



**REQUEST FOR APPLICATIONS (RFA)
New York State's Technical Assistance Program
Request for Applications for
Technical Assistance Provider**

RFP Release Date: May 3, 2021
Q&A Response Date: May 5, 2021

The following is a list of responses to questions submitted by prospective respondents to the ESD Request for Proposals for New York State's Technical Assistance Program Request for Applications for Technical Assistance Provider. A copy of the RFP is available at: <https://esd.ny.gov/new-york-state%E2%80%99s-technical-assistance-program-request-applications-technical-assistance-providers>

**New York State's Technical Assistance Program Request for Qualifications for Technical Assistance Provider -
Responses to Questions**

No.	Question	Answer
1	I wanted to see if you would send over bid documents for the bid for Technical Assistance Program Request for Applications For Technical Assistance Providers	You can find a copy of the Request for Application in the New York State Contract Reporter at this link http://www.nyscr.ny.gov/adsOpen.cfm?ID=0885DD48-AD05-4E9D-85DC-BAAB6F307C15 or at Empire State Development's website at this link https://esd.ny.gov/doing-business-ny/requests-proposals .
2	Do we need to submit any other documents such as audited financial statements, CDFI certifications, and resumes, along with the application?	Additional documents are required to be submitted with the application, except for the information required in the Request for Application.
3	Is there a particular application template that we need to follow for the narrative? Or should we follow the tables included in the RFP?	Please follow the format in Addendum #2 – Fillable Request For Application or identify the question number you are replying to in your application response document.
4	Will the state be providing the leads for the volume of businesses?	New York State will not be providing leads. Technical Assistance Providers must identify potential applicants.

No.	Question	Answer
5	How do the businesses connect with the TA Providers?	Technical Assistance Providers must conduct outreach to connect with businesses.
6	Does the TA Provider solicit via marketing strategies and hope for at least 300?	Technical Assistance Providers must take specific action to ensure the participation of businesses.
7	Is there a method for how this takes place or is it up to the TA provider?	Technical Assistance Providers must take specific action to ensure the participation of M/WBEs and/or micro and small business, for-profit independent arts and cultural organizations, and non-profits.
8	What happens if at least 175 applicants are not identified, or they do not materialize?	The number of applicants to assist have been based on New York State's expectation that in excess of 300,000 applications will be submitted.
9	Will there be access to a fillable PDF?	A fillable PDF version of this application is available as Addendum #2. For any item that requires additional space, please identify the question number you are replying to in your application response document.
10	The example showed 300 businesses to reach out to and 175 applications to assist with. Will this vary by size of community?	The number of businesses to outreach and applications to assist will not vary. These goals have been based on New York State's expectation that in excess of 300,000 applications will be submitted.
11	Will the funding requested be expected to vary by size of community or does it have more to do with the number of contacts we expect to make?	Grant awards will not vary and cannot exceed \$100,000. Goals have been based on New York State's expectation that in excess of 300,000 applications will be submitted.



No.	Question	Answer
12	Can I have a phone call with staff for more discussion?	All questions, comments, requests for clarification or any other communication regarding this Request for Applications must be submitted via the designated email TAProgram@esd.ny.gov with the email subject line: Request for Applications for Technical Assistance Providers by no later than May 4,2021.
13	Do you have a Fillable PDF version of this form?	A fillable PDF version of this application is available as Addendum #2. For any item that requires additional space, please identify the question number you are replying to in your application response document.
14	My grants gateway portal seems to be inactive. Do you know how long it takes to reactivate?	Please email GrantsReform@Budget.ny.gov with Prequalification in the subject line or visit www.grantsreform.ny.gov . All not-for-profit organizations receiving funds from New York State agencies and authorities must be prequalified in Grants Gateway prior to the execution of a contract.
15	May we engage translators to provide multilingual consultation and training workshops for this program?	Consultancy services can be contracted to assist in providing technical assistance. Preference will be given to applications that emphasize the provision of one-on-one multi-lingual consultation and training workshops/seminars to the applicants, either remotely or in-person while adhering to social distancing guidelines.