

**New York State
Department of Health
AIDS Institute**
*Division of HIV and Hepatitis Health Care
Bureau of Hepatitis Health Care and Epidemiology
And
Health Research, Inc.*

**Request for Applications
SFS #EHCVE2025
RFA #20547
Internal Program #23-0019
SFS Event Name: RFA#20547-Ending HCV Epidemic- Comm. Mobilization**

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

**Applicants may submit an application for more than one (1) Region.
A separate application is required for each Region.**

KEY DATES

Request For Applications Release Date:	May 6, 2025
Questions Due:	May 20, 2025, by 4:00 PM ET
Questions, Answers and Updates Posted: (on or about)	June 6, 2025
Applications Due:	June 24, 2025, by 4:00 PM ET

DOH Contact Name & Address:

Colleen Flanigan, RN, MS
Bureau of Hepatitis Health Care and Epidemiology
New York State Department of Health/AIDS Institute
Email: hepatabc@health.ny.gov

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I. Introduction

The New York State Department of Health AIDS Institute, the Division of HIV and Hepatitis Health Care, Bureau of Hepatitis Health Care and Epidemiology and Health Research, Inc. announce the availability of state and federal funds to support community mobilization to end the Hepatitis C epidemic. The intent of the Request for Applications is to fund **\$900,000 annually until June 30,2029.**

A. Background/Intent

The [New York State Hepatitis C Elimination Plan](#), released in November 2021, provides recommendations that will lead New York State toward eliminating hepatitis C as a public health problem by 2030. The elimination goals are ambitious and mirror the goals set by the World Health Organization to eliminate hepatitis C worldwide; those goals are:

- 90% reduction in people living with hepatitis C;
- 90% of people living with hepatitis C will be diagnosed;
- 80% of diagnosed hepatitis C infections will be treated or will have cleared infection;
- 65% reduction in liver related deaths; and
- 80% reduction in new hepatitis C infections.

Implementation of the plan and achieving the elimination goals will require the work of many organizations and individuals, including state and local agencies, health care and community-based organizations, public and private partnerships, and persons impacted by hepatitis C.

Community mobilization is an essential process for achieving the goals of the New York State Hepatitis C Elimination Plan. Community mobilization helps build the capacity of communities, individuals, groups, and organizations to better plan, implement, and evaluate activities on a participatory and sustained basis. Community mobilization supports public health efforts by empowering community members and groups to take action to facilitate change. This includes mobilizing equitable distribution of necessary resources, disseminating information, generating support, and fostering cooperation across public and private sectors in the community.

The AIDS Institute is committed to the elimination of health inequities across its priority populations, including populations most impacted by hepatitis C and HIV/hepatitis C coinfection. This includes people who inject drugs. People who inject drugs are disproportionately impacted by policies which criminalize substance use, perpetuate social injustices, and stigma, which supports inequitable access and prevents them from successfully utilizing hepatitis C services. Health equity – the fair and just opportunity for everyone to achieve their optimal health potential, is one of the four guiding principles of the New York State Hepatitis C Elimination Plan and serves as a foundation for the successful implementation of the plan. The plan also includes recommendations related to social determinants of health. Addressing the social injustices and stigma faced by people who inject drugs and the social determinants of health impacting all persons living with hepatitis C is necessary for New York State to achieve its elimination goals.

Under this Request for Applications, the New York State Department of Health AIDS Institute seeks to develop a statewide network of hepatitis C elimination coalitions in each region of the state, including New York City. The efforts of these regional coalitions and their community mobilization activities will move New York State towards a state where hepatitis C is no longer a

public health problem and the inequities faced by those with hepatitis C, including HIV/Hepatitis C coinfection, are eliminated.

B. Available Funding

Up to \$900,000 in State and Health Research Inc. funding is available annually to support programs funded through this Request for Applications.

Funding will be allocated as stated in the chart below. Annual awards will not exceed \$150,000.

New York State Department of Health Region	Annual Award Amount	Number of Awards
Central New York	\$150,000	0-1
Finger Lakes	\$150,000	0-1
Hudson Valley	\$150,000	0-1
Long Island	\$150,000	0-1
Northeastern New York	\$150,000	0-1
Western New York	\$150,000	0-1

Applicants are instructed to select their region on the **Cover Page** of the application, **Attachment 7**. If an applicant fails to indicate a region, it will be assigned a region based on the primary location of the agency.

Applicants may submit an application for more than one region in response to this request for application. A separate application is required for each region. If an applicant submits more than one (1) application for a region in response to this request for applications, the first application that is received will be reviewed and considered for funding. All other applications for that region will be rejected.

- An awards will be made to the highest scoring applicant in each region, up to the maximum number of awards indicated for that region. Remaining funding will be awarded to the next highest acceptable scoring applicant(s) from any region until the remaining funding is exhausted or awards have been made to all acceptable scoring applicants.
- If there is an insufficient number of acceptable applications (scoring 70 or above) received from any region, the New York State Department of Health AIDS Institute/Health Research, Inc. reserve the right to:
 - Fund an application scoring in the range of (60-69) from a region; and/or
 - Apply unawarded funding to the next highest scoring applicant(s) in other region(s) until the maximum number of awards per region is met.
- If there is an insufficient number of fundable applications in a region, the maximum number of awards may not be met for that region. The New York State Department of Health AIDS Institute/Health Research, Inc. reserve the right to re-solicit any region where there is an insufficient number of fundable applications.
- If funding remains available after the maximum number of acceptable scoring applications

is awarded to each region, the New York State Department of Health AIDS Institute/Health Research, Inc./ reserve the right to exceed the maximum number of awards.

- The New York State Department of Health AIDS Institute/Health Research, Inc. reserve the right to revise the award amounts as necessary due to changes in availability of funding.

Should additional funding become available, the New York State Department of Health AIDS Institute/Health Research, Inc. may select an organization from the pool of applicants deemed not funded, due to limited resources. If it is determined that the needed expertise/services are not available among these organizations, the New York State Department of Health AIDS Institute/Health Research, Inc. reserve the right to establish additional competitive solicitations.

All Applicants are instructed to submit **Attachment 1: Statement of Assurances** signed by the Chief Executive Officer (CEO) or Designee to certify the organization meets all criteria listed on **Attachment 1**. Applicants are instructed to upload the signed **Attachment 1** in SFS in response to Bid Factor question 1b, Program Specific Questions (PSQ)/Bid Factors.

II. Who May Apply

A. Minimum Eligibility Requirements

All applicants must meet the following Minimum Eligibility Requirements:

- Applicant must be a not-for-profit 501(c)(3) community-based organization, academic institution, state or county health department, or a New York State Department of Health licensed Article 28 facility;
- Applicant must be prequalified in the New York State Statewide Financial System (SFS), if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the “Key Dates” set forth on the Cover Page of this RFA.

