



**Office of Children  
and Family Services**



**Commission on National  
and Community Service**

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**New York State  
Office of Children and Family Services  
Commission on National and Community Service**

**Grant Procurement**

**REQUEST FOR PROPOSALS**

**RFP # 1123**

**New York State AmeriCorps 2023-2024 Formula Pool**

**Issued: 3/8/2023**

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## 1.0 GENERAL INFORMATION/CALENDAR OF EVENTS

The New York State Office of Children and Family Services on behalf of the Commission on National and Community Service (hereafter “the Commission”) seeks applicants for AmeriCorps Formula grant funding. The Commission is a governor-appointed commission with a diverse, non-partisan body of, among others, representatives of business, labor, education, government, human services, and community-based organizations. The Commission directs national service policy for the state and directly administers funding awarded by the Corporation for National and Community Service (hereafter “AmeriCorps” or “the federal AmeriCorps agency”) to support New York State AmeriCorps programs.

The Commission, while independent, is hosted by the New York State Office of Children and Family Services (hereafter “OCFS”). OCFS provides valuable and critical support to the Commission and is the designated state agency for purposes of issuing the Commission’s requests for proposals and administering grant contracts. Within this request for proposal (hereafter “RFP”), there are several documents, forms and other information requested by OCFS. The Commission supports the mission and priorities of OCFS; however, applicants should prepare their proposals to address the specific parameters of this RFP. All documents and forms requested by OCFS **MUST** be submitted before the deadline for submission of proposals indicated in [Section 1.2 \(Calendar of Events\)](#). If awarded funding under this RFP, your agency must agree to comply with all applicable state and federal laws, rules and regulations, and OCFS contract and reporting procedures.

**Note:** OCFS is NOT responsible for review or evaluation of applications beyond determining whether applicants meet minimum qualifications as outlined in [Section 3.1](#). All funding recommendations to AmeriCorps beyond minimum qualifications are within the discretion of the Commission. Final funding determinations are made by the federal AmeriCorps agency. AmeriCorps does not allow for appeals of any award decisions.

### **THIS REQUEST FOR PROPOSAL IS FOR AMERICORPS FORMULA FUNDING ONLY**

This RFP’s federal funding comes from the New York State formula AmeriCorps national service funding (hereafter the “formula”) and the amount available is determined by AmeriCorps. This RFP is designed to identify a proposal or proposals that the Commission believes is most consistent with the overall strategic goals and priorities of the state and the Commission. The recommendations made by the Commission must be approved by AmeriCorps before grants may be awarded. The Commission will recommend funding a single organization or agency, or multiple organizations or agencies to establish and administer an AmeriCorps program or programs.

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 before 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.

### **Key Concepts**

- [2023 AmeriCorps State and National Grants NOFO \(hereafter “the NOFO”\)](#)
- [2023 AmeriCorps State and National Application Instructions](#)
- [2023 AmeriCorps State and National Mandatory Supplemental Information](#)
- [2023 AmeriCorps State and National Performance Measures Instructions](#)

### **Important Notes:**

The NOFO should be read as background for this RFP, along with the AmeriCorps regulations (45 CFR §§2520–2550), the 2023 AmeriCorps State and National Mandatory Supplemental Information, 2023 AmeriCorps State and National Application Instructions, and the 2023 AmeriCorps State and National Performance Measure instructions.

**The dates listed in these materials are not applicable to this RFP; please follow the dates listed in the Calendar of Events in Section 1.2. of this RFP**

The full AmeriCorps regulations are available online at <http://www.ecfr.gov>.

<b>AmeriCorps Topics</b>	<b>AmeriCorps Regulations</b>
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

### **1.1 Procurement Contact**

All inquiries concerning this procurement must be addressed to the Director of Contracts in the Procurement Unit or their designee(s) at OCFS, via email (preferred) to [AmeriCorpsRFP@ocfs.ny.gov](mailto:AmeriCorpsRFP@ocfs.ny.gov) or via hard copy mailed to:

Director of Contracts  
New York State Office of Children and Family Services  
52 Washington Street  
Room 202S – Procurement Unit  
Rensselaer, NY 12144

### **1.2 Calendar of Events**

Issuance of Request for Proposals	3/8/2023
Programmatic and Evidence Informational Meeting Session ( <i>optional</i> ) (see Section 1.3)	3/15/2023 at 1:00 p.m. Eastern Time
Technical Informational Meeting Session ( <i>optional</i> ) (see Section 1.3)	3/15/2023 at 3:00 p.m. Eastern Time
<b>Deadline for Submission of Written Questions (see Section 1.4)</b>	<b>3/22/2023 by 11:59 p.m. Eastern Time</b>
Recommended Date to Request to Submit Additional Projects (see Section 2.3), and deadline to Prequalify in the Grants Gateway (see Section 3.2)	3/22/2023 by 5:00 p.m. Eastern Time
Responses to Written Questions Posted	On or about 3/30/2023

<b>Deadline for Submission of Proposals in eGrants (see Section 5.5) and New York State Supporting Documents (see Section 1.6)</b>	4/17/2023 <b>by 12:00 p.m. (noon) Eastern Time</b>
Anticipated Notification of Award	No earlier than 8/1/2023
Anticipated Contract Start Date	No earlier than September 1, 2023

### **1.3 Programmatic/Technical Informational Meeting Sessions**

The Commission is committed to providing the most current application information available and relies primarily on the Commission’s website ([www.NewYorkersVolunteer.ny.gov](http://www.NewYorkersVolunteer.ny.gov)) to keep applicants abreast of changes. It is the applicant’s responsibility to monitor this website frequently for updates to the application process, as well as training and technical assistance resources and other information.

The Commission will be hosting two (2) optional informational sessions, held on the dates and times specified in [Section 1.2 Calendar of Events](#); please use the following access information to participate:

To join for both video and audio conference		
Session	Access link	Password
Programmatic and Evidence Info Session	<a href="#">Link</a>	AmeriCorps2023
Technical Info Session	<a href="#">Link</a>	

To join for audio conference only		
Session	Call in Number	Participant Code
Programmatic and Evidence Info Session	(518) 549-0500	161 150 8322
Technical Info Session		161 413 4126

The **Programmatic and Evidence Informational Meeting Session** will cover general AmeriCorps and National Service Programmatic information along with Evidence Information.

