



**Office of Children
and Family Services**

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Commissioner

**New York State
Office of Children and Family Services
Bureau of Permanency Services**

Grant Procurement

REQUEST FOR PROPOSALS

**RFP # 1011
Grants Gateway # CFS01-KIN19-2019**

Kinship Caregiver Program

Issued: January 17, 2020

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1.0 GENERAL INFORMATION/CALENDAR OF EVENTS

The New York State Office of Children and Family Services (OCFS) announces this Request for Proposals (RFP) to solicit proposals from qualified applicants to support kinship caregivers, also referred to as non-parent caregivers. These Kinship Caregiver Programs will serve families with informal or legal custody of a child(ren) between the ages of 0-18 in at least two (2) or more counties of New York State (NYS). See RFP **Section 5.3 Key Concepts** for additional information. For the purpose of awards made from this Request for Proposal, OCFS will view each NYC borough as a county. Program services must include case management and referral, support groups, education, family engagement and maintenance, and family preservation. The contract(s) resulting from this procurement will be for a five-year term from September 1, 2020, to August 31, 2025, in the amount of up to \$150,000 per year, per award. This award is contingent upon available funds and satisfactory contractor performance.

Applicants must operate in accordance with all applicable laws, rules and regulations.

Note: Throughout this document, the terms *proposals*, *bids*, *offers*, and *applications* are used interchangeably, as are *applicants*, *bidders*, and *offerers*.

If the offerer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the offerer shall immediately notify OCFS (See **Section 1.1 Procurement Contact**) of such error in writing and request clarification or modification of the document.

If prior to the deadline for submission of written questions an offerer fails to notify OCFS of a known error in or omission from the RFP, or of any error or omission or prejudice in bid specification or documents with the RFP that the offerer knew or should have known, the offerer agrees that it will assume such risk if awarded funds, and the offerer agrees that it is precluded from seeking further administrative relief or additional compensation under the contract by reason of such error, omission, or prejudice in bid specification or documents.

1.1 Procurement Contact

All inquiries concerning this procurement must be addressed to the director of contracts in the RFP unit or his designee(s) at OCFS, via email (preferred) RFP@ocfs.ny.gov or via hard copy mailed to:

Director of Contracts
Questions for **RFP # 1011 Kinship Caregiver Program**
Office of Children and Family Services
52 Washington Street
Room 202S – RFP Unit
Rensselaer, NY 12144

1.2 Calendar of Events

RFP# 1011 Kinship Caregiver Programs	
EVENT	DATE
Issuance of Request for Proposals	January 17, 2020
Bidder's Conference (<i>attendance is recommended</i>)	February 3, 2020 at 1:00 p.m. Eastern
Deadline for Submission of Written Questions	February 5, 2020 by 5:00 p.m. Eastern
Responses to Written Questions Posted (<i>on or about</i>)	February 14, 2020
Recommended Deadline for Not-for-Profits to Prequalify in the NYS Grants Gateway	February 19, 2020
Deadline for Submission of Proposals	February 28, 2020 by 4:00 p.m. Eastern
Anticipated Notification of Award (<i>not earlier than</i>)	April 15, 2020
Anticipated Contract Start Date (<i>not earlier than</i>)	September 1, 2020

1.3 Bidder's Conference

Offerors are encouraged to attend the Bidder's Conference, which will be an interactive webinar. The webinar will provide important information to organizations intending to submit applications in response to the Kinship Caregiver Program RFP #1011.

One webinar will be held on the date and time specified in RFP **Section 1.2 Calendar of Events**. Attending the webinar is encouraged as OCFS will review important proposal submission requirements. Attendance is not required. Prospective applicants may submit a proposal regardless of whether or not they attend the webinar. OCFS recommends webinar attendees attempt to log in to the webinar 5-10 minutes early so as to provide sufficient time to troubleshoot computer, software, or internet browser-related issues, should any occur.

- To join for both video and audio conference, access the webinar at [THIS LINK](#) and if prompted, use the meeting password: **KS1011**
- To join by telephone for the audio conference only, the number to call is **1-844-633-8697**; use the participant code: **645 893 283**

Note: It is recommended that participants read the RFP prior to the webinar.

A direct link to the Bidders Conference webinar invitation is also available at the following website, which can be copied and pasted into the address bar of most modern internet browsers:

<https://meetny.webex.com/meetny/j.php?MTID=mb5e1043aaafb08b35df6378ebe19ef5a>

A comprehensive list of questions and responses resulting from the Bidder's Conference webinar will be posted in the solicitation announcement in the New York State Grants Gateway System (<https://grantsgateway.ny.gov>) (GGS or Grants Gateway), on the OCFS Website (<https://ocfs.ny.gov/main/contracts/funding/>), and the Contract Reporter website at (<https://www.nyscr.ny.gov>) on or about the date specified in **Section 1.2 Calendar of Events**.

1.4 Submission of Written Questions

All communications to report errors or omissions in the procurement process, ask questions, or to request clarification of this RFP should cite the particular RFP section and paragraph number and must be submitted via email (preferred) RFP@ocfs.ny.gov, or via hard copy mailed to the director of contracts no later than the deadline for submission of written questions specified in **Section 1.2 Calendar of Events**. Questions received after the deadline for posting responses to written questions may not be answered. The comprehensive list of questions and responses will be posted in the solicitation announcement in the New York State Grants Gateway (Gateway) (<https://grantsgateway.ny.gov>), on the OCFS Website (<https://ocfs.ny.gov/main/contracts/funding/>), and the NYS Contract Reporter at (<https://www.nyscr.ny.gov/login.cfm>) on or about the date specified in **Section 1.2 Calendar of Events**.

To view the comprehensive list of questions and responses that are posted to the NYS Grants Gateway, click the link under the grant opportunity announcement in the Grant Opportunity Portal.

1.5 Deadline for Prequalification in the Grants Gateway

Not-for-Profit applicants are strongly encouraged to prequalify in the Grants Gateway by the date specified in the table in **Section 1.2 Calendar of Events**, and **MUST** prequalify by the date of submission. Please refer to **Section 3.0: MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS**.

NOTE: Government entities are not required to prequalify in Grants Gateway, but must register in order to submit an application.

1.6 Submission of Proposals

All proposals must be submitted electronically through Grants Gateway. Please refer to **SECTION 5: PROPOSAL CONTENT AND SUBMISSION** for further information. Prior to submitting a proposal, bidders must prequalify in the Grants Gateway System if not a Government Entity. (See **SECTION 3: MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS** for further information.)

Forms Required To Be Submitted Into the "Pre-Submission Uploads" Section of the Application (click the hyperlinks below to access the files):

- A. [OCFS-2633, MacBride Fair Employment Principles Certification Form](#)
- B. [OCFS-2634, Non-Collusive Bidding Certification](#) (Required by section 139d of State Finance Law.)
- C. [Attachment A-2, Federal Assurances and Certifications](#) (If applicable.)
- D. For complete proposal and contract requirements for the Minority-and-Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) requirements, refer to Section 7.10. The following are forms to be completed and submitted with your Administrative Proposal and can be found [here](#):
 - [OCFS-4629, Project Staffing Plan Form](#)
 - [OCFS-3460, Minority and Women-Owned Business Enterprises \(MWBE\) Equal Employment Opportunity \(EEO\) Policy Statement](#)
 - [OCFS-4631, M/WBE Utilization Plan Form](#)
- E. [OCFS-2647, EO 177 Certification](#) (See section 7.15 for more information.)
- F. [OCFS-4821, CMS User Authorization](#) (Required for the OCFS Contract Management System)

1.7 OCFS Reserved Rights

OCFS reserves the right to

1. place a monetary cap on the funding amount made in each contract award;
2. change any of the schedule dates stated in this RFP prior to the due date for the submission of proposals;
3. reject any or all proposals received in response to the RFP;
4. withdraw the RFP at any time at the agency's sole discretion;
5. make an award under the RFP in whole or in part;
6. disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
7. reject any proposal if, in the sole discretion of OCFS, it determines the bidder is not a responsible vendor;
8. seek clarification and revisions of proposals. Request bidders to present supplemental information clarifying their proposals either in writing or by

formal presentation. Other than the requested clarification and supplemental information, submission of new information is not permitted;

9. require that bidders demonstrate, to the satisfaction of OCFS, any feature(s) present as a part of their proposal, which may include an oral presentation of their proposal. Any such demonstration or presentation may be considered in the evaluation of the proposal;
10. amend any part of this RFP prior to opening of bids, with notification to all bidders, and direct all bidders to prepare modifications addressing RFP amendments, if necessary. Expenses incurred in the preparation of any proposals or modifications submitted in response to this RFP are the sole responsibility of the bidder or other party and will not be incurred or reimbursed by OCFS;
11. make funding decisions that maximize compliance with and address the outcomes identified in this RFP;
12. fund only one portion, or selected activities, of the selected bidder's proposal and/or adopt all or part of the selected bidder's proposal based on federal and state requirements;
13. eliminate any RFP requirements that cannot be met by all prospective bidders upon notice to all parties that submitted proposals;
14. waive procedural technicalities or modify minor irregularities in proposals received after notification to the bidder involved;
15. correct any arithmetic errors in any proposal or make typographical corrections to proposals with the concurrence of the bidder;
16. negotiate with the selected bidder(s) prior to contract award.
17. conduct contract negotiations or award a contract to the next highest bidder if contract negotiations with the selected bidder(s) cannot be accomplished within an acceptable time frame. No bidder will have any rights against OCFS arising from such actions;
18. award contracts to more than one bidder or to other than the lowest bidder;
19. require that all proposals be held valid for a minimum of 180 days from the closing date for receipt of proposals, unless otherwise expressly provided for in writing;
20. fund any or all of the proposals received in response to this RFP. However, issuance of this RFP does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted and reserves the right to withdraw or postpone this RFP without notice and without liability to any bidder or other

party for expenses incurred in the preparation of any proposals submitted in response to this RFP and may exercise these rights at any time;

21. use the proposal submitted in response to this RFP as part of an approved contract. At the time of contract development, awardees may be requested to provide additional budget and program information for the final contract;
22. utilize any and all ideas submitted in the proposals received where an award is ultimately made;
23. 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 offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation;
24. make additional awards based on the remaining proposals submitted in response to this RFP and/or provide additional funding to awardees if such funds become available;
25. make inquiries of third parties, including but not limited to, bidder's references, with regard to the applicants' experience or other matters deemed relevant to the proposal by OCFS. By submitting a proposal in response to this RFP, the applicant gives its consent to any inquiry made by OCFS;
26. require contractors to participate in a formal evaluation of the program to be developed by OCFS. Contractors may be required to collect data for these purposes. The evaluation design will maintain confidentiality of participants and recognize practical constraints of collecting this kind of information;
27. consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals;
28. rescind awards for failure of awardees to meet time frames that OCFS is required by statute to meet for contract development and approval;
29. cancel this RFP, in whole or in part, at any time and to reject any and all proposals when appropriate in the best interests of the state;
30. make adjustments to the funding amount requested based on program need and based on the total dollar value of the applications submitted; and
31. reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their proposal(s). This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

Prior to the deadline for submission of proposals, any such clarifications or modifications as deemed necessary by OCFS will be posted in Grants Gateway, the NYS Contract Reporter, and on the OCFS website. Potential offerers that

were sent the original bid notice via email will receive an email from the RFP unit regarding the clarifications or modifications. All other individuals will have to check the NYS Contract Reporter or the OCFS website for any changes and check the posted Q&As.

2.0 EXECUTIVE OVERVIEW

2.1 Introduction/Description of Program Objectives and Background

The purpose of this RFP is to fund Kinship Caregiver Programs to increase the state's capacity to support and strengthen families, promote permanency and the well-being of children. Programs should be designed based on the unique needs of kinship families with a goal to maintain and support child(ren) residing in kinship households. Applicants must agree to provide required services to kinship families in at least two (2) or more counties and/ or boroughs of NYS. For the purpose of awards made from this Request for Proposal, OCFS will view each NYC borough as a county.

According to GrandFacts, in New York State, an estimated 121,000 children reside with a relative with no parent present. Approximately 426,743 children under 18 reside in homes where householders are grandparents or other relatives.

OCFS has developed a Child Welfare Practice Model, which aligns all of our work towards achieving specific outcomes. New York State's Child Welfare vision is that children, families and adults are protected and supported to achieve safety, permanency and well-being. To achieve this vision, through this RFP, OCFS is seeking Kinship Caregiver Programs that will improve the following outcomes for the most vulnerable children and families:

- **Safety** - Children are safely maintained in their own home, families and communities with connections, culture and relationships preserved.
- **Prevention** - Through effective intervention, parents, caregivers, and families improve their ability to develop and maintain a safe, stable environment for themselves and their children.
- **Permanency** - When it is necessary to place children in out-of-home care, it is a safe, short and stable experience concluding with permanent attachments to caring adults.
- **Well-being** - Parents and caregivers have the capacity to provide for their children's needs. Children are cared for in safe, permanent, and nurturing environments that meet their needs and develop their physical, cognitive, behavioral/emotional and social functioning. As youth transition to adulthood, they benefit from services that promote healthy development, academic success, self-sustainability and/or safe living conditions.
- **Organizational Effectiveness** - Organizations are diverse, flexible, professionally and culturally competent, and use child-centered, family-focused practice, demonstrating partnership at all levels.

Applicants are required to offer programming for kinship families that supports the OCFS Child Welfare Practice Model which is available at: <https://ocfs.ny.gov/main/prevention/CW%20Practice%20Model.pdf>.

2.2 OCFS Statewide Considerations

OCFS's mission is to serve New York's public by promoting the safety, permanency and well-being of our children, families and communities. OCFS effectuates results by setting and enforcing policies and building partnerships at the federal, state, county and community levels that impact practice. OCFS funding investments assist communities to create and/or enhance the provision of quality services in the areas of child welfare, juvenile justice, adult protective services, and services for the legally blind and visually impaired.