III. Project Narrative/Work Plan Outcomes

A. Program Model Description

Funding through this request for application will strengthen the community-level response to eliminate hepatitis C as a public health problem in New York State and address inequities faced by people affected by hepatitis C, including persons with HIV/hepatitis C coinfection. This will be accomplished by engaging stakeholders, including persons impacted by hepatitis C and supporting community mobilization efforts that will:

- 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.

Anticipated Outcomes: Funded applicants are expected to achieve the following outcomes:

- 1) Increase hepatitis C awareness and knowledge among regional community stakeholders, organizations and local and state governmental policy makers;
- 2) Increase public support to advance hepatitis C elimination;
- 3) Establish regional hepatitis C elimination coalitions; and
- 4) Identify and address regional gaps, needs and groups experiencing inequities through coordinated community planning.

B. Requirements for the Program

Funded applicants will be expected to implement the following activities and services:

- 1. Community education and Hepatitis C awareness:** Funded applicants are expected to conduct activities that educate the public about hepatitis C, including HIV/hepatitis C coinfection, and promote hepatitis C prevention, testing and treatment, harm reduction and health promotion. 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. Successful community education will help engage and mobilize the community to address hepatitis C.
- 2. Community mobilization:** Funded applicants are expected to conduct activities to engage regional constituents, including people with lived experience of hepatitis C or HIV/Hepatitis C coinfection, community stakeholders, and organizations to actively support hepatitis C elimination efforts. Successful community mobilizations will help ensure public support, foster cooperation across organizations in the community, and mobilize necessary resources for actions that will advance hepatitis C elimination.
- 3. Establish and maintain a regional hepatitis C elimination coalition:** Funded applicants are expected to establish a regional coalition of hepatitis C service organizations and community stakeholders, local health departments, policy makers and persons impacted by hepatitis C, including people with HIV/hepatitis C coinfection. Funded applicants are expected to develop a coalition structure and group process, including member and meeting expectations and communication methods.
- 4. Identify regional gaps, needs and inequities:** Funded applicants are expected to conduct and summarize the results of a regional gaps analysis to identify hepatitis C service gaps, needs, and inequities. Funded applicants should review local and regional hepatitis C epidemiology data, including HIV/Hepatitis C coinfection, to understand the burden of disease and identify any trends and disparities among populations living with hepatitis C. Please see **Attachment 2, Health Equity Definitions and Examples**, for definitions and examples of social and structural determinants of health.
- 5. Facilitate community action planning:** Funded applicants are expected to facilitate action planning to identify strategies to address the gaps, needs, and inequities identified by the gap analysis and review of epidemiology data. Funded applicants are expected to involve people with lived experience in the prioritization, planning, and implementation of potential community projects. Strategies that address social and structural determinants of health that negatively impact people living with hepatitis C should be prioritized.
- 6. Educate government policy makers:** Funded applicants are expected to conduct activities to educate local and state policy makers about hepatitis C, HIV/hepatitis C

coinfection, and the New York State hepatitis C Elimination Plan and its recommendations to achieve hepatitis C elimination. Funded applicants are expected to assist with the coordination of and participate in an annual hepatitis C Legislative Education Day in Albany, New York. Funded Applicants are expected to provide training and technical assistance to coalition members on educating policy makers. As with all activities implemented for the AIDS Institute, **all lobbying is expressly prohibited.**

7. **Staffing:** Funded applicants are expected to identify and/or hire staff with knowledge of hepatitis C and the New York State Hepatitis C Elimination Plan, the issues impacting people living with hepatitis C, including HIV/hepatitis C coinfection and the appropriate skills to lead and implement the work plan deliverables outlined in **Attachment 3 - Community Planning and Coalition Building for Hepatitis C Elimination Work Plan.**
8. **Meetings and Training:** Funded applicants are expected to attend and participate in meetings and trainings at the direction of the AIDS Institute, that will assist the funded agency in carrying out the activities outlined in the work plan. Funded applicants will be expected to coordinate and support travel of community members to participate annually in the Legislative Education Day in Albany, New York.
9. Adhere to all objectives, tasks and performance measures as listed in **Attachment 3 - Community Planning and Coalition Building for Hepatitis C Elimination Work Plan.**
10. **Participate in a collaborative process** with the New York State Department of Health AIDS Institute to assess program outcomes. This will be accomplished by providing monthly narrative reports, attending quarterly provider calls, and participating in one annual in-person provider meeting. Funded Applicants are expected to describe their progress with respect to:
 - 1) program implementation;
 - 2) success in meeting the work plan objectives and performance measures as outlined in **Attachment 3 - Community Planning and Coalition Building for Hepatitis C Elimination Work Plan.**
 - 3) significant accomplishments achieved; and
 - 4) barriers encountered and plans to address noted problems.
11. **Demonstrate a commitment to health equity:** Health equity is the fair and just opportunity for everyone to achieve optimal holistic health and well-being regardless of social position or other social or structural determinants of health. This requires addressing avoidable inequalities (e.g., access to affordable and high-quality food, housing, education, health care/services, and safe environments), historical and contemporary injustices (e.g., economic injustice/poverty, racism, classism, ableism, sexism, homophobia, transphobia, xenophobia, and other forms of oppression, discrimination, and/or stigma) and valuing health differences equally. This also requires acknowledging the historical and structural underpinnings of race, racism, and genocide in the United States that perpetuate many of the racial inequities manifested today. Because health equity can never truly be achieved without racial equity, it is necessary to work toward achieving both.
 - a. Funded applicants are expected to work closely with community partners to identify and respond to current needs. These needs are wide and varied, but they

center on addressing social determinants, socioeconomic status, education, housing, transportation, employment, cultural competence, access to healthcare services and discrimination.

- b. Funded applicants are expected to commit to ensuring program staff and partners are equipped with the knowledge, skills, and expertise to adequately address health and social inequities. Funded applicants are expected to pay attention to the intersections of race and health equity and commit to the implementation of tailored approaches to address the challenges faced by Black/Brown, Indigenous, and People of Color communities. Funded applicants are expected to advance efforts to ensure that everyone has a fair chance to experience optimal health, by employing the following health equity principles:
- Be Explicit.
 - Identify and Effectively Address Racism and Racial Implicit Biases.
 - Adopt a “Health in all Policies” Approach.
 - Create an Internal Organization-Wide Culture of Equity.
 - Respect and Involve Communities in Health Equity Initiatives.
 - Measure and Evaluate Progress in Reducing Health Disparities.