Participants are encouraged to review the [2023 Mandatory Supplemental Information](#) section on Evidence Tiers, pp. 3 – 4, before attending this session. Participants and others interested in submitting an application are strongly

encouraged to participate in AmeriCorps for National and Community Service's **Technical Assistance Calls & Webinars: Best Practices in Demonstrating Evidence** ([Webinar](#)).

The **Technical Requirements Informational Meeting Session** will cover the details of the application process, including basic eGrants navigation and use.

**Note:** Before these sessions, participants are strongly advised to read the entirety of this RFP.

#### **1.4 Submission of Written Questions**

All communications to report errors or omissions in the procurement process or to ask questions or to request clarification of this RFP should cite the particular RFP section and paragraph number, and must be submitted via email to [AmeriCorpsRFP@ocfs.ny.gov](mailto:AmeriCorpsRFP@ocfs.ny.gov) no later than the deadline for submission of written questions specified in [Section 1.2 Calendar of Events](#). Questions received after the deadline for submission of 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 System (<https://grantsgateway.ny.gov>) (GGG or Grants Gateway), on the OCFS website (<https://ocfs.ny.gov/main/contracts/funding>) the *New York State Contract Reporter* website at <https://www.nyscr.ny.gov/login.cfm> and the Commission website at <https://newyorkersvolunteer.ny.gov>, on the date specified in [Section 1.2 Calendar of Events](#).

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

**Note:** Requests by current AmeriCorps grantees or subgrantees to submit additional projects (**see Section 2.3**) should be submitted as early as possible and no later than the recommended deadline date specified in [Section 1.2 Calendar of Events](#). The Commission must forward these requests to AmeriCorps, which has sole discretion to determine approval. The Commission cannot assure applicants that AmeriCorps will determine such requests before the Commission's deadline for submitting applications. The Commission will not publish responses to these requests but will notify applicants of AmeriCorps' determination.

#### **1.5 Deadline for Prequalification in the Grants Gateway**

Nonprofit 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 **deadline for submission of proposals in eGrants**. Please refer to [Section 3.0 Minimum Qualifications to Propose and Prequalification Process](#).



**Note:** Government entities are not required to prequalify in the Grants Gateway but **must register** to apply (see [Section 3.2 Prequalification Process](#) for additional information).

## 1.6 **Submission of Proposals**

### **eGrants**

All proposals must be submitted electronically through AmeriCorps's web-based system, [eGrants](#). The Commission recommends applicants draft the application as a Word document and copy and paste the text into the appropriate eGrants fields. The Commission also recommends that applicants create an eGrants account and begin the application creation process as soon as possible.

### **Evidence Studies and Evaluation Reports**

See the [2023 AmeriCorps State and National Grants Notice of Funding Opportunity \(NOFO\) E.1.e. Evaluation Plan](#), pp. 26-27 for evaluation plan submission requirements and instructions. All documents **MUST** be emailed to [americorps.rfp@newyorkersvolunteer.ny.gov](mailto:americorps.rfp@newyorkersvolunteer.ny.gov).

**Note:** If the Commission recommends your application to AmeriCorps, you may be required to provide additional documents such as: 1) Labor union concurrence; 2) Federal debt delinquency; 3) [Financial Management Survey \(FMS\)](#); and/or 4) other required documents.

All applicants recommended to AmeriCorps by the Commission are required to complete and submit their Financial Management Survey. The Commission recommends that applicants begin working on their FMS in anticipation of being funded. Please see **p. 18 of the [2023 AmeriCorps State and National Grants Notice of Funding Opportunity \(NOFO\)](#)**. You will be provided with more detailed instructions by the Commission if your proposal is recommended to AmeriCorps for funding.

### **New York State Supporting Documents**

**The following documents are required by New York State and/or OCFS for applications.** Email the documents to [AmeriCorpsRFP@ocfs.ny.gov](mailto:AmeriCorpsRFP@ocfs.ny.gov) by the date specified in [Section 1.2 Calendar of Events](#). Please request and retain receipt of delivery to establish timely submission of these documents. These documents are considered part of your proposal, and failure to submit them by the specified date may disqualify your application from further review. In the subject heading of the email, please write "**RFP# 1123 NYS**

**AmeriCorps 2023-2024 Formula Pool Required Bid Documents”** and please include your organization’s name and application number.

- 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](#)
- 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 form needs to be completed and submitted with your Administrative Proposal.
  - [OCFS-3460, Minority- and Women-Owned Business Enterprises \(MWBE\) Equal Employment Opportunity \(EEO\) Policy Statement](#)
- E. [OCFS-2647, EO 177 Certification](#) (See Section 7.15 for more information).
- F. [OCFS-4821, CMS User Authorization](#) (Please note, the authorization form is not required at the time of application submission. However, the form is needed for contract development)
- G. [Attachment 1 – Statement on Sexual Harassment \(See Section 10\)](#).
- H. 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. To submit this confirmation with your application, go to the bottom of your certified questionnaire and click the button called, “Form Overview” (See Section 3.3 for more information).

### **Proposal Due Date**

All proposals submitted in response to this RFP are due in the eGrants system by the date specified in [Section 1.2 Calendar of Events](#) of this RFP.

**Supporting documents must be emailed** to [AmeriCorpsRFP@ocfs.ny.gov](mailto:AmeriCorpsRFP@ocfs.ny.gov) by the date specified in [Section 1.2 Calendar of Events](#).

### **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 before 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 before 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) before 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 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 applicant's 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).

Before the deadline for submission of proposals, any such clarifications or modifications as deemed necessary by OCFS will be posted in the [Grants Gateway](#), [the New York State Contract Reporter](#), the [OCFS website](#), and will be linked to the Commission's website, as described in [Section 1.4 Submission of Written Questions](#). Potential offerers that were sent the original bid notice via email will receive an email from the RFP unit regarding the clarifications or modifications. It is the potential applicants' responsibility to check the *New York State 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 Commission was established in 1993 by an executive order of Governor Mario Cuomo. The Commission administers the state's AmeriCorps national service portfolio, which seeks to improve lives, strengthen communities, and foster civic engagement through service and volunteerism in New York state. The Commission promotes volunteerism and community service as methods to solve local problems.

