

**New York State Department of Health
Office of Primary Care and Health Systems Management
Center for Health Care Policy and Resource Development
Division of Workforce Transformation**

Solicitation of Interest #20298

Increasing Training Capacity in Statewide Healthcare Facilities

QUESTIONS AND ANSWERS

Questions below were received by the deadline announced in the Solicitation of Interest (SOI). The New York State Department of Health (NYSDOH) is not responsible for any errors or misinterpretation of any questions received.

The responses to questions included herein are the official responses by the State to questions posted by potential bidders and are hereby incorporated into the SOI # 20298. In the event of any conflict between the SOI and these responses, the requirements or information contained in these responses will prevail.

WHO MAY APPLY

Question 1a: With the understanding that a single Article 28 facility, regardless of the number of training sites, may submit a single application, can a system with several licenses submit more than one? In other words, if a single system is comprised of Hospital A, Hospital B, and Hospital C and each is separately licensed, can each hospital submit an application, or is the system limited to a single application?

Question 1b: We understand that no more than one application will be accepted from a single eligible Article 28 facility. Does this mean that applications from different Article 28 facilities (hospital, diagnostic and treatment centers or nursing homes) that are affiliated, or in the same network with each other, will be each be considered individually?

Question 1c: Can my health care system submit two applications for this opportunity? One would fund Diversity, Equity and Inclusion (DEI) training at a children's hospital; the other would fund nursing workforce development, at the other hospital?

Question 1d: Our health system has two eligible Article 28 facilities. Can we submit for both?

Question 1e: Our hospital is part of a network with two other New York State hospital partners, each having its own operating certificate. If one of the partners submits an application for a discipline, is it possible for the partner organizations to join that training program?

Question 1f: We are managed by a corporate parent; however, each facility consists of individual ownership and separate Article 28 licenses. Should we submit multiple applications for different facilities, as they are located in various statewide regions? Additionally, can several facilities in one region submit one application and share training locations?

Question 1g: We have engaged an ownership group that runs multiple facilities, but the

ownership entity isn't technically the same for each. Rather than submit six smaller applications, we think one application (for the six facilities) is the way to go, but because the ownership of each is legally different, we're seeking your confirmation that we can submit just the one application on behalf of all the sites.

Question 1h: We'd like confirmation that Company X is eligible to be the "contracted education service provider" on multiple applications. Specifically, we've engaged several skilled nursing facility (SNF) ownership groups -- some small, some large -- and intend to work with each to prepare and submit an application, wherein Company X would be the contracted training provider. Can you confirm this is allowable?

Question 1i: Our medical center is an Article 28 and part of a health network. Within this network is a Residential Care Center (MRCC) and nursing home. The MRCC is part of the health network, but it has a separate EIN. Can the medical center apply and include the MRCC in the application, or would the MRCC have to apply individually?

Question 1j: Can a facility serve as a lead applicant and include other facilities (with separate EIN numbers) if all partners are eligible (e.g., all are nursing homes)?

Question 1k: May we submit one grant application for more than one nursing home? For example, to do the same training across four different nursing homes, should we submit one grant application, or one for each home?

Question 1l: If the applicant is one component of a larger organization (e.g., an Article 28 hospital of a larger health care system), can trainees include staff from other components of the larger system?

Question 1m: We operate two separate nursing home facilities. Can we submit applications for each one?

Question 1n: We are an Article 28 facility that includes a hospital and a residential healthcare facility on the same campus. Can the hospital and the residential health care facility both request funding for training in the same application?

Answer 1a-n: As stated in Section III, Part A. Application Limits: "No more than one application will be accepted from a single eligible Article 28 facility. While facilities may have more than one location, the submitted application should include all sites included in the applicant's training proposal." Affiliated entities may apply if they are licensed separately.

See Section IV. How To Apply, that includes the following:

"The project application must contain the following:

- A copy of applicant's New York State Operating Certificate for an Article 28 provider organization- Proof of Eligibility (Attachment 1)"

Question 2a: Adult day health care programs are within Article 28 facilities. Are they eligible for this funding?

Question 2b: Our organization, an Article 28 residential health care facility, is part of a healthcare system that also includes a home care agency. Would the grant cover the costs of a

home care agency employee receiving training at our Article 28 residential health care facility, or does it have to be specifically for employees who are employed/working within our Article 28 facility?

Question 2c: Does this funding include home health care and Certified Home Health Agency (CHHAs)?

Question 2d: I was interested in submitting a proposal for dementia training. Is this something that a singular person can submit to or is it only for facilities and corporate structures only?

Answer 2a-d: As stated in Section II. Who May Apply, “To be considered for an award, applicants must meet all of the following minimum eligibility requirements:

- Must be a legally existing organization capable of entering into a binding Master Grant Contract with NYSDOH
- Must be one of the following provide types:
 - A General Hospital certified or licensed under Article 28 of the Public Health Law (PHL); OR
 - A Diagnostic and Treatment Centers certified or licensed under Article 28 of the Public Health Law (PHL); OR
 - A Residential Health Care Facility (Nursing Home) certified or licensed under Article 28 of the Public Health Law (PHL)”

See Section IV. How To Apply, that includes the following:

“The project application must contain the following:

- A copy of applicant’s New York State Operating Certificate for an Article 28 provider organization- Proof of Eligibility (Attachment 1)”

Question 3: Our organization represents multiple skilled nursing facilities who have separate operating certificates. We are planning to apply for the SOI and addressing training/capacity for training at multiple locations. Should we include each operating certificate for each location? Are we allowed to include multiple locations, or would we have to provide an application for each location and then discuss having a coordinated partnership?