An Applicant may subcontract components of the Work Plan to be performed by Applicant pursuant to the terms of its Application. If known, the Applicant is expected to state in their Application the specific components to be performed through subcontracts [up to 50%] as well as the names of the subcontractors. If undetermined at the time of application, applicants are instructed to list the subcontractor as TBD. Grantees will need to name subcontractors prior to reimbursement. Applicants should note that the lead organization (that is, the successful Applicant, as Contractor) will have overall responsibility for all Contract activities, including those performed by subcontractors, and will be the primary contact for the Department. All subcontractors and subcontracts will be required to be approved by the Department.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the New York State Department of Health (hereinafter referred to as the Department), AIDS Institute, Division of HIV and Hepatitis Health Care, Bureau of Hepatitis Health Care and Epidemiology and Health Research, Inc. The Department and Health Research, Inc are responsible for the requirements specified herein and for the evaluation of all Applications. See, Section V.C. (Review and Award Process).

B. Question and Answer Phase

All substantive questions by Applicants with respect to any aspect of the RFA must be submitted in writing to Colleen Flanigan, New York State Department of Health AIDS Institute, Bureau of Hepatitis Health Care and Epidemiology, at the following email address: hepatabc@health.ny.gov. This includes Minority and Woman Owned Business Enterprise (MWBE) Requirements questions and related forms. See, Section IV.K. (Minority & Woman-Owned Business Enterprise Requirements). Questions of a technical nature related to formatting or other minor details related to preparation of an Application may also be addressed in writing to the email address noted above. Questions are of a technical nature if they are limited to how to prepare your Application (e.g., formatting) rather than relating to the substance

of the Application.

To the degree possible, each question submitted by a potential Applicant pursuant to the terms of this RFA should cite the RFA section and paragraph to which it refers. Written questions will be accepted until the date posted on the Cover Page of this RFA.

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or Applications should be directed to the NYSDOH contact listed on the cover of this RFA.

- 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

Prospective Applicants must submit all requests for clarifications of, or exceptions or changes to, the terms, conditions or provisions of this RFA or the Master Contract for Grants during the Question and Answer Phase, which will end on the “Questions Due” date specified on the Cover Page of this RFA. An Applicant must clearly indicate the clarification, exception or change in the RFA or the Master Contract for Grants the Applicant is requesting. All questions, answers, and requests for clarification, exception or change will be published by the Department at [SFS Public Portal Homepage](#) and [Health Research, Inc.'s website](#) to ensure equal access and knowledge by all prospective Applicants, on or about the date specified on the Cover Page of this RFA.

This RFA has been posted on the NYS Statewide Financial System website at: [SFS Public Portal Homepage, Health Research Inc.'s website and](#) additionally, via a link provided on the Department's public website at: <https://www.health.ny.gov/funding/>.

Questions and answers, as well as any updates, addendums to, and/or other modifications of this RFA, will be posted on these websites. All such questions and answers, updates, addendums to, and other modifications to this RFA will be posted by the date identified on the Cover Page of this RFA under “Key Dates”.

All Questions must be received by the date and time specified on the Cover Page of this RFA, under “Key Dates”, opposite the heading “Questions Due”.

All questions submitted by email should state the RFA Title and Number set forth on the Cover Page (*RFA#20547, Ending the Hepatitis C Epidemic Utilizing Community Mobilization – Reissue*) in the subject line of the email.

C. Letter of Interest

Letters of Interest are not a requirement of this Request for Applications.

D. Applicant Conference

An Applicant Conference will not be held for this project.

E. How to File an Application

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

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. Locate an opportunity; search by Funding Agency (DOH01) or enter the Grant Opportunity name into the Search by Grant Opportunity field: *Ending the Hepatitis C Epidemic Utilizing Community Mobilization - Reissue*. You can also 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.

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 RFA. 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.** SFS staff are available to answer an Applicant’s technical questions and provide technical assistance prior to the Application due date and time. Contact information for SFS Help Desk is available under Section IV.B. (Question and Answer Phase) of this RFA.

PLEASE NOTE: Although NYSDOH and the Grants Management staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time for the submission of an Application, there is no guarantee that they will be resolved in time for the Application to be submitted on time and, therefore, considered for funding.

During the Application process, please pay particular attention to the following:

- Not-for-profit Applicants must be prequalified, if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in

the “Key Dates” set forth on the Cover Page of this RFA. Be sure to maintain prequalification status between funding opportunities. **NOTE:** Three of a not-for-profit’s essential financial documents - the IRS990, its Financial Statement, and its Charities Bureau filing - expire on an annual basis. If these documents are allowed to expire, the not-for-profit’s prequalification status expires as well, and it will not be eligible for State grant funding until its documentation is updated and approved, and prequalified status is reinstated.

- Only individuals with the role of “Bid Response Submitter” can submit an Application on behalf of an Applicant.
- Prior to submission, the Statewide Financial System will automatically initiate a global error checking process to protect against an incomplete Application. An Applicant may need to attend to certain parts of the Application prior to being able to submit the Application successfully. An Applicant must be sure to allow time after pressing the submit button to clean up any global errors that may arise. (Vendor User Guide).
- 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 “passworded” documents.

The Applicant’s Delegated Administrator is able to assign, modify, remove roles for the applicant in SFS. Please see SFS Vendor Portal Access Reference Guide, [SFS Vendor Portal Access Reference Guide.pdf \(ny.gov\)](#), for additional information on roles. **Bid Response Initiator and Bid Response Submitter** are the **necessary roles for applying to a Bid Event in SFS**. If you are a not-for-profit you will also need Prequalification Processor for Prequalification purposes.

PLEASE NOTE: Waiting until the last several days to complete your Application online can be dangerous, as you may have technical questions. Beginning the process of applying as soon as possible will produce the best results.

Applications will not be accepted via fax, e-mail, paper copy or hand delivery.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

F. Department of Health’s and Health Research Inc.’s Reserved Rights

The Department of Health and Health Research Inc. reserve the right to:

1. Reject any or all Applications received in response to this RFA.
2. Withdraw the request for applications at any time, at the Department’s and/or Health Research Inc.’s sole discretion.
3. Make an award under the RFA in whole or in part.
4. Disqualify any Applicant whose conduct and/or proposal fails to conform to the requirements of the request for applications.
5. Seek clarifications and revisions of applications, in the Department’s and/or Health Research Inc.’s sole discretion.

6. Use Application information obtained through site visits, management interviews, and the state's investigation of an Applicant's qualifications, experience, ability, or financial standing, and any material or information submitted by the Applicant in response to the Department's or Health Research Inc.'s request for clarifying information in the course of evaluation and/or selection under the RFA.
7. Prior to Application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.
8. Prior to Application opening, direct Applicants to submit proposal modifications addressing subsequent RFA amendments.
9. Change any of the scheduled dates.
10. Waive any requirements that are not material.
11. Award more than one contract resulting from this RFA.
12. Negotiate with successful Applicants within the scope of the RFA in the best interests of the State and/or Health Research Inc.
13. Conduct contract negotiations with the next responsible Applicant, should the Department or Health Research Inc. be unsuccessful in negotiating with the selected Applicant.
14. Utilize any and all ideas submitted with the Applications received, at the Department's and/or Health Research Inc.'s sole discretion.
15. Unless otherwise specified in the RFA, every offer in an Applicant's Application is firm and not revocable for a period of 60 days from the Application opening.
16. Waive or modify minor irregularities in Applications received after prior notification to the Applicant.
17. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an Applicant's Application and/or to determine an Applicant's compliance with the requirements of the RFA.
18. Eliminate any term of this RFA that can be complied with by none of the Applicants.
19. Award grants based on geographic or regional considerations to serve the best interests of the State and Health Research Inc.

