

PROGRAM SPECIFIC TERMS AND CONDITIONS

Family Opportunity Centers

The New York State Office of Children & Family Services (OCFS) administers grant funds received under the New York State General Funds passed through by the New York State Education Department (SED). OCFS in partnership with the SED, and consultation with the NYS Office of Mental Health (OMH) and Office of Additive Services and Supports (OASAS), issued the RFP to establish Family Opportunity Centers (FOC) to meet the emerging needs of at risk families by increasing their protective factors and facilitating connections/coordination with community partners, including schools, mental health and substance use disorder service providers, to strengthen and support 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 the advance payment (if applicable), must be logged and completed on-line in the Contract Management System (CMS).

ADMINISTRATIVE CAPS:

State Funded Awards:

- Total administrative costs are limited to 15 percent of the total grant award as established by OCFS policy. OCFS reserves the right to adjust this limit at its sole discretion.
- Total administrative expenses are limited to 15 percent of the grant award, less expenses for equipment, capital expenditures, rental costs, participant support cost and the portion of each subcontract in excess of \$25,000.00.

ALLOWABLE AND NON-ALLOWABLE COST:

Allowable Cost 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, mailing and printing costs of project related flyers/pamphlets, educational materials

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- 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
- Expenses to meet families' concrete needs, such as but not limited to addressing food insecurity, transportation cost to access services, clothing needs

Non-Allowable Cost include but are not limited to*:

- Capital development or acquisition costs such as purchasing buildings and major refurbishing/renovation of buildings
- Out of state travel, unless approved by the OCFS Program Manager
- Interest costs, including cost incurred to borrow funds
- Costs of organized fund raising
- Cost for preparation of continuation agreements or contracts and other proposal development costs,
- Costs for dues, incorporation fees, conferences or meetings unless in connection with the project
- Lunch or meals at meetings or training programs.

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

ADDITIONAL PROGRAM REQUIREMENTS:

This Contract incorporates by reference the solicitation provisions set forth in the Request for Proposal RFP #1080, inclusive of the Questions and Answers, applicant's proposal, 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 \(ny.gov\)](#).

Requirements for All Vendors

- Use standard outcomes and performance targets set by OCFS. Vendors may choose to add additional outcomes and targets.
- Collect data as determined by OCFS to evaluate program performance and services outcomes.
- Submit data in a web-based data system as determined by OCFS.
- Participate in OCFS-sponsored meetings / trainings with other funded programs held in the Albany area, or regionally, if any are scheduled (related costs must be reflected in the budget).

Attachment A1-B

- Participate in professional development (related costs must be reflected in the budget).
 - Provide Letters of Commitment from local districts of social services, school districts (when an awardee is not a school district) and significant community partners with specific details on how they will contribute to program operations/services. Letters should address commitments such as space usage for on-site and off-site services, co-located services and referral sources, etc.
 - Family Support Services, including case management focusing on families with young children to strengthen families and prevent child abuse and neglect, typically short-term to assist families in meeting the identified family needs and desires;
 - Formal and informal parenting education programs that include a curriculum/model in the California Evidence-Based Clearinghouse for Child Welfare or Title IV-E Prevention Services Clearinghouse rated as well-supported, supported, or promising;
 - Projects implementing a promising curriculum/model require an evaluation plan to assess project efficacy;
 - Programs address barriers to mental health and/or substance use disorder services, including prevention programs, including but not limited to completing mental health screenings, training staff on Mental Health First Aid (MHFA) (and/or becoming a center where MHFA trainings are held), fostering connections to crisis systems including mobile crisis response teams and Home-Based Crisis Intervention programs, and making referrals to dyadic therapy/child and/or parent psychotherapy;
 - Programs address family concrete needs, such as food insecurity, transportation costs to access services, etc.; and
 - Programs provide information and referrals for services not provided directly by the FOC.
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- Contractors with subcontracts will provide oversight that minimally includes review of all program and fiscal reports and claims on a quarterly basis. On-site reviews will be conducted as needed. The contractor will identify the person(s) responsible for this oversight. The subcontract agreement will include this requirement and will also include as applicable information regarding referrals of participants and respective responsibilities of the contractor and subcontract.