OCFS conducts ongoing analysis of demographic data and fiscal expenditures to aid counties and communities in administering safe, effective and cost-efficient services to the residents of our state. Paramount is ongoing self-assessment within "the system" to identify changes in service needs, interventions, and partnerships. OCFS data reveals that many children and families who are involved with the child welfare and juvenile justice systems in New York State are disproportionately Black and Latino, and many are poor. For the blind and visually impaired service area, Black and Latino adults are underrepresented in the receipt of services from the legally blind and visually impaired service network.

In response to this situation, OCFS has been implementing various activities to

- assess relevant data,
- identify which communities across the state are affected,
- identify evidence-based and/or best-practice strategies and/or approaches that can be replicated in New York State to respond to the issue, and
- provide funding to designated high-need communities to facilitate implementation of programs and services that address disproportionality and disparity rates.

This RFP provides OCFS and localities an opportunity to provide services to our most vulnerable children and families and to implement activities that address disproportionality in identified communities. OCFS will invest in services that are culturally and linguistically competent, cost efficient, and contribute toward alleviating issues identified for the respective communities. Organizations that are interested in applying for OCFS funding are therefore encouraged to review their community's demographic data (i.e., child welfare, home visiting, adoption, and juvenile justice) and as indicated and where deemed appropriate per the target population and/or scope of services for the funding source, consider the following element(s) in their proposal design:

- **Disconnected/High-Need Youth**

OCFS's priority is to "protect those in greatest need" through ongoing assessment and enhancement of services that promote safety and general well-being for at-risk children, adolescents, families and adults. This priority includes targeting services for "disconnected/high need youth" who are: youth aging out of foster care; youth in or re-entering the community from the juvenile justice system; and children of incarcerated parents. Grant applications that propose to serve the "disconnected/high-need youth" population must consider that the clients cited above often require service intervention from multiple service systems. Where required by the OCFS RFP narrative, applications must demonstrate capacity and scope for cross-agency collaborations and partnership with relevant community organizations.

- **Racial Equity and Cultural Competence**

OCFS continues work in the area of Racial Equity and Cultural Competence (RECC). Effort to address RECC includes examination of the issues related to the overrepresentation of Black, Latino and Native American children and their families in the State's child welfare and juvenile justice systems. It also entails a consideration of issues related to the underrepresentation of Blacks, Native Americans and Latinos in various service delivery systems to identify how best to enhance outreach and preventive measures that support the safe reduction of out-of-home placements for children and adults, and focus on the well-being of children, youth and families. OCFS has enlisted the participation of our state and local partners in this effort and is working with a number of counties to examine local data and develop strategies to address, reduce and ultimately eliminate racial and ethnic disparities and to seek equity within the systems of care and custody. We continue to partner with national experts Casey Family Programs and have also collaborated with the Center for the Study of Social Policy (CSSP) and other national experts dedicated to this work. The effort must be data driven and therefore, we have generated and shared county-level data with partners and stakeholders in our effort to encourage transparency and collaboration.

Current OCFS statewide data indicates that Black and Latino children and families continue to comprise 75 percent of the state's children in foster care and about 85 percent of the juvenile justice placements. OCFS views this RFP as an opportunity to heighten public awareness of the issue of disproportionality and to begin to promote policies and practices that will gradually reduce it.

Specific areas that every applicant and community are requested to consider in the design of their program and scope of services identified in their application for OCFS funding include, but are not limited to the following:

- Providing service strategies, approaches, and linguistic capacities that promote the delivery of services that are culturally competent and reflective of the population and community to be served

- Collecting and analyzing data relevant to disproportionality and service provision
 - Strategically locating services within communities, to promote better access to service delivery in high-need areas
 - Promoting cross-agency dialogue and partnership regarding service planning to address disproportionality (including, but not limited to, social services, mental health, health, education, housing, substance abuse, probation agencies, and community-based providers)
- **Disproportionate Minority Representation (DMR) in the Child Welfare and Juvenile Justice Systems**

Disproportionate Minority Representation (DMR) or disproportionality occurs when the percentage for the representation of a particular minority group (racial, ethnic) involved with a service system is significantly higher or lower than that group's percentage or representation in the general population. Disproportionality has implications across all services administered by OCFS, including child welfare, juvenile justice, child care, youth development, and those services for the blind and visually impaired. In some service categories, disproportionality manifests itself by over-representation of racial/ethnic groups, and in other service categories, it is manifested by under-representation of racial/ethnic groups.

Further information regarding Disproportionate Minority Representation (DMR) and data in New York State can be found through the following link: [Disproportionate Minority Representation \(DMR\)](#).

2.3 Purpose and Funding Availability

The New York State Fiscal Year 2019-20 State Budget appropriated \$2.2 million to fund Kinship Caregiver Programs, and OCFS anticipates that funding will be appropriated in future years at similar amounts. The awards resulting from this RFP are contingent on the availability of funding and satisfactory contractor performance. The purpose of this RFP is to fund new Kinship Caregiver Programs to increase the state's capacity to achieve safety and well-being for children living with kinship families. The Kinship Caregiver Programs will serve families with informal or legal custody of a child(ren) between the ages of 0-18. The services provided by Kinship Caregiver Programs are intended to enable children in kinship care to thrive, when their biological parents are unable to care for them. Kinship Caregiver Program services must include best practices in the field that address the multiple needs of children residing with grandparents, relatives, or any other non-parent caregiver. See Section 4.1 Desired Outcomes and Program Requirements for additional information.

NOTE: Caregivers with legal guardianship or kinship foster care placements are not eligible to be served under this grant opportunity.

Funds will be made available to not-for-profit organizations and voluntary agencies. Programs may apply for up to \$150,000 per year, per application. A local match is not required, but it is encouraged.

2.4 Term of Contract

The contract(s) awarded in response to this RFP will be for five (5) years. The anticipated start date is **September 1, 2020**, and the anticipated end date is **August 31, 2025**. Funding is currently anticipated to be available for the first year of the contract; the award of a multi-year contract does not guarantee that funding will be available for subsequent years. Contractors may not begin to provide services prior to the contract start date; OCFS has no obligation to pay for services rendered prior to that time. Payments cannot be made prior to the formal execution of a contract and approval by the Office of the State Comptroller (OSC).

3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS

3.1 Minimum Qualifications

The following minimum qualifications are required to submit a proposal:

- **Applicants must be a not-for-profit organization or voluntary agency.**

Please note: Government entities are not eligible to apply. The definition of Government entities includes, but is not limited to, local departments of social services (LDSS) and other local government entities, State agencies and American Indian tribes that have entered into a state tribal agreement with OCFS in accordance with Section 39(2) of the Social Services Law.

- **Applicants must agree to provide required services to kinship families in at least two (2) or more counties of NYS and only provide services to kinship families that reside in the counties that they propose to serve.** Applicants must identify the address where the proposed Kinship Caregiver Program services will primarily be provided within one of the counties proposed. For the purpose of this RFP, OCFS will view each NYC borough as a county. For example: each applicant proposing to serve the NYC region must propose to serve two boroughs or a borough and a county. Please see section 4.1 of this RFP for additional information regarding this requirement.
- **Applicants must complete and submit Attachment 5 – Case Management Attestation Form certifying a minimum of two (2) years’ experience providing case management services** that support the safety, permanency and well-being of children and families in New York State. The attestation form (Attachment 5) must be submitted in the “Pre-

Submission Uploads” section of the online application in the NYS Grants Gateway.

- **Applicants must be prequalified, if not exempt, in the NYS Grants Gateway on the application deadline.** Please see section 3.2 of this RFP for additional information regarding this requirement.

3.2 Prequalification Process

New York State has instituted key reform initiatives to the grant contract process that require not-for-profit organizations to register in the New York State Grants Gateway System (Gateway) and complete the Vendor Prequalification process in order for proposals to be evaluated. After becoming prequalified, not-for-profit organizations will have the responsibility to keep their information current by updating on an annual basis.

Proposals received from not-for-profit applicants that are not prequalified in the Grants Gateway on the proposal due date and time listed in Section 1.2 Calendar of Events will be disqualified from further consideration.

NOTE: Government entities are not required to prequalify in the Grants Gateway, but must still be registered in order to submit an application. Government entities that are exempt from prequalification should have a document vault status of “Document Vault Available.”

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. [The Vendor Prequalification Manual](#) on the [Grants Management website](#) details the requirements and an [online tutorial](#) is available to walk users through the process.

3.2.1 Register for the Grants Gateway

- On the Grants Management website, download a copy of [the Registration Form for Administrator](#). A signed, notarized original form must be sent to the Division of Budget at the address provided in the instructions. You will be provided with a username and password allowing you to access the Grants Gateway.
- If you have previously registered and do not know your username, email grantsgateway@its.ny.gov. If you do not know your password, click the [Forgot Password](#) link from the main log in page and follow the prompts.

3.2.2 Complete Your Prequalification Application

- Log into the [Grants Gateway](#). If this is your first time logging in, you will be prompted to change your password at the bottom of the “Profile” page. Enter a new password and click “SAVE.”

- Click the “Organization(s)” link at the top of the page and complete the required fields including selecting the state agency with which you have the most grant contracts. If you currently do not have any contracts with NYS, select OCFS. This page should be completed in its entirety before you click “SAVE”. A “Document Vault” link will become available near the top of the page. Click this link to access the main “Document Vault” page.
- Answer the questions in the “Required Forms” and upload “Required Documents.” This constitutes your “Prequalification Application.” “Optional Documents” are not required unless specified in this Request for Proposal.
- Specific questions about the prequalification process should be directed to the agency contact listed in **Section 1.1 Procurement Contact**, or to the Grants Gateway Team at: grantsgateway@its.ny.gov.

3.2.3 Submit Your Prequalification Application

- After completing your prequalification application, click the “Submit Document Vault” link located below the “Required Documents” section to submit your prequalification application for state agency review. Once submitted, the status of the document vault will change to “In Review.”
- If expedited review of your prequalification application is desired, please send an email request to the agency contact listed in **Section 1.1 Procurement Contact** and identify your organization by including your Grants Gateway Document Vault (GDV) number, organization name, Federal EIN, and SFS Vendor ID. It is recommended that you submit this request for expedited review prior to the **Recommended Deadline to Prequalify in the Grants Gateway** noted in **Section 1.2 Calendar of Events**.
- Your document vault will be assigned to a prequalification specialist for review. If your prequalification specialist requests modifications, you will receive an email notification from the Gateway and the status of your document vault will change to “Modifications Requested.”
- Requests for modifications should be addressed by the vendor and resubmitted for review without delay. The status of the document vault must change back to “In Review” for modifications to be reviewed and approved by a prequalification specialist.
- Once your prequalification application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State. The status of the document vault should be “Document Vault Prequalified.”

Vendors are strongly encouraged to complete this process as soon as possible or by the date specified in RFP Section 1.2 Calendar of Events to participate in this grant opportunity. Prospective applicants are responsible for monitoring their status in the Grants Gateway. OCFS cannot be held responsible in the event an applicant fails to submit their Document Vault for review in a timely manner, or if the documents uploaded by the applicant to their Document Vault are found deficient.

3.3 Vendor Responsibility Requirements

Section 163(9)(f) of the NY State Finance Law requires that a state agency make a determination that a bidder is responsible prior to awarding that bidder a state contract. Vendor responsibility will be determined based on the information provided by the bidder, on-line, through the New York State VendRep System Questionnaire or through a paper copy of the Vendor Responsibility Questionnaire. OCFS will review the information provided before making an award.

OCFS reserves the right to reject any proposal if, in its sole discretion, it determines the bidder is not a responsible vendor. All proposals are subject to a vendor responsibility determination before the award is made, and such determination can be revisited at any point up to the final approval of the contract by the New York State Office of the State Comptroller (OSC). Vendors must maintain their vendor responsibility throughout the duration of the contract.

Enrolling and completing the questionnaire online through the New York State VendRep System is the best method because both the questionnaire and answers are stored in the system. Thus, subsequent questionnaires in response to contracts or Request for Proposals from any state agency would only need to be updated in the VendRep System.

To access or enroll in the VendRep System or update your existing online questionnaire, click [On-line Questionnaire](#). Questionnaires in the VendRep System that have been completed in the last six months in response to contracts or bid announcements do not need to be updated. If the vendor is using the hard copy notarized questionnaire, then it also has to be current within six months of the due date of the proposal.

Vendors opting to complete a paper questionnaire, can access the questionnaire by clicking the following link: [Paper Questionnaire](#). Please note that there are separate questionnaires depending on the contractor status. Not-for-profit vendors must use the *Vendor Responsibility Questionnaire Not-For-Profit Business Entity* form. For-profit vendors must use the *Vendor Responsibility Questionnaire For-Profit Business Entity* form.

Vendors are also encouraged to have subcontractors file the required Vendor Responsibility Questionnaire online through the New York State VendRep

System. These subcontractors are required to submit a questionnaire when the value of the subcontract is \$100,000 or more.

Prior to executing a subcontract agreement, the contractor must provide the information required by OCFS to determine whether a proposed subcontractor is a responsible vendor.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor Identification Number or for direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

The New York State VendRep System offers the following benefits:

- Ease of completion, filing, access to and submission of the questionnaire; efficiencies are multiplied for vendors who bid and contract with the state frequently or with multiple state agencies.
- Questionnaire updates are easily filed by updating only those responses that require change from the previously saved questionnaire (as opposed to a paper copy where a new questionnaire is required each time there is a change).
- The stored questionnaire information eliminates the need to re-enter data for each subsequent questionnaire submission.
- Reduction of costs associated with paper documents including copying, delivery and filing
- Online questionnaire information is secure and accessible to authorized vendor users only. State agencies can only view certified and finalized questionnaires.
- VendRep question prompts ensure that the correct forms are completed.
- The VendRep On-Line System contains links to all definitions of the terms used in the questionnaire.

Note: The vendor responsibility questionnaire must be dated within six months of the proposal due date. Any subcontractors under that proposed contract must also complete a Vendor Responsibility Questionnaire when the value of the subcontract is projected to be \$100,000 or more for the contract term.

Confirmation of **completion** of the vendor responsibility process must be submitted with your proposal. This confirmation can take the form of registration in the VendRep system, or by submitting your completed hardcopy questionnaire. To submit this confirmation with your application, go to the bottom of your certified questionnaire, and click the button called "Form Overview." Print this page and upload it to the proposal. Upload the page into your proposal by going to the "Pre-Submission Uploads" section of the RFP in the Gateway. While it is not recommended, you have the option of uploading a completed hardcopy vendor responsibility questionnaire to the "Pre-Submission Uploads" section.

