

PROGRAM SPECIFIC TERMS AND CONDITIONS

RFP # 1088 Temporary Assistance for Needy Families (TANF) Targeted Post-Adoptive Services

The goal of the Temporary Assistance for Needy Families (TANF) post-adoptive program is to promote permanency for post-adoptive, TANF-eligible families.

LOCAL SHARE MATCH REQUIREMENT:

- There is no required local share match.

DESIGNATED PAYMENT OFFICE:

All reports, claims for reimbursement, and claims to account for advance payment (if applicable), must be logged and completed online in the Contract Management System (CMS).

ADMINISTRATIVE CAPS:

Federal Awards:

- Office of Children and Family Services (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 subcontract. MTDC excludes 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.
- 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.
- No additional administrative expenses will be allowed beyond the federally approved indirect cost rate or, if applicable, the de minimis rate.
- All costs claimed under the contract must be directly attributable to the project. State Finance Law and Generally Accepted Accounting Principles require that any

Attachment A1-B

expense incurred over more than one funding source or program must be charged proportionately, the method of allocation must be documented, and such documentation must be provided to OCFS upon request.

Allowable costs include but are not limited to*:

- Staffing, fringe benefits.
- Vendors may use funds for staff recruitment, retention, and longevity bonuses unless prohibited by the funding source, statute related to the funding or program, or prohibited by the vendor's employment policy(ies).
- Project equipment and furniture.
- Computers and appropriate software for the project.
- Supplies, printing, and mailing costs of project related flyers/pamphlets, educational materials.
- Staff travel costs, including per diems while in travel status, at the approved state travel rate. State rates are available at the following web address: <http://www.osc.state.ny.us/agencies/travel/travel.htm>.
- Telephone installation and monthly billing.
- Consultants retained by a formal agreement.
- Rental of space.
- Training.

*This is not a comprehensive list. Any questions should be directed to OCFS.

Non-allowable costs include but are not limited to*:

- Major capital expenditures such as acquisition, construction, or structural renovation of facilities.
- Interest costs, including cost incurred to borrow funds.
- Cost for preparation of continuation agreements or contracts and other proposal development costs.
- Costs of organized fundraising.
- Legal fees to represent agency/staff.
- Advertising costs, except for recruitment of program 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, incorporation fees, conferences, or meetings, unless in connection with the project.
- Out-of-state travel, unless approved by the OCFS program manager.
- Lunch or meals at meetings or training programs for staff.
- Unallowable costs as defined under Part 75 - Uniform Administrative Requirements, Cost Principals, and Audit Requirements for HSS Awards (<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>).

*This is not a comprehensive list. Any questions should be directed to OCFS.

These contracts must comply with all CFDA #93.558 Temporary Assistance for Needy Families requirements and are subject to federal regulations that can be found at the following websites: <https://otda.ny.gov/programs/temporary-assistance/>,

<https://otda.ny.gov/policy/directives/2016/LCM/16-LCM-03.pdf>, and
<https://otda.ny.gov/policy/gis/2022/22DC015.pdf>.

Funds made available through this grant shall be used to supplement and not supplant other federal, state, tribal, and local public funds expended to provide services and activities that promote the objectives of this procurement.

ADDITIONAL PROGRAM REQUIREMENTS:

Program providing TANF post-adoptive services must comply with the following requirements:

- Must comply with all TANF rules and regulations governing TANF Programs (<https://www.acf.hhs.gov/ofa/programs/tanf/laws-regulations>).
- Must meet prescribed performance targets and, if not, utilize a Program Improvement Plan (PIP) developed by OCFS.
- Must correctly complete TANF Services Applications/Certification Review Forms as required. Refer to Local Commissioners Memorandum (LCM) 16 LCM-03 for further information and RFP Section 4.1 Desired Outcomes and Program Requirements part C Participant Eligibility.
- Must utilize and complete on a timely basis all required OCFS forms, including but not limited to intake, progress notes, participant satisfaction surveys, discharge summaries, and quarterly and final reporting documents. NOTE: If a program is utilizing intake, progress notes, discharge summary, and/or service plan review documents created by their agency, they must receive prior written OCFS permission to use these documents in place of the official OCFS forms.
- Must supply OCFS with information from service delivery to support measurable outcomes.
- Must participate in any meetings coordinated and scheduled by OCFS.
- Must participate in a minimum of one yearly site visit with OCFS staff at the program location (or virtually if approved by OCFS).
- Must participate in a minimum of one fiscal program desk review to be conducted by OCFS staff.
- Must comply with record retention requirements following 00-LCM-20.

This Contract incorporates by reference the solicitation provisions set forth in the Request For Proposal RFP #1088, inclusive of the Questions and Answers, applicant's proposal, any clarification correspondence, and any/all amendments hereby referred to as "RFP." The vendor agrees to adhere to the provisions contained within the RFP with the same force and effect as if they were given in full text. The full text of a solicitation provision may be accessed electronically at this address: [Funding Opportunities | Contracts, Grants and RFPs | OCFS \(ny.gov\)](#).