

**New York State  
Departments of Health and Labor**

**HEALTH WORKFORCE RETRAINING INITIATIVE**

**RFA #1106081010**

**2011-2012 Request for Applications  
Applicant Questions and Answers**

New York State Department of Health  
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**2011-2012 HEALTH WORKFORCE RETRAINING INITIATIVE**  
**Questions and Answers**

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**I Eligible Organizations**

1. ***Q.*** Can substance abuse providers apply?  
A. Yes.
2. ***Q.*** Would an Article 31 NYS OMH licensed out-patient mental health clinic qualify as an eligible organization as an “other healthcare facility”?  
A. Yes.
3. ***Q.*** Can Article 28 D&TCs apply for funding?  
A. Yes.
4. ***Q.*** Can a management group apply on behalf of a consortium of long term care facilities?  
A. Yes.
5. ***Q.*** Can insurance providers such as Excellus Blue Cross and Blue Shield Apply?  
A. No.

**II Eligible Participants**

6. ***Q.*** Are currently unemployed people in the public at-large eligible to be trained as health care workers under HWRI?  
A. Only if they have been employed previously in health care.

**III Eligible Activities**

7. ***Q.*** Can grant funds be used to pay college tuition?  
A. Yes.
8. ***Q.*** Is a significant expansion of a training program now offered by in-service educators to meet an occupational shortage, (e.g., formal training for generalist nurses to become critical care nurses) to add training capacity eligible for funding?  
A. No. Grant funds cannot be used to support in service training of any kind, or an expansion of in service training. Training of generalist nurses to become critical care nurses may be supported but not as part of an in service program.
9. ***Q.*** What are the occupations that may be considered for projects?  
A. Training may be provided for any occupation and any job title, as long as the trainee is a current or prior health care worker.

10. **Q. What happens when certain occupations require more than one training type?**
- A. Each training type should be submitted as a separate project.
11. **Q. Do applicants need to determine the training type in Table 2 on page 26 that their project will be reviewed under?**
- A. No. DOH will categorize each project as appropriate during the review process.
12. **Q. Can grant funds be used to train physicians in activities not related to medical training such as electronic medical record systems?**
- A. No. Grant funds may not be used to train physicians or physicians-in-training.

#### **IV Funding/Cost Eligibility**

13. **Q. Is there a minimum or maximum funding request?**
- A. A grantee can request up to the amount of funding available in the region.
14. **Q. Can funds be used for lump sum incentive payments to existing employees to encourage them to participate in non-mandatory training programs?**
- A. No. The incentives that are available to encourage trainees to participate in non-mandatory training are 1) reimbursement to a trainee for travel to a training location; and 2) reimbursement for dependent care expenses if a trainee is in training during hours they otherwise would be providing dependent care to a family member.
15. **Q. In what training category (Table 2, page 26) should skills enhancement that crosses types of training be included? For instance, training in usage of the MDS 3.0 surveys might be offered to nurses, CNAs and others.**
- A. That depends on the specific training offered and the length and cost of training for each job title trained.
- Programs that provide the exact same curriculum to trainees in different occupations, e.g., basic computer skills to both RNs and to CNAs would likely be classified as “computer skills”.  
Programs that provide the exact same curriculum of nursing home quality measures such as MDS 3.0 to both RNs and LPNs would likely be classified as “nurse specialty skills.”
- CNA training in MDS 3.0 must be presented in a separate project from RN and LPN training.
16. **Q. Certification preparation that assists employees to meet new job requirements or to upgrade credentials is a preferred activity. Can an application be submitted that focuses on certification that cuts across job titles, e.g., surgical technician, licensed masters in social work, CASAC, dialysis technician, and central sterile technician?**
- A. No. Each of the job titles proposed for certification training should be presented as a separate project.
17. **Q. Are conference training fees an eligible expense?**
- A. Yes. Applicants must provide documentation that the expenses are necessary and reasonable in the context of the proposed training.
18. **Q. If a program design includes multiple topics, can a participant who attends multiple segments receive a stipend (wage subsidy) for each component?**

A. Yes. However adequate documentation of expenses would need to be submitted (or maintained on file) pursuant to the program specific clauses/supporting documentation contained on page 54 of the RFA.

19. **Q. What additional documentation is necessary for transportation allowances?**

A. See Support Services on page 54 of the RFA.

## **V Application Format**

20. **Q. Are the statement of collaboration/partnership letters considered part of the 2 pages per region allocated to the “Statement of Established Collaborations/Partnerships” section described on page 18?**

A. No.

21. **Q. Is the description of training conducted by a training organization partner/ collaborator considered part of the 2 pages per region allocated to the “Statement of Established Collaborations/Partnerships” section described on page 18?**

A. No. The training partner should describe only the training to be provided for purposes of the grant, not a general description of all training the organization may offer.

22. **Q. Will applications attachments be made available in a form that enables them to be word processed, e.g., PDF or Word?**

A. Yes. Word documents are available.

23. **Q. We have two projects of interest, one addresses a group of people at future risk of layoff and the second is a group of employees who will need additional training to keep their jobs. Would we submit a single application with two projects or two applications?**

A. A single application with two projects should be submitted in this case.

24. **Q. If a single application includes multiple projects, do the page limitations apply to each project?**

A. No. Page limitations apply to each region in which an applicant requests funding for a project. If an applicant requests funds for the same project in multiple regions, an applicant can provide written narrative up to the page limitation for each region.