Answer 3: As stated in Section III.A. Application Limits: “No more than one application will be accepted from a single eligible Article 28 facility. While facilities may have more than one location, the submitted application should include all sites included in the applicant’s training proposal.”

Question 4: Does the healthcare facility need to be located statewide, meaning sites throughout the state?

Answer 4:

No. The term Statewide in the title referred to in Section II. Who May Apply, A. Minimum Eligibility Requirements indicates that the opportunity is available to New York State Article 28 provider organizations.

Question 5: Are we eligible if our facility is not located in an underserved area?

Answer 5: Yes, you are eligible if your facility is not located in an underserved area.

IMPORTANT DATES / ADDENDEUM

Question 6: If we begin a project sooner than the contract date, is there an opportunity for retroactive funding?

Answer 6: Should the project be awarded funding, only expenses determined allowable and incurred on or after the start date of the contract (anticipated no earlier than October 1, 2023), may be vouchered for reimbursement. Any obligations assumed by the contractor prior to execution of the contract are assumed at risk.

Question 7a: Is this money available to all who follow guidelines, or is it first come first serve?

Question 7b: Is there a date that we can begin e-mailing our submissions, or can it be any time as long submission meets the submission deadline?

Answer 7 a-b: As stated in Section I. Introduction, of the SOI: "Up to \$22.5 million, per year, is currently available under this Solicitation of Interest (SOI). Awards will provide up to \$1,000,000 per year for two years to eligible healthcare facilities. NYSDOH staff will review responses to this solicitation in the order in which they are received. Eligible awardees will be selected on a first-come first-served basis if their response meets the requirements of the SOI. When funding has been depleted to a level such that an applicant's total requested funding amount cannot be met, the eligible awardee will be offered a reduced award amount. If the eligible awardee accepts that amount, no further awards will be made. If the eligible awardee declines that amount, the next eligible awardee will be offered an award until funds are completely exhausted. If additional funds become available, the Department may make additional awards."

Question 8a: In the funding announcement, in one place the deadline for questions is March 14, and in another March 16. Which is the proper deadline?

Question 8b: According to comparison software, no changes were made except for the addition of the cover page on the version in Contract Reporter.

Question 8c: Is that essentially the update in the addendum, the date change in Section IV. How to Apply?

Answer 8 a-c: The SOI addendum was updated in the Contract Reporter and on the NYSDOH website. The deadline for questions was March 16th.

ATTACHMENTS / UPLOADS

Question 9: Is there a portal where documents must be uploaded in addition to the email with Attachments #1-4?

Answer 9: No, there is no portal where documents must be uploaded to. Please email the documents to IncreasingTrainingCapacity@health.ny.gov.

Question 10a: The instructions say to submit Attachment #4; however, this appears to be a

snapshot from Grants Gateway. Do you want the PDF, or will this be filled out in the Gateway?

Question 10b: Can we recreate the schedules for Attachment #4 for the Project Budget in Excel, or will there be access on the Grants Gateway to complete and print for uploading to the e-mail?

Question 10c: Can we have a version of the SOI, with which the required fields can be updated digitally?

Question 10d: Although applicants are required to upload forms in pdf format, it would be helpful to have Word (.doc/.docx) and Excel (.xls/.xlsx) forms to facilitate data entry. We could then convert them to pdf prior to submitting to the e-mail address. Are there any plans to make these formats available?

Question 10e: Will Attachments #2 and #3 be made available in Word or fillable PDF?

Question 10f: Please kindly let us know how we can locate the corresponding Word, Excel or fillable PDF versions of the SOI documents and attachments.

Answer 10 a-f: The attachments remain in the format provided and are available on the DOH Funding Opportunity page and in the NYS Contract Reporter. The Grants Gateway will not be utilized to apply for this opportunity.”

Question 11a: How many pages should our application be?

Question 11b: Are there any character counts or page limits?

Answer 11 a-b: There are no specific page or character limits.

Question 12: May we submit this as a chart or graph?

Answer 12: As described in, Section IV. How To Apply, “To be considered for funding, an applicant must complete and upload and e-mail all attachments referenced below to IncreasingTrainingCapacity@health.ny.gov. Only one application per eligible healthcare facility will be accepted.

The project application must contain the following:

- A copy of applicant’s New York State Operating Certificate for an Article 28 provider organization- Proof of Eligibility (Attachment 1)
- The completed Application Form (Attachment 2) Please Note: This should be signed by an individual authorized to bind the Eligible Applicant to any Master Grant Contract in the NYS Grants Gateway
- The completed Project Proposal (Attachment 3) to support the goal to increasing training capacity in statewide healthcare facilities
- The completed Project Budget (Attachment 4) to support the goal to increasing training capacity in statewide healthcare facilities.”