[The National and Community Service Act of 1990](#), as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress's intent and to maximize the impact of investment in national service, AmeriCorps has the following focus areas:

1. Disaster services
2. Economic opportunity
3. Education
4. Environmental stewardship
5. Healthy futures
6. Veterans and military families

New York State AmeriCorps subgrants are awarded to public or private nonprofit organizations (including faith-based), other community organizations, Native American tribes, institutions of higher education, local governments, nonprofit organizations, state agencies or other non-federal governmental entities within states or territories (e.g., cities, counties), labor organizations, partnerships and consortia, and intermediaries that will operate solely in New York state and focus on one (1) or more of the six (6) focus areas. Each of the organizations and agencies, in turn, is expected to use AmeriCorps funding to recruit, place, and supervise AmeriCorps members who engage in intensive service to address pressing community problems.

After successful completion of their terms of service, AmeriCorps members may earn a [Segal AmeriCorps Education Award](#) that may be used to pay for college or graduate school at Title IV eligible schools, or to repay [qualified student loans](#). Most AmeriCorps members receive a modest living allowance and health care benefits and may be eligible for childcare assistance during their terms of service.

### **2.2 OCFS Statewide Considerations**

See **Section 4.1.a Funding Priorities**.

## **2.3 Purpose and Funding Availability**

To maximize the impact of the public investment in national service, the Commission will recommend applications for funding that demonstrate community impact and the ability to solve community problems using an evidence-based or evidence-informed approach (e.g., performance data, research, Theory of Change).

Most awards made under this RFP have two components:

1. Operating funds, and
2. AmeriCorps member positions.

### **For Applicants interested in Planning Grants, please see Section 4.2 and Section 11.0**

Pursuant to the [2023 AmeriCorps State and National Grants NOFO](#), p. 4, an AmeriCorps member is an individual who engages in community service through an approved national service position. AmeriCorps members will be recruited, trained, supervised, and managed by the funded organization. Award amounts vary both in the level of operating funds and in the type and amount of AmeriCorps member positions, as determined by the scope of the projects. Please see RFP **Section 5.1 Technical Proposal Content/Work Plan, 4. Member Experience** and the [NOFO](#), pp. 24-26, for additional proposal submission information.

AmeriCorps has certain responsibilities related to the federal awards they make. Title 2 of the Code of Federal Regulations (CFR) of the “Information Contained in a Federal Award” provides the federal award information that must be provided to each subrecipient of a federal award. **Please note that the Commission has determined that awardees under this procurement are deemed *subrecipients* as described in [2 CFR §200.331](#) for the purpose of carrying out a portion of a federal award.** The Commission will be providing this information to awardees in accordance with federal regulatory requirements and to assist awardees in meeting their federal regulatory requirements as subrecipients.

### **NYS Annual Formula Allocation**

Each state receives an annual AmeriCorps formula allocation of federal funds, to use in accordance with state strategic priorities, as identified by the governor and the Commission. For 2023-2024, New York State was allocated approximately \$9.1m in formula AmeriCorps funding.

## 2.4 Term of Contract

Awards in response to this RFP for new or re-competing grants will result in multiyear contracts for a term of no more than thirty-nine (39) months from the contract start date, which consists of three (3) 15-month contract periods. Applicants who receive awards of federal funding under this RFP will be subject to all applicable state and federal laws, rules and regulations, to include AmeriCorps program regulations found under [45 CFR Part 2522](#).

The 15-month contract periods allow the contractor a covered period to recruit members and remain compliant with federal regulations, which provide full-time AmeriCorps members up to twelve (12) months to complete their terms of service. In addition, programs must budget money for National Service Criminal History Checks (NSCHCs) and may expend the NSCHC funds for staff or members recruited during the contract period. The contract start date must be in accordance with the anticipated contract start date stated in **Section 1.2 Calendar of Events. Expenses incurred in a 15-month contract period may only be reimbursed with funds granted for that same 15-month contract period.**

In approving a multiyear project, AmeriCorps will approve initial funding for the first 15-month contract period. Continuation funding is not guaranteed. Applicants that are awarded a multiyear contract **must** reapply for funding for the second and third 15-month period and are subject to AmeriCorps's approval process for each period. Contracts awarded from this RFP to applicants that do **NOT** reapply will be terminated at the end of their 15-month period. Factors considered in awarding continuation grants include satisfactory performance of the contractor.

**Please Note: Planning grants are awarded for a maximum of one (1) contract period of twelve (12) months or less, for an amount of no more than \$240,000 or less per program. See Section 4.2.B.ii for additional information.**

All awards made as a result of this RFP are conditioned upon the continued availability of federal funds. The Commission and AmeriCorps reserve the right to adjust the amount of an award made under this RFP or elect not to continue funding for subsequent years.

**Note:** Contractors may not begin to provide services before the approved contract start date; OCFS has no obligation to pay for services rendered before that date. Payments cannot be made before the formal execution of a contract and approval by the New York State Office of the Attorney General (AG) and the New York State Office of the State Comptroller (OSC), as applicable.



### 3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS

#### 3.1 Minimum Qualifications

- New York State AmeriCorps grants are awarded to public or private nonprofit organizations including, but not limited to, faith-based and other community organizations, institutions of higher education, state agencies, and 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.
- New and re-competing applicants **must** be prequalified, if not exempt, in the New York State Grants Gateway on the application deadline. See **Section 3.2 Prequalification Process** for additional information.

All applications must include an **Employer Identification Number (EIN)**, and a **Unique Entity Identifier (UEI)**, associated with their registration with System for Award Management (SAM), and maintain an active SAM registration until the application process is complete. AmeriCorps will not make awards to entities that do not have a valid SAM registration and Unique Entity Identifier. See [2023 AmeriCorps State and National Grants NOFO](#) p.13 for additional information.

#### 3.2 Prequalification Process

New York State has instituted key reform initiatives to the grant contract process that require non-profit organizations to complete the Vendor Prequalification process for proposals to be evaluated. Non-profit organizations must prequalify once every three (3) years and are responsible for keeping their information current throughout the three-year period.

**Proposals received from non-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 register** to submit an application.

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 Reform website, download a copy of the [Registration Form for Administrators](#). A signed, notarized original form must be sent to the New York State 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](mailto: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 New York State, 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 RFP.
- 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](mailto: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, and federal EIN or SFS Vendor ID. It is advised that you submit this request before, or as soon as possible after, 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 has questions or requests modifications, you will receive an email notification from the GGS.
- Once your prequalification application has been approved, you will receive an GGS notification that you are now prequalified to do business with New York State.