G. Term of Contract

Any State contract resulting from this RFA will be effective only upon approval by the New York State Office of the Comptroller. Any Health Research Inc. contract resulting from this RFA will be effective only upon approval by Health Research Inc. **Refer to Attachment 4 – Health Research Inc. General Terms and Conditions – Health Research Incorporated Contracts.**

It is expected that contracts resulting from this RFA will have the following time period:
February 1, 2026 – June 30, 2029.

Continued funding throughout this period is contingent upon availability of funding and state budget appropriations and the Grantee's continued satisfactory performance of its obligations under the Contract. The Department also reserves the right to revise the award amount as necessary due to changes in the availability of funding.

A sample State of New York Contract for Grants can be found at:
https://grantsmanagement.ny.gov/system/files/documents/2025/01/mcg_tandc_january_2025.pdf.

Health Research Inc. funded contracts resulting from this RFA will be for 12-month terms. The anticipated start date of Health Research Inc. contracts is February 1, 2026. However, depending on the funding source, the initial contract term could be for a shorter time period. Health Research Inc. awards may be renewed on an annual basis through 6/30/29 based on satisfactory performance and availability of funds. Health Research Inc. reserves the right to revise the award amount as necessary due to changes in the availability of funding.

H. Payment & Reporting Requirements of Grant Awardees

1. The Department may, at its discretion, make an advance payment to a successful not-for-profit grant Applicant under this RFA (a "Grantee") in an amount not to exceed twenty-five (25) percent of the annual grant provided for under the Grantee's Contract. Due to requirements of the federal funder, no advance payments will be allowed for Health Research Inc. contracts resulting from this procurement.
2. The Grantee will be required to submit invoices and required reports of expenditures based upon the terms for payment set forth in Attachment A-1 to its Grant Contract to the State's designated payment office (below) or, if requested by the Department, through the Statewide Financial System:

Bureau of Hepatitis Health Care and Epidemiology
AIDS Institute
New York State Department of Health
Empire State Plaza
Albany, NY 12237
aids.institute.admin@health.ny.gov

A Grantee must provide complete and accurate billing invoices in order to receive payment of the grant funding provided for under the terms of its Grant Contract. Invoices submitted to the Department must contain all information and supporting documentation required by the Contract, the Department, and the Office of the State Comptroller (OSC). Payment for invoices submitted by the Grantee shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner of Health, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments. Authorization forms are available at OSC's website at: <http://www.osc.state.ny.us/epay/index.htm>, by email at: epayments@osc.state.ny.us or by telephone at 855-233-8363. Each Grantee acknowledges that it will not receive payment on any claims for reimbursement submitted under its Grant Contract if it does not comply with

OSC's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Payment of claims for reimbursement by the State (Department) shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be: Contractor will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Work Plan.

3. The Grantee will be required to submit the following reports to the Department of Health at the address above or, if requested by the Department, through the Statewide Financial System:
 - A monthly narrative addressing program implementation, barriers and accomplishments.

All payment and reporting requirements will be detailed in "Attachment D: Payment and Reporting", of the final State of New York Contract For Grants.

For Health Research Inc. contracts, contractors will be expected to submit voucher claims and reports of expenditures in the manner that Health Research Inc. requires. Required forms will be provided with the contract package.

All payment and reporting requirements will be detailed in Attachment D of the final State of New York Contract For Grants. For Health Research Inc. Contracts, payments and reporting requirements will be detailed in Exhibit "C" of the final contract.

I. Procurement Requirements

1. General Requirements

The Grantee may procure various goods and services in connection with the grant-funded project ranging from routinely purchased goods or services to those that involve substantive programmatic work. The procurement of such goods or services, however, must be conducted in an equitable and competitive manner to promote equal treatment, efficiency, and economy in grant-funded activities.

Any Grantee that is a State entity (i.e., a State agency or political subdivision of the State) must follow the same policies and procedures it uses for procurements from its general funds. All other Grantees (private companies, not-for-profit-organizations, etc.) must have a sufficient and documented procurement process that maintains records to detail the history of procurements associated with any awarded grant project. These records shall include, but are not limited to, rationale for the method of procurement (e.g., micro-purchase, small purchases, sealed bids, request for proposals, noncompetitive/sole source), the selection of a contract type, contractor selection and/or rejection, and the basis of a contract price.

The Grantee's documented procurement process must conform with any applicable federal, State and local laws and regulations. As part of the required procurement procedures, a Grantee must maintain written standards of conduct covering conflict of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. The standards of conduct must provide for disciplinary actions to be applied for violations by officers, employees or agents of the Grantee. Such standards shall provide, at a minimum, that

no employee, officer, or agent of the Grantee will participate in the selection, award, or administration of a contract supported by grant funds if a conflict of interest, real or actual, is involved. Such conflicts may arise when:

- The employee, officer, or agent, or
- Any member of such individual's immediate family, or
- Such individual's partner, or
- Any organization which employs, or is about to employ the selected contractor, has a financial or other interest in or receives or stands to receive a tangible personal benefit from a firm being considered for a contract.

The standards of conduct shall also cover organizational conflicts of interest. Organizational conflicts of interest arise where an entity is or appears to be unable to conduct an impartial procurement action due to relationships with a parent company, affiliate, or subsidiary organization.

2. Bid Protest Procedures

Any contractor, subcontractor, or aggrieved party has the right to protest actions before or after the award of a contract utilizing grant funds. The Grantee alone will be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurement contract solicitations and awards.

Grantees shall have written protest procedures, which may be analogous to those set forth in Part 24 of Title 2 of the New York Codes, Rules and Regulations, in order for effective due process to be achieved. A Grantee's specific protest procedures shall be outlined in all bid requests, request for proposals, request for applications, etc. issued by or on behalf of the Grantee concerning any grant-funded projects. In summary, Grantees are responsible for handling all contract activity protests. Except in matters of direct State or possibly Federal concern (in cases involving federally funded grants), the Department of Health will not substitute its judgement for that of the Grantee.

3. Procurement Contract Language

Any contract concerning a grant-funded project must be a written agreement between the Grantee and the third party providing specific goods and/or services. Whether with a contractor, subcontractor, consultant or vendor, the contract must as appropriate state the activities to be performed; the time schedule; the policies and requirements that apply to the contractor, subcontractor consultant or vendor, including the above procurement requirements; and any other terms and conditions of the grant and the master grant contract.

