



**Office of Children
and Family Services**



AmeriCorps
New York

**Commission on National and Community Services
Request For Proposals (RFP) # 1099
American Rescue Plan Act AmeriCorps Formula Pool
New York State Student Support Corps**

Technical Information Session

September 12, 2022

AmeriCorps Technical Information Overview



Overview

Section 1.2 Calendar of Events

Section 1.6 New York State Supporting Documents

Section 3.0 Minimum Qualifications To Propose and
Prequalification Process

Section 4.2 New, Same or Additional Projects



Section 1.2

Calendar of Events



Calendar of Events

- Deadline for Submission of Written Questions 9/16 by 11:59 P.M.
- Responses to Written Questions Posted 9/23 by 5:00 P.M.
- Deadline for Submission of Proposals in eGrants and New York State Supporting Documents 10/7 at 12:00 P.M. (noon)

Application Deadline in eGrants

Friday, October 7, 2022

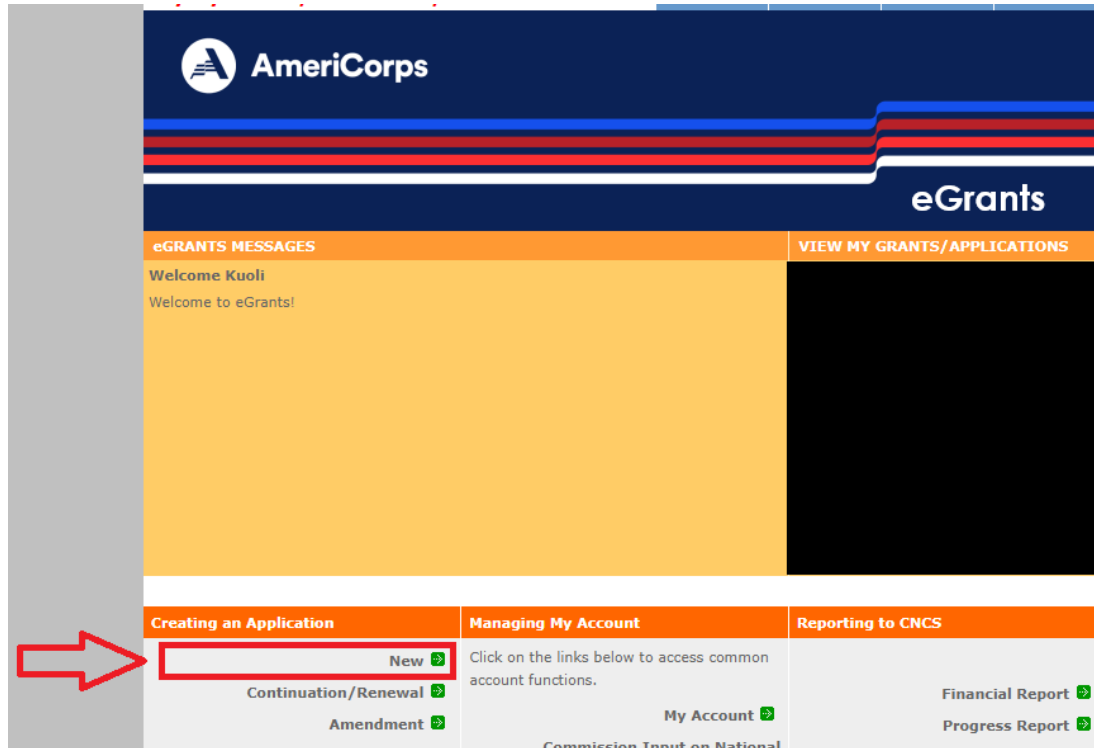
12:00 p.m. (Noon) Eastern Time



Section 1.6 Submission of Proposal & New York State Supporting Documents



eGrants Submission – New Application



The screenshot displays the AmeriCorps eGrants interface. At the top left is the AmeriCorps logo. The main header area is dark blue with the text 'eGrants' on the right. Below the header, there are two main sections: 'eGRANTS MESSAGES' on the left and 'VIEW MY GRANTS/APPLICATIONS' on the right. The 'eGRANTS MESSAGES' section contains a welcome message for 'Kuoli'. The 'VIEW MY GRANTS/APPLICATIONS' section is currently blacked out. At the bottom, there are three main navigation categories: 'Creating an Application', 'Managing My Account', and 'Reporting to CNCS'. Under 'Creating an Application', the 'New' link is highlighted with a red box and a red arrow pointing to it from the left. Other links in this category include 'Continuation/Renewal' and 'Amendment'. The 'Managing My Account' section includes a 'My Account' link and a partially visible 'Commission Input on National'. The 'Reporting to CNCS' section includes 'Financial Report' and 'Progress Report'.