4.0 PROGRAM REQUIREMENTS

4.1 Desired Outcomes and Program Requirements

Applicants are to provide programs designed specifically for kinship families, with legal custody or informal arrangements, caring for children ages 0-18. **Applicants may not use this funding source to provide services to families with guardianship or kinship foster care placements.**

Core Components

Applicants must provide services that include ALL of the following core components:

I. Case Management and Referral

- Applicants are expected to be ready to implement programs within sixty (60) days of the contract start date;
- Applicants must include a plan for sustainability, that extends beyond the duration of the contract term;
- Applicants must offer case management services to every open case. A key component of case management is monthly home visits and/or in-person visits. Case management includes the following processes: intake, assessment of needs, service planning, service plan implementation, service coordination, monitoring and follow-up, reassessment, case conferencing, and crisis intervention. These services are client-driven, and family engagement is critical in service planning. Examples of case management services include but are not limited to: information and referral services; attendance at family court dates; educational advocacy services; and facilitating appointments with social services, medical health providers, and mental health services;
- Program design must include a Program Director with a minimum of a master's level degree in social work, psychology, or human services;
- Program design must include sufficient staff with at least one full-time case manager with a minimum of a bachelor's level degree in social work, psychology, or human services, or a bachelor's level degree in any field with at least two (2) years of case management experience;
- Applicants must attest to having a minimum of two (2) years of experience providing case management services;
- Applicant's staff must complete the Adverse Childhood Experience (ACE) questionnaire with each member of the kinship family within the first thirty days (30) of opening a new case;
- Applicant's staff must obtain a copy of proof of legal custody status for all formal kinship arrangements;
- Applicant's program must use a referral system to support the specific needs of families; linking the family to local departments of social services (LDSS), Administration for Children's Services (ACS), Office of Addiction Services and Supports (OASAS), county youth bureaus, Office for the Aging, and Office of Temporary and Disability Assistance (OTDA) as appropriate;

- Applicant's case managers must have monthly home visits and/or in-person contact with all of their kinship families. These contacts will ideally occur in the kinship home, however at the request of the kinship family, may take place in a community setting;
NOTE: Support group meetings do not fulfill the monthly home visits and/or in-person contact requirement;
- Applicant's staff must maintain accurate program participant records and documentation to support service delivery;
- Applicant's case managers must maintain a file for each family participating in the program. Each file must contain an intake form, formal court orders when applicable, service plan documentation, ACE questionnaire, progress notes, correspondence, OCFS Participant Satisfaction Surveys (**Attachment 4**), consent to release information forms, a discharge summary and post case closure documentation. OCFS reserves the right to review, edit and finalize forms to be used for Kinship Caregiver Programs;
- Case Manager's progress notes must contain the following:
 - Documentation reflecting monthly home visits and/or in-person contacts separate from support group;
 - Dates and location of contact;
 - Summary of contact/case activity relevant to service goals;
 - Follow-up action if needed;
 - Case manager's name and signature;
 - Service delivery including participating in agency activities, outings and support groups; and
 - A supervisor's signature of approval that acknowledges progress notes have been reviewed monthly.
- OCFS' Program Manager must approve all cases that will be open for more than twelve (12) months from the date of intake. Justification to keep a case open longer than twelve (12) months must be documented and provided to the OCFS Program Manager, at minimum before the end of the eighth month of services to provide adequate review time prior to the 12-month date from intake. Such cases will then be reviewed for continued services every three (3) months, following the completion of the 12th month of service. Examples of reasons a case would remain open longer than twelve (12) months include but are not limited to continued behavioral crises in the kinship caregiver arrangement, changes to the family composition such as the loss of a parent, increased risk of harm to the children residing in the kinship arrangement, etc.

II. Support Groups

- Applicant's staff must conduct a minimum of one (1) support group a month for caregivers in each county served by the kinship caregiver program. Programs must allocate funds for providing peer-to-peer support groups, including training for peer support group leaders. Support groups should be designed with consideration for the transportation needs of caregivers and childcare. Support groups will address how to deal with difficult behaviors of children and other relevant topics such as but not limited to: lying, stealing, social media, identity, etc.

- Applicant's staff must conduct a minimum of one (1) support group a month for children in the kinship family in each county served by the kinship caregiver program. These support groups must be offered to all children currently residing in the kinship home; however, biological children would not be counted in performance outcomes. Children in the kinship family must be currently residing in the home. Support groups for children will focus on topics relevant to children.

III. Education

- Applicant's program must offer at least three (3) community education sessions per contract quarter in each county served by the kinship caregiver program, specific to kinship arrangements. Education sessions must include curriculums such as Parenting a Second Time Around (PASTA), and other topics relevant to kinship care as approved by OCFS.

IV. Family Engagement

- Applicant's program must offer at least three (3) family engagement activities per contract quarter in each county served by the kinship caregiver program to support and enhance family engagement and create strong family interactions.
- Applicant's staff must administer a satisfaction survey to caregivers and kinship children over the age of 14, to determine participant satisfaction, prior to case closure. Feedback from these surveys will be used by OCFS and kinship caregiver programs to advise of on-going needs of families and be used for possible program enhancements or modifications.

V. Maintenance and Family Preservation

- Applicant's program must provide services to kinship families in at least two (2) or more counties of NYS and only provide services to kinship families that reside in the counties the applicant proposes to serve. Applicant's program must have flexible hours of operation during the week including afterschool, evening and/or weekend hours to ensure that services are available for working families.
- Applicant's programs must have intervention strategies and services and must be trauma-informed.
- Applicant's program must offer support for families in crisis or be able to make referrals to such services. Crisis intervention is when experienced, professional social workers engage with the family to provide immediate support, help defuse stressful situations, and develop longer range, problem-solving techniques.
- Applicant's program must have the capacity to provide respite outings as needed to include any child in the eligible family, and which are supervised by Applicant's staff. These outings should relieve the primary caretaker(s) from at least one (1) hour of supervision of any child residing in their home and may include, but are not limited to, activities such as bowling, movies, outdoor recreation, and library time.

- Applicant's staff must conduct and document a follow up interaction with the kinship family six (6) months post case closure to ensure the child(ren) has/have been safely maintained in the home or has/have returned to parent(s).

Potential Resources:

New York State Office of Children and Family Services

<https://ocfs.ny.gov/main>

New York State Office of Temporary and Disability Assistance

<http://otda.ny.gov>

National Child Traumatic Stress Network Caring for Children Who Have Experienced Trauma

<https://www.nctsn.org>

Circle of Parents®

<http://circleofparents.org/resources/parenting-resources/>

Grandparents Raising Grandchildren

<https://www.helpguide.org/articles/parenting-family/grandparents-raising-grandchildren.htm>

Parenting a Second Time Around

<https://www.human.cornell.edu/pam/engagement/parenting/faculty-students/secondtime>

Child Welfare Information Gateway

<https://www.childwelfare.gov/topics/management/training/curricula/foster/kinship/>

The New York State Kinship Navigator

<http://www.nysnavigator.org>

The Incredible Years

<http://www.incredibleyears.com>

VI. Desired Outcomes, Program Objectives and Performance Targets

A Kinship Program will be deemed successful if the program meets the following expectations:

- 1) Children are safely maintained in the kinship home, families are connected to community services, and culture and relationships are preserved;
- 2) Caregiver support groups including, but not limited to, peer-to-peer support groups were conducted a minimum of one (1) time per month in each county served by the kinship caregiver program;
- 3) Support groups for all children in the kinship family were conducted a minimum of one (1) time per month in each county served by the kinship caregiver program;

- 4) All families have received, and programs have documented, the case management services catered to the individual family's needs;
- 5) Applicant's program offered a minimum of three (3) community educational sessions per contract quarter in each county served by the kinship caregiver program;
- 6) Applicant's program offered a minimum of three (3) family engagement activities per contract quarter in each county served by the kinship caregiver program; and
- 7) The OCFS Participant Satisfaction Survey (**Attachment 4**) was provided to all program participants over the age of 14 at the time of case closure. This will be used to assess and modify service delivery as needed. The survey asks the participant to rate:
 - a) services and the overall program as meeting or exceeding expectations;
 - b) support groups as beneficial in the reduction of stress with a score of meeting or exceeding expectations;
 - c) case management services as beneficial in the reduction of stress with a score of meeting or exceeding expectations;
 - d) program staff and service accessibility as meeting or exceeding expectations;
 - e) educational materials and meetings as providing necessary, helpful and relevant information with a score of meeting or exceeding expectations; and
 - f) applicable referrals to community resources as relevant to their specific family needs as meeting or exceeding expectations.
- 8) Kinship Caregiver Program RFP #1011 Performance Targets (**Attachment 3**) were used to measure program outcomes. Applicants **MUST use Targets 1 and 2** included in Attachment 3. Applicants may include additional targets as they deem necessary.

Federal Funds

By submitting a proposal in response to this procurement, the applicant understands that OCFS may utilize federal funds or seek federal reimbursement for State costs OCFS paid out under the Contract, therefore the federal assurances found in Attachment A-2 may apply to any resulting Contract. The federal funds directly charged or reimbursed to OCFS for the Contract are from the Catalog of Federal Domestic Assistance (CFDA) Number(s) found on the face page of any resulting Contract. The Contractor agrees to follow all requirements under the CFDA number(s) listed on the face page of the Contract; and further agrees to follow all applicable requirements included in the Attachment A-2 of the Contract.

4.2 Accessibility of Web-Based Information and Applications

Any web-based Intranet and Internet information and applications development or programming delivered pursuant to this procurement must comply with New York State Enterprise IT Policy NYS-P08-005, *Accessibility Web-Based Information and Applications*, and New York State Enterprise IT Standard NYS-S08-005, *Accessibility of Web-Based Information Applications*, as such policy or standard may be amended, modified or superseded, which requires that state agency web-based intranet and internet information and applications are

accessible to persons with disabilities. Web content must conform to New York State Enterprise IT Standards NYS-S08-005 as determined by quality assurance testing. OCFS will conduct such quality assurance testing and the test results must be satisfactory to OCFS before web content will be considered a qualified deliverable under the contract or procurement.

5.0 PROPOSAL CONTENT AND SUBMISSION

5.1 Technical Proposal Content/Work Plan

NOTE: This section describes the content requirements of the Work Plan and how to prepare your Work Plan to assist you with your application. Please refer to **Section 5.5 Proposal Submittal Process**.

The purpose of the Work Plan is to provide a clear description of what requested project funds will pay for, the expected outcomes for the proposed project services and the programmatic rationale for the proposed project budget. The Work Plan must be in compliance with all applicable state and federal laws, rules, and regulations and be responsive to the desired outcomes identified in **Section 4.1 Desired Outcomes and Program Requirements** of the RFP and provide value to the OCFS mission. OCFS expects that all project services funded by this initiative will be designed to be culturally and linguistically competent and cost efficient. Appropriate planning and development activities must be conducted by applicants to promote responsiveness to the target population of this RFP. Services provided must accommodate cultural and linguistic requirements of the target population and/or community to be served.

Prior to entering their responses to the application in the Gateway, applicants should create a word document from the Work Plan Template available in Gateway and use it in preparing proposed responses to questions on the Work Plan (**See Section 5.4 Proposal Content.**) To use the Work Plan template:

1. Download the Work Plan template from the “Pre-Submissions Uploads” folder in your grant application.
2. Complete the Word document, and save it to refer to later when responding to questions as part of your proposal submission in the grants gateway system. This document **will not** be submitted into the GSS with your application.
3. Save the Work Plan for future reference, because if the applicant is awarded a contract, this document will be the basis for the Work Plan in the subsequent contract for services.

The Work Plan consists of the following sections:

- A. Community
- B. Target Population(s)
- C. Objectives, Tasks and Performance Measures
- D. Proposed Project Description
- E. Project Staff

F. Organization

Your proposal will be rated based on your organization's responses to the sections listed below. Please be sure to address all of the questions in each section comprehensively, yet succinctly. The number of points allocated to each area in the technical review appear in (parentheses) after each section below. OCFS reserves the right to add additional bonus points to the final score/rating for proposals that are responsive to **Section 2.2 OCFS Statewide Considerations**. RFPs that include the applicants' ability to receive additional bonus points will state such in **Section 6.3 Bonus Points: RECC**.

Guidelines for Each Section

A. Community (15 Points)

Applicant's proposal must clearly demonstrate the applicant's knowledge of the demographics, cultures, linguistic requirements, issues and service needs of the community to be served by the proposed project.

Applicant's Proposal:

1. Demonstrates how the counties are to be served, inclusive of the location of services. The proposal describes the resources that were reviewed or consulted to develop the proposal such as: county plans and/or statewide needs assessments, trends that support the demand for the proposed project services. The proposal also identifies demographic data that may be significant to the target community to receive project services;
2. Provides justification for the location of services and how they would be accessible to the target population;
3. Discusses how the proposed project relates to the overall needs of the community;
4. Identifies agency partners who will assist with the project and community readiness; and
5. Demonstrates how the program will support formal and informal kinship families who present in crisis.

B. Target Population(s) (10 Points)

The target population (individual, community, families, children, in some instances staff, etc.) is the intended recipient of program services for whom proposed program outcomes will be achieved. This section must describe the characteristics of the target population to be involved in the program and the geographic area or community to be served and discuss why the client group is targeted to receive services. Discuss other indicators that contribute to the target population's need for project services (e.g., disconnected youth, disproportionate minority

representation). Describe how the project will conduct outreach to clients. The target population represents the individuals and/or families who are the ultimate recipients of the proposed services and those for whom these services will affect some level of change in their status.

Applicant's Proposal:

1. Describes their organization's understanding of client eligibility for kinship services for informal and formal custody arrangements **Please Note: The workplan must acknowledge that services to caregivers with legal guardianship or kinship foster care arrangements are not to be served under this RFP;**
2. Describes the characteristics of the program's target population and the geographic area or communities to be served, and discusses why the client group(s) are targeted to receive services;
3. Describes other indicators that contribute to the target population's need for project services (e.g., disconnected youth, disproportionate minority representation);
4. Clearly identifies a strong understanding of the target population's strengths and needs;
5. Describes how the population's needs were factored into the program design and includes a plan for continuous client feedback; and
6. Describes how the project will conduct outreach to clients.