J. Assurances of No Conflicts of Interest and/or Other Detrimental Effects

The Grantee as well as any subgrantees, contractors, subcontractors or consultants engaged by the Grantee to provide goods or services in connection with the grant-funded project shall attest that their performance of any contracted services does not and will not create a conflict of interest with nor position the Grantee to breach any other contract it currently has in force with the State of New York.

The Grantee as well as any subgrantees, contractors, subcontractors or consultants engaged by the Grantee to provide goods or services in connection with the grant-funded project shall disclose any existing or contemplated relationship with any other person or entity, including relationships with any member, shareholder of 5% or more, parent, subsidiary, or affiliate organization, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers/agents of the Grantee, subgrantees, contractors, subcontractors, consultants or former officers and employees of the State and its affiliates, in connection with the providing of goods or rendering of services related to the grant-funded project. The Grantee shall have procedures in place for alerting the State of any such actual or potential conflicts as well as procedures to resolve the same.

K. Minority & Woman Owned Business Enterprise Requirements

Pursuant to New York State Executive Law Article 15-A, the Department recognizes its obligation to promote opportunities for maximum feasible participation of New York State-certified minority- and women-owned business enterprises (M/WBEs) and the employment of minority group members and women in the performance of DEPARTMENT contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in state procurement contracting versus the number of minority- and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that the Department establish goals for maximum feasible participation of New York State Certified minority- and women-owned business enterprises ("M/WBE") and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, the Department of Health hereby establishes a goal of **30%** as follows:

- 1) For Not-for-Profit Applicants: Eligible Expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation.
- 2) For-Profit and Municipality Applicants: Eligible Expenditures include the value of the total amount of the Budget provided for the Work Plan in the Grant Contract entered into pursuant to this RFA.

The goal on the Eligible Expenditures portion of a Grant Contract awarded pursuant to this RFA will be 15% for Minority-Owned Business Enterprises ("MBE") participation and 15% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified M/WBE firms). A Grantee awarded a Grant Contract pursuant to this RFA must document good faith efforts to provide meaningful

participation by M/WBEs as subcontractors or suppliers in the performance of the Grant Contract and Grantee will agree under the terms of its Grant Contract that the Department may withhold payment pending receipt of the required M/WBE documentation required by the Department or the OSC. For guidance on how the Department will determine “good faith efforts,” refer to 5 NYCRR §142.8.

The directory of New York State Certified M/WBEs can be viewed at:

<https://ny.newnycontracts.com>. The directory is found on this page under “NYS Directory of Certified Firms” and accessed by clicking on the link entitled “Search the Directory”. Engaging with firms found in the directory with like product(s) and/or service(s) is strongly encouraged, and all communication efforts and responses should be well documented by a Grantee to evidence its good faith efforts to encourage M/WBE participation in the performance of its obligations under its Grant Contract.

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. The Department will review the M/WBE Utilization Plan submitted by each Grantee. If a Grantee’s M/WBE Utilization Plan is not accepted, the Department may issue a Notice of Deficiency. If a Notice of Deficiency is issued, Grantee agrees that it shall respond to the Notice of Deficiency within seven (7) business days of receipt. The Department may disqualify a Grantee as being **non-responsive** under the following circumstances:

- a) If a Grantee fails to submit a M/WBE Utilization Plan;
- b) If a Grantee fails to submit a written remedy to a Notice of Deficiency;
- c) If a Grantee fails to submit a request for waiver (if applicable); or
- d) If the Department determines that the Grantee has failed to document good-faith efforts to meet the established Department M/WBE participation goals for the procurement.

In addition, Grantees will be required to certify they have an acceptable Equal Employment Opportunity policy statement.

L. Vendor Identification Number

Effective January 1, 2012, in order to do business with New York State, you must have a vendor identification number. As part of the Statewide Financial System (SFS), the Office of the State Comptroller's Bureau of State Expenditures has created a centralized vendor repository called the New York State Vendor File. In the event of an award of a grant to a successful Applicant pursuant to the terms of this RFA and in order to initiate a Grant Contract with the New York State Department of Health, a Grantee must be registered in the New York State Vendor File and have a valid New York State Vendor ID.

If already enrolled in the Vendor File, the Applicant should include the Vendor Identification number in your organization information. If not enrolled, to request assignment of a Vendor Identification number, an Applicant should please submit a New York State Office of the State Comptroller Substitute Form W-9, which can be found on-line at:

<https://www.osc.state.ny.us/files/vendors/2017-11/vendor-form-ac3237s-fe.pdf>

Additional information concerning the New York State Vendor File can be obtained on-line at: http://www.osc.state.ny.us/vendor_management/index.htm, by contacting the SFS Help Desk at 855-233-8363 or by emailing at helpdesk@sfs.ny.gov.

M. Vendor Responsibility Questionnaire

The Department strongly encourages each Applicant to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. The Vendor Responsibility Questionnaire must be updated and certified every six (6) months. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire> or go directly to the VendRep system online at <https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system>.

An Applicant must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at itservicedesk@osc.ny.gov.

Applicants opting to complete online should complete and upload the **Vendor Responsibility Attestation (Attachment 6)** of the RFA. The Attestation is located under the SFS Attachments Section and once completed should be uploaded to the applicable Program Specific Question (PSQ)/Bid Factor.

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, www.osc.state.ny.us/vendrep, and upload it with their Application in response to the applicable PSQ/Bid Factor.

N. Vendor Prequalification for Not-for-Profits

Each not-for-profit Applicant subject to prequalification is required to prequalify prior to having the ability to submit an Application in the NYS Statewide Financial System.

Pursuant to the New York State Division of Budget Bulletin H-1032, dated July 16, 2014, and revised on December 9, 2023, the new Prequalification Policy will be effective as of January 16, 2024. The updated policy requires that not-for-profit organizations register and prequalify in the SFS using the updated Prequalification Application. 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>.

An Application cannot be submitted/received from a not-for-profit Applicant that (a) has not Registered in the NYS 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 RFA.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor User Manual within the Statewide Financial System Website details the requirements and job aid walks users through the process.

1) Register for the Statewide Financial System

Applicants will first need to be registered in SFS and the Grants Management portion of the system. Applicants that need to register their organization should submit the required form(s) found at the following link: Register Your Organization in SFS | Grants Management. Any questions related to current and previously existing SFS accounts should be sent to the SFS

Help Desk (HelpDesk@sfs.ny.gov).

If you have previously registered and do not know your Username, please email helpdesk@sfs.ny.gov. If you do not know your Password, please click the “I Forgot My Password” link from the main log-in page and follow the prompts.