**Vendors are strongly encouraged to begin this process as soon as possible and at the latest by the date specified in [Section 1.2 Calendar of Events](#) to participate in this opportunity.**

### **3.3 Vendor Responsibility Requirements**

In section 163(9)(f) of the New York State Finance Law requires that a state agency make a determination that a bidder is responsible before awarding that bidder a state contract. Vendor responsibility will be determined based on the information provided by the bidder, online, 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 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 RFPs 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 [Online 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. Non-profit vendors must use the *Vendor Responsibility Questionnaire Non-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.

Before 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 [itservicedesk@osc.ny.gov](mailto:itservicedesk@osc.ny.gov)

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 reenter 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 Online 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 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. 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 submit it as part of the New York State Supporting Documents according to the instruction provided in Section 1.6 of this RFP.**

## 4.0 PROGRAM REQUIREMENTS

### 4.1 Desired Outcomes and Program Requirements

#### **Funding Priorities – Annual Allocations**

The Commission has adopted the following statewide funding priorities in response to historic challenges to New York State. Please see the Commission’s [Statewide Service Plan for 2021-2023](#) to read more about the Commission’s funding priorities listed below.

1. **Covid-19 Relief and Recovery:** AmeriCorps members can play significant roles in public education and prevention, facilitating tests and vaccinations, follow-up, and assisting communities in providing access to these services. The Commission will prioritize applications that propose interventions specifically for these types of services, and/or which target specific populations (the elderly, those with disabilities and underlying health conditions, children and underserved minorities) most impacted by COVID-19.
2. **Organizations Specializing in Services to the Population Ages 55 or Over:** The Commission will look to partner with organizations in its programming that will prioritize interventions specifically targeted to older adults, seeking recruitment and retention of this population, particularly those who have been traditionally marginalized due to systemic racism and other inequities.
3. **Regional intermediaries:** The Commission recognizes that COVID-19, in addition to overall statewide impact, created pockets of regional

needs, unique to specific geographic areas of the state that were essential to fully addressing the impact of the pandemic. The Commission will prioritize applications that propose interventions on a regional or multiregional basis to provide services on a larger scale.

Applicants that propose AmeriCorps programs that further these goals may receive bonus points (See [Section 5.2 Bonus Points.](#))

## **4.2 Program Requirements Based on AmeriCorps Grant Award and Application Types**

### **A. Overview**

Applications may be structured on either a cost reimbursement or full-cost fixed-amount basis. AmeriCorps will not provide funding for two separate applications in both competitive and formula grants with same project structure, in any one (1) federal fiscal year.

**Note: New York State governmental entities applying for AmeriCorps must operate on a cost reimbursement basis.**

The Commission has determined that an AmeriCorps program under this RFP must propose a minimum of ten (10) Member Service Years (MSYs). See [2023 Mandatory Supplemental Information](#) on p. 6 for the definition of MSY.

### **New Applicants**

New applicants are eligible to apply for Cost Reimbursement, Planning and/or Education Award Program (EAP) grants but are NOT eligible to apply for full-cost fixed-amount grants.

The Commission encourages organizations that have never received AmeriCorps funding to apply for the funding described in this RFP. AmeriCorps's general practice is to award no more than fifty (50) member positions (slots) to organizations receiving an AmeriCorps grant for the first time. See the [2023 AmeriCorps State and National Grants NOFO, Type of Award](#), pp. 6 - 8, for the member slot types chart.

### **New or Additional Proposal**

Current and previous grantees may not operate a new project without the prior written approval of AmeriCorps.

Two projects will be considered the "same" if they

- address the same issue areas,
- address the same priorities,

- address the same objectives,
- serve the same target communities and population, or
- utilize the same sites.

AmeriCorps will consider a project to be “new” or “additional” if there is a meaningful difference between it and previous projects in a comparison of several characteristics ([§ 2522.340](#)).

Please see [2023 Mandatory Supplemental Information](#) “Same Project” on pp. 8-9 for a full description of criteria.

To request permission to apply for a new or more than one (1) project, the Commission requires that applicants complete [this request form](#) and email to the Commission at [AmeriCorps.RFP@newyorkersvolunteer.ny.gov](mailto:AmeriCorps.RFP@newyorkersvolunteer.ny.gov).

AmeriCorps requires applicants to request new projects “significantly in advance” of the application deadline date specified in [Section 1.2 Calendar of Events](#). Please submit your requests as early as possible.

The Commission will forward these requests to AmeriCorps, which has sole discretion to determine approval. The Commission cannot assure applicants that AmeriCorps will determine such requests before the Commission’s deadline for submission of applications as stated in the Calendar of Events. The Commission will not publish responses to these requests but will notify applicants directly of AmeriCorps’s determination.

### **Continuation Requests**

**This RFP is ONLY for new and recompeting** (in the third and final year of an AmeriCorps funding cycle and applying for a new formula grant cycle) **applicants.**

Programs that are currently in their first or second year of operation within a grant cycle are continuing applicants. These programs are considered current programs with AmeriCorps formula contract terms that will not end before December 31, 2023.

**Commission AmeriCorps program administrators will send continuing programs the *AmeriCorps Formula Continuation Instructions for 2023-2024*, under separate cover from this RFP, to be considered for continuation of funding for an additional period within their contract term.**

## **B. Type of Awards**

### **i. Operating Funds**



AmeriCorps may award a cost reimbursement or a fixed-amount grant to any successful applicant, but the availability of a full-cost fixed-amount grant is limited to certain applicants. Professional Corps (as defined in [2023 Mandatory Supplemental Information](#) on p. 7) are not eligible to apply for Cost Reimbursement grants. See C.1. Eligible Applicants [2023 AmeriCorps State and National Grants NOFO](#) pp. 8 – 10 for more information. AmeriCorps will not provide both types of grants for the same program in anyone (1) federal fiscal year.

ii. **Developmental Support Funds**

The Commission may, depending upon funding availability and score, support planning grants of up to \$240,000 for a period of twelve (12) months or less. Planning grants provide resources for agencies and organizations interested in supporting an AmeriCorps program to further explore community needs, possible sources of local support and match funding, and/or to develop a program design and budget that will be sustainable. See **Section 11.0** for additional information and special instructions for planning grant applications.

**C. Member Living Allowance**

**A living allowance is not considered a salary or a wage.** Programs are not required to provide a living allowance for members serving in less than full-time terms of service. When a program provides a living allowance, it must not exceed the maximum limits in the table below.

<b>Service Term</b>	<b>Minimum # of Hours</b>	<b>Minimum Living Allowance</b>	<b>Maximum Total Living Allowance</b>
Full-Time	1,700	\$17,600	\$35,200
Three-Quarter Time	1,200	n/a	\$24,640
Half-Time	900	n/a	\$17,600
Reduced Half-Time	675	n/a	\$13,376
Quarter Time	450	n/a	\$9,152
Minimum Time	300	n/a	\$7,392
Abbreviated Time	100	n/a	\$2,112



Funded organizations are responsible for withholding income tax and FICA. In accordance with the New York State Department of Labor’s memorandum issued in 1995, which clarified that service with AmeriCorps is not covered employment in New York state, funded organizations do not withhold unemployment insurance premiums for AmeriCorps members. (See D.6.a.1 Member Living Allowance [2023 AmeriCorps State and National Grants NOFO](#) pp. 14-15 for more information and exceptions to requirements.)

While fixed-amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Fixed-amount grant applicants should indicate that amount in the application. For cost reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps or grantee share.

**D. Maximum Cost per Member Service Year (MSY)**

**The maximum cost per MSY is NOT to be confused with the maximum Member Living Allowance (see Section 4.2 C, above).**

AmeriCorps cost per MSY is determined by dividing AmeriCorps share of budgeted grant costs by the number of MSYs requested; it does not include childcare or the value of the education award a member may earn. The maximum amount an applicant may request from AmeriCorps per MSY is determined on an annual basis. The maximum costs per MSY for this funding opportunity are set forth in the [2023 AmeriCorps State and National Grants NOFO](#) FEDERAL AWARD INFORMATION, Maximum Cost per Member Service Year, pp. 15-16.

Grant Program	Maximum
Cost-Reimbursement and Full-Cost (Fixed-Amount) Grantee	\$28,800 cost per MSY
Professional Corps (Fixed-Amount) Grantee	\$1,000 cost per MSY*
EAP (Fixed-Amount) Grantee	\$800 or \$1,000 cost per MSY**
Planning Grant Grantee	\$240,000 per proposal

\*AmeriCorps requires Professional Corps programs to cover the operating expenses associated with the AmeriCorps program through non-AmeriCorps resources. AmeriCorps will only consider operating funds of up

to \$1,000 per MSY if an applicant is able to demonstrate significant organizational financial need.

\*\* Per [42 U.S.C. 12581a](#), AmeriCorps may provide the operational support under this section for a program in an amount that is not more than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth. Please see [45 CFR 2522.110\(b\)\(3\)\(ii\)](#) for additional information.

AmeriCorps reserves the right to 1) treat an applicant that meets the statutory requirements of a Professional Corps as such, whether they submitted their application as a Professional Corps program; and 2) determine whether an applicant has demonstrated inability to effectively operate in the absence of AmeriCorps operating funds.

New and recompeting subgrantees must not submit a budget that exceeds the maximum cost per MSY for their grant subtype. The per member per year service cost for each member must be charged within the 15-month contract period that the member was appointed in.

#### **E. Segal AmeriCorps Education Award Program (EAP)**

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven (7) years after their term of service to use the Education Award. The amount of the Education Award for program year 2023-2024 is dependent upon the annual federal budget. Applicants should not include the amount of the Education Awards associated with their application in their budgets. Applicants that are awarded grants will be notified of the amount of the Education Award at a later date.

#### **F. Cost Sharing or “Match” Requirements**

AmeriCorps requires that 2023-24 applicants submit their applications with the required match and any alternate match schedule.

##### **Fixed-Amount Grants – Recompeting Applicants Only**

There is no match requirement for fixed-amount grants. AmeriCorps does not provide all the funds necessary to operate a fixed-amount grant

program; therefore, organizations should raise the additional revenue required to operate the program.

**Note:** New applicants can only apply for cost reimbursement and Education Award Program (EAP) grants, not fixed-amount grants.

### **Cost Reimbursement Grants**

Applicants are required to match funds based on the chart below. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. **Applicants must indicate whether the match is proposed or secured and must demonstrate the ability to meet the match requirement at the time of application submission.**

A first-time successful applicant for a cost-reimbursement grant is required to match at twenty-four (24) percent for each period of the first thirty-nine-month (39) contract term.

Following the first three-year (3) contract term, and each time an applicant recompetes, the match requirement gradually increases every year to 50 percent by year ten (10), according to the minimum overall share chart found in [45 CFR 2521.60](#) and below.

See [Section 1.0 General Information/Calendar of Events, under the Key Concepts heading.](#)

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

**Note: FEDERAL FUNDS AS MATCH** Section 121(e)(5) of NCSA ([42 U.S.C. 12571\(e\)](#)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to AmeriCorps.

Awardees who use federal funds not awarded by AmeriCorps as match will be required to submit documentation of approval from the other federal funding agency(ies) before reimbursement and report the sources and amount on the expenditure claim(s). All New York State AmeriCorps grantees and subgrantees must report this match to the Commission on a schedule included in their OCFS contract.

Organizations awarded funding through this RFP must provide written permission from federal agencies other than AmeriCorps to use such

funds as program operating costs match on the AmeriCorps grant. All applications recommended to AmeriCorps by the Commission must provide proof of this in writing to the Commission upon the Commission's request.

### **Individual Match Waiver**

Please see the following Individual Match Waiver information for AmeriCorps State and National Grantees (located on the AmeriCorps website's [Manage Your Grant](#) webpage):

- [AmeriCorps State and National Match Waiver Request](#)
- [AmeriCorps Seniors and AmeriCorps State and National Match Waiver FAQs \(June 2022\)](#)

### **Alternative Match**

Under certain circumstances, [See [2023 AmeriCorps State and National Grants NOFO FEDERAL AWARD INFORMATION, Cost Sharing or Matching, pp. 10 - 11 for qualifications](#)], applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in 45 Code of Federal Regulations [CFR 2521.60\(b\)](#).

To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the [2023 AmeriCorps Application Instructions](#) (Attachment G: *Alternative Match Instructions*, pp. 37-38). Additional guidance can be found at [Manage Your Grant | AmeriCorps](#).

**Applicants that qualify should email a request for Alternative Match along with their application to [AmeriCorpsRFP@ocfs.ny.gov](mailto:AmeriCorpsRFP@ocfs.ny.gov) by the Deadline for Submission of Proposals specified in [Section 1.2 Calendar of Events](#).**

**AmeriCorps and not the Commission will make the final determination as to alternative match schedules.**

## **G. Indirect Costs**

Applicants' budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally approved indirect cost rate, a ten percent (10%) de minimis rate of modified total direct costs, or may claim

certain costs directly, as outlined in [2 CFR 200.413](#). States, local governments, and Indian tribes may use previously approved indirect cost allocation plans. All methods must be applied consistently across all federal awards.

Applicants that have a federal negotiated indirect cost rate or that will be using the ten percent (10%) de minimis rate must enter that information in the Organization section in eGrants. **However, under Section 121(d) of the NCSA and AmeriCorps' regulations at [45 CFR 2521.95](#) and [2540.110](#), no more than 5 percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants.** For definition and available options, please see **Attachment B. Section III. Administrative/Indirect Costs** [2023 AmeriCorps Application Instructions](#) on pp. 25-26.

## H. Performance Measures

The Commission recommends that applicants use the National Performance Measures as part of their comprehensive performance measurement strategy if the National Performance Measures are part of the applicant's Theory of Change. Applicants may also self-determine performance measures if desirable. All applicants should use both performance and evaluation data to assess their work and be prepared to make tactical and strategic adjustments to achieve their goals. For more information, please refer to the [2023 AmeriCorps State and National Grants NOFO, National Performance Measures, p. 22](#) and [2023 Performance Measures Instructions](#).

All applications must include at least one (1) aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure.

Additional performance measures, including output-only National Performance Measures, may be included if desired; however, all performance measures must be consistent with the program's Theory of Change and represent significant program activities. The Commission does not expect applicants to select performance measures to correspond to every potential member activity or community impact. The Commission values *quality* over *quantity* regarding performance measures.

## I. National Service Criminal History Check

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of

national service. The law requires grantees, including any subgrantees funded through this RFP, to conduct and document NSCHCs on designated persons.

- In general, award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on, the award.
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements. NSCHC regulations and guidance: [National Service Criminal History Checks](#).
- AmeriCorps strongly encourages funded applicants to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs. See: [Using AmeriCorps Approved Vendors Fieldprint and Truescreen for NSOPW, State and FBI Checks](#).
- Failure to conduct a compliant NSCHC may result in significant disallowed costs.
- The cost of conducting NSCHC is an allowable expense under the award, and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

NSCHC consists of a check of the following:

1. National Sex Offender Public website through [NSOPW.gov](#) (nationwide check)
2. State criminal history record repository or agency-designated alternative for the individual's state of residence and state of service
3. Fingerprint-based check of the FBI criminal history record database through the state criminal history record repository or agency-approved vendor

All checks must be conducted, reviewed, and an eligibility determination made before the individual begins work or service.

An individual is not eligible to serve or work in a position subject to the NSCHC requirements if

- the individual refuses to consent to a criminal history check;
- makes a false statement in connection with a criminal history check; or
- is registered or is required to be registered on a state sex offender registry or the National Sex Offender Registry; or has been convicted of murder.

See [45 CFR 2540.200– 2540.207](#) and [National Service Criminal History Check Resources](#) for complete information and FAQs.

**Note: Failure to conduct compliant NSCHCs may result in significant disallowed costs.**

## **J. Official Guidance**

All federal AmeriCorps active guidance is available on the [agency's Guidance webpage](#). The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

### **4.3 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 the 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**<sup>1</sup>

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. Applicants are urged to submit high-quality applications that carefully follow the guidance in this RFP. The quality of an application is an important factor in determining whether an organization will receive funding.

#### **A. Proposal Content**

In [eGrants](#), AmeriCorps's web-based management system, applicants will enter the following components to ensure a complete application: See [2023 AmeriCorps State and National Grants NOFO](#), D. 7. a. **Electronic Application Submission in eGrants pp. 17-18.**

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<sup>1</sup> These terms correlate to the "Narrative" section of the eGrants application.



Applicants should contact the AmeriCorps Hotline at (800) 942-2677 or via [eGrants Questions](#) if they have a problem when they create an account, prepare, or submit the application. For AmeriCorps hotline hours go to <https://questions.americorps.gov/app/ask>.

**Standard Form 424 (SF-424), Face Sheet**, is automatically generated when applicants complete the data elements in the system:

- **Narrative Sections:**
  - Executive Summary: This is a brief description of the proposed program.
  - Program Design
  - Organizational Capability
  - Cost-Effectiveness and Budget Adequacy
  - Evaluation Summary/Plan
- **Logic Model**
- **Performance Measures**
- **Standard Form 424A Budget**
- **Clarification**
- **Authorization, Assurances, and Certifications<sup>2</sup>**

## B. Page Limits for Application Submissions

The length of a document in Word processing software may be different than what will print out in AmeriCorps' web-based system. Submitted material that exceeds the page limits in the printed report will not be considered during proposal review. The system will not prevent an applicant from entering text that will exceed page limitations. This applies to both the Narrative page limit and the Logic Model page limit. **Therefore, the Commission strongly encourages applicants to print out the sections of the application from the "Review" tab before submission to check that each individual section subject to page limitations does not exceed that section's page limit.**

When determining compliance for page limits, the Commission and AmeriCorps will only consider the number of pages printed out from the "Review" tab in AmeriCorps's web-based grant management system (where you see the "View/Print Your Application" heading) for each section defined in the [2023 AmeriCorps State and National Grants NOFO Page Limits p. 12](#). AmeriCorps will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. The application page limit does not include the Budget, Narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable. The Narrative and Logic Model have individual page

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<sup>2</sup> <https://egrants.cns.gov/cnsmisc/ECERTS.HTM>.



limitations.

### **Narrative Page Limitations**

**Applications must not exceed ten (10) pages when printed with the application from the “Review” tab in AmeriCorps’ web-based management system.**

The application sections that count toward the narrative page limit are:

- SF-424, *Face Sheet*
- Executive Summary
- Program Design, Organizational Capability, and Cost-Effectiveness and Budget Adequacy narratives.

The application page limit does not include the Budget, Performance Measures, or any required additional documents.

### **Logic Model**

**The Logic Model may not exceed three (3) pages when printed with the application from the “Review” tab in AmeriCorps’ web-based management system.**

The length of the application as a Word processing document may differ from the length of the document printed out from eGrants. AmeriCorps and the Commission strongly encourage applicants to print out the application from the “Review and Submit” tab in eGrants before submission to confirm that the Logic Model does not exceed the page limit.

## **1. Criteria for Evaluating Grants**

<b>Categories/Subcategories</b>	<b>Points</b>
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b>	<b>44</b>
Theory of Change and Logic Model	24
Evidence Quality	8
Member Experience	12
<b>Organizational Capability</b>	<b>36</b>
Organizational Background and Staffing	11
Compliance and Accountability	11
Culture That Values Learning	4
Member Supervision	6

Racial Equity and Justice	4
<b>Bonus Points</b>	<b>15</b>
<b>Cost Effectiveness &amp; Budget Adequacy</b>	<b>20</b>

**A. Executive Summary (Required - 0 points)**

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [name of the organization] will have [number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing].

The AmeriCorps investment will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.<sup>3</sup>

Fixed-amount grant applicants (EAP, Full-Cost Fixed, No-Cost Slots) should list their Other Revenue (see Mandatory Supplemental Information found [here](#)) because although they are not required to provide a specific amount of match, they must still raise significant additional resources to operate the program.

**B. Program Design (44 points)**

Reviewers will consider the quality of the application’s response to the criteria below. Do not assume all sub criteria are of equal value. Please ensure that the Theory of Change and Logic Model incorporates the funding priorities listed above, for example, supporting communities historically excluded and/or underserved from government services, addressing structural and institutional inequities, or increasing opportunity to achieve sustainable change in communities.

**1. Theory of Change and Logic Model (24 points)**

The Theory of Change shall address the following:

- The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.

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<sup>3</sup> When completing the Executive Summary do not include the amount of the Segal Education Award in your totals.

- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated, including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's Theory of Change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict the following:

- A summary of the community problem, including the current role or historical inequities faced by underserved communities may play in contributing to the problem
- The inputs or resources that are necessary to deliver the intervention, including but not limited to
  - locations or sites in which members will provide services,
  - number of AmeriCorps members who will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including
  - the duration of the intervention (e.g., the total number of weeks, sessions, or months of the intervention);
  - the dosage of the intervention (e.g., the number of hours per session or sessions per week);
  - the target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
- The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted). If applicable, identify which National Performance Measures will be used as output indicators. (See [Performance Measure Instructions](#) for guidance).
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur due to the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

**Note:** The Logic Model is a visual representation of the applicant's Theory of Change. Programs should include short, medium, or long-term outcomes in the Logic Model. Applicants are not required to

measure all components of their Theory of Change. The applicant's performance measures should be consistent with the program's Theory of Change and should represent significant program activities.

In the application narrative, applicants should discuss the community need as it relates to the [CDC's Social Vulnerability Index](#).

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

Rationales and justifications should be informed by the organization's performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g., targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

Applicants with multiple interventions should complete one Logic Model chart, which incorporates each intervention. **Logic Model content that exceeds three pages will not be reviewed.**

## **2. Evidence Quality – 8 points**

The quality of the applicant's evidence and the degree to which it supports the proposed program design will be assessed and scored.

Applicants who have outcome or impact evaluation reports of the same intervention described in the application (see [2023 Mandatory Supplemental Information](#) for a definition of "same intervention") may submit up to two (2) reports. The intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention, including all key components and activities
- The context in which the intervention is delivered
- Outcomes of the intervention

Additional documents that are not consistent with the guidance and requirements described will not be reviewed.

In the Evidence Quality section of the application narrative,

applicants must (1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must describe in the Evidence Quality section of the application narrative how the intervention described in the submitted reports that supports or complements their proposed intervention(s) is the same as the intervention described in the application (see [2023 Mandatory Supplemental Information](#)).

Applicants should provide citations for the studies they describe.

Reviewers will score the submitted evaluation reports using the following standards:

- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.).
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six (6) years.
- The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one (1) key outcome of interest.
- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design.
- The described evidence is relatively recent, preferably from the last six years (6).
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one (1) key outcome of interest.<sup>4</sup>

### **3. Member Experience (12 points)**

In this section, please describe how your program will be structured to meet the following criteria:

- AmeriCorps members, because of their service, will have opportunities to develop as leaders.

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<sup>4</sup> All applicants are required to enter text in the Evaluation Summary or Plan field of the application (see Section E. Evaluation Plan).

- AmeriCorps members will gain skills from their training and service that can be utilized and will be valued by future employers after their service term is completed.
- AmeriCorps members receive additional benefits.
- Description of the demographics of the community served and plans to recruit AmeriCorps members from geographic or demographic communities in which the program operates. This could include but not be limited to the following: historically underserved, under-represented, and disadvantaged populations of
  - a. communities of color,
  - b. LGBTQI+ (Lesbian, Gay, Bisexual, Transgender, Queer, Questioning or Intersex) communities,
  - c. individuals with varying degrees of English language proficiency
  - d. individuals with disabilities, and
  - e. veterans and military family members as volunteers.
- Description of how the organization will ensure its project engages a diverse and inclusive group of members.
- The applicant's organization and/or program has a diversity, equity, and inclusion council or similar mechanism that seeks to diversity its staff and board and create a supportive and safe environment as well ensure that its programming is culturally and community appropriate.

### **C. Organizational Capability (36 points)**

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all subcriteria are of equal value.

#### **1. Organizational Background and Staffing (11 points)**

- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.
- The organization has facilitated, partnered, or participated in educational or workforce development programs (i.e., pre-apprenticeship/registered apprenticeship, work experience, and job training programs, etc.).
- The leadership and staff of the organization has the same lived experience as the beneficiary population and/or community being served.
- The applicant's (organization's or institution's) definitions of diversity, equity, inclusion, and accessibility demonstrate the organization is engaged in related to diversity, equity, and inclusion. This can include the inclusion of diversity on the Board of Directors, agency staff and leadership, and/or volunteers.

#### **2. Compliance and Accountability (11 points)**

- The extent to which the organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations, including those related to prohibited activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The extent to which the organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and AmeriCorps, and a plan for training staff and participants on these reporting protocols.
- The extent to which the organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, this can include an assessment of appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.
- The AmeriCorps-required evaluation report meets AmeriCorps requirements (if applicable).
- The AmeriCorps-required evaluation report is of satisfactory quality (if applicable).

### **3. Culture That Values Learning (4 points)**

- The applicant's board, management, and staff collect and use information, including performance data, for learning and decision-making.
- The applicant's board, management, and staff collect and use information to determine its programmatic effectiveness in serving in a community with members that are diverse.

### **4. Member Supervision (6 points)**

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

### **5. Racial Equity and Justice (4 points)**

The Commission believes that systemic and institutional racism exists within our society and pledges to view responsibilities through that lens, striving toward ensuring equity in our programs, initiatives, and services.

- Explain the level of organizational capacity currently devoted to diversity, equity, and inclusion activities.
- Outline plans for increasing and/or creating capacity devoted to diversity, equity, and inclusion activities.

- Demonstrate how the specific proposed intervention(s) and action(s) will advance the cause of racial justice and equity and fight racism.

#### **D. Cost Effectiveness and Budget Adequacy (20 points)**

Reviewers will assess the quality of the application’s budget to the following criteria below. Do not assume all sub-criteria are of equal value. **Refer to [Section 5.3 Proposed Budget](#) for Instructions.**

**These criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for “See budget.”**

##### **1. Cost Effectiveness and Budget Adequacy (20 points)**

- Budget complies with the application instructions found [here](#) (Cost reimbursement applicants: See Appendix B and C; Fixed-amount applicants: See Appendix D and E)
- Cost-reimbursement applicant meets match requirements or fixed-amount applicant proposes sufficient additional revenue to adequately support the program. Applicant identifies sources in the Source of Funds section of the budget
- The cost per MSY is equal to or less than the maximum cost per MSY (See [NOFO](#) Section D.6.a.2).

Applicants must complete the budget and ensure the following information is in the budget screens:

- Indicate current indirect cost-rate information, if used, to claim indirect/administrative costs.
- Identify the non-AmeriCorps funding and resources necessary to support the project, including fixed-amount applicants.
- Indicate the amount of non-AmeriCorps resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

#### **E. Evaluation Plan (Required for recompeting grantees - 0 points)**

If the applicant has previously received three or more years of AmeriCorps competitive or formula funding for the same project being proposed (see the [2023 Mandatory Supplemental Information](#) for the AmeriCorps definition of “same project”), the applicant must submit an evaluation plan as an attachment (see the Submission of Additional Documents section for more information). If the applicant has previously received six or more years of formula or competitive funding for the same project being proposed, the applicant must submit both an evaluation plan and an evaluation report as attachments.



Applicants should use the [evaluation plan template](#) available on the notice webpage to craft their evaluation plans. The template document provides detailed information about the AmeriCorps evaluation requirements ([45 CFR 2522.700-710](#)) and specifies the information that must be provided for the evaluation plan to be approved by AmeriCorps. The evaluation plan will not be scored and will not be reviewed until after funding decisions have been made.

All applicants should enter “N/A” in the “Evaluation Summary or Plan” field of the narrative. Any other text entered in this field will not be reviewed.

AmeriCorps state and national evaluation resources are available at <https://www.americorps.gov/grantees-sponsors/evaluation-resources>).

Information provided in the Evaluation Summary or Plan field will not be scored and will not be reviewed until after funding decisions have been made.

**F. Amendment Justification (0 points)**

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

**G. Clarification Information (0 points)**

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

**H. Continuation Changes (0 points)**

Enter N/A. This field will be used to enter changes in the narratives in any future continuation requests.

**5.2 Bonus Points (Possible 15 bonus points total):**

**Funding Priorities (5 bonus points)**

Five (5) bonus points for proposals that address any/all of the funding priorities in Section 4.1.

**Equity in Leadership (5 points total)**

The Commission will award five (5) bonus points for each application that demonstrates that the applicant led by Black, Indigenous, or Persons of Color (BIPOC), including one or more such persons in professional or lay leadership.

Please indicate each individual's name, title, length of service in the position, and a brief description of that individual's professional or volunteer experience with your organization.

### **Geographic Regions (5 points total)**

Applicants will receive five (5) bonus points for applications that increase the geographic diversity of the state's AmeriCorps portfolio. The State of New York is divided into ten (10) economic regions (see map below). The Commission has determined that seven (7) of these regions are underserved by Commission-administered AmeriCorps programs.

The Commission defines "underserved" for purposes of this RFP as economic regions with zero, one, or two operating Commission-funded AmeriCorps programs: Southern Tier, Central New York, North Country, Mohawk Valley, Capital District, Hudson Valley, and Long Island. Applicants that propose to serve one or more of the seven (7) underserved regions, will receive five (5) bonus points.

### **New York State Economic Regions**

For purposes of organizing regional intermediaries, the Commission presents the following map and information indicating the ten (10) economic regions and counties within each region:

### **The ten (10) New York State economic regions are organized as follows:**

- Western New York:** Allegany, Cattaraugus, Chautauqua, Erie, Niagara
- Finger Lakes:** Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, Yates
- Southern Tier:** Broome, Chemung, Chenango, Delaware, Schuyler, Steuben, Tioga, Tompkins
- Central New York:** Cayuga, Cortland, Madison, Onondaga, Oswego
- Mohawk Valley:** Fulton, Herkimer, Montgomery, Oneida, Otsego, Schoharie
- North Country:** Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, St. Lawrence
- Capital Region:** Albany, Columbia, Greene, Saratoga, Schenectady, Rensselaer, Warren, Washington
- Mid-Hudson:** Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester
- New York City:** Bronx, Kings, New York, Richmond, Queens
- Long Island:** Nassau, Suffolk



### 5.3 Proposed Budget

All New York State AmeriCorps programs applying for operating funds are required to budget at least \$2,000 for travel to attend the annual New York State AmeriCorps Service Summit (location and date to be announced) and to work collaboratively with other national service programs in their region on national and New York State service days, including but not limited to National Day of Service and Remembrance (September 11), Martin Luther King Day, and “I Love My Park Day” (first Saturday in May of each year). The Commission may announce additional federal or state service days throughout the life of any grant awarded.

Please see [2023 AmeriCorps Application Instructions](#) for overall budget instructions. The attachments included in the instructions can be found on the pages referenced below.

Attachment B: *Detailed Budget Instructions for Cost-Reimbursement Grants*, pp. 22-