Question 13: The instructions on page 3 say the application must be signed by an individual authorized to bind the applicant to a contract. We have applied for grants previously and signed them ourselves, however the contract ends up being signed by our County Executive. Does this line mean that the application needs to be signed by our County Executive, as we are a county-owned facility?

Answer 13: Per the SOI, Section IV: How to Apply, “Please Note: This should be signed by an individual authorized to bind the Eligible Applicant to any Master Grant Contract in the NYS Grants Gateway”

Attachment 2- Format

Question 14: If proposing to train multiple disciplines, should applicants complete one Attachment #2 Application Form with an accompanying Project Description that includes information for all disciplines trained, or separate attachments for each discipline? If Attachment #3 Project Proposal is required for each discipline, should Attachment #2 be completed as a summary?

Answer 14: Yes, applicants should complete one Attachment #2 Application Form with a project description that includes details of the project or program related to all disciplines. If the applicant is proposing to train more than one discipline, the applicant should complete an Attachment #3 Project Proposal for each discipline.

Attachment 2- Contact Information

Question 15: Is the Applicant Name considered the name of the organization, or the name of the contact person?

Question 15b: Under the Name of Project Coordinator, do you want the Project Coordinator’s title in the box Contact Person, Title?

Answer 15a-b: Addendum #3, posted 4/12/23, clarifies the naming convention on Attachments 2 and 3.

Attachment 2- Disciplines and Training

Question 16a: Regarding disciplines, can I include all nursing into one discipline, or would I need to separate Certified Nursing Assistants, Licensed Practical Nurses and Registered Nurses into three different disciplines?

Question 16b: Does discipline refer to job title, or is it broader, i.e., nursing?

Question 16c: Does nursing count as one discipline, or do we need to submit a separate page for all duties that fall under nursing?

Answer 16 a-c: Addendum #3 clarifies the use of the term discipline. Applicants should provide the list of disciplines in Attachment #2, Number 3 in a manner that is consistent with their proposed project descriptions. Additional details focusing on each discipline should be illustrated in Attachment #3.

Question 17: Is there a preference, or requirement, regarding what type of staff are to be

trained? We are proposing a project that would train Licensed Practical Nurses, Registered Nurses and Certified Nursing Assistants. Can other disciplines be included?

Answer 17: There is not a preference or requirement regarding what staff may be trained. Per Section I. Introduction of the SOI, “The purpose of this solicitation is to identify and provide funding to eligible organizations to increase the training capacity of healthcare facilities with the goal of supporting healthcare facilities to prepare, mentor, and train a steady pipeline of high-quality healthcare professionals.” Please review Section III. Use of Funds of the SOI.

Question 18a: What are considered “in-demand” positions according to the website?

Question 18b: Can you please define, or tell me where there is a list, of the “in-demand” healthcare job categories eligible for this funding opportunity? What are the criteria for the “in-demand” job category?

Question 18c: While we were able to find positions on the referenced O*Net website, do Certified Nursing Assistants, Licensed Practical Nurses, and Registered Nurses meet the “in-demand” job category criteria?

Answer 18 a-c: The website offered in the SOI offers general information related to job categories; however, applicants should have a developed conception of the types of in-demand job categories reflective of their unique communities and/or populations served.

Question 19: Does the number of staff to be trained include both years of the grant or annually?

Answer 19: Please include projections of total staff to be trained in Attachment 2, Number 5. Awarded Grantees will complete a workplan and be required to define numbers of staff to be trained annually. The proposed workplans will be approved by the Department of Health staff during the contracting process.

Question 20: What does “detailed curriculum” mean? Can it be topics, or does it have to be fine details? For example, we are considering teaching improved communication skills. Do we need to include the specific pedagogy/curriculum, or will an outline of the training suffice?

Answer 20: In the SOI Attachment #2, Number 6, applicants are asked to provide the training curriculum to be used or if the curriculum will need to be developed. The project description can be utilized to offer more in-depth details related to implementation.

Attachment 2- Community Partnerships

Question 21a: Do we need to know all community partnerships, or can this be a follow up?

Question 21b: Is there a limit on the number of partnerships/collaborators an applicant can have?

Answer 21 a-b: In the SOI Attachment #2, Number 7, applicants are asked to provide any industry or community partnerships that have or will be developed—without proposing a limit. Applicants may use Attachment #3 to more thoroughly describe the plan to recruit community partners and collaborators. Grantees will be expected to provide details in approved workplan and reporting related to these efforts.

Attachment 3 – Format

Question 22a: Is there a limit to how many different projects we can propose?

Question 22b: Is it possible for the organization's application to address more than one training position, program, or area of need?

Answer 22 a-b: No, please refer to instructions in Section IV. How to apply, of the SOI. Applicants should complete one Attachment #2 Application Form with a project description that includes details of the project or program related to all disciplines. If the applicant is proposing to train more than one discipline, the applicant should complete an Attachment #3 Project Proposal for each discipline.