2) Complete your Prequalification Application

- Log in to the Statewide Financial System.
- Applicants will first need to create an account in SFS. Applicants that need to create an account should do so at the following link: <https://www.osc.ny.gov/state-vendors/portal/enroll-vendor-self-service-portal>. Any questions related to SFS accounts should be sent to the SFS Help Desk (HelpDesk@sfs.ny.gov).
- Instructions for SFS Prequalification can be found on Page 20 of the SFS Grantee User Manual entitled, “! Grantee Processing in SFS”. This user manual is accessible to organizations with an SFS account under the SFS Coach Tile/Button in the SFS Vendor Portal. Select “Handbook: User Manual with Screenshots” from the Training Type drop down to locate the manual. If you have any problems accessing the manual please contact HelpDesk@sfs.ny.gov. Please see the section entitled, “Enter and Submit a Prequalification Application”, located on page 20 of the SFS Grantee User Manual, for complete instructions on how to complete and submit an SFS Prequalification in the NYS Statewide Financial System.
- Specific questions about the prequalification process should be referred to your primary New York State agency representative. The representative specific to the NYS Department of Health can be reached at: vendorresponsibility@health.ny.gov.

3) Add SFS roles to Submit a Bid and to Add a signatory or “Grant Contract Approver” to your account

- **To start, review, and submit an application to this Bid Event in SFS, Applicants will need to acquire the following SFS Security Roles:**

SFS Security Role Name	Description	Access Provided
NY_GM_VENDOR_EVENT_INITIATE	Bid Response Initiator	Allows the vendor user to initiate a bid response to a bid event but not submit the bid response to the agency.
NY_GM_VENDOR_EVENT_INQUIRY	Bid Event Inquiry	Allows a vendor user the ability to review bid events. This is a view-only role.
NY_GM_VENDOR_EVENT_SUBMIT	Bid Response Submitter	Allows a vendor user to both initiate a bid response and submit a bid response to the agency.

- In order to have your designated signatory (known in SFS as Grant Contract Approver) sign a contract and have their name appear on the contract agreement you have to add the Grant Contract Approver’s name to your SFS Vendor Profile. The Delegated Administrator

for your organization can add the Signatory's Name by following the instructions found on page 17-20 of the SFS Grantee User Manual entitled, "Grantee Processing in SFS". This user manual is accessible to organizations with an SFS account under the SFS Coach Tile/Button in the SFS Vendor Portal. Select "Handbook: User Manual with Screenshots" from the Training Type drop down to locate the manual. If you have any problems accessing the manual please contact HelpDesk@sfs.ny.gov.

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.

O. General Specifications

1. By submitting the "Application Form" each Applicant attests to its express authority to sign on behalf of the Applicant.
2. Grantees will possess, at no cost to the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of any Contract awarded pursuant to this RFA will possess the qualifications, training, licenses, and permits as may be required within such jurisdiction.
3. Submission of an Application indicates the Applicant's acceptance of all terms and conditions contained in this RFA, including the terms and conditions of the Master Contract for Grants. Any exceptions the Applicant would like considered by the Department relating to the terms and conditions of this RFA and/or Master Contract for Grants must have been raised during the Question and Answer Phase of this RFA (See, Section IV.B.).
4. An Applicant may be disqualified from receiving an award if such Applicant or any subsidiary, affiliate, partner, officer, agent, or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts, in the State of New York or otherwise.
5. Provisions Upon Default
 - a. The services to be performed by the successful Applicant pursuant to the terms of the Grant Contract entered into with the Department shall at all times be subject to the direction and control of the Department.
 - b. In the event that the Grantee, through any cause, fails to perform any of the terms, covenants, or promises of any Contract resulting from this RFA, the Department acting for and on behalf of the State, shall thereupon have the right to terminate the Contract by giving notice in writing of the fact and date of such termination to the Grantee.
 - c. If, in the judgement of the Department, the Grantee acts in any way which is detrimental to, or does or is in any way likely to impair or prejudice, the interests of the State, the Department may terminate the Grant Contract awarded pursuant to this RFA. In such case, the Grantee may receive equitable compensation for all services as shall, in the judgment of the State Comptroller, have been satisfactorily performed by the Grantee up to the date of the termination of the Contract.

V. Completing the Application

A. Application Format/Content

Please refer to the Statewide Financial System: Vendor User Guide for assistance in applying for this procurement through the NYS Statewide Financial System. This guide is available by logging into the Statewide Financial System and searching under SFS Coach.

Please respond to each of the sections described below when completing the Statewide Financial System online Application. Your responses comprise your Application. Please respond to all items within each section. When responding to the statements and questions, be mindful that Application reviewers may not be familiar with your agency and its services. Your answers should be specific, succinct, and responsive to the statements and questions as outlined. Please be aware that the value assigned to each section described below indicates the relative weight that will be given to each section of your Application when scoring your Application.

It is each Applicant's responsibility to ensure that all materials included in its Application have been properly prepared and submitted. Applications must be submitted via the Statewide Financial System by the Application deadline date and time specified on the Cover Page of this RFA.

IMPORTANT: Any material added to a Bid Factor "Add Comments" box in SFS will not be reviewed as part of a submitted application. Applicants are instructed to use the "Response" box for narrative responses unless otherwise instructed within this RFA.

Please note there is a 2,000-character limit for each response.

Please provide any requested attachments as specified within this RFA. Applicants are instructed to upload one (1) attachment in response to any request for an attachment. If more than one (1) version of an attachment is uploaded, the final version uploaded will be the version considered for review.

See the Event Comments and Attachments link at the bottom of the Bid Event page in SFS for required attachments to be completed in response to corresponding bid factor questions, as well as informational only attachments.

Program Specific Questions (PSQ)/Bid Factors

Application Format

1. Program Abstract	Not Scored	
2. Community and Agency Description	Maximum Score:	15 points
3. Health Equity	Maximum Score:	15 points
4. Program Design and Implementation	Maximum Score:	50 points
5. Budget and Justification	Maximum Score:	<u>20 points</u> 100 points

1. Program Abstract

Not Scored

- 1a) Applicants should provide a brief summary of the proposed program and outcomes. Describe the proposed program model. Include the activities and services to be provided

and how they will be provided. What types of outcomes does your organization expect to achieve?

- 1b) Applicants are instructed to complete and upload **Attachment 1: Statement of Assurances** in response to this Bid Factor question.
- 1c) Applicants are instructed to complete and upload **Attachment 5: M/WBE Utilization Plan** to this Bid Factor question.
- 1d) Applicants are instructed to complete and upload **Attachment 6: Vendor Responsibility Attestation** to this Bid Factor question.
- 1e) Applicants are instructed to complete and upload **Attachment 7: Application Cover Page** to this Bid Factor question.