Creating an Application	Managing My Account	Reporting to CNCS
New	Click on the links below to access common account functions.	
Continuation/Renewal		Financial Report
Amendment	My Account	Progress Report
	Commission Input on National	



eGrants Submission – New Application

Welcome Kuoli

Start New Grant App

cancel next

Select a NOFA

Legal Applicant Info

New York State Commission on National & Community Service
52 Washington St
Rensselaer, NY 12144

Select a NOFA

Please select a program area and press GO. Then select a NOFA from the list provided.

If you are starting your second or third year of your grant, or if you are a Senior Corps Grantee and are beginning the first year of a 3 year grant, use the "View all application/grants" link in the MY GRANTS/APPLICATIONS Section of the Home Page to create a Continuation or a Renewal.

AmeriCorps

Select a program area ...

AmeriCorps

Learn and Serve America

Other

Senior Corps

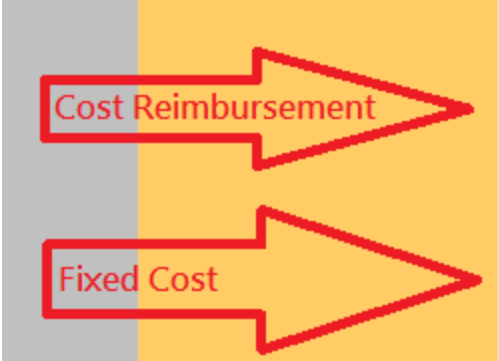
GO

cancel next

508 Approved | Contact Help Desk | Pr
Release version: 7.7.4



eGrants Submission – New Application



Cost Reimbursement

FY 2022 AmeriCorps State and Territory Commission (New and Continuations)

Due Date: 01/05/2022

Summary: This application is for new, recompeting, or continuation state commission applicants, including territories with commissions, applying for cost reimbursement grants.

FY 2022 AmeriCorps State and Terr Comm Fixed Amount, EAP (New and Continuation)

Due Date: 01/05/2022

Summary: This application is for new, recompeting, or continuation commission applicants, including Territories with commissions, applying for fixed amount grants (including EAP).



eGrants Submission – Cost Reimbursement

Initial Information

Please provide the following initial information needed to create an application for this NOFA. If you are creating a sub application, select a state, then a prime application.

NOFA information

Please review the NOFA you selected. If this is not the correct NOFA, hit cancel.

NOFA: FY 2022 AmeriCorps State and Territory Commission (New and Continuations)
Due Date: 01/05/2022
Summary: This application is for new, recompeting, or continuation state commission applicants, including territories with commissions, applying for cost reimbursement grants.

Which State are you applying to?

New York

Select a Prime Application ID

Select a Prime Application ID ...

Select a Prime Application ID ...

22AC249634 - New York- Formula 2

Cost Reimbursement

Please verify the Prime Application ID if you are applying to Formula Cost Reimbursement grant:

22AC249634



Required NYS Supporting Documents

- A. [OCFS-2633, MacBride Fair Employment Principles Certification Form](#)
- B. [OCFS-2634, Non-Collusive Bidding Certification](#)
- C. [Attachment A-2, Federal Assurances and Certifications](#)
- D. For complete proposal and contract requirements for the Minority- and Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) requirements
 - OCFS-4629, *Project Staffing Plan Form*
 - OCFS-3460, *Minority- and Women-Owned Business Enterprises (MWBE) Equal Employment Opportunity (EEO) Policy Statement*



Required NYS Supporting Documents

- E. [OCFS-2647, EO 177 Certification](#)
- F. [OCFS-4821, CMS User Authorization](#)
- G. [Attachment 1 – Statement on Sexual Harassment](#)
- H. Proof of active registration or application in System for Award Management (SAM)
- I. Confirmation of completion of the vendor responsibility process should be submitted with your proposal. This confirmation can take the form of registration in the VendRep System or by submitting your completed hardcopy questionnaire.



Section 3.0

Minimum Qualifications To Propose and Prequalification Process



Section 3.0 Minimum Qualifications

New York State AmeriCorps grants are awarded to public or private nonprofit organizations including, but not limited to, faith-based, other community organizations, institutions of higher education, state agencies or other non-federal governmental entities within states or territories (e.g., cities, counties), Native American tribes, labor organizations, partnerships and consortia, and intermediaries that will operate solely in New York State.

For the purposes of this RFP, applicants must apply as a consortium. Each consortium must include one or more local school districts and/or BOCES, plus at least one or more additional partners.



Section 3.0 Minimum Qualifications

- Applicants must submit a completed **Attachment 2 – New York State Student Support Corps Consortium Agreement** signed by all parties that the applicant is proposing to be a part of their consortium
- Applicants **must** be prequalified, if not exempt, in the New York State Grants Gateway on the application deadline.

