be by running a report through Medicaid which would show insurance.

- 3. Question: Our 990s are approximately 70 pages long. Do you want 6 copies?**

Answer: Copies of the 990 must be included in the original and in all copies of proposals that are submitted. Copies of 990's and other large financial forms may be double sided. However, the narrative proposal must be single sided.

- 4. Question: Who is presently funded for medical case management?**

Answer: North Shore, NUMC, Options (bi-county), Research Foundation, Hudson River Healthcare and Southampton.

- 5. Question: Is Food Bank tied into medical case management? Can you speak to this?**

Answer: Traditionally, Food Bank funding has been provided to medical case management funded agencies because of the small amount of funding available in that priority (about \$28,000) and the level of documentation needed. Providers who receive Food Bank funding must assess the client's "emergency" need, provide clients with a list of resources, and assist clients in applying for SNAP benefits if eligible. Clients are able to get food cards or hygiene packs up to four times per year. MCM funded agencies may receive about \$5,000 for Food Bank. Not all MCM providers will receive Food Bank funding.

6. **Question: Our hospital no longer has a Board of Directors since it merged with another hospital. Is there an alternative to this form that we can submit?**

Answer: Please indicate this in your CEO letter and explain the relationship between your hospital and the one your merged with respect to responsibilities and oversight of this grant.

7. **Question: On Page 14, under the budget section it states that “This funding may only be used to expand existing services or create new services for persons living with HIV/AIDS in Nassau counties”. How does this pertain to currently funded MCM programs?**

Answer: Current providers and new applicants are required to show why “Ryan White funded” MCM, OHC or EIS services are needed in order to provide, create or expand capacity based on demonstrated need and the existence or non-existence of other funding sources. If you are currently funded, why are these services still needed and how do they complement without duplicating or are different from other similar services.

8. **Question: For the RFP process, what is the process for asking questions or submitting them?**

Answer: Technical assistance questions can be emailed up until Wednesday, February 13, 2019 by 5pm. No questions will be accepted after this date. Responses will be posted on United Way of Long Island’s website www.unitedwayli.org by Friday, February 15, 2019.

9. **Question: Is the budget submitted for 9 or 12 months?**

Answer: The budget should be submitted for a 12 month timeframe. Awards will be prorated for 9 months. The expected contract start date is June 1, 2019.

10. **Questions: For the Memorandums of Agreement (MOA), is there a “not to be executed before/after date” or a specific timeframe they need to be in place? We have some that are open ended.**

Answer: Memorandum of Agreements should be recent (signed within the last three years). They need to be renewed every 3 years. If you are in the process of putting an agreement in place please indicate this on the chart and when it is expected to be in place.

11. **Question: For Memorandums of Agreement (MOA), with the adult attention facility (jail), the County does not sign off on these. I have been putting “pending”, is that okay?**

Answer: Yes, pending is fine with a note at the bottom of the form explaining this. Any deviations from the norm should be explained for the benefit of the reviewers who may not be familiar with County policies.

12. Question: Our agency is affiliated with the County jail. As a result, we write this in as “interdisciplinary” since the County won’t sign MOAs with other County agencies. Is this okay.

Answer: Please refer to the response in question 11.

13. Question: What is the selection process for the review committee?

Answer: Reviewers are selected by the Nassau and Suffolk County Departments of Health. Each county has a separate review team. The number of reviewers are determined by the number of applications that are received. Single county applications are reviewed by the respective county team and bi-county applications are reviewed by both teams. Each application is scored using an objective review tool and both teams come together to discuss all applications and make final recommendations back to the counties.

14. Question: Will applicants receive feedback on their proposals or just the raw scores?

Answer: Feedback in the form of strengths and weaknesses will be provided to applicants in addition to final scores.

15. Question: Are the following expenses eligible for inclusion in the budget: Marketing costs, food vouchers?

Answer: Please note that marketing costs are considered administrative expenses for Ryan White Part A and MAI funded programs. Since administrative costs are capped at 10% (both direct and indirect) programs will need to take into consideration the cost benefit of including marketing costs in budgets. Please refer to Appendix D: Policy Clarification Notice 15-01 for information on what is considered to be administrative under Ryan White Part A and MAI. Food Vouchers are generally not allowable under MCM, OHC and EIS since they are funded under the Emergency Financial Assistance supportive service category.

16. Please confirm, that for those with a current contract to provide these services, it will expire on 5/31/2019 and that this is the competitive bid to continue to provide these services- to renew and possibly expand services.

Answer: Currently funded programs will receive 3 months of funding to cover the period between March 1, 2019 to May 31, 2019. This is a competitive bidding process for FY19 Ryan White Part A/MAI Medical Case Management, Oral Health Care and Early Intervention Services funds that have been allocated by the Planning Council through its Priority Setting and Resource Allocation Process. Final amounts for each priority are based on the region’s receipt of a full FY19-20 award.

17. Question: Could funds be used to purchase or lease a van used for mobile HIV testing throughout Suffolk County?

Answer: Funds cannot be used to purchase or lease vehicles.