2. Community and Agency Description

Total 15 Points

- 2a) Describe why your organization is qualified to implement the program model outlined in Section III, A - Program Model Description.
- 2b) Applicants are instructed to upload their **Agency Organizational Chart as Attachment 8** to this Bid Factor question. **Organizational charts must be submitted as a .PDF document. The Organizational chart should not be submitted as a Word document or PowerPoint slide.**
- 2c) Describe your organization's history providing hepatitis C services, such as prevention, testing and treatment. Include any outcomes, successes, and challenges. Describe your organization's experience engaging and collaborating with people with hepatitis C or HIV/hepatitis C lived experience and other populations at risk for hepatitis C and that experience health inequities and/or social injustices.
- 2d) Discuss your organization's experience raising community awareness of hepatitis C or related public health issues. Share any examples. Describe your organization's experience educating government officials on hepatitis C or other public health issues.
- 2e) Describe your organization's experience engaging diverse stakeholders (hepatitis C service providers, local health departments, persons impacted by hepatitis C, etc.) in a group process and/or building coalitions. Describe your participation in existing local and or regional coordinating and community planning bodies and how you will leverage these to advance hepatitis C elimination in your region.

3. Health Equity

Total 15 Points

- 3a) Describe how hepatitis C has impacted communities in your region. Include local and/or regional hepatitis C epidemiology data and trends. Describe any health disparities, needs or inequities in the region. Include both quantitative and qualitative evidence to address this question.

- 3b) Which social determinants of health barriers need to be addressed to advance hepatitis C elimination in the region? Please provide the most current evidence you have used to identify these Social Determinants of Health barriers affecting the population of the region.
- 3c) How will your agency guide the regional hepatitis C elimination coalition in addressing health equity/ social determinants of health needs to further New York State Hepatitis C Elimination Plan goals?
- 3d) Describe your organization's capacity to advance health equity in its work (staff knowledge, training, support for collaborations, etc.).
- 3e) How does the organization's leadership and staff reflect the population served?

4. Program Design and Implementation Total 50 Points

- 4a) Describe your overall program design to strengthen the regional response to eliminate hepatitis C and address inequities faced by people affected by hepatitis C as outlined in Section III, A - Program Model Description. Include specific strategies for engaging stakeholders, including persons impacted by hepatitis C, persons with HIV/hepatitis C coinfection and supporting community mobilization efforts. Identify potential and/or existing partnerships and resources that will support the proposed program design. Describe any work you have done to date to engage these partners.
- 4b) Describe your plan to educate the public about hepatitis C, HIV/hepatitis C coinfection and promote hepatitis C prevention, testing and treatment, harm reduction and health promotion. Describe key community partnerships that will be required. How will you gauge the success of your efforts to raise awareness of hepatitis C prevention, testing, and linkage to hepatitis C care and treatment?
- 4c) Describe how you propose to mobilize community members. How will you ensure representation of regional constituents, including people with lived experience of hepatitis C, community stakeholders and organizations? What are your program's indicators for success?
- 4d) Describe your plan for establishing a regional hepatitis C elimination coalition. Include your proposal for developing a coalition structure and group process. How do you propose to measure the success of the coalition efforts and activities?
- 4e) Describe your plan for identifying regional gaps, needs and inequities related to hepatitis C, including social determinants of health barriers that need to be addressed to advance hepatitis C elimination. Describe your approach to facilitating community action planning to respond to the gaps, needs and inequities identified to advance hepatitis C elimination. How will people with lived hepatitis C experience be involved in the prioritization, planning and implementation of potential hepatitis C elimination projects?
- 4f) Describe activities you plan to conduct to educate local and state policy makers about hepatitis C, HIV/hepatitis C coinfection and the New York State Hepatitis C Elimination Plan with its recommendations to achieve hepatitis C elimination. How do you propose to prepare coalition members to effectively communicate with government policy makers

on public health and policy actions to address hepatitis C? How will you measure the success of your efforts?

- 4g) Describe the proposed staffing structure to support the program, include roles and responsibilities, job qualifications and educational background. If in-kind staff are included in the proposed program, they should be included in the staffing detail.
- 4h) Develop a timeline for implementation of the proposed program and its required activities. Applicants are instructed to complete **Attachment 9: Community Planning and Coalition Building for Hepatitis C Elimination Timeline** in response to this bid factor question.

5. Budgets and Justifications

Total 20 Points

Complete and submit a budget following these instructions:

- 5a) Applicants are instructed to prepare an annual budget based on the maximum award as listed for the region in which they are applying. The budget for year one (**2/1/26 – 1/31/27**) must be entered into SFS. Entering a budget for future periods is not required. Refer to **SFS Expenditure Budget Instructions - Attachment 10**. All budget lines should be calculated as whole dollar amounts. All costs should be related to the proposed activities, as described in the application narrative and work plan, and should be justified in detail. All costs should be reasonable and cost-effective. Contracts established resulting from the request for applications will be cost reimbursable. Once the budget in SFS is completed, Applicants are required to also enter the total grant funds being requested in the Unit Bid Price field at the bottom of the page. The total grant funds and Unit Bid Price must match in order for the application to submit successfully.
- 5b) For staff listed in the Personal Services (Salary and Fringe) section of the budget, include a breakdown of the total salary needs for staff. Indicate how the positions relate to program implementation. Applicants are instructed to include a justification for each of the requested full-time equivalents and for the fringe benefits requested.
- 5c) For each item listed under Non-Personal Services, describe how it is necessary for program implementation. Non-Personal services include: Contractual, Travel, Equipment, Space/Property & Utilities, Operating Expenses and Other costs. Budget should include travel associated with community mobilization activities within the region and travel of staff to participate in the annual hepatitis C legislative education day in Albany, New York.
- 5d) Describe the specific internal controls your agency uses to comply with the Federal Uniform Guidance (2 CFR 200).
- 5e) Funding requests must adhere to the following guidelines:
- An indirect cost rate of up to 15% of modified total direct costs can be requested. If your organization has a federally approved rate, contractors may request up to 20% of the federally approved rate. If your organization has a federally approved rate of less than 20%, the maximum indirect rate that can be requested is the approved federally approved rate. Funding may only be used to expand existing activities and

create new activities pursuant to this request for applications. Funds may **not** be used to supplant funds for currently existing staff and activities. Agencies currently funded by the New York State Department of Health AIDS Institute to provide program services in accordance with the requirements of this request for applications must apply for continuation of funding.

- Ineligible budget items will be removed from the budget prior to contracting. Ineligible items are those items determined by New York State Department of Health/Health Research Inc. to be inadequately justified in relation to the proposed Work Plan or not fundable under existing federal guidance (Uniform Guidance). The budget amount requested will be reduced to reflect the removal of the ineligible items.

The sample State of New York Contract for Grants can be found at:

https://grantsmanagement.ny.gov/system/files/documents/2025/01/mcg_tandc_january_2025.pdf.

- All funded contracts will be held to the following contract language:
 - **Attachment A-1: Agency Specific terms and Conditions (RFA Attachment 11)**
 - **Attachment A-2: Program-specific Terms and Conditions (HIV/AIDS Clause) (RFA Attachment 12)**
 - **Attachment E-1: AIDS Institute Policy on Personal Health Related Information (RFA Attachment 13)**
 - **Attachment M: Participation by Minority Group Members and Women with Respect to State Contracts: requirements and Procedures (RFA Attachment 14)**

6. Work Plan

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.