C. Objectives, Tasks and Performance Measures (20 Points)

OCFS uses an outcome-based approach to contracting. Outcome-based contracting is the provision of funding to achieve predefined demonstrated benefits for a specified population, shifting the focus of contracting from service provision to the emphasis on the results of those services.

It is critical to know the number of children in kinship care and those caregivers who successfully achieve performance outcomes, safety, permanency and well-being as a result of program services.

Objectives are the desired benefits or changes for the target population following their interaction with a program. They are the expected results of program intervention. Objectives may relate to knowledge, skills, attitudes, behaviors or conditions. Objectives are broad, often long term, and are more general than tasks.

Program objectives must be consistent with the desired RFP objectives and address the target population's identified problems, conditions and needs.

Applicant's Proposal:

1. Describes baseline estimates for performance targets that are realistic and meaningful to the target population, inclusive of references to the data source used;
2. Completes and provides **RFP Attachment 3 – Program Performance Targets** and uploads to the **Pre-Submission Uploads** section of the application; Describes the methodology used to determine the proposed performance targets;
3. Describes the verification methods used to determine if the proposed performance targets are met;
4. Describes program objectives that are consistent with (1) RFP outcomes; (2) pre- and post-assessment tools; and, (3) curriculums/models that support service provision.

D. Proposed Project Description (15 Points)

This section describes the specific service model, services, and activities to be conducted by the program.

Applicant's Program:

1. Describes the plan to implement services within sixty (60) days of the contract start date;
2. Describes all interactions with clients from first contact to completion of services. Interactions include intake, outreach, crisis support, case management, home visits, and engagement.
3. Outlines the number of home visits and/or in-person contacts separate from support group attendance that will occur during the first three (3) months of services and thereafter;
4. Demonstrates how the program will interface with other programs within the agency and other relevant services available in the community, including describing how the proposed program will address the status of the target population;
5. Describes the specific services, core features and essential elements funded by the proposed program that will be used in the design and delivery of the program that will likely lead to the attainment of the performance objectives;
6. Describes how the target population was considered in the program design;
7. Shares information with clients about providers in the kinship caregivers' neighborhoods who will provide trauma-informed treatment, if needed;

8. Identifies plans for outreach efforts the program will conduct related to disproportionality and/or disconnected youth; and
9. Demonstrates how the program will implement the OCFS Participant Satisfaction Survey (**Attachment 4**) at the time of discharge of a program participant(s).

E. Project Staff (10 Points)

This section provides a comprehensive overview of the proposed project's staffing pattern, staff qualifications, staff development and project supervision.

Applicant's Proposal:

1. Describes the titles of staff to be hired by the program, required staff qualifications, how staff orientation and training will be provided and how supervision of staff will be provided;
2. Describes how the staffing pattern for the proposed project is representative of the target population's community, cultures and languages, considering critical factors such as cultural competence and awareness;
3. Demonstrates what activities will be conducted to instill diversity and cultural responsiveness into program services; and
4. Identifies the number of all staff by title to be assigned to this project. States whether staff will be paid with requested OCFS project funds and briefly indicates staff responsibilities.

F. Organization (10 Points)

This section provides an overview of hiring and maintenance of staff, past accomplishments, and how agency management will support the program.

Applicant's Proposal:

1. Provides evidence of the organization's ability to hire and maintain qualified staff;
2. Describes past accomplishments, special characteristics and resources of your organization that are predictive of your success in achieving the stated performance objectives; and
3. Demonstrates how the agency management and the Board of your agency supports the proposal for this program. Describes how management and the Board will contribute to the success and sustainability of the program.

5.2 Proposed Budget (20 Points)

To complete the budget in the Gateway, you must do the following:

1. **Download the budget from the “Pre-Submission Uploads” section** in your grant application;
2. Complete that document and upload (attach) your completed form to the **“Pre-Submission Uploads”** section of your grant application.

Please note: your proposed budget should be for a 1-year period consisting of the first year of your proposed project. Programs may apply for up to \$150,000 per year, per application. A local match is not required, but it is encouraged.

Follow these instructions carefully as you complete the budget. The budget for this project must be in compliance with all applicable state and federal laws, rules, and regulations. Use the following directions to briefly describe the expenses included in each budget category. The detail requested is essential to expedite the contract process. Accuracy and completeness are critical.

Ensure the following:

- The cost of items is described in the budget narrative and for every line item of expense, the specific calculations for determining the total cost of each item is included in the narrative.
- All items covered by OCFS funds are directly related to the provision of services indicated in the proposal.
- All expenses are incurred *within* the contract period.
- All shared costs are prorated and the basis of the proration explained.
- Reimbursement for travel, lodging and mileage costs do not exceed the state rates currently in effect.
- All amounts listed on the budget summary form reconcile with the relevant budget narrative information.
- The total Grant Funds agrees with the amount requested on the Contract Face Page.

Non-Allowable Costs

The following items *cannot be included* as OCFS-funded costs within the project budget:

- Major capital expenditures such as acquisition, construction or structural renovation of facilities;
- Interest costs, including costs incurred to borrow funds;
- Costs for preparation of continuation agreements and other proposal development costs;
- Costs of organized fundraising;
- Legal fees to represent agency/staff;
- Advertising costs, except for recruitment of project personnel, program outreach and recruitment of participants;

- Entertainment costs, including social activities for program and staff, unless directly associated with the program;
- Costs for dues, attendance at conferences, or meetings of professional organizations, unless attendance is necessary and relates to the program; and
- Any other non-allowable costs as determined by OCFS.

Local Match

No local match is required, but it is encouraged.

A. Personal Services

1. Personal Services - Personnel

Personal Services (Salaries):

- List only staff positions included in the funded project.
- List the percentage of time each staff member will spend on this project.
- The percentage of time an employee is engaged in this project (or projects) cannot exceed 100 percent.
- List the base (annual) salary for each staff position. The base salary should reflect the employee's actual annual salary. The annual salary should be consistent across all projects that the employee's time is charged to.
- If a position has both administrative and programmatic responsibilities, show the position on two lines, one for programmatic responsibilities with associated percentage of time and one for administrative responsibilities with associated percentage of time. Identify administrative positions in the "Personal Narrative." The percentage of time for the position cannot exceed 100 percent.
- If the proposed project is currently operational, provide information on the percentage of salary increases, if any, included in the requested budget. Justification for raises must be provided. If you anticipate cost of living or merit raises during the contract year, include the increases in the base annual salary charged to the project and note the effective date of the raise.

Personal Services Salary Narrative: Give a brief description of the administrative or program related responsibilities of each staff position supported by the grant funds.

2. Personal Services – Fringe Benefits

Fringe benefits should be budgeted in line with your organization's policy. The total fringe benefits chargeable to this contract should not exceed the current approved fringe rate, which can be found on the NYS Office of the State Comptroller's website at [Fringe Benefits](#). A higher rate may be

considered with justification; any such justification must be included with your application.

Fringe Benefits Narrative:

- List the fringe benefit rate(s) and the positions to which the rate(s) apply.
- Provide a complete list of benefits used to calculate rate(s) (e.g., Social Security-FICA, NYS Unemployment Insurance-SUI; NYS Disability Insurance and Worker’s Compensation). These can be listed on the extra lines under “Personal Services.” Be sure to clearly identify “Fringe.”

B. Non-Personal Services (NPS)

Use of MWBEs for Discretionary Purchases

In compliance with Article 15-A of the New York State Executive Law, Contractors are required to spend thirty (30) percent of their overall discretionary budget through a New York State-certified Minority or Women-Owned Business Enterprise (MWBE). As your organization develops its NPS budget for this contract, you must identify the discretionary purchases that are subject to the MWBE goals (See section 7.10 of the RFP for more information.) The following NPS budget categories are subject to MWBE goals:

NPS Budget Category	MWBE Goal
1. Contractual/Consultant	Discretionary expenses in this category subject to goals
2. Travel	Travel expenses would be Non-discretionary – exempt, but Transportation (i.e. chartering of buses), is subject to goals
3. Equipment	Discretionary expenses in this category subject to goals
4. Supplies	Discretionary expenses in this category subject to goals
5. Other Expenses	
a. Space/Property (Own)	Non-discretionary - exempt
b. Utilities	Non-discretionary - exempt
c. Operating Expenses	Discretionary expenses in this category subject to goals
d. Printing Services	Discretionary expenses in this category subject to goals
e. Other Expenses/Miscellaneous	Discretionary expenses in this category subject to goals
f. Administrative Expense	Non-discretionary - exempt

*if MBE/WBE are not going to be utilized, you should include enough detail in the applicable Budget Narrative section(s) to show why that spending category line should not be considered discretionary and counted toward your Goals (i.e. 'there are no M/WBE vendors for this commodity/service in our area' 'we have established contracts with vendor xxx for this commodity/service...' etc.). The Contract Compliance Unit may reach out to you for further details/explanations and will require justification and information documenting good faith efforts.

NPS Budget Categories

All budget items must be for commodities to be purchased during the contract period that are in direct support of services related to the project; or for contractual/consultant services to be rendered during the contract period that directly support the project.

1. Contractual/Consultant Services

This category includes costs for institutions, individuals or organizations external to the agency.

- Specify the services to be provided and indicate how the cost was determined.
- Delineate between administrative and program cost.
- If an award is made, the contractor must get prior written approval from OCFS for any agreement, or series of agreements, with a single subcontractor that exceeds \$50,000 or 50 percent of the total contract value during the contract term. The contractor must receive such approval prior to executing the subcontract agreement, implementing any activity under its term or expending contract funds under its term. Prior approval is also required for any cost or term amendment to approved subcontracts or as otherwise requested by OCFS. All subcontract agreements, regardless of dollar value, must be submitted to OCFS prior to claim for services being submitted.
- For office or other program space rental or lease include copy of rental or lease agreement and method of cost allocation of space.
- For equipment rentals:
 - Clearly describe item(s).
 - Include model # and specifications if possible.
 - Indicate term and rate of rental.
 - Provide a justification for the rental of all equipment by giving a brief description of the program related need supported by grant funds.
- Vehicle lease for participant travel, when such travel has been approved by OCFS, must be programmatically justified. A copy of the lease agreement must be provided to OCFS prior to claim payment. Also, the OCFS share of travel expense must be based upon state guidelines; payment cannot exceed the state rates currently in effect.
 - Explain the purpose of the travel.
 - Number of participants.

- Estimated miles.
- Frequency of travel (e.g., per day, per week).
- Be as clear as possible in explanation of need and cost.
- Show the percentage of time the vehicle will be used by the project and only include requested funds for this percentage.
- If a subcontractor or consultant expense is more than \$15,000, three written bids are required. If you are unable to obtain three written bids, a justification as to price reasonableness is required. If other than the lowest bidder was selected, please provide justification.
- If the consultant/contractor is reimbursed at an hourly rate, the hourly rate and the number of hours must be calculated accurately and be included in the budget narrative.
- Indicate whether consultant's rate includes travel and lodging.

2. Travel

- Travel costs include the following: air, train, bus and taxi fare; personal auto, parking fees, tolls, lodging and meals. Conference fees or outside training costs for staff to attend that are integral and essential part of this particular program and necessary in connection with the project to be funded.
- Explain which staff will be traveling and the destination, purpose, and frequency of travel.
- For local/day travel and extended travel, list the following for each trip: destination, length of stay, purpose, number of travelers, mode of transportation and its cost, meals and lodging costs.
- Includes staff travel only.
 - Consultant travel should be shown under the "Contractual/Consultant Services" category.
 - Client travel should be shown under the "Other Expenses" category.
- Reimbursement for travel, lodging, and mileage costs will not exceed the state rates then in effect.

NOTE: The OCFS share of travel expense must be based upon state guidelines; payment cannot exceed the state rates currently in effect. Refer to <http://www.osc.state.ny.us/agencies/travel/travel.htm>

- All out of state travel must be pre-approved by OCFS.

3. Equipment

This section is used to itemize the purchase of equipment.

- Equipment is defined as tangible personal property having an acquisition value of \$5,000 or more per unit.
- Obtain three written bids for any single item. If a bidder other than the low bidder is selected, a statement must be submitted explaining why that vendor was selected.

- Any budget requests for equipment purchase using grant funds must be fully explained and justified by program need. Note that equipment purchases are generally not allowed for a contract with a term of 12-months or less.
- Delineate between administrative and program costs.
- If the item is to be used by more than one program, the cost must be prorated.
- Explain the program function and need for each item. Be as specific as possible.
- Clearly describe each item, including type and cost.
- Vehicles cannot be purchased. They may be leased if required for program operation. If vehicles are leased, the costs must be listed under the “Contractual/Consultant Services” section of the budget.

Equipment Narrative: Give a brief description of the program related equipment supported by grant funds. Include basis of allocation of costs between programs, if applicable.

4. Supplies

- List major supply items (used for office, program, janitorial, etc.)
- Supplies are defined as tangible personal property (including computers, computer equipment, tables, etc.) having an acquisition value of less than \$5,000 per unit. Obtain three written bids for any single item costing over \$2,500. Obtain three written or verbal quotes for any single item costing \$2,500 or less. If a bidder other than the low bidder is selected, a statement must be submitted explaining why that vendor was selected.
- Delineate between administrative and program items.
- Describe items to be purchased and provide details showing how estimated costs were developed.
- Justify these costs in terms of number of staff and programmatic functions, and how the request relates to service provision.

5. Other Expenses

“Other Expenses” are costs that do not fall under the previous budget categories. Examples are occupancy costs for owned buildings, utilities, operation expenses, printing services, allowable administrative overhead, and other miscellaneous expenses.

a. Space/Property (Own)

If the grantee owns the building, they must charge occupancy costs rather than rental costs. Occupancy costs must be true costs made to a third party, for example, mortgage payment (exclusive of property/school taxes), cleaning costs, snow removal and general maintenance.