Attachment 3 – Project Proposal, Defining Healthcare Workforce and Innovation

Question 23a: Has New York State defined a minimum threshold for healthcare professionals? As you can imagine, this leaves the doors wide open to an array of needs across our workforce.

Question 23b: How do we define health care professional?

Question 23c: Can you please provide a rundown of eligible healthcare worker positions?

Question 23d: We want to sustain pipelines for associate level, bachelor level, professionals, can these funds be utilized for entry level programs that offer certifications? Can we submit a multi-year program to up-skill current entry level staff (e.g. CNA->LPN-> RN)?

Answer 23 a-d: The SOI does not define healthcare professional, occupations or specific titles. Applicants should offer a rich narrative description to address the needs as related to their unique facility in Attachment #3.

Question 24a: Could you please provide more context or examples of what may be considered new and innovative for purposes of this application?

Question 24b: How is NYSDOH defining innovative - does this mean new, or novel?

Answer 24 a-b: The SOI does not define new or innovative training programs and curriculum. Applicants should offer a rich narrative description of proposed new or innovative approaches to training to address the needs of their unique facility.

Attachment 3 – Specific Project/Proposal Questions

Question 25a: Are all certification programs, inside and outside, included in this i.e., head injury certification?

Question 25b: Would a new Clinical Nurse Trainer role to support educational needs and skills/knowledge gaps to foster nursing retention be eligible for this grant?

Question 25c: Would a new leadership/professional development pipeline program intended to foster career growth within the organization (and help with retention) be eligible for this grant?

Question 25d: Would a program to develop leadership skills for existing staff as they transition to the role (to help with retention and engagement) be eligible for this grant?

Question 25e: Would a clinical and non-clinical internship/apprentice program tailored to high school and college students to promote diversity in the healthcare workforce and build a talent pipeline be eligible?

Question 25f: Would pursuing the development of accredited programs meet the intent of this grant?

Answer 25 a-f: Per Section I., Introduction, of the SOI, “The purpose of this solicitation is to identify and provide funding to eligible organizations to increase the training capacity of healthcare facilities with the goal of supporting healthcare facilities to prepare, mentor, and train a steady pipeline of high-quality healthcare professionals.” Please review Section III., Use of Funds.

Attachment #2, Number 1, allows applicants to provide a detailed description of their proposed training program including the purpose it serves and alignment with stated goals.

Question 26: Can a contractor/consultant work with more than one nursing homes on different grant proposals?

Answer 26: To apply for this opportunity an applicant must meet all of the minimum eligibility requirements stated on in Section II. A. Minimum Eligibility Requirements.

Question 27: Does the term “staff” apply to both internal and external individuals (i.e., developing a program that trains both hospital staff and personnel from other community providers such as EMS agencies, homecare agencies, etc.)?

Answer 27: Per Section III. Use of funds of the SOI, This funding opportunity is being made available to increase training capacity of the healthcare workforce. This funding cannot be used to supplant existing resources. The following expenses are deemed eligible but not required as part of the budget, depending on the organization’s need:

- Costs to recruit, hire, and maintain NEW staff who can provide training programs;
- Costs to develop NEW AND INNONVATIVE training programs and curriculum;
- Costs to providing compensation to workers COVERING FOR STAFF WHO ARE ATTENDING TRAINING;
- Costs related to providing paid compensation FOR STAFF WHO ARE ATTENDING TRAINING; and

Costs related to CONDUCTING training (by facility employees or contractors). The term staff applies to the applicant’s internal staff.

Question 28: What is the timeframe new programs should start graduating learners?

Answer 28: Awarded grantees will complete a workplan and be required to define project timelines. The proposed workplans will be approved by the Department of Health staff during the contracting process.

Attachment 3 - Training

Question 29: Pertaining to the Use of Funds Section, what is your definition of training? Can

you provide examples?

Answer 29: The SOI does not define training. Applicants should offer a rich narrative description of proposed training program to address the needs of their unique facility.

Question 30: Could grantees require that trainees work a certain amount of time at the health care facility upon completion of training?

Answer 30: Per Section I., Introduction, of the SOI, “The purpose of this solicitation is to identify and provide funding to eligible organizations to increase the training capacity of healthcare facilities with the goal of supporting healthcare facilities to prepare, mentor, and train a steady pipeline of high-quality healthcare professionals.” This opportunity does not include a service obligation requirement.

Question 31a: Could I use this to train existing dietary manager to advance their education and obtain a Certified Dietary Manager (CDM) certificate?

Question 31b: Is the grant focus to hire new staff to be trainers or to pay consultants to train existing staff and then be utilized as trainers, in addition to their existing roles?

Question 31c: Are you looking to have the nursing homes hire new trainers that will be responsible for training all new hires?

Question 31d: Are you looking to have nursing homes hire consultants to design and create a training program to teach existing staff on how to train new hires?

Answer 31 a-d: Per Section I., Introduction, of the SOI, “The purpose of this solicitation is to identify and provide funding to eligible organizations to increase the training capacity of healthcare facilities with the goal of supporting healthcare facilities to prepare, mentor, and train a steady pipeline of high-quality healthcare professionals.” The submitted proposal must be consistent with the purpose of this opportunity as well as meet the specific training needs of the applicant.