Funded applicants will be held to the Objective, Tasks and Performance Measures as listed in **Attachment 3: Work Plan**. Applicants are not required to enter any Objectives, Tasks or Performance Measures in SFS.

It is the applicant's responsibility to ensure that all materials to be included in the application have been properly prepared and submitted. Applications must be submitted via SFS by the date and time posted on the cover of this request for applications. The value assigned to each section is an indication of the relative weight that will be given when scoring your application.

B. Freedom of Information Law

All Applications may be disclosed or used by the Department to the extent permitted by law. The Department may disclose an Application to any person for the purpose of assisting in evaluating the Application or for any other lawful purpose. All Applications will become State agency records and will be available to the public in accordance with the New York State Freedom of Information Law (FOIL). **Any portion of an Application that an Applicant believes constitutes proprietary information entitled to confidential handling, as an exception to the general rule regarding the availability to the public of State agency records under the provisions of the Freedom of Information Law, must be clearly and specifically**

designated in the Application. If the Department agrees with the Applicant's claim regarding the proprietary nature of any portion of an Application, the designated portion of the Application will be withheld from public disclosure. Blanket assertions of proprietary material will not be accepted, and failure to specifically designate proprietary material may be deemed a waiver of any right to confidential handling of such material.

C. Review & Award Process

An Application which meets ALL of the guidelines set forth above will be reviewed and evaluated competitively by the Department, AIDS Institute. An Application that does not meet the minimum criteria (PASS/FAIL) will not be evaluated. An Application that does not provide all required information may be omitted from consideration.

In the event of a tie score, the applicant with the highest score for Section 3 – Health Equity – will receive the award. Should there still be a tie score, the applicant with the highest score in Section 4. Program Design and Implementation will receive the award.

Applications with minor issues (for example, an Application missing information that is not essential to timely review and would not impact review scores) MAY be processed and evaluated, at the discretion of the State and/or Health Research Inc., but any issues with an Application which are identified by the Department and/or Health Research Inc. **must** be resolved prior to time of award. An Application with unresolved issues at the time award recommendations are made will be determined to be non-responsive and will be disqualified.

If changes in funding amounts are necessary for this initiative or if additional funding becomes available, funding will be modified and awarded in the same manner as outlined in the award process described above.

New York State Department of Health AIDS Institute and Health Research Inc. reserve the right to revise the award amounts as necessary due to changes in the availability of funding. If changes in funding amounts are necessary for this initiative, funding will be modified and awarded in the same manner as outlined in the award process described above. New York State Department of Health AIDS Institute and Health Research Inc. reserve the right to review and rescind all subcontracts.

Applicants will be deemed to fall into one of three categories: 1) not approved, 2) not funded due to limited resources, and 3) approved and funded. Not funded applications may be awarded should additional funds become available.

Once awards have been made pursuant to the terms of this request for applications, an Applicant may request a debriefing of their own Application (whether their application was funded or not funded). The debriefing will be limited only to the strengths and weaknesses of the Application submitted by the Applicant requesting a debriefing and will not include any discussion of ANY OTHER Applications. Requests for a debriefing must be received by the Department no later than fifteen (15) Calendar days from date of the award or non-award announcement to the Applicant requesting a debriefing.

To request a debriefing, please send an email to Colleen Flanigan at hepatabc@health.ny.gov
In the subject line, please write: *Debriefing Request: Ending the Hepatitis C Epidemic Utilizing Community Mobilization - Reissue*

Unsuccessful Applicants who wish to protest the award or awards resulting from this request for applications should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found on the OSC website at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp>. (Section XI. 17.)

VI. Attachments

- Please note that Attachments to this RFA are not included in the RFA document, but can be accessed on the "Event Page" for this RFA/Bid Event located in the Statewide Financial System (SFS) Vendor Portal or once an Application has been started, under the "Event Comments and Attachments Section" of the online Application. To access the Event Page and online Application/Bid Event, including required documents such as the Attachments, a prospective Applicant must be registered and logged into the NYS Statewide Financial System Vendor Portal. Once logged into the Vendor Portal, prospective Applicants can locate the "Events Page" for this Bid Event by selecting the "Grants Management – State" tile, selecting the "Bid Event Search" tile, searching for this Bid Event, and then selecting the "View Event Package". Attachments that are requested to be uploaded as part of an Application/Bid Event response will be requested in individual corresponding Bid Factors in the online application (See Section V.A., "Program Specific Questions (PSQ)/Bid Factors").

Any updates to the RFA/attachments will be addressed in an Addendum to the RFA. Addendums, as well as questions and answers, will be posted to the SFS Public Portal Homepage under the Grant Opportunity for this Bid Event, not in the application itself. To access these documents in SFS, Applicants must go to the Grant Opportunity and select "View Grant Opportunity" which can ONLY be viewed when logged out of the SFS Vendor Portal. Any updated Attachments will be posted on the NYS Department of Health Funding Opportunity website: <https://www.health.ny.gov/funding/>.

- **ALL applicants are instructed to verify each required attachment that has been uploaded to the application.** To check attachments, Applicants are instructed to click "View" in the SFS application for each uploaded attachment to ensure that the attachment and all of its applicable information/data is viewable in its final format.
- **PDF Attachments** – due to system constraints, PDF attachments cannot be uploaded with annotations, editable fields, or JAVA/active controls. Please submit PDFs that are read-only.

Attachment 1: Statement of Assurances*

Attachment 2: Health Equity Definitions and Examples**

Attachment 3: Community Planning and Coalition Building for Hepatitis C Elimination Work Plan**

Attachment 4: Health Research Inc. General Terms and Conditions**

Attachment 5: Minority & Women-Owned Business Enterprise Requirement Forms *

Attachment 6: Vendor Responsibility Attestation*

Attachment 7: Application Cover Page*

Attachment 8: Agency Organizational Chart*

Attachment 9: Community Planning and Coalition Building for Hepatitis C Elimination Timeline*

Attachment 10: SFS Expenditure Budget Instructions**

Attachment 11: Attachment A-1: Agency-specific Terms and Conditions**

Attachment 12: Attachment A-2: Program-specific Terms and Conditions (HIV/AIDS Clause)**

Attachment 13: Attachment E-1: AIDS Institute Policy on Personal Health Related Information**
Attachment 14: Attachment M: Participation by Minority Group Members and Women with
Respect to State Contracts: Requirements and Procedures**

*These attachments **must** be uploaded as part of your agency's Statewide Financial System (SFS) online Application in response to corresponding Bid Factor questions. Forms to be completed are located in the “**Attachments Section**” of the Statewide Financial System online Application/Bid Event.

These attachments do not need to be completed and are for Applicant information only. These Attachments may be accessed in the “Attachments Section**” of the Statewide Financial System online Application/Bid Event.