- Provide description of space.
- Provide justification.
- Provide itemization of total costs.
- Provide method of cost allocation of space.

Space/Property Own Narrative: Provide a detailed explanation of all space and property costs supported by grant funds.

b. Utilities

Provide a budget line for each utility cost. This may include electric, heat, telephone, other communication services and internet.

Utilities Narrative: Provide a detailed explanation of all utility costs and how costs here are allocated to this grant.

c. Operating Expenses

This section is used to itemize costs associated with the operation of the program, including but not limited to, insurance, bonding, photocopying and advertising. Provide a budget line for each item.

Operating Expenses Narrative: Provide a detailed explanation of each operating expense and how costs here are allocated to this grant.

d. Printing Services

- All agencies and subcontractors must make reasonable efforts to secure the lowest responsible bidder for printing services.
- In instances where the cost of a printing job exceeds \$5,000, documentation of three (3) telephone bids is required showing that the lowest cost source has been used. This information must be provided with the *payment* claim. The state strongly encourages the participation and utilization of MBE and WBE owned printing firms.
- Program materials printed using these funds must be pre-approved by OCFS.

Printing Services Narrative: Provide a detailed explanation of all printing expenses.

e. Miscellaneous Expenses

- Food and refreshments are not allowable expenses for staff.
- Include items that are not applicable under any other category and that are directly related to the services to be provided.
- These items may include postage, client travel, shipping, delivery and messenger services audio-visual services, (see note below for more specific instructions), materials, development costs,

advertising costs for recruiting new hires, books, journals, periodicals, computer time and library services.

- Information on these costs, including how the estimates were calculated (e.g., cost per hour, cost per page, cost per square foot, etc.) should be provided in the budget narrative.
- Delineate between administrative and program items.
- Itemize any additional miscellaneous expenses that are allowed for this project that do not fall under any other budget category.

Miscellaneous Expenses Narrative: Provide a detailed explanation of each miscellaneous expense.

f. Administrative Expense

A. For Federally Funded Awards

For federally funded contracts (includes any contract supported in whole or in part with federal funds):

- OCFS will reimburse the federally approved indirect cost rate for federally funded contracts up to any statutory caps required by the funding streams and in accordance with the terms and conditions of the federal award. A copy of the federally approved indirect cost agreement, with narrative, addendum, and an expiration date must be submitted as part of the proposal.
- If your agency does not have a federally approved indirect cost agreement, and your agency is a non-federal entity that has never received a negotiated indirect cost rate, except for a governmental department or agency unit that receives more than \$35 million in direct federal funding, you may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC). Please see federal regulations at 2 CFR 200.414(f) for the applicable legal requirements for this option.
- MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.
- Use of a federally approved indirect cost rate, or the de minimis rate, as described above, if applicable, must be in accordance with all applicable federal rules to include 2 CFR Part 200.

All costs claimed under the contract must be directly attributable to the project. State Finance Law and Generally Accepted Accounting Principles require that any expense incurred over more than one

funding source or program must be charged proportionately, and the method of allocation must be documented.

B. For State-Funded Awards

Total administrative costs are limited to 15 percent of the total grant award.

- Total administrative expenses are limited to 15 percent of the grant award, less expenses for equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subcontract in excess of \$25,000.
- Administrative expenses include, but are not limited to
 - that portion of the salaries and benefits of staff performing administrative and coordination functions that cannot be attributed to particular program services, including but not limited to the executive director or chief executive officer, financial officers such as the chief financial officer or controller and accounting personnel, billing, claiming or accounts payable and receivable personnel, human resources personnel, public relations personnel, administrative office support personnel, and information technology personnel;
 - that portion of expenses for office operations that cannot be attributed directly to the provision of program services, including telephones, computer systems and networks, professional and organizational dues, licenses, permits, subscriptions, publications, audit services, postage, office supplies, conference expenses, publicity and annual reports, insurance premiums, equipment that is expensed (rather than depreciated) in cost reports; and
 - up to the first \$25,000 of each subcontract.
- Indirect costs are considered in the total administrative costs for this project (indirect cost plus any directly charged administrative personnel, related fringes and non-personal services).
- Some common methods of allocating indirect costs are based upon time, space, units of service or percentage of funding.
- All administrative costs must be individually identified.

All costs included in the direct cost categories must be directly attributable to the project. State Finance Law and Generally Accepted Accounting Principles require that any expense incurred over more than one funding source or program must be charged proportionately, and the method of allocation must be documented.

Please note that when you are completing the budget in the Gateway, you are required to upload the budget document into the “Pre-Submission Uploads” section of your application.

5.3 Key Concepts

Formal custody: Supplies the caretaker with a court-issued order detailing the custody agreement.

Informal care: A child that is being cared for by someone who does not have legal custody or guardianship of the child.

Kinship care: Refers to grandparents, other relatives, and even family friends who are caring for children. Most kinship caregivers are not foster parents and privately provide full-time care for children.

Legal guardian: A family court or surrogate court issues an order that grants guardianship. In New York, guardianship grants the person guardianship of the child and the right to enroll the child in school and to enroll and receive health insurance for the child. Guardianship bestows additional rights over the child to issue necessary consents regarding the child’s protection, education, care and control, health and medical needs. (FCA §657)

Respite: A brief period of rest or relief from supervising the child(ren) with the intent to decrease family stressors and relieve the caretaker(s) from the constantly demanding responsibility of providing care. The child(ren)’s time spent with a respite provider may include community outings, supervision in the kinship home, or at the applicant’s office.

5.4 Proposal Content

The proposal will consist of responses to the following questions in the Grants Gateway. These will be found in the “**Program Specific Questions**” section of the online application.

Applicants must complete all of the following program questions and provide all required uploads for the application to be considered complete. Please note that all questions in the Grants Gateway will only allow one document to be uploaded per question. Multiple documents should be combined into ONE SINGLE FILE no larger than 10MB in size. If this is not possible, it is permissible to submit additional uploads to the “**Grantee Document Folder**”. Please ensure all uploads are clearly identified and labeled). DO NOT UPLOAD PASSWORD PROTECTED OR SECURED DOCUMENTS. ENSURE ALL PASSWORDS ARE REMOVED PRIOR TO UPLOADING IN THE GRANTS GATEWAY.

Eligibility Questions

Unless specified otherwise, required documents must be uploaded as attachments in the “**Program Specific Questions**” section of the Grants

Gateway as part of your response to applicable questions. If there are insufficient upload slots, it is permissible to submit additional uploads to the “**Grantee Document Folder**”. Please ensure all uploads are clearly identified and labeled.

Please review and respond to **Eligibility Questions** carefully. See RFP **Section 3.1 Minimum Qualifications** for additional information regarding requirements.

No.	Question	Yes/No
1. Eligibility Questions		
1a.	Are you a not-for-profit or voluntary agency organization? Please note: Government entities are not eligible to apply. (see RFP Section 3.1 Minimum Qualifications)	<input type="checkbox"/> Yes <input type="checkbox"/> No *
2a.	Do you agree to provide required services to kinship families in at least two (2) or more counties of NYS and only provide services to kinship families that reside in the counties you propose to serve? For this RFP, each applicant proposing to serve the NYC region must propose to provide these services in at least two (2) boroughs or in a borough and a county. (see RFP Section 4.1 Desired Outcomes and Program Requirements)	<input type="checkbox"/> Yes <input type="checkbox"/> No *
2b.	Provide the names of all counties and/or boroughs that are proposed to be served by this application. For the purpose of awards made from this RFP, OCFS will view each NYC borough as a county. Kinship Caregiver Programs must serve two or more counties and/ or boroughs within the state, which may include counties within different regions.	Text Field
2c.	Identify the region(s) proposed to be served by this application. Your response should consist of one or more of the following choices: Albany, Buffalo, Long Island, Rochester, Syracuse, Westchester, or New York City. (see RFP Section 6.2 Evaluation Process for additional information)	Text Field
2d.	Identify the address where the proposed Kinship Caregiver Program services will primarily be provided within one of the counties proposed in 2b. For the purpose of this RFP, OCFS will view each NYC borough as a county. Please note: For award purposes, this site address will be used to assign the proposal to one of the OCFS regions as identified in RFP Section 6.2. “Counties Listed by OCFS Regions”.	Text Field
3.	Have you completed and submitted Attachment 5 – Case Management Attestation Form certifying a minimum of two (2) years’ experience providing case management services that support the safety,	<input type="checkbox"/> Yes <input type="checkbox"/> No *

	permanency and well-being of children and families in New York State? The attestation form (Attachment 5) must be submitted in the “ Pre-Submission Uploads ” section of the online application in the NYS Grants Gateway. Please Note: This minimum qualification must be met to be eligible to bid.	
4.	Are you prequalified, if not exempt, in NYS Grants Gateway at the time of the application deadline? (see Section 3.2 Prequalification Process)	<input type="checkbox"/> Yes <input type="checkbox"/> No *
5.	Do you certify under penalty of perjury that, by submission of this bid, each bidder and each person signing on behalf of any bidder, and in the case of a joint bid each party thereto as to its own organization, has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees, and that such policy does, at a minimum, meet the requirements of section two hundred one-g of the labor law? Please note that a bid will not be considered for award nor will any award be made to a bidder who is not able to make this certification in compliance with State Finance Law section 139-l; provided, however, that if the bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therein.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Do you certify that your workplan does not include services to caregivers with legal guardianship or kinship foster care arrangements? (These services are not eligible to be funded under this grant opportunity.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>* A “No” response to Eligibility Questions 1a, 2a, 3, or 4 in this section or failure to submit the required documentation with your application may result in disqualification of your application.</p>		

Administrative Questions

No.	Question	Response
7. Primary Contact Information		
The primary contact should be the applicant’s executive director or other authorized individual who will receive official notifications from OCFS regarding this procurement.		
7a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the primary contact.	Text Field
7b.	Provide the FIRST NAME of the primary contact.	Text Field
7c.	Provide the LAST NAME of the primary contact.	Text Field
7d.	Provide the JOB TITLE of the primary contact.	Text Field
7e.	Provide the STREET ADDRESS of the primary contact.	Text Field
7f.	Provide the CITY of the primary contact.	Text Field

7g.	Provide the STATE of the primary contact.	Text Field
7h.	Provide the ZIP CODE of the primary contact.	Text Field
7i.	Provide the PHONE NUMBER of the primary contact.	Text Field
7j.	Provide the EMAIL ADDRESS of the primary contact.	Text Field
8. Secondary Contact Information		
The secondary contact is another authorized individual who will receive official notifications from OCFS regarding this procurement.		
8a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the secondary contact.	Text Field
8b.	Provide the FIRST NAME of the secondary contact.	Text Field
8c.	Provide the LAST NAME of the secondary contact.	Text Field
8d.	Provide the JOB TITLE of the secondary contact.	Text Field
8e.	Provide the STREET ADDRESS of the secondary contact.	Text Field
8f.	Provide the CITY of the secondary contact.	Text Field
8g.	Provide the STATE of the secondary contact.	Text Field
8h.	Provide the ZIP CODE of the secondary contact.	Text Field
8i.	Provide the PHONE NUMBER of the secondary contact.	Text Field
8j.	Provide the EMAIL ADDRESS of the secondary contact.	Text Field
9. Administrative Questions		
9a.	Have you completed the Vendor Responsibility Questionnaire and has it been recently certified? (If applicable. See RFP Section 3.3 Vendor Responsibility Requirements.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
9b.	Is your Charities Registration current? (If applicable. See RFP Section 7.5 Charities Registration.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
9c.	Do you understand that applicants may receive a maximum of two awards, and may request up to \$150,000 per year, per award?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9d.	Do you understand that OCFS recommends submitting your proposal well in advance of the Deadline for Submission of Proposals ? Waiting until the last day to submit your application is NOT RECOMMENDED. (See RFP Section 1.2 Calendar of Events and Section 5.5 Proposal Submittal Process.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
9e.	Do you understand that a “No” response to Eligibility Questions 1a, 2a, 3, or 4 MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION? Please review your responses to these questions carefully. (See RFP Section 3.1 Minimum Qualifications and Section 5.4 Proposal Content.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
9f.	Do you understand that failure to upload and submit the required documentation outlined in RFP Section 3.1 Minimum Qualifications with your online application OR failure to complete, sign and upload the Attachment 5 – Case Management Attestation form WILL RESULT	<input type="checkbox"/> Yes <input type="checkbox"/> No

	IN THE DISQUALIFICATION OF YOUR APPLICATION? (See RFP Section 3.1 Minimum Qualifications and Section 5.4 Proposal Content .)	
9g.	Do you understand that specific grantee user roles are needed in order to submit proposals in the Grants Gateway? OCFS recommends contacting the Grants Gateway Help Desk for assistance with grantee user credentials when starting an application. (See RFP Section 5.5 Proposal Submittal Process .)	<input type="checkbox"/> Yes <input type="checkbox"/> No
9h.	Do you understand that all questions in the Grants Gateway will only allow ONE document to be uploaded per question? Multiple documents should be combined into ONE SINGLE FILE no larger than 10MB in size. If this is not possible, it is permissible to submit additional uploads to the “ Grantee Document Folder ”. Please ensure all uploads are clearly identified and labeled (in both the document filename <u>and</u> on the document itself) with the applicable question number.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9i.	Do you understand that you MUST NOT UPLOAD PASSWORD PROTECTED OR SECURED DOCUMENTS? ENSURE ALL PASSWORDS ARE REMOVED PRIOR TO UPLOADING IN THE GRANTS GATEWAY. If an uploaded document cannot be viewed, and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. If other uploaded documents cannot be viewed, THE PROPOSAL MAY LOSE POINTS during the scoring process. (See RFP Section 5.4 Proposal Content .)	<input type="checkbox"/> Yes <input type="checkbox"/> No
9j.	Have you DOUBLE CHECKED all documents uploaded to your proposal? Uploads may be located in the “ Program Specific Questions ”, “ Pre-Submission Uploads ”, and “ Grantee Document Folder ” sections of your online application. APPLICANTS ARE RESPONSIBLE FOR VERIFYING ALL UPLOADED DOCUMENTS are complete, correct, viewable, and comply with the requirements of the RFP. OCFS recommends performing this verification prior to submitting your application. Your verification may include, but is not limited to: signatures, dates, required fields, confirming all pages are included, text is legible, scanner artifacts, necessary information, etc. If an uploaded document does not meet the requirements of the RFP, and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. For other uploaded documents with missing information, THE PROPOSAL MAY LOSE POINTS during the scoring process. (See RFP Section 5.4 Proposal Content .)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Work Plan Questions (Up to 80 points)

The Work Plan Template is available in the “**Pre-Submission Uploads**” section of the Grants Gateway. Use this document to help prepare proposed responses to the “**Program Specific Questions**” section of your application in the Grants Gateway. The Work Plan Template will not be uploaded or submitted with your application.

