

**New York State
Department of Health
AIDS Institute**

Division of HIV and Hepatitis Health Care

**Request for Applications (RFA) #20547
Internal Program #23-0019**

**Ending the Hepatitis C Epidemic Utilizing Community Mobilization
(Resolicitation of RFA #20309, Component A)**

SFS #: #EHCVE2025

SFS Event Name: RFA#20547-Ending HCV Epidemic- Comm. Mobilization

Questions and Answers

Questions below were received by the deadline announced in the Request for Applications. New York State Department of Health 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 **RFA #20547**. In the event of any conflict between the Request for Applications and these responses, the requirements or information contained in these responses will prevail.

Application Submission In the Statewide Financial System (SFS)

Question 1A: How can I access the RFA?

Question 1B: I received a RFP Release notification via email from the State Financial System regarding the Grant Opportunity RFA#20547-Ending HCV Epidemic- Comm. Mobilization. Our organization is interested in learning more about this RFP opportunity to see if it would potentially be a good fit for the type of work we are doing. However, I don't see a link to the full RFP. I was wondering whether I could get a copy of the RFP or if this is a closed opportunity?

Answer 1 A-B: This opportunity has been posted on the Statewide Financial System (SFS) website: [Search for Grant Opportunities \(ny.gov\)](#)

New York State has transitioned grants management activities from the Grants Gateway to the Statewide Financial System (SFS). State agencies who were using the Grants Gateway have transitioned to using SFS for those grant programs and business functions they were previously performing in the Grants Gateway. Not-for-Profits (known as Vendors in SFS) now use SFS to create and submit prequalification applications and may also use SFS to support other business functions (e.g., searching for bid opportunities (known as Bid Events in SFS), responding to bid events, approving grant contracts, submitting claims), depending on the work they are doing with agencies.

[On-Demand Statewide Financial System Training Videos: On-demand training focused on using the new grants management features in SFS is available by logging in to the SFS Vendor Portal and](#)

clicking the SFS Coach icon available on the homepage. Additional questions? Contact the SFS Help Desk listed below:

Statewide Financial System Technical Support Help Desk
Phone: 1-877-737-4185 toll-free / 518-457-7737
Hours: Monday thru Friday 8am to 8pm
Email: helpdesk@sfs.ny.gov

Question 2: How do I apply in SFS?

Answer 2: Please refer to Section IV. Administrative Requirements, E. How to File an Application in the Request for Applications.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Statewide Financial System. Please visit the Statewide Financial System website at the following web address: [SFS Public Portal Homepage](#) and click the “Search for Grant Opportunities” tile. There is also a more detailed “Statewide Financial System: Vendor User Guide” available in the documents section under Training & Guidance; For Grant Applicants located in SFS Coach. Training webinars are also provided by the Grants Management Team. Dates and times for webinar instruction can be located at the following web address: [Live Webinars | Grants Management \(ny.gov\)](#)

To submit an Application an Applicant must:

1. Log into the [Statewide Financial System Vendor Portal](#).
2. Click the Grant Management Tile. Next, Click the Bid Event Search tile.
3. Enter the applicable search criteria in the Search Criteria Fields. To locate an opportunity; search by the Grant Opportunity name (SFS Event Name) in the Search by Grant Opportunity field:
RFA#20547-Ending HCV Epidemic- Comm. Mobilization

Additionally, you can search using the SFS #s in the Event ID field as follows: EHCVE2025

You can filter search by Status such as “available” which filters to include only the bid events that are published and open for potential bid response.

4. Click on “Search” button to initiate the search.
5. Click on Event ID link to initiate a bid response.
6. Please review the Grantee User Manual found in SFS Coach for additional steps on how to respond to various types of Bid Events.

Question 3: What if I try to submit my application and it is past the due date/time of the RFA?

Answer 3: Please refer to Section IV. Administrative Requirements, E. How to File an Application in the Request for Applications.

Late applications will not be accepted.

Applications must be submitted online via the Statewide Financial System (SFS) by the date and time posted on the Cover Page of this Request for Applications under the heading “Key Dates”.

Once the Application is complete, a prospective Applicant is **strongly encouraged** to submit their Application at least 48 hours prior to the Application’s due date and time specified on the Cover Page

of this Request for Applications. This will allow sufficient opportunity for the Applicant to obtain assistance and take corrective action should there be a technical issue with the submission process. **Failure to leave adequate time to address issues identified during this process may jeopardize an Applicant's ability to submit their Application.**

Question 4: How do I determine if my agency is pre-qualified?