Question 32: What is meant by, “different training for target disciplines?” Does that mean training needs to be tailored by field of institution? Does it mean preparing a different training for nursing staff and another training for food service staff? Or is it one type of training for a hospital setting and something separate for the nursing home setting?

Answer 32- The question is unclear and cannot be answered as submitted.

Question 33: May we submit several proposals in one grant application? These proposals may be for different types of training strategies/approaches.

Answer 33: You may submit several project proposals in one grant application. Please refer to the instructions in Section IV., How to Apply, as outlined in the SOI.

Applicants should complete one Attachment #2 Application Form with a project description that includes details of the project or program related to all disciplines. If the applicant is proposing to train more than one discipline, the applicant should complete an Attachment #3 Project Proposal for each discipline.

Question 34: Is the purpose to train nurses who are then to be hired across the state?

Answer 34: Per Section I., Introduction, of the SOI, “The purpose of this solicitation is to identify and provide funding to eligible organizations to increase the training capacity of healthcare facilities with the goal of supporting healthcare facilities to prepare, mentor, and train a steady pipeline of high-quality healthcare professionals.”

The term Statewide in the title refers to Section II. Who May Apply, A. Minimum Eligibility Requirements which indicates that the opportunity is available to New York State Article 28 provider organizations.

Question 35: Is there a specific number of trainees that we need to reach? The term “statewide” is in the title but I don’t see a lot of references to the statewide expectations.

Answer 35: Awarded Grantees will complete a workplan and be required to define numbers of staff to be trained. The proposed workplans will be approved by the Department of Health staff during the contracting process.

The term Statewide in the title refers to Section II. Who May Apply, A. Minimum Eligibility Requirements which indicates that the opportunity is available to New York State Article 28 provider organizations.

Question 36: If our proposal includes the creation of a Certified Nursing Assistant (CNA) program, would the facility need to be approved prior to the grant being awarded?

Answer 36: Yes. Program components must meet training and competency evaluation requirements established by New York State Education Department (NYSED). Please refer to The Guidelines for Approval and Operation of a Nurse Aide Training Program:

<https://www.nysed.gov/career-technical-education/nurse-assisting-nurse-aide#:~:text=In%20order%20to%20work%20as,approved%20by%20NYSED%20or%20NYSDO>

Question 37: Can this project be utilized for the recruitment, training and hiring of new workers?

Answer 37: Yes. Per Section I., Introduction, of the SOI, “The purpose of this solicitation is to identify and provide funding to eligible organizations to increase the training capacity of healthcare facilities with the goal of supporting healthcare facilities to prepare, mentor, and train a steady pipeline of high-quality healthcare professionals.”

Question 38a: What categories of workers would be eligible?

Question 38b: Can you give examples of the preferred types of training programs?

Question 38c: Is completing a Licensed Practical Nurse (LPN) or Registered Nurse (RN) program considered training?

Question 38d: Would a new mentor/training program for existing staff (e.g., to help with retention and engagement) be eligible for this grant?

Question 38e: Would a new mentor/training program for existing staff focused on diversity, equity, inclusion, and belonging be eligible for this grant?

Answer 38 a-e: Per Section I., Introduction, of the SOI, “The purpose of this solicitation is to identify and provide funding to eligible organizations to increase the training capacity of healthcare facilities with the goal of supporting healthcare facilities to prepare, mentor, and train a steady pipeline of high-quality healthcare professionals.” The submitted proposal must be consistent with the purpose of this opportunity as well as meet the specific training needs of the applicant.

Question 39: Is the SOI asking to explain the current state of training programs and/or the development of programs?

Answer 39: Attachment #2, Project Description, #3 asks the applicant to provide information on the current state of training and/or the development of programs as this information relates to the applicant’s proposed training program(s).

Question 40: Are you asking for just our project or for the facility as a whole?

Answer 40: The question is unclear and cannot be answered as submitted.

Question 41: There is a physician’s group under our medical center, would training for the Licensed Practical Nurses in this group be allowed under this grant?

Answer 41: Per the SOI, Section II: Who May Apply,

“To be considered for an award, applicants must meet all of the following minimum eligibility requirements:

- Must be a legally existing organization capable of entering into a binding Master Grant Contract with NYSDOH
- Must be one of the following provider types:
 - A General Hospital certified or licensed under Article 28 of the Public Health Law (PHL); OR
 - Diagnostic and Treatment Centers certified or licensed under Article 28 of the Public Health Law (PHL); OR
 - A Residential Health Care Facility (Nursing Home) certified or licensed under Article 28 of the Public Health Law (PHL)

Question 42: Can multiple training programs, that fit the criteria and are within the same hospital but targeting different staff or training modalities, be included on the same application?

Answer 42: Yes, applicants should complete one Attachment #2 Application Form with a project description that includes details of the project or program related to all disciplines. If the applicant is proposing to train more than one discipline, the applicant should complete an Attachment #3 Project Proposal for each discipline.

Attachment 3 - Costs related to training, recruitment, tuition/fees

Question 43: Would we be able to solicit a request for a vehicle and to hire drivers to help transport new trainees, and/or existing employees to get to and from work at the facility?