Please refer to **Section 5.1 Technical Proposal Content/Work Plan** for additional information and guidelines regarding these questions.

If any responses to individual questions exceed the 4000-character limit, please enter "See Attached Upload" in the text field for the response to that question, attach, and upload your complete and clearly labeled response (in both the document filename and on the document itself) to the “**Grantee Document Folder**” in your online application.

No.	Question	Max. Points
A. Community (up to 15 points)		
A1.	Discuss how the counties are to be served and the location of the services. Discuss resources that were reviewed or consulted to develop the proposal such as county plans and/or statewide needs assessments, trends that support the demand for the proposed project services and identify demographic data that may be significant to the target community to receive project services.	4
A2.	Explain your justification for the location of services and how services are accessible to the target population.	2
A3.	Discuss how the proposed project relates to the overall needs of the community.	2
A4.	Identify the agency partners who will assist with the project and community readiness.	2
A5.	Proposals should demonstrate how the program will support formal and informal kinship families who present in crisis.	5
B. Target Population(s) (up to 10 points)		
B1.	Describe your organization’s understanding of client eligibility for kinship services for informal and formal custody arrangements only. The workplan must acknowledge that services to caregivers with legal guardianship or kinship foster care arrangements are not to be served under this RFP.	2
B2.	Describe the characteristics of the target population to be involved in the program, the geographic area or communities to be served, and discuss why the client group(s) are targeted to receive services.	2
B3.	Describe other indicators that contribute to the target population’s need for project services (e.g., disconnected youth, disproportionate minority representation).	2

B4.	Clearly demonstrate a strong understanding of the strengths and needs of the target population.	1
B5.	Describe how the population's needs were factored into the program design and include a plan for continuous client feedback.	2
B6.	Describe how the project will conduct outreach to clients.	1
C. Objectives, Tasks, and Performance Measures (up to 20 points)		
C1.	Describe baseline estimates for performance targets that are realistic and meaningful to the target population. This should include references to the data source used.	7
C2.	Complete and provide RFP Attachment 3 – Program Performance Targets and upload to the Pre-Submission Uploads section of your application. Describe the methodology used to determine the proposed performance targets;	5
C3.	Describe the verification methods used to determine if the proposed performance targets are met.	4
C4.	Describe your agency's program objectives that are consistent with (1) RFP outcomes; (2) pre-and post-assessment tools; and, (3) curriculums/models that support service provision.	4
D. Proposed Project Description (up to 15 points)		
D1.	Describe the plan to implement services within sixty (60) days of the contract start date.	2
D2.	Describe all interactions with clients from first contact to completion of services. Interactions include intake, outreach, crisis support, case management, home visits, and engagement.	2
D3.	Outline the number of home visits and/or in-person contacts separate from support group attendance that will occur during the first three (3) months of services and thereafter.	2
D4.	Demonstrate how the program will interface with other programs within the agency and other relevant services available in the community, including describing how the proposed program will address the status of the target population.	2
D5.	Describe the specific services, core features and essential elements funded by the proposed program that will be used in the design and delivery of the program that will likely lead to the attainment of the performance objectives.	2
D6.	Describe how the target population was considered in the program design.	1
D7.	Outline information about providers in the kinship caregivers' neighborhoods who will provide trauma-informed treatment, if needed.	1
D8.	Identify plans for outreach efforts the program will conduct related to disproportionality and/or disconnected youth.	2
D9.	Explain how the program will implement the OCFS Participant Satisfaction Survey (Attachment 4) at the time of discharge of a program participant(s).	1

E. Project Staff (up to 10 points)		
E1.	Describe the titles of staff to be hired by the program, required staff qualifications, how staff orientation and training will be provided and how supervision of staff will be provided.	3
E2.	Describe how the staffing pattern for the proposed project is representative of the target population's community, cultures and languages, considering critical factors such as cultural competence and awareness.	3
E3.	Discuss what activities will be conducted to instill diversity and cultural responsiveness into program services.	2
E4.	Identify the number of all staff by title to be assigned to this project. State whether staff will be paid with requested OCFS project funds and briefly indicate staff responsibilities.	2
F. Organization (up to 10 points)		
F1.	Provide evidence of the organization's ability to hire and maintain qualified staff.	2
F2.	Describe the past accomplishments, special characteristics and resources of your organization that are predictive of your success in achieving the stated performance objectives.	4
F3.	Describe how the agency's management and the Board of your agency supports the proposal for this program. Describe how management and the Board will contribute to the success and sustainability of the program.	4

Budget Questions (Up to 20 points)

Upload the budget into the Grants Gateway in accordance with the requirements of **Section 5.2 Proposed Budget**.

The budget template can be found in the “**Pre-Submission Uploads**” section of the RFP in the Grants Gateway System. The completed operating budget is uploaded as an attachment in the “**Pre-Submission Uploads**” section of your application.

Please note: your proposed budget should be for a 1-year period consisting of the first year of your proposed project. Programs may apply for up to \$150,000 per year, per application. A local match is not required, but it is encouraged.

To streamline the contract process, applicants are strongly encouraged to submit budgets that reflect realistic and necessary expenses and that include justifiable and allowable costs only. In addition to completing the budget forms and budget narrative, applicants must respond to the items below.

No.	Question	Max. Points
G. Budget Section (Up to 20 points)		
G1.	Describe a clear relationship between funds requested and the program activities and performance targets/outcomes.	5

G2.	Explain how the funds requested are within RFP guidelines and are sufficient to comply with RFP requirements.	5
G3.	Define expenses that are realistic, reasonable, necessary, allowable and justified based on a one-year program plan.	5
G4.	Clearly state how the budget focuses on direct services rather than administrative expenses.	5

5.5 **Proposal Submittal Process**

How to Submit a Proposal

In order to access the online proposal and other required documents such as the attachments, you must be registered and logged into the NYS Grants Gateway system (Gateway) at <https://grantsgateway.ny.gov> in the user role of either a “Grantee” or a “Grantee Contract Signatory.” For tutorials (training videos) on using the Grants Gateway to submit proposals and apply for grants, please refer to: <https://grantsmanagement.ny.gov/videos-grant-applicants>.

Note: Only users logged in with the following roles can submit the application for review: (1) Grantee Contract Signatory; and, (2) Grantee System Administrator. Proposals must be submitted online via the Grants Gateway by the Deadline for Submission of Proposals indicated in Section 1.2 Calendar of Events of this RFP.

Please visit the Grants Management website at the following web address: <https://grantsmanagement.ny.gov/> for information on the process.

To find the Request for Proposal, log into the Grants Gateway and from the Welcome Page, click “Browse Now!” under “Browse,” then do one of the following:

- Click the link for the opportunity; or
- Search for the opportunity by selecting the Office of Children and Family Services as the “Funding Agency” and pressing the “Search” button.

Once you locate the solicitation you are looking for, click on the name of that Grant Opportunity, and you will be taken to a summary page called *Grant Opportunity Portal – Grant Opportunity Profile*. You will see a brief description of the opportunity, a link to “View Grant Opportunity” (lower left of screen), or the option to click a link that will take you to the opportunity on an external website (upper middle of screen). Please note that even though you have access to the PDF of the RFP, all responses to the RFP must be answered in the Gateway.

Important Note Regarding Proposal Submission

- Late proposals may not be accepted.
- Proposals must be submitted into the **Gateway only**.
- **Proposals may not be submitted via email, postal delivery, hand delivery, facsimile nor in hard copy format.**

Prospective applicants are **strongly encouraged** to submit their applications well in advance of the **Deadline for Submission of Proposals** indicated in **Section 1.2 Calendar of Events** of this RFP. 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 the submission process may jeopardize an applicant's ability to submit their application.

Helpful Links

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or proposals should be directed to the OCFS contact listed in **Section 1.1 Procurement Contact** on page one of this RFP.

- NYS Grants Gateway: <https://grantsgateway.ny.gov>
- Grants Management Website: <https://grantsmanagement.ny.gov/>
- Grants Management Videos (includes a document vault tutorial and a grant application tutorial) are available on YouTube:
<https://grantsmanagement.ny.gov/videos-grant-applicants>
- **Grants Gateway Help Desk: 518-474-5595**
- **Grants Gateway Email: grantsgateway@its.ny.gov**
(General inquiries, proposal completion, grants policy, and registration)
- Grants Gateway Technical Help Desk (Agate Software): 1-800-820-1890
- Grants Gateway Technical Email: helpdesk@agatesoftware.com
(Technical problems, login and user credential issues, and after-hours help)

The Grants Gateway will always notify applicants of successful submission of an application. If a prospective grantee does not get a successful submission message in the Gateway, it has not successfully submitted an application.

6.0 MINIMUM CRITERIA/EVALUATION PROCESS

6.1 Minimum Criteria (Pass/Fail Review Criteria)

Bidders must meet the Minimum Qualifications to submit a Proposal in accordance with **Section 3.1 Minimum Qualifications** and **Section 3.2 Prequalification Process**. Bidders not meeting these requirements will be disqualified from further consideration.

6.2 Evaluation Process

Applications will be evaluated and scored by trained reviewers using a

structured, pre-approved evaluation instrument. The final score will be based on the average of the reviewer scores. Applications that receive an average score of a minimum of eighty (80) points or more will be considered for funding. Award recommendations will be based on highest scoring applications within each region.

Tie Breakers

In the event of a tie score between two or more proposals within a region, the applicant who scores higher for **Section D. Proposed Project Description** will be recommended for an award. If the proposals are still tied, **the applicant who scores higher on Section C Objectives, Tasks and Performance Measures** will be recommended for an award.

Method of Award

Accepted applications will be ranked according to a final average score from highest to lowest proposal within each region. For the purpose of award allocation, OCFS will view each NYC borough as a county. Kinship Caregiver Programs must serve two (2) or more counties within the state, which may include counties within different regions.

Please note: For award purposes, the site address identified in Section 5.4 2d. will be used to assign the proposal to one of the OCFS regions.

Recommendations for award will be based on highest scoring applications and other factors such as geographic distribution of the proposals by region and funding availability.

Note: An applicant must submit separate proposals to apply for more than one award and must serve separate counties other than those named in their 1st proposal. An applicant may receive up to **two (2)** awards from this funding opportunity.

Counties Listed by OCFS Defined Regions

Albany Region

Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington

Buffalo Region

Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming

Long Island Region

Nassau, Suffolk

Rochester Region

Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates

Syracuse Region

Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga, Tompkins

Westchester Region

Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester

New York City Region

Bronx, Kings, Manhattan, Queens, Richmond

OCFS reserves the right to adjust the funding allocations based on program need and based on the total dollar value of the applications submitted in the respective regions and with respect to New York City.

Any proposal that achieved a minimum passing score of 80 or more, but is not selected to receive an award through this RFP, will be designated as “approved but not funded” (ANF). Should additional funding become available to support additional programs, awards will be made to fund these ANF proposals in accordance with the purpose and funding availability described in **Section 2.3** of the RFP.

6.3 Bonus Points

Not Applicable.

6.4 OCFS Procedure for Handling Debriefing Requests, Formal Protests and Appeals

A. Applicability

The intent and purpose of these procedures is to define the debriefing process, as well as the protest and appeal procedures. This includes the steps that must be taken when an interested party challenges a contract award from OCFS. These procedures shall apply to all contract awards made by OCFS.

B. Definitions

1. “Interested party” shall mean a participant in the procurement process and those whose participation in the procurement process has been foreclosed by OCFS.
2. “Contract award” shall mean a written determination from OCFS to an offerer, indicating that OCFS has accepted the offerer’s bid or offer.
3. “Debriefing” is the practice whereby, upon request of a bidder, OCFS reviews with such bidder the reasons its bid was not selected for an

award. OCFS views debriefing as a learning process so that the bidder will be better prepared to participate in future procurements.

4. "Formal Protest" shall mean a written challenge to an OCFS contract award.
5. "Procurement" shall mean any method used to solicit or establish a contract (e.g., invitation for bid, request for proposal, single/sole source, etc.)
6. "Protesting party" is the party who is filing a protest to the bid, contract award or other aspect of procurement.
7. "Formal protest determination" shall mean the determination of a formal protest by the deputy commissioner for administration of OCFS or his or her designee.
8. "Decision after appeal" shall mean the decision on the appeal of a formal protest by the commissioner of OCFS or his or her designee.

C. Debriefing Request

In accordance with section 163 of the NY State Finance Law, OCFS must, upon request, provide a debriefing to any unsuccessful offerer that responded to the RFP, regarding the reasons that the proposal or bid submitted by the unsuccessful offerer was not selected for an award.

1. OCFS will provide notice in writing or electronically to all unsuccessful offerers that the offerer will not receive a funded award under the RFP. An unsuccessful offerer wanting a debriefing must request a debriefing in writing, within fifteen calendar days of receipt of the notice from OCFS that the offerer's proposal did not result in an award.
2. OCFS, upon receipt of a timely written request from the unsuccessful offerer, will schedule the debriefing to occur within a reasonable period of time following the receipt of such request. Debriefings will be conducted in-person, unless OCFS and the offerer mutually agree to utilize other means, including, but not limited to, telephone, video-conferencing or other types of electronic communications.
3. Such debriefing will include: (a) the reasons that the proposal, bid or offer submitted by the unsuccessful offerer was not selected for an award; (b) the qualitative and quantitative analysis employed by OCFS in assessing the relative merits of the proposals, bids or offers; (c) the application of the selection criteria to the unsuccessful offerer's proposal; and (d) when the debriefing is held after the final award, the reasons for the selection of the winning proposal, bid or offer. The debriefing will also provide, to the extent practicable, general advice and guidance to the unsuccessful offerer concerning potential ways that their future proposals, bids or offers could be more responsive.

