

## AC RFA QUESTIONS AND ANSWERS

**Q: Can a third party pay for operational expenses?**

**A:** Operational expenses for Air Conditioning should not be passed on to residents as a part of this grant program. A facility may submit a grant application that discloses a separate, non-resident source of revenue (such as a non-profit organization) for payment of operational expenses.

**Q: At the end of the grant period, will facilities be able to charge residents for the increased utility costs that are associated with additional air conditioning usage?**

**A:** Facilities may not charge residents for the increased utility or operational costs associated with air conditioning equipment purchased through this grant.

**Q: Installation of air conditioning in all resident rooms in larger facilities may be prohibitive and exceed the maximum allowable award. In those instances, would the Department consider either the installation of air conditioning in common areas or a combination of some resident rooms and common areas allowable?**

**A:** The legislation that provides this funding specifies that the intended purpose of this grant is the provision of air conditioning in resident rooms. Proposals that include the provision of air conditioning in resident rooms will be ranked more favorably in this competition than proposals that do not.

**Q: How will the Department address high efficiency units, which may have a higher per unit purchase and installation cost, but may yield operational savings over the long term?**

**A:** Applications received in response to this Request for Applications (RFA) will be reviewed and ranked as outlined in the RFA, in terms of financial and technical reviews. Scoring is weighted, using the formulas outlined in the RFA. Therefore, if a proposal includes a higher per resident cost compared to other proposals received, it will likely be ranked lower in the financial review. Applications will receive up to 25 financial points and up to 75 technical points in scoring, so a strong technical component can mitigate a lower financial score.

**Q: Our adult home is located in a previously unused section of a hospital. The windows are old, and don't open. We would like to utilize these grant funds to replace them with energy efficient windows and individual air conditioning units that our residents can control themselves. Will this grant fund that workplan?**

**A:** The air conditioning units could be part of a funding proposal for this grant. Windows are not an eligible expense under this grant.

**Q: Our organization includes an Enriched Housing Program. The Enriched Housing Program is licensed by New York State Department of Health. Is our program eligible for this funding for our Enriched Program?**

**A:** All Adult Homes and Enriched Housing Programs licensed by the NYS Department of Health are eligible to apply for this grant.

**Q: It is clear that the RFA is focused towards equipment, however, it does state that operational costs can be included in the costs the RFA will cover. What percent or how many years of operational costs would the Dept accept as reasonable in the budget?**

**A:** Allowable expenses under this grant include the purchase, installation, operation and/or maintenance of air conditioning in resident rooms. Operating costs at fair market value during the term of the contract (May 1, 2007 through April 30, 2008) may be included as part of the proposal, as long as residents are not charged additionally for these operational costs.

**Q: Would we be eligible for the grant if the project is more than \$75,000 in total?**

**A:** The maximum award per facility is \$75,000. Eligible facilities may submit applications that reflect a project in excess of this amount, but should break out the grant funding of up to \$75,000 requested as a discrete component of their project to be reviewed accordingly, both in terms of technical and financial reviews.

**Q: Does the revenue mean only rent received from the residents or does it also include all endowments', investments and interests received during 2004?**

**A:** Disclosure of revenue should include all sources during 2004.

**Q: To clarify - the first application pieces to be received by February 15th are attachment 1, page 16 & 17 as well as attachment 3, page 19?**

**A:** The facility's entire proposal must be received by the Department by 5 PM on February 15, 2007.

**Q: Can this application be in a format that we can click onto and type answers, rather than print off and place in a typewriter?**

**A:** This application is available in hard copy and in the version provided on the Department website ([www.health.state.ny.us](http://www.health.state.ny.us)) only.

**Q: On page 4 of Appendix B (Budget), what is the Code of Federal Domestic Assistance (CFDA) number for these funds? How is it obtained?**

**A:** This particular grant is not federally funded, therefore the CFDA number would not be applicable.

**Q: Both page 6 of the application instructions (under “Term of Contract”), and Attachment 6 list the budget period date as 5/1/07 through 4/30/08. However, on the top of page 12 of the instructions (under “Budget/Cost Sheet”), it says to use a “12-month budget, assuming a May 1, 2006 start date”. Please clarify.**

**A:** The May 1, 2006 start date noted on page 12 of the RFA is an error. Please assume a May 1, 2007 start date.

**Q: Page 11 of the instructions, Section IV, A. 2. b. (“Facility Financial Characteristics”) prompts the applicant to submit a copy of their 2004 audited financial report. However, at the top of page 13, 2.e. (“Technical Criteria”) it indicates that decisions will be based on facility’s revenues and expenses for the last two years, “as requested in Section IV of this application”. Please clarify whether one or two years of audited financial reports are required as attachments, and specifically for what year(s).**

**A:** The 2004 audited financial report for the facility, as stated on Page 11 of the instructions, is required for submission with the application.

**Q: Page 16 of the RFA (Attachment 1) - I assume this refers to Total Annual Expenditures and not "Total Annual Expenditures Related to Air Conditioning Initiatives?"**

**A:** Attachment 1 (bottom) solicits total facility expenditures and revenues, not just those related to air conditioning.

**Q: Page 18 of the RFA- the content is numbered as follows: 1,2,3,6,7. There is no 4 or 5. Are 4 and 5 missing or is it just misnumbered?**

**A: Sections 4 (Budget Narrative) and 5 (Budget/Cost Sheet) are part of the Financial Proposal and must NOT be included with the Technical Proposal. They must be submitted in a separate, sealed envelope. Sections 1,2,3,6 and 7 represent the components of the Technical Proposal.**