Answer 43: The purchase of a vehicle is a capital expenditure and not an allowable expense. Hiring a driver is an allowable expense if the facility has a vehicle that can be utilized for this project.

Question 44a: May we apply virtual reality technology and/or simulation training? And, for the costs of the technology and associated costs?

Question 44b: The SOI mentions recruitment costs are eligible. Does that include: (A) job post costs; (B) an employee's time spent drafting the job description; and (C) an employee's time spent interviewing candidates?

Question 44c: Can the funding amount vary by discipline?

Question 44d: Can funding be used to pay tuition/fees for trainees to attend a vendor-based training?

Question 44e: Are virtual trainings with an outside trainer/program acceptable?

Question 44f: If we can do training for specific certification programs, can we get reimbursed for hiring recruiters (contracted or facility employees) to recruit new hires?

Question 44g: Could the grant pay for staff to attend a training conference off-site?

Question 44h: Our health system is looking to advance the professionalization of the Community Health Workers (CHWs) through a new 12-month practicum where CHWs receive on-the-job training hours combined with weekly didactic courses, coaching and feedback that will culminate in official CHW apprenticeship accreditation with the Department of Labor. We plan to use the grant to hire new CHWs, CHW Supervisor, and associated training staff to facilitate/develop this new accreditation process. New CHWs and supervisors are considered trainees for a period of one year at our institution until they complete their on-the-job training hours and didactic coursework. Can you please clarify if the DOH grant funds may be used to cover costs related to salaries during this 12-month training period for a team of new CHWs, supervisors, and training support staff while in this practicum/training period of 12 months?

Question 44i: Would we be able to use a current employee as an educator, and would the grant include the salary of the educator, as well as the staff being trained?

Question 44j: Is this grant inclusive to pay temporary workers to cover the shift when staff are educated/trained?

Question 44k: If the grant request is approved, and a trainer is hired, and then the trainer quits their position, would recruitment costs to fill the vacated position be eligible (if the re-hiring is taking place within the 2-year grant period)?

Question 44l: Would the grant pay for an outside consultant to educate learners?

Question 44m: Our facility is unable to hold a Certified Nursing Assistant program at the hospital for the next two years. Would the grant pay for a Certified Nursing Assistant facilitator?

Question 44n: We are looking to develop a Patient Safety Training Program for new and existing employees to broadly teach vital skills that have been lost over the years of responding

to the COVID pandemic. Would this new training curriculum for new and existing staff be eligible for the grant?

Question 44o: Can we use the funds for reimbursement for preparatory classes for nursing certification exams and testing fees?

Question 44p: We have programs that are awarded to current associates whereby we will pay for higher education and supplemental income. They work 24 hours and are paid for 40 hours in clinical need areas (i.e., we have an associate going to school to be a surgical tech). We pay the tuition, and the associate works 24 hours a week and is paid for 40.

Question 44q: Will costs for existing licensed medical staff to attend training required to meet their continuing medical education requirements be considered eligible expenses?

Question 44r: Would a significant expansion of a program (e.g., phlebotomy, nursing, laboratory medical technicians, Licensed Practical Nurses, etc.) into clinical shortage areas be an eligible program under this award?

Question 44s: Could I advertise to recruit and attract a Registered Nurse and use this money to help pay for their required Bachelor of Science in Nursing?

Question 44t: Would a new training program that provided tuition reimbursement, books, supplies, wages, and related expenses be eligible?

Question 44u: While understood that travel costs would not be covered, would costs for employee's wages and replacement personnel be eligible for reimbursement?

Answer 44a-u: The proposed costs are consistent with the intent of this SOI, and the proposed costs are allowable. Per Section III. Use of Funds of the SOI:

“The following expenses are deemed eligible but not required as part of the budget, depending on the organization's need:

- Costs to recruit, hire, and maintain new staff who can provide training programs;
- Costs to develop new and innovative training programs and curriculum;
- Costs to providing compensation to workers covering for staff who are attending training;
- Costs related to providing paid compensation for staff who are attending training; and
- Costs related to conducting training (by facility employees or contractors)”

Consistent with this, also listed in this section:

“Additionally, ineligible expenses include, but are not limited to:

- Executive or administrative salaries
- Travel expenses
- Meals or refreshments for trainers or staff being trained”

As noted in this section, “The Department reserves the right to update, modify, or amend the types of expenses that are allowed or disallowed under this funding opportunity. The Department reserves the right to allocate funding in ways to best serve the interests of the state.”

Please refer to Attachment 4, Project Budget, Tab 2, for additional details related to budget categories and allowable expenses.

Question 45a: Can funding be used for stipends for those being trained?

Question 45b: Could I use our own in-house Registered Nurse trainer and in-house curriculum for Certified Nursing Assistant program to recruit for a class, and have this grant pay for the training costs and wages of students while in class and their exam fees?

Question 45c: Do the trainees need to be currently on staff or can they be hired after training?

Question 45d: Would a soft skill training program for local high school students interested in healthcare to build a talent pipeline be eligible?