D. Formal Protest and Appeal Procedure

Any interested party who believes that they have been treated unfairly in the application, evaluation, bid award, or contract award phases of the

procurement, may present a formal protest to OCFS and request administrative relief concerning such action.

1. Submission of Bid or Award Protests

Formal protests concerning a pending contract award must be received within five (5) business days after the protesting party knows or should have known of the facts that constitute the basis of the formal protest. Formal protests will not be accepted by OCFS concerning a contract award after the contract between OCFS and the offerer who received the contract award has been approved by the NYS Office of the State Comptroller (OSC).

In addition, where a debriefing was requested, a bidder may file a protest within five business days from the debriefing (in addition to the original 10- day window from notice of award).

2. Review and Formal Protest Determination

- a. Formal protests must be filed with the OCFS deputy commissioner for administration. Any protests filed with the OCFS program division responsible for the procurement will be forwarded to the deputy commissioner for administration. Copies of all formal protests will be provided by the deputy commissioner for administration to the OCFS Division of Legal Affairs and other necessary parties within OCFS, as determined by the deputy commissioner for administration.
- b. Formal protests shall be resolved through written correspondence; however, either the protesting party or OCFS may request a meeting to discuss a formal protest. Where further formal resolution is required, the program division responsible for the procurement may designate a state employee not involved in the procurement ("designee") to determine and undertake the initial attempted resolution or settlement of any formal protest.
- c. The OCFS program division responsible for the procurement will conduct a review of the records involved in the formal protest, and provide a memorandum to the deputy commissioner for administration or the deputy commissioner's designee summarizing the facts, an analysis of the substance of the protest, and a preliminary recommendation including: (a) an evaluation of the findings and recommendations, (b) the materials presented by the protesting party and/or any materials required of or submitted by other bidders, (c) the results of any consultation with the OCFS Division of Legal Affairs, and (d) a draft response to the formal protest.
- d. The OCFS deputy commissioner for administration or his or her designee shall hear and make a formal protest determination on all formal protests. A copy of the formal protest determination, stating

the reason(s) upon which it is based and informing the protesting party of the right to appeal an unfavorable decision to the OCFS commissioner, shall be sent to the protesting party or its agent within thirty (30) business days of receipt of the formal protest, except that upon notice to the protesting party such period may be extended by OCFS. The formal protest determination will be recorded and included in the procurement record, or otherwise forwarded to the OSC.

3. Appeal of Formal Protest Determination

- a. If the protesting party is not satisfied with the formal protest determination, the protesting party **must** submit a written notice of appeal to the commissioner of OCFS no more than fifteen (15) business days after the date the formal protest determination is sent to the protesting party.
- b. The commissioner or his or her designee shall review the formal protest documentation and make a decision on all appeals.
- c. An appeal may not introduce new facts unless responding to facts or issues unknown to the protesting party prior to the formal protest determination.

4. Reservation of Rights and Responsibilities of OCFS

- a. OCFS reserves the right to waive or extend the time requirements for protest submissions, decisions and appeals herein prescribed when, in its sole judgment, circumstances so warrant to serve the best interests of the state.
- b. If OCFS determines that there are compelling circumstances, including the need to proceed immediately with contract award and development of final contracts in the best interests of the state, then these protest procedures may be suspended and such determination shall be documented in the procurement record.
- c. OCFS will consider all information relevant to the protest, and may, at its discretion, suspend, modify, or cancel the protested procurement action, including solicitation of bids, or withdraw the recommendation of contract award prior to issuance of a formal protest decision.
- d. Unless a determination is made to suspend, modify or cancel the protested procurement action, or withdraw the recommendation of contract award, OCFS will continue procurement and contract award activity prior to the formal protest determination. The receipt of a formal protest will not otherwise stop action on the procurement and award of the contract(s) or on development of final contracts.

- i. The procurement record and awarded contract(s) will be forwarded to OSC, and a notice of the receipt of a formal protest and any appeal will be included in the procurement record. If a formal protest determination, or a decision after appeal, has been reached prior to transmittal of the procurement record and the contract(s) to OSC, a copy of the formal protest determination or decision after appeal will be included in the procurement record and with the contract(s).
- ii. If a formal protest determination or decision after appeal is made after the transmittal of the procurement record and contract(s) to OSC, but prior to OSC approval, a copy of the formal protest determination or decision after appeal will be forwarded to OSC when issued, along with a letter either: a) confirming the original OCFS recommendation for award(s); b) modifying the proposed award recommendation; or c) withdrawing the original award recommendation.
- iii. All records related to formal protests and appeals shall be retained for at least one (1) year following resolution of the formal protest. All other records concerning the procurement shall be retained according to the applicable requirements for records retention.

E. Appeal to the Office of the State Comptroller

If the protesting party is still not satisfied with the result of its protest after conclusion of the formal protest and appeal procedure described above, the protesting party may file a written appeal with the OSC within ten business days of the date the protesting party received OCFS's protest determination. An appeal to the OSC's Bureau of Contracts must be in writing and must contain the specific factual and/or legal allegations setting forth the basis upon which the protesting party challenges the contract award by OCFS. Such appeal must be filed with the director of the Bureau of Contracts at the NYS Office of the State Comptroller, 110 State Street, 11th Floor, Albany, NY 12236.

7.0 MANDATORY CONTRACTING REQUIREMENTS

7.1 Contract Readiness

New York State's Prompt Contracting laws require all state agencies to complete contract development and the signatory process within statutorily prescribed timeframes. Awardees must be available and prepared to respond within the required timeframes. If selected, awardees may be required to travel to Rensselaer, New York for contract development and will be expected to cover the costs of that travel. OCFS may rescind the awards of awardees who cannot satisfactorily complete the contracting process in order to commence services by the anticipated contract start date.

7.2 Standard Contract Language

The terms and conditions for all funded projects are specified in a detailed contract that must be signed by OCFS and approved by the New York State Office of the Attorney General (OAG) and the OSC before payments may be made. Contractor obligations or expenditures prior to the contract start date shall not be reimbursed. This RFP includes all relevant contract terms and conditions, which can be found in Section 8: CONTRACT DOCUMENTS. Upon contract award and completion of negotiations, OCFS will send successful awardees the complete contract for development and signature prior to submitting it to the OAG and to OSC for approval.

7.3 Workers Compensation Insurance and Disability Benefits Coverage

Sections 57 and 220 of the Workers' Compensation Law (WCL) and section 142 of the State Finance Law require that businesses contracting with New York State have and maintain and provide evidence of appropriate workers' compensation and disability benefits insurance coverage. If an award is made from this RFP, updated proof of coverage must be provided during contract development. Failure to submit the proof will delay the contract development process, and may result in the award being rescinded. Municipalities are not required to show proof of coverage.

Please note: The ACCORD form is not acceptable proof of Workers' Compensation or Disability Insurance coverage.

1. Proof of Workers' Compensation Coverage

To comply with coverage provisions of the WCL, the Workers' Compensation Board requires that a business seeking to enter into a state contract, or contract renewal, submit appropriate proof of coverage to the state contracting entity issuing the contract. To prove the awardee has appropriate workers' compensation insurance coverage, submit ONE of the following four forms: <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

- **Form C-105.2** - *Certificate of Workers' Compensation Insurance* issued by private insurance carriers, or **Form U-26.3** issued by the State Insurance Fund³; or
- **Form SI-12⁴** - *Certificate of Workers' Compensation Self-Insurance*; or **Form GSI-105.2⁵** *Certificate of Participation in Workers' Compensation Group Self-Insurance*; or
- **CE-200⁶** - *Certificate of Attestation of Exemption* from NYS Workers' Compensation and/or Disability Benefits Coverage.

2. Proof of Disability Benefits Coverage

To comply with coverage provisions of the WCL regarding disability benefits, the Workers' Compensation Board requires that a business seeking to enter into a state contract, or contract renewal, submit appropriate proof of

coverage to the state contracting entity issuing the contract. To prove the awardee has appropriate disability benefits insurance coverage, submit ONE of these three forms: <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

- **Form DB-120.1³** - *Certificate of Disability Benefits Insurance*; or
- **Form DB-120.2** – *Certificate of Participation in Disability Benefits Group Insurance*; or
- **Form DB-155⁷** - *Certificate of Disability Benefits Self-Insurance*; or
- **CE-200⁶** - *Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Coverage*.

7.4 Confidentiality and Awardee, Contractor, Employee and Volunteer Background Checks

OCFS is responsible for maintaining the safety of the youth served by OCFS programs.

7.4.1 Confidentiality - New York State law requires that any client identifiable information be kept confidential. Any awardee, or contractor, employee or volunteer of the awardee, who will be provided with confidential information of recipients served by the awardee must complete and sign form OCFS-4715, [Confidentiality Non-Disclosure Agreement](#). This form must be completed before the start date of the contract and before any such awardee, contractor, employee or volunteer is permitted access to youth served by an awardee or to any financial or client identifiable information concerning such youth. For additional information see Attachment A-1, **Section 7 Confidentiality and Protection of Human Subjects**, located at the link to a standard contract listed in section 7.2 above.

7.4.2 Criminal History Background Checks - Any awardee, or contractor, employee or volunteer of the awardee, who will have the potential for regular and substantial contact with youth in care or receiving residential services must be subject to background screening prior to hire or utilization in a position paid through this award. The screening must include a review of individuals' backgrounds through the following three (3) services: New York State Justice Center for the Protection of Persons with Special Needs Staff Exclusion List (SEL), New York Statewide Central Register of Child Abuse and Maltreatment (SCR); and a criminal history background check via a vendor that will submit information to both the division of criminal justice services and the federal bureau of investigation. Additional information regarding all three (3) services will be provided upon the grant of an award. Please note that the grant of an award may be negatively impacted if background checks reveal that an individual proposed to provide services is on the SEL, is the subject of any indicated reports of child abuse and maltreatment, or has convictions for one or more prior criminal offenses. Awardees are responsible for notifying OCFS if a background check reveals that a contractor, employee or volunteer of the awardee proposed to provide services has a criminal

history. Any criminal history revealed as a result of such screening will be evaluated by OCFS pursuant to Correction Law Article 23-A, section 752 on a case-by-case basis taking into consideration the duties of the position and those factors set forth in Correction Law Article 23-A, section 753. OCFS will evaluate the results of the screening in accordance with Correction Law Article 23-A and notify the awardee of its determination. The awardee shall be responsible for the cost associated with any required background screens of the individuals identified in this section.

7.5 Charities Registration (not-for-profit corporations only)

Not-for-profit vendors must be registered with the New York State Office of the Attorney General as a charitable organization, and the registration must be up to date at the time of contracting. Vendors must be sure all their documents are up-to-date and comply with the vendor responsibility requirements as outlined below. To determine the status of your charities registration information, contact: https://www.charitiesnys.com/RegistrySearch/search_charities.jsp

7.6 Federal Requirements (if federally funded)

See Attachment A-2, *Federal Assurances and Certifications*, which is in the Master Contract for Grants and is referenced in **Section 8.0 CONTRACT DOCUMENTS**.

7.7 Required Electronic Payments and Substitute Form W-9

The Governor's Office of Taxpayer Accountability has issued a directive that all state agency and state authority contracts, grants and purchase orders executed after February 28, 2010 shall require vendors, contractors and grantees to accept electronic payment (e-pay).

As New York State proceeds with implementing the new Statewide Financial System (SFS), the OSC is preparing a centralized vendor file. To assist OSC in this project, vendors are directed to provide a *Substitute Form W-9* which includes the taxpayer identification number, business name, and business contact person. This data is critical to ensure that the vendor file contains the information state agencies need to contract with and pay vendors.

Please note that the contractor payee name and address provided to OSC for the e-pay program must match exactly the contractor name and address contained in the contractor's contract with OCFS. If these do not match, then a check is printed and mailed to the payee. Note that limited exemptions may be granted for extenuating circumstances.

Vendors should file a *Substitute Form W-9* with their Electronic Payment Authorization form.

Further information concerning these requirements, including forms and contacts for questions, can be found at the following links:

<http://osc.state.ny.us/vendors/epayments.htm>
<http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>
(Guide to Financial Operations)

7.8 Iran Divestment Act

By submitting a bid in response to this solicitation or by assuming the responsibility of a contract awarded hereunder, bidder/contractor (or any assignee) certifies that it is not on the “Prohibited Entities List,” as defined by the *Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012* (the Act), which is posted on the OGS website at <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such contract any subcontractor that is identified on the “Prohibited Entities List.” Bidder/contractor is advised that should it seek to renew or extend a contract awarded in response to the solicitation, it must provide the same certification at the time the contract is renewed or extended.

During the term of the contract, should OCFS receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, OCFS will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased engagement in the investment activity that is in violation of the Act within 90 days after the determination of such violation, then OCFS shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, terminating the contract and/or declaring the contractor in default.

OCFS reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the “Prohibited Entities List” after contract award.

7.9 Statewide Financial System

Recipients of grant awards must also be registered in the New York Statewide Financial System (SFS) Central Vendor Registry File and provide their identification number at the time of contracting. To register and for additional information on the vendor file, visit:

http://www.osc.state.ny.us/vendor_management/index.htm

7.10 Minority and Women-Owned Business Enterprises (MWBE) – Equal Employment Opportunity (EEO) - Requirements and Procedures

This section outlines contractor requirements and procedures for business participation opportunities for New York State-certified Minority and Women-

Owned Business Enterprises (MWBE) and Equal Employment Opportunities (EEO) for minority group members and women. All forms can be found [here](#).

7.10.1 New York State Executive Law (Article 15-A)

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations OCFS is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of OCFS contracts.

7.10.2 MWBE Business Participation Opportunities – OCFS Established Goals

For purposes of this solicitation, OCFS hereby establishes an overall goal of **thirty (30)** percent for MWBE participation, **fifteen (15)** percent for New York State-certified Minority-Owned Business Enterprise (“MBE”) participation and **fifteen (15)** percent for New York State-certified Women-Owned Business Enterprise (“WBE”) participation (based on the current availability of MBEs and WBEs). A contractor (“Contractor”) on any contract resulting from this procurement (“Contract”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this RFP, the respondent agrees that OCFS may withhold payment pursuant to any Contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how OCFS will evaluate a Contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The respondent understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25% of the total value of the contract.