18. Question: Could grant funds be used to cover the cost of vehicle registration and/or monthly insurance?

Answer: Please refer to question 15 on administrative caps that are imposed on Ryan White programs. Programs are encouraged to allocate funds towards direct services and to coordinate with existing prevention and testing programs for case finding.

19. Question: To address the weak public transportation infrastructure of Suffolk County (a) could Uber/Lyft gift cards be purchased and be utilized to support clients HIV testing and/or medical appointment adherence? (b) could grant dollars be placed on an Uber/Lyft account and be utilized as per client needs to support HIV testing engagement and/or medical appointment adherence?

Answer: The EMA funds a separate supportive service category for Medical Transportation to facilitate access to care and supportive services for individuals living with HIV/AIDS. As such, funded programs are expected to coordinate with Part A and Part B funded medical transportation programs to ensure that clients access care. Transportation services can't be provided to non HIV positive individuals to support testing. Uber/Lyft gift cards are not allowable under EIS.

20. Question: The RFP states that we need to include a copy of proof of the agency's 501(c)(3) status. We are a University Hospital and therefore a state government agency. Will a W-9 suffice as proof of status?

Answer: Yes.

21. Question: The last page of the budget asks for other sources of funding. How many years of funding should be listed?

Answer: The most recent full year for each funding source is sufficient.

22. Question: When formatting the proposal, can the question portion be single spaced?

Answer: Please follow the instructions on page 11 which require the proposal to be double spaced. Consider incorporating the questions directly into each response and bolding that section to alert the reviewer that you are responding to that question.

23. Question: Do Memorandums of Understanding/Agreement (MOU/MOA's) need to be initiated and signed specific to this grant or can existing MOU/MOA's be submitted that fit the proposed services?

Answer: MOU/MOAs should be specific to the proposed grant.

24. Question: We are interested in using peers for peer support and training. Are gift cards allowed to be included in the budget for incentives for peers?

Answer: The use/employment of peers on the Ryan White Part A/MAI grants is highly encouraged. Please refer to pages 2- 4 of Appendix B: Policy Clarification Notice 16-02 for HRSA guidelines on “incentives”. Agencies should follow 16-02, be in compliance with internal agency policies and should consider the impact on peers with respect to benefits, etc. when determining a reimbursement methodology for work done by peers.

25. Question: Are incentives allowed for clients in the budget?

Answer: Incentives are not allowed.

26. Question: Payer of last resort- Please expand on the kind of documentation you would like to see and efforts used to demonstrate payer of last resort.

Answer: Programs are responsible for ensuring that eligibility for other funding sources is vigorously and consistently pursued. Please refer to pg. 2 of Appendix B: Policy Clarification Notice 16-02 for additional guidance.

27. Question: Is it possible to get a partial award? For example, if we apply for \$147,000 and that's not an amount that gets approved, would we still be able to get a grant at all and how would that amount be determined? For example, would the committee look at previous year's funding if we've had that priority?

Answer: Funding decisions are made by the review committee based on a number of factors including: total amount available by priority, access to services in both Nassau and Suffolk Counties as well as the strength of submitted proposals. While previous funding is taken into consideration, this is a competitive review. Each proposal and project must be strongly defended. The review committee may recommend a lower funding if it deems that the applicant will still be able to provide a viable service with reduced funding.

28. Question: For the work plan, is the number of clients projected to be served unduplicated/ newly enrolled only? For our current EIS program, we had 15 newly enrolled individuals during the contract year but were working with a total of 19 over the year due to carry-over (those individuals enrolled late in the previous contract year). I believe you will probably say it's for the unduplicated, but I don't want to under-count a projection!

Answer: The narrative, Attachment #1, and Attachment #3 please include the number of unduplicated clients to be served.

29. Question: We are a grant-funded only agency and do not use any 3rd party reimbursement, so our policy regarding "payment" is that we have a sliding scale fee set to zero dollars for anyone at or below 435% of the FPL (therefore no-charge

for services when RW eligible) ... is this a sufficient policy/procedure with regard to the question about agency billing/schedule fees?

Answer: This question cannot be fully answered based on the information provided since information was not provided on the type of agency, services provided or priority apply for. Please note that some programs may be required to charge Ryan White clients moving forward based on HRSA's Imposition of Charges and Cap on Charges policy. The EMA is currently receiving technical assistance on how to implement this policy across the board. Guidance will be provided to current and newly funded programs in FY 19.

30. Question: My question is related to Section C. Early Intervention Services, #4- Outreach Services. Can a health educator provide services/education to providers such as an Emergency Department or doctors or is the health educator strictly allowed to provide services/education to the consumer?

Answer: The outreach component in this context is specifically to related to high risk and HIV positive individuals. However, a main focus of this priority is to establish relationships with key points of entry. Emergency rooms fall under this category so education of doctors and other ER staff would be a part of this process.

Reminder: This is an outside review process conducted by Nassau and Suffolk County Review Committee. If you are a current Ryan White Part A provider or other HIV/AIDS funded provider in the region, do not assume that the reviewer will know about your agency and its history working with HIV/AIDS. Please be sure to clearly identify your strengths, experience, knowledge of the population and the Long Island region in your proposal. In other words, this is a competitive process so do not assume that because your organization is currently funded under a priority that you will be refunded.