Answer 45 a-d: Consistent with the intent of the SOI those being trained will be current staff. Per Section III: Use of Funds, of the SOI:

- Costs related to providing paid compensation for staff who are attending training is an eligible expense.

Question 46: If a specified training has been done only once in the far past with an outside trainer, can we include this in our budget for future training programs?

Answer 46: Consistent with the intent of the SOI those being trained will be current staff. Per the Section III: Use of Funds, of the SOI:

- Costs related to conducting training (by facility employees or contractors) is an eligible expense. Please note that for future training programs, a grantee will complete a budget and workplan which must be approved by DOH staff.

Question 47a: Can trainees be staff from other health care organizations?

Question 47b: If an administrator is using their work time to provide training, could this time be eligible for reimbursement?

Question 47c: Is “specialty pay” and/or bonuses to employees who receive training and achieve some type of additional certification an eligible expense?

Question 47d: Are relocation costs for licensed medical personnel an eligible expense?

Question 47e: Are relocation costs for new personnel conducting training programs an eligible expense?

Question 47f: What are considered “costs” in the development of new and innovative training programs and curriculum? Can we include the cost of a manager’s time if it was used in the development of new programs?

Question 47g: We employ union staff and pay into the union benefit fund which in turn pays 100% of qualified education expenses. Would we be eligible for reimbursement for those costs?

Question 47h: If the program includes the training of families to serve as skilled primary caregivers, can those related costs be included in the application?

Answer 47 a-h: The proposed costs are not consistent with the intent of this SOI, and the proposed costs are not allowable. Per Section III., Use of Funds, of the SOI:

“The following expenses are deemed eligible but not required as part of the budget, depending on the organization’s need:

- Costs to recruit, hire, and maintain new staff who can provide training programs;
- Costs to develop new and innovative training programs and curriculum;
- Costs to providing compensation to workers covering for staff who are attending training;
- Costs related to providing paid compensation for staff who are attending training; and
- Costs related to conducting training (by facility employees or contractors)”

Consistent with this, also listed in this section:

“Additionally, ineligible expenses include, but are not limited to:

- Executive or administrative salaries
- Travel expenses
- Meals or refreshments for trainers or staff being trained”

As noted in this section, “The Department reserves the right to update, modify, or amend the types of expenses that are allowed or disallowed under this funding opportunity. The Department reserves the right to allocate funding in ways to best serve the interests of the state.”

Please refer to Attachment 4, Project Budget, Tab 2, for additional details related to budget categories and allowable expenses.

Question 48: Since multiple trainings can be included in one application, will partial awards be made if one training is favorably reviewed and not another?

Answer 48: As stated in Section I. Introduction: “Up to \$22.5 million, per year, is currently available under this Solicitation of Interest (SOI). Awards will provide up to \$1,000,000 per year for two years to eligible healthcare facilities. NYSDOH staff will review responses to this solicitation in the order in which they are received. Eligible awardees will be selected on a first-come first-served basis if their response meets the requirements of the SOI. When funding has been depleted to a level such that an applicant’s total requested funding amount cannot be met, the eligible awardee will be offered a reduced award amount. If the eligible awardee accepts that amount, no further awards will be made. If the eligible awardee declines that amount, the next eligible awardee will be offered an award until funds are completely exhausted. If additional funds become available, the Department may make additional awards.”

Question 49: Costs related to providing paid compensation for staff who are attending the training is listed as an eligible expense. What are the parameters for the compensation? Would regular salary paid during time in training be eligible? Must overtime be incurred?

Answer 49: Consistent with the intent of the SOI those being trained will be current staff. Per Section III., Use of Funds, of the SOI:

- Costs related to providing paid compensation for staff who are attending training is an eligible expense. Overtime would not be included.

Question 50: We believe we are allocating our funds according to your criteria, as follows:

- Regarding costs to recruit, hire, and maintain new staff who can provide training programs - We will use funds to maintain the current training administrator. Rather than lead in-person training, that person will administer the training assignments, monitor completion, and execute on reporting.
- Regarding costs to develop new and innovative training programs and curriculum - We will adapt existing content from our current content library to the Skilled Nursing Facility context and develop content specific to the Skilled Nursing Facility context.
- Regarding costs to providing compensation to workers covering for staff who are attending training – this is not applicable to us because the training is e-training that caregivers can do on their time.
- Regarding costs related to providing paid compensation for staff who are attending training –we'll offer trainees their usual hourly rate for each hour of training completed. Some Skilled Nursing Facilities want to use our e-training and send some of their employees to in-class training for upskilling; we presume that is also an eligible use of funds.
- Regarding costs related to conducting training (by facility employees or contractors). The Skilled Nursing Facility will use these funds to pay the company for its e-training services. (I.e., initial orientation training and annual training). Are there any concerns or suggestions regarding this planned allocation of funds?