Answer 4: Please refer to Section IV. Administrative Requirements, N. Vendor Prequalification for Not-for-Profits in the Request for Applications.

An Application cannot be submitted/received from a not-for-profit Applicant that:

- (a) has not Registered in the New York State Statewide Financial System; or
- (b) has not Prequalified in the Statewide Financial System by the Application's due date specified on the Cover Page of this Request for Applications.

All potential Applicants are strongly encouraged to begin Statewide Financial System Registration and Prequalification process as soon as possible in order to participate in this opportunity.

Question 5: Can an agency apply if they are not prequalified?

Answer 5: Applicants *must* be prequalified in SFS (if not exempt) by the date and time applications are due.

Please refer to Section IV. Administrative Requirements, N. Vendor Prequalification for Not-for-Profits in the Request for Applications.

An Application cannot be submitted/received from a not-for-profit Applicant that:

- (a) has not Registered in the New York State Statewide Financial System; or
- (b) has not Prequalified in the Statewide Financial System by the Application's due date specified on the Cover Page of this Request for Applications.

The updated Prequalification Application and New York State Prequalification Manual for Grantees can be found on the Grants Management website at:
<https://grantsmanagement.ny.gov/get-prequalified>.

Question 6: What does the asterisk * mean in the SFS on-line application?

Answer 6: The asterisk* alerts applicants that a response is mandatory. Applicants will not be allowed to submit their application without completing all mandatory questions and uploading all mandatory attachments.

Application Format

Question 7: Are there page/ character limits in SFS?

Answer 7: All text responses to bid factor questions are limited to 2,000 characters. **Any additional comments provided outside of an Applicant's response to bid factor questions will not be included in your agency's final application and will not be reviewed by the New York State Department of Health AIDS Institute.**

Please note: Attachments are limited in size.

Applicants should use numbers, letters, and underscores when naming their uploaded files. There cannot be any special characters in the uploaded file name. **Also, be aware of the restriction on file size (20 MB) when uploading documents.** Applicants should ensure that any attachments uploaded with their application are not “protected” or “pass-worded” documents.

Please refer to Section IV. Administrative Requirements, E. How to File an Application in the Request for Applications for additional information.

Question 8: Can we write our application in Word and cut and paste it into the application form in SFS?

Answer 8: Yes, it is recommended to prepare your application in Word and cut and paste it into the online SFS system. It is important to make sure the correct text is entered for the intended question. If a response is not pasted into the text box for the intended answer, it may impact the reviewer’s scoring of that response.

It is also important to remember to save your application data frequently as you enter it into the Statewide Financial System (SFS) as the system “times out” after a period of inactivity.

Question 9: What do I enter for the Work Plan Project Summary in SFS?

Answer 9: For the SFS Work Plan Project Summary, Applicants are instructed to insert the Project Summary as it is listed in Attachment 3: Work Plan. Any additional Project Summary entered in this area will not be considered or scored by reviewers of your application.

Question 10: When will announcement of grant awardees be made?

Answer 10: The estimated award announcement date is October 1, 2025.

Question 11: When do you anticipate that the contract will begin for the project funded under the RFA?

Answer 11: Please refer to Section IV. Administrative Requirements, G. Term of Contract in the Request for Applications.

It is anticipated contracts will have a start date of February 1, 2026.

Question 12: In the RFA, Section "K" Page 17, Minority & Woman-Owned Business Enterprise Requirements it states, “By submitting an Application, each Applicant and potential Grantee agrees to complete an M/WBE Utilization plan as directed in Attachment 5 of this RFA.” Kindly clarify whether the Minority & Women-Owned Business Enterprise Forms - Attachment 5 is incorporated as a reference OR must be completed and submitted with the RFA application in order for the application to be considered complete.

Answer 12: The Minority & Women-Owned Business Enterprise Forms: Attachment 5 must be completed and submitted with the Application for the Application to be considered complete. Instructions for completing Attachment 5 can be found on the first page of the document.

Question 13: Should the M/WBE Utilization Plan be reflective of just the first-year budget or years 2-3 as well? Will there be a possibility of applying for a waiver from the MBE and WBE requirements? Is this form required?

Answer 13: The M/WBE Utilization plan (Form #1 of Attachment 5) should be based on the life of the contract. Eligible M/WBE expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation.