Section 3.0 Minimum Qualifications

- Employer Identification Number
- Unique Entity Identifier (UEI), associated with their registration with System for Award Management (SAM)

Applicants must also maintain an active SAM registration until the application process is complete.



Section 3.0 Minimum Qualifications

On April 4, the federal government transitioned the authoritative entity identifier from the Dun & Bradstreet unique identifier number, known as DUNS, to the SAM.gov Unique Entity Identifier (UEI).

After the effective date of the transition, AmeriCorps will hold awards until all subrecipients include their UEI in eGrants.

Section 3.0 Minimum Qualifications

The following are examples of eGrants and SAM.gov misalignment:

SAM.gov	eGrants
123 West Main Street	123 W. Main St.
123 W Main St	123 West Main Street
Good Organization Incorporated	Good Organization, Inc.
Good Organization (DBA Great Organization)	Great Organization



Section 3.0 Minimum Qualifications

New and re-competing applicants must be prequalified, if not exempt, in the New York State Grants Gateway on the application deadline.

Government entities are not required to prequalify in the Grants Gateway but **must register** to submit an application.

See Section 3.2 Prequalification Process for additional information.

Grants Gateway

<http://www.grantsreform.ny.gov/>

Grants Gateway Help Desk:

Hours: Monday – Friday 8:00 a.m. to 4:00 p.m.

Phone: (518) 474-5595

Email: grantsgateway@its.ny.gov



Required Documents

Not For Profit Required Documents

-  [Certificate of Incorporation or Equivalent Document](#)
-  [IRS 501\(c\) Determination Letter](#)
-  [IRS 990](#)
-  [Audit/Reviews and Findings](#)
-  [CHAR500 or CHAR 410](#)
-  [Board of Directors Profile](#)
-  [Senior Leadership Resumes](#)
-  [Corporate Bylaws](#)



Maintaining Prequal Status

- Document Vaults expire annually
- If Document Vault is in “Expired” Status the Grantee is no longer Prequalified
- An expired “Date Next Due” on the Financial Document Forms triggers loss of prequalification.

Maintaining Prequal Status

NYS requires Grantees to annually update the organization's

- IRS 990 Tax Form
- Audit Review and Findings
- CHAR 500 (Charities Registration Form)



Maintaining Prequal Status

Prequalification Application Status Report

Prequalification Element	Date Modified	Review Status	Date Of Status	In
Organization Capacity	11/13/2020 04:30:49PM	Approved	06/10/2019 10:21:20AM	
Organization Compliance	11/13/2020 04:31:07PM	Approved	06/10/2019 10:22:07AM	
Organization Integrity	11/13/2020 04:31:19PM	Approved	06/10/2019 10:22:52AM	
Certificate of Incorporation or Equivalent Document	07/08/2013 08:54:20AM	Approved	08/19/2013 02:21:23PM	
IRS 501(c) Determination Letter	07/08/2013 08:55:22AM	Approved	08/19/2013 02:22:10PM	
• IRS 990	11/16/2020 08:47:32AM Expires: 11/15/2021	Approved	11/16/2020 08:47:24AM	
• Audit/Reviews and Findings	11/16/2020 08:48:54AM Expires: 11/15/2021	Approved	11/16/2020 08:48:45AM	
• CHAR500 or CHAR410	11/16/2020 08:49:36AM Expires: 11/15/2021	Approved	11/16/2020 08:49:28AM	



Additional Resources

<https://grantsmanagement.ny.gov/prequalification-faq>

<https://grantsmanagement.ny.gov/get-prequalified>

<https://grantsmanagement.ny.gov/grantee-documents>



Vendor Responsibility

<https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire>



Submission of documentations

Email to: AmeriCorpsRFP@ocfs.ny.gov

Or see RFP Section 5.5 for instruction on Submission
of Proposals Outside of eGrants

Friday, October 7, 2022

12:00 p.m. (Noon) Eastern Time

Section 4.2 New, Same or Additional Projects



New Project (§ 2522.340)

- Meaningful difference between projects in a comparison of:
 - Objectives and priorities of the projects
 - Nature of services provided
 - Program staff, participants, and volunteers involved
 - Geographic locations in which services are provided
 - Populations served
 - Proposed community partnerships



Same Project (§ 2522.340)

- Application considered re-competing if it satisfies AmeriCorps definition of “same project” (see [Mandatory Supplemental Instruction](#))
- Two projects considered the same if they:
 - Address the same issue areas
 - Address the same priorities
 - Address the same objectives
 - Serve the same target communities or population
 - Utilize the same sites



Application Deadline in eGrants

Friday, October 7, 2022

12:00 p.m. (Noon) Eastern Time



Questions and Answers



QUESTIONS?

Please email to AmeriCorpsRFP@ocfs.ny.gov



Thank you!



AmeriCorps
New York



Office of Children
and Family Services