Answer 50: The proposed costs include both those that are and those that are not consistent with the intent of this SOI, and also proposed costs are both allowable and not allowable. Per Section III., Use of Funds, of the SOI:

“The following expenses are deemed eligible but not required as part of the budget, depending on the organization’s need:

- Costs to recruit, hire, and maintain new staff who can provide training programs;
- Costs to develop new and innovative training programs and curriculum;
- Costs to providing compensation to workers covering for staff who are attending training;
- Costs related to providing paid compensation for staff who are attending training; and
- Costs related to conducting training (by facility employees or contractors)”

Consistent with this, also listed in this section:

“Additionally, ineligible expenses include, but are not limited to:

- Executive or administrative salaries
- Travel expenses
- Meals or refreshments for trainers or staff being trained”

As noted in this section, “The Department reserves the right to update, modify, or amend the types of expenses that are allowed or disallowed under this funding opportunity. The Department reserves the right to allocate funding in ways to best serve the interests of the state.”

Please refer to Attachment 4, Project Budget, Tab 2, for additional details related to budget categories and allowable expenses.

- Administrative salaries are ineligible.
- Training programs are expected to be included as part of an employee’s work day.
- It is unclear if all trainees are employees of the applicant.

- Paid compensation for staff attending training is eligible.
- Costs related to conducting training (by facility employees or contractors) are eligible.

Attachment 4 - USE OF FUNDS / BUDGETS

Question 51a: Are capital costs an eligible use of funds? For example, the creation of an education simulation classroom. The state is encouraging simulation labs for high risk/low volume event training for nursing students.

Question 51b: Are capital costs eligible (e.g., the cost to construct a center where the eligible trainings would take place)?

Question 51c: Is renovation an eligible expense?

Question 51d: Would the grant cover renovations to a training room?

Answer 51 a-d: Capital costs are not eligible.

Question 52a: Is equipment included in allowable expenses?

Question 52b: Would this grant cover equipment purchased for the training, such as: Hoyer lifts, textbooks, iPads, or electronics used for education?

Question 52c: Are equipment purchases used for training an eligible expense?

Question 52d: Can we use the funds to purchase or lease equipment for training, such as computers/laptops, videos, training manikins, and supplies?

Question 52e: How is office technology equipment defined?

Question 52f: Please confirm that the \$5,000 limit on operating expenses applies only to office technology purchases, and not equipment used for training?

Answer 52 a-f: Per the SOI, Attachment #4, page 2 budget guidelines are provided as follows:

“For purchases under \$5,000 list equipment and office technology expenses as an operating expense. For equipment expenses greater than \$5,000, list as an equipment expense for article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000, or a grouping of like items which equals or exceeds \$5,000.”

Question 53a: Is the indirect cost rate included in the \$1M budget or in addition?

Question 53b: Is there any further guidance regarding indirect costs? For example, administrative salaries are typically under indirect costs, but this grant won't cover them.

Answer 53a-b: This opportunity does not include indirect costs.

MISCELLANEOUS QUESTIONS

Question 54: Will there might be an informational webinar planned for this grant opportunity?

Answer 54: An informational webinar is not planned for this grant opportunity.

Question 55: Regarding the SOI's language, "Why funding for this project cannot be acquired from other public funding sources." Does this mean an applicant can't receive funding if they're eligible for other public sources?

Answer 55: The question per the SOI, attachment 3, question 5, page 3 is for the applicant to provide a response as to if funding for this project can be acquired from other public funding sources.

Question 56: I am interested in receiving a grant application.

Answer 56: Per the SOI, Section II: Who May Apply:

"To be considered for an award, applicants must meet all of the following minimum eligibility requirements:

- Must be a legally existing organization capable of entering into a binding Master Grant Contract with NYSDOH
- Must be one of the following provider types:
 - A General Hospital certified or licensed under Article 28 of the Public Health Law (PHL); OR
 - Diagnostic and Treatment Centers certified or licensed under Article 28 of the Public Health Law (PHL); OR
 - A Residential Health Care Facility (Nursing Home) certified or licensed under Article 28 of the Public Health Law (PHL)

Additionally, cited in Section IV: How to Apply:

"To be considered for funding, an applicant must complete and upload and e-mail all attachments referenced below to IncreasingTrainingCapacity@health.ny.gov. Only one application per eligible healthcare facility will be accepted. The project application must contain the following," with a list of attachments provided."

Question 57: I work as a consultant, a NYS Minority and/or Women-Owned Business Enterprise with experience in training facilities throughout the state. How do we be placed on the interested subcontractor list?

Answer 57: We have included your M/WBE information for any interested applicants. The following organization responded to the SOI with their contact information regarding M/WBEs interested in subcontracting opportunities that may become available from resulting contracts:

Precision Receivable Services, Inc.
1488 Wales Avenue
Baldwin, NY 11510
Certification Type: MBE, WBE

Question 58: After the application is evaluated and approved a grant will be awarded, how do you intend on reviewing the success of the project after its first implementation date?

Answer 58: The final criteria for project evaluation will be determined at a later date. Reporting activities for awarded grantees will include but not be limited to the required submission of defined data and quarterly narrative progress reports to track activities and evaluate programmatic goals.

Question 59: What will be the program evaluation requirements if we receive funding?

Answer 59: Reporting activities for awarded grantees will include but not be limited to the required submission of defined data and quarterly narrative progress reports to track activities and evaluate programmatic goals. Grantees are required to submit vouchers for claims for payment and supporting documentation detailing expenditures.