Please refer to the instructions on Attachment 5, Guide to New York State DOH M/WBE RFA NFP Required Forms, Form #2: M/WBE Utilization Waiver Request for instructions on applying for a waiver. If the M/WBE Utilization Plan is incomplete, and the applicant is selected for funding, the resulting award will be held pending completion of the required documentation. All Applicants must complete Form # 3 (Online Compliance System Payment Submission Confirmation), Form #4 (M/WBE Staffing Plan), and Form #5 (EEO and M/WBE Policy Statement) in addition to the forms noted above.

Question 14: Are letters of support or linkage agreements required to be submitted for this grant?

Answer 14: Please refer to Section VI. Attachments of the Request for Applications for a list of the required attachments.

Letters of support or linkage agreements are not required for this Request for Applications and will not be considered or scored by reviewers of this Request for Applications.

Program

Question 15A: In the Introduction under Section A Background/Intent it states that the AIDS Institute "seeks to develop a statewide network of hepatitis C elimination coalitions in each region of the state, including New York City". However, in looking at the allocation chart in Section B, New York City is not listed as a region. Is NYC eligible or not and if so will an additional region be added?

Question 15B: Can funds allocated to regions be reallocated based on need (e.g., Central require more funding than Finger Lakes)?

Answer 15 A-B: Funding will be allocated as detailed in the chart located in Section I. Introduction, B. Available Funding of the Request for Applications. No additional regions will be added. As this RFA is a resolicitation of RFA #20309, Component A, the maximum number of fundable applications were previously met for the New York City region, therefore this region is not eligible for inclusion in this resolicitation.

Annual awards will not exceed \$150,000.

Question 16: How frequent are the data/insights sharing needed?

Answer 16: As described in Attachment 3: Work Plan, funded applicants will be expected to review and discuss local and/or regional HCV epidemiology data annually at a coalition meeting; conduct, analyze and summarize a regional gaps analysis by end of year 2; and report on program activities in a narrative report monthly.

Question 17A: Are there estimated volumes or minimums for testing? Is the RFA expectation to do a community-based testing and education event in each region or one event for all of NYS?

Question 17B: What are the expectations for the number of tests provided based on the budget allocation outlined by region in the RFP? Is there a minimum or guidance on what percent of the budget should be allocated to tests vs. outreach/education vs. annual event?

Answer 17 A-B: Funded applicants are not required to conduct community-based testing, therefore there are no minimums for testing. There is no set budget amount/percentage recommended for tests, outreach/education or the annual event. Applicants should propose strategies that are appropriate for their region/populations served.

As outlined in Section III. Project Narrative/Work Plan Outcomes, B. Requirements for the Program in the Request for Applications, funded applicants are expected to plan and host at least one community-wide hepatitis C event each year to promote hepatitis C testing, linkage to care and treatment. This event should be held within the applicant's funded region.

Funded applicants are also expected to conduct activities to educate government policy makers. This includes preparing coalition members to educate policy makers; assisting with the coordination of and participating in an annual HCV Legislative Education Day in Albany, New York.

Question 18: Will testing be point-of-care or at-home testing?

Answer 18: Direct client services, including HCV testing, are not the focus of this Request for Applications. As outlined Section III. Project Narrative/Work Plan Outcomes, A. Program Model Description in the Request for Applications and in Attachment 3: Work Plan, funding through this RFA is intended to engage community partners to: 1) increase community education and awareness of hepatitis C prevention, testing, and linkage to hepatitis C care and treatment; 2) raise public support to advance hepatitis C elimination; 3) establish regional hepatitis C elimination coalitions; 4) coordinate regional community action planning to advance the New York State hepatitis C elimination plan; and 5) educate government policy makers.

Question 19: As part of the community education & HCV awareness, is there an expected marketing outreach campaign and if so, is there a set budget amount or specific tactics that should be utilized?

Answer 19: As outlined in Section III. Project Narrative/Work Plan Outcomes, B. Requirements for the Program in the Request for Applications, funded applicants are expected to conduct activities that educate the public about HCV, including HIV/HCV coinfection, and promote HCV prevention, testing and treatment, harm reduction and health promotion. Funded applicants are expected to identify and implement strategies for community education and HCV awareness activities that are feasible, appropriate, and tailored to the specific region for which they were awarded funding. Applicants should draw on their experience engaging and collaborating with people with HCV or HIV/HCV lived experience and other populations at risk for HCV and that experience health inequities and/or social injustices. There is no set budget amount recommended, and agencies should propose strategies that are appropriate for their region/ populations served.