25. **Q. Can we include more than one cohort that could be served in one grant proposal, or do we need an individual proposal for each?**

A. A single application can be submitted which requests funding for multiple projects in multiple regions. See the definitions of applicant, project and region on page 14 of the RFA for clarification.

26. **Q. Should a public hospital network with many licensed facilities submit one application on behalf of their separately licensed facilities or should applications be submitted from each facility?**

A. One application should be submitted for each separately licensed facility.

## **VI Safety Net Facility**

27. **Q. If an applicant partners with a safety net facility but the safety net facility is not currently restructuring, is the project eligible for preference points?**
- A. An applicant that partners with a facility that the Department of Health deems a safety net facility would likely receive preference points.
28. **Q. Will preference points be given to projects that include training for safety net facility workers who are not currently being laid off or reassigned?**
- A. Yes.
29. **Q. What documentation needs to be submitted to show that a hospital is a safety net hospital?**
- A. Applicants may present documentation pursuant to the draft criteria in Attachment 11 to demonstrate they meet the proposed definition of a safety net facility.
30. **Q. Would a county health center be a safety net facility?**
31. **Q. Would a facility that is closing a program or unit as a result of Medicaid cuts meet safety net facility definition?**
32. **Q. Is the Charities Registration number sufficient proof that an institution such as NYC Health and Hospitals Corporation is a safety net facility?**
- A. The facility will need to demonstrate that they meet the criteria in Attachment 11 and/or any criteria otherwise further developed and finalized by DOH.
33. **Q. Do you have an example of a “Safety Net Facility?”**
- Q. Is there a list of facilities meeting the proposed safety net facility criteria?**
- A. Not at this time.
34. **Q. Are safety net facilities limited to hospitals?**
- A. No.
35. **Q. What do you need from the identified safety net facility to award the 10 preference points to the applicant?**
- A. The applicant should list the safety net facility on the project cover sheet (Attachment 2) as a participating organization; should submit a letter of participation/collaboration from the safety net facility which describes the role of the safety net facility in the project; and should reference the safety net facility in the project narrative in the “Statement of established collaborations-partnerships between applicant and other organizations.

## **VII Other**

36. **Q. How is long term care resident assistant defined?**
- A. There is no single definition used by all organizations. Resident Assistants serve residents of long-term care and retirement facilities. They typically work under the supervision of licensed nurses and directly with residents. Their usual duties may include assisting with the feeding,

cleaning and transportation of residents in addition to housekeeping duties such as changing linens and light cleaning.

37. **Q. Which health care occupations does the State deem to be experiencing shortages?**
38. **Q. Is there a list of occupations that is readily available?**
- A. The Department of Health does not maintain a definitive listed of shortages occupation. Applicants should make their case that they are targeting a shortage occupation in the Need for Training section of the application. They may also contact the NYS Department of Labor as directed on page 15.
39. **Q. Are recipients able to modify budgets after contract execution?**
- A. Yes. Contractors must obtain approval from DOH for any modifications.
40. **Q. Can additional vendors or health care facilities not listed in our proposals participate in the grant?**
- A. Yes. Contractors must obtain approval from the DOH for any additions.
41. **Q. Is there an administrative rate cap on the RFA?**
- A. No, however an applicant's unit costs will be considered during the financial review so it may disadvantage an applicant if administrative costs are comparatively high.
42. **Q. Will successful applicants be required to ensure the provision of assessment, training and placement services as per page 4 under III, Project Narrative/Work Plan Outcomes?**
- A. Not all projects will necessarily require assessment or placement services. The State will monitor successful applicants against an agreed upon training project.
43. **Q. Please confirm the length of the project period to be approved for funding through this RFA and what portion of the period may be at the discretion of DOH based on funding availability.**
- A. It is expected that awards will be for a two year period starting January 1, 2012 and ending December 31, 2013. The contract to be developed will likely contain 2 distinct twelve month budgets. All funding is subject to the continued availability of program funding through the state's appropriation and budgetary processes. Applicants must submit a separate 12 month budget for each year in which funding is requested.
44. **Q. Is there a requirement that training vendors, consultants or sub-contractors be based in New York State?**
- A. No.
45. **Q. Can grant funds be used to compensate for the time of existing staff to provide training, if the proposed training is other than an existing in-service training?**
- A. No. Grant funds should generally be used to support incremental costs associated with new or expanded training programs and new or expanded staff costs.
46. **Q. If an applicant submits more than one project, will this affect the chances of award or specific project funding? Is there a chance that each project must operate with reduced funding?**

- A. An applicant should submit requests for funding for as many projects as they can justify and administratively manage. Refer to pages 25 and 26 for a description of the determination of award amounts. Awards may be less than amounts requested.
- 47. Q. In the project narrative for a specific region, should we discuss measurable prior training success in that region only or the overall success of a previous grant across regions?**
- A. Discussion of a prior success in that region would be preferred; however a discussion of a successful project in another region or statewide success would also be acceptable.
- 48. Q. Can an applicant receive grant reimbursement for lost staff time/staff replacement costs retroactive to the date of implementation of the project?**
- A. A grantee will not be able to claim reimbursement for any expenses incurred prior to the start date of a contract which is anticipated to be January 1, 2012.