7.10.3 Contract Compliance

In accordance with 5 NYCRR § 142.13, the respondent further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a Contract resulting from this RFP, such finding constitutes a breach of contract and OCFS may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a respondent agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a respondent may arrange to provide such evidence via a non-electronic method by contacting OCFS.

Additionally, a respondent will be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan with their bid or proposal. Any modifications or changes to an accepted MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to OCFS for review and approval.

OCFS will review the submitted MWBE Utilization Plan and advise the respondent of OCFS acceptance or issue a notice of deficiency within 30 days of receipt.

- B. If a notice of deficiency is issued, the respondent will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to the OCFS a written remedy in response to the notice of deficiency to mwbeinfo@ocfs.ny.gov. If the written remedy that is submitted is not timely or is found by OCFS to be inadequate, OCFS shall notify the respondent and direct the respondent to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

OCFS may disqualify a respondent as being non-responsive under the following circumstances:

- a) If a respondent fails to submit an MWBE Utilization Plan;
- b) If a respondent fails to submit a written remedy to a notice of deficiency;
- c) If a respondent fails to submit a request for waiver; or
- d) If OCFS determines that the respondent has failed to document good faith efforts.

The successful respondent will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to OCFS, but must be made no later than prior to the submission of a request for final payment on the Contract.

The successful respondent will be required to submit a quarterly M/WBE Contractor Compliance & Payment Report to OCFS, by the 10th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

7.10.4 Equal Employment Opportunity (EEO) Requirements

By submission of a bid or proposal in response to this solicitation, the respondent agrees with all of the terms and conditions of Appendix A – Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women. The respondent is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the respondent, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The respondent will be required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, as referenced in **Section 1.6 Submission of Proposals**, to OCFS with its bid or proposal.

If awarded a Contract, respondent shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by OCFS on a quarterly basis during the term of the Contract.

Pursuant to Executive Order #162, non-grant contractors and subcontractors will also be required to report the gross wages paid to each of their employees for the work performed by such employees on

the contract utilizing the Workforce Utilization Report on a quarterly basis.

Further, pursuant to Article 15 of the Executive Law (the “Human Rights Law”), all other state and federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

7.11 Service-Disabled Veteran-Owned Business (SDVOB)

[The Service-Disabled Veteran-Owned Business Act](#), signed into law by Governor Andrew M. Cuomo on May 12, 2014, allows eligible veteran business owners to become certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB) in order to increase the participation of such businesses in New York State's contracting opportunities. The SDVOB Act, which is codified under Article 17-B of the Executive Law, acknowledges that SDVOBs strongly contribute to the economies of the state and the nation. Therefore, and consistent with its Master Goal Plan, OCFS strongly encourages vendors who contract with OCFS to consider the utilization of certified SDVOBs that are responsible and responsive for at least **six (6) percent** of discretionary non-personnel service spending in the fulfillment of the requirements of their contracts with OCFS. Such partnering may include utilizing certified SDVOBs as subcontractors, suppliers, protégés, or in other supporting roles to the maximum extent practical, and consistent with the legal requirements of the State Finance Law and the Executive Law. Certified SDVOBs may be readily identified through the directory of certified businesses at: [List of Certified NYS Service-Disabled Veteran-Owned Businesses](#).

7.12 Omnibus Procurement Act

The Omnibus Procurement Act of 1992 requires that by signing a bid proposal, contractors certify that whenever the total bid amount is greater than \$1 million

1. The contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors on this project and has retained the documentation of these efforts to be provided upon request to the State of New York; and has

2. documented their efforts to encourage the participation of New York state business enterprises as suppliers and subcontractors by showing that they have done the following:
 - Solicited bids, in a timely and adequate manner, from ESD business enterprises, including certified minority/women-owned businesses; or
 - Contacted ESD to obtain listings of New York State business enterprises and MWBEs; or
 - Placed notices for subcontractors and suppliers in newspapers, journals or other trade publications distributed in New York State; or
 - Participated in bidder outreach conferences; and
 - Provided a statement indicating the method by which they determined that New York State business enterprises are not available to participate on the contract as subcontractors or suppliers, *if the contractor has determined such*; and
 - Provided a statement verifying no intention of using subcontractors, *if the contractor has no such intention*.
3. The contractor has complied with the federal Equal Opportunity Act of 1972 (P.L. 92-961), as amended.
4. The contractor will be required to notify New York State residents of employment opportunities by listing any such positions with the Community Services Division of the New York State Department of Labor, providing for such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The agency agrees to document these efforts and to provide said documentation to OCFS upon request.
5. Bidders located in a foreign country are notified that the state may assign or otherwise transfer offset credits to third parties located in New York State, and the bidders shall be obligated to cooperate with the state in any and all respects in making such assignment or transfer, including, but not limited to, executing any and all documents deemed by the state to be necessary or desirable to effectuate such assignment or transfer and using their best efforts to obtain the recognition and accession to such assignment or transfer by any applicable foreign government.
6. Bidders are hereby notified that state agencies and authorities are prohibited from entering into contracts with businesses whose principle place of business is located in a “discriminatory jurisdiction.” Discriminatory jurisdiction is defined as a state or political subdivision which employs a preference or price distorting mechanism to the detriment of or otherwise discriminates against a New York State business enterprise in the procurement of commodities and services by the same or a nongovernmental entity influenced by the same. A list of discriminatory jurisdictions is maintained by Commissioner of the New York State Empire State Development Corporation.

7.13 Executive Order Number 38

On January 18, 2012 Governor Andrew M. Cuomo issued Executive Order No. 38 "Limits on State-Funded Administrative Costs & Executive Compensation," which requires that state agencies establish limits on state reimbursement of administrative and executive compensation costs for contracts and programs that provide direct services to clients. Contracts, payment requests and reporting must comply with this Executive Order. The Executive Order can be found at the following website address: <http://executiveorder38.ny.gov/>

LEGAL NOTICE: Based upon the April 8, 2014 decision in Agencies for Children's Therapy Services, Inc. v. New York State Department of Health, et al. ("ACTS"), covered providers conducting business in Nassau County need not file Executive Order No. 38 disclosures. For purposes of this notice, "conducting business" means having a place of business within Nassau County, providing program services or administrative services involving the use or receipt of state funds or state-authorized payments within Nassau County, or otherwise conducting business within Nassau County in relation to which executive compensation is paid. Please note that the ACTS decision is under appeal. Those affected by the ACTS' decision should periodically check the EO 38 website for updates regarding any changes to this notice.

7.14 Executive Order Number 175 (If Applicable)

In accordance with the requirements of Executive Order No. 175, Contractor will be expected to adhere to net neutrality principles in the provision of internet services under any Contract entered into as a result of this RFP, regardless of delivery method unless the director of contracts, or his/her designee as noted in **Section 1.1 Procurement Contact**, determines that adherence to net neutrality principles for a particular purpose is not in the best interests of the state. Nothing in this provision supersedes any obligation or authorization a provider of broadband Internet access service may have to address the needs of emergency communications or law enforcement, public safety, or national security authorities, consistent with or as permitted by applicable law, or limits the provider's ability to do so. As used herein, "net neutrality" means that Contractor will not block, throttle, or prioritize internet content or applications or require that end users pay different or higher rates to access specific types of content or application. For the purposes of this contract, the prohibition against blocking or throttling of internet content or applications does not apply to reasonable network management practices.

7.15 Executive Order Number 177

Executive Order 177, signed on February 3, 2018, by Governor Andrew M. Cuomo, directs New York State agencies and authorities not to enter into any contracts with entities that have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected basis. The Contractor must provide the EO 177 certification statement prior to any award being made by OCFS.

7.16 State Finance Law §139-I; Statement on Sexual Harassment in Bids

New York State Finance Law §139-I, effective January 1, 2019, requires, in relevant part, that “[e]very bid . . . made to the state or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, shall contain [a] statement subscribed by the bidder and affirmed by such bidder as true under the penalty of perjury. . . [that] ‘[b]y submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.’ The Contractor must provide the foregoing certification prior to any award being made by OCFS. For additional guidance on drafting an appropriate sexual harassment policy and developing appropriate training please refer to State Finance Law §139-I and <https://www.ny.gov/combating-sexual-harassment-workplace/employers#top>

7.17 Other Requirements

Not Applicable

8.0 CONTRACT DOCUMENTS

The contract documents consist of the documents listed below.

1. Face Page
2. Signatory Page
3. NYS Standard Terms and Conditions (State of New York Master Contract for Grants)
4. Master Contract Attachment A-1 *Agency-Specific Terms and Conditions*
5. Master Contract Attachment A-2 *Federal Assurances and Certifications*
6. Master Contract Attachment B: Budget and Instructions
7. Master Contract Attachment C: Work Plan
8. Master Contract Attachment D: Payment and Reporting Schedule
9. Master Contract Attachment E: Federal Fund Vendor Determination
10. Attachment MWBE: Minority and Women-Owned Business Enterprises

A copy of the NYS Standard Terms and Conditions (State of New York Master Contract for Grants) can be found on the Grants Management website at the following link:

<https://grantsmanagement.ny.gov/system/files/documents/2018/09/sample-complete-nys-mcg.pdf>

Required with bid submission (Please click the links below to download the required forms):

- A. [OCFS-2633, MacBride Fair Employment Principles Certification Form](#)
- B. [OCFS-2634, Non-Collusive Bidding Certification](#) (Required by section 139d of the State Finance Law)
- C. [Attachment A-2, Federal Assurances and Certifications](#) (If applicable.)
- D. For complete proposal and contract requirements for the Minority-and-Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) requirements, refer to the [Attachment MWBE](#) that is referenced in section 7.10. The following are forms to be completed and submitted with your Administrative Proposal:
 - [OCFS-4629, Project Staffing Plan Form](#)
 - [OCFS-3460, Minority and Women-Owned Business Enterprises \(MWBE\) Equal Employment Opportunity \(EEO\) Policy Statement](#)
 - [OCFS-4631, MWBE Utilization Plan Form](#)
- E. [OCFS-2647, EO 177 Certification](#) (See section 7.15 for more information)
- F. [OCFS-4821, CMS User Authorization](#) (Required for the OCFS Contract Management System)

9.0 GLOSSARY OF OUTCOME-BASED CONTRACTING TERMS

Fiscal Documentation: Documentation necessary for payment.

Grants Gateway: The New York State Grants Gateway went into operation on May 15, 2013, and serves as the primary outlet for state agencies to post upcoming and available funding opportunities.

Guide to Financial Operations (GFO): This website was created as the central storehouse of OSC policies and is intended to replace individual OSC Bulletins. The GFO can be found at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp>.

Legal Documents: Legally required application/contract components.

Organizational Qualifications: The organizational characteristics and capacity (e.g., agency mission, past accomplishments/experience in serving the target population or in providing similar services to a different population, experience in collaborating with community agencies needed for program success, key people, and fiscal capability) that are likely to result in successful performance target attainment.

Baseline Estimate: The projected status of the target population without the proposed intervention. A baseline is the best estimate, using prior program experience, collected data, and/or research results, of what would happen to the target population without the program's intervention and its benefits. Projection should be numerical (a number or a percentage). A baseline estimate is required for each performance target.

Outcomes: The desired benefits or changes for the target population following their interaction with a program. These are the expected results of program intervention. Outcomes may relate to knowledge, skills, attitudes, behaviors or conditions. Either the investor or provider may set them. (They are broader, and more general than performance targets. They do not require numerical projection). In some instances the outcome may be a system change rather than an individual behavior change.

Performance Targets: Performance targets are the *measurable* verifiable improvements in the condition or behavior of program recipients that the provider expects to achieve *by the end of the contract period*. Targets are quantifiable and verifiable indicators of program performance. They contribute to the attainment of the desired outcomes for the target population. Attainment of several performance targets may be needed to indicate the achievement of a single outcome. Performance targets must include a description of the methods that will be used to verify target achievement.

Milestones: *Measurable interim* changes in the condition or behavior of the target population used to track whether the program is on course to achieve its performance targets. These are critical points of change or target population achievement that must occur to progress towards the performance targets. You must include a description of the methods that will be used to verify milestone achievement.

Program Budget: Definition of program expenditures and funding sources.

Program Description: Detailed explanation of the means (service model, plan or approach) the provider will use to achieve its performance targets and outcomes. This should include a description of the program's core features (i.e., the kinds of services provided, their intensity and duration, the essential elements, theoretical approach, delivery strategies, involvement of target population in planning, etc.).

Project Work Plan: Steps necessary to implement a program.

Staffing Pattern: Please identify the staff assigned to a program, regardless of whether it is paid through OCFS funds.

Target Population: Please describe the specific group of people (individuals, families, community members or, in certain instances, the specified personnel or entity/entities) that are the focus of change, and who will directly interact with the program. In certain instances where the desired outcome is systemic change, an agency as a whole may be considered the target population.

Verification: Statement of methods used to verify performance target and milestone attainment and/or submission of actual documentation.

Vendor Responsibility: Compliance with New York State Finance Law and guideline provisions related to vendor integrity providing reasonable assurance that the potential contractor has the capacity to perform the requirement of the contract. This includes authority to do business in the state, capacity and performance in addition to the aforementioned integrity.

Vision: OCFS Program Area Statement of ideal end-state sought for a population (e.g., prevention of child abuse and neglect).

10.0 PROGRAM-SPECIFIC REQUIREMENTS AND FORMS

The following attachments can be found in the “Pre-Submission Uploads” section of the RFP in the Grants Gateway System. Please download them from that location, complete them, and attach them back to that section so that they will be submitted with your application:

Attachment 1 – Budget Template*

Attachment 2 – Workplan Template (for reference only)

Attachment 3 – Performance Targets*

Attachment 4 – Participant Satisfaction Survey (for reference only)

Attachment 5 – Case Management Attestation Form*

* An asterisk denotes an attachment is required to be completed and provided with an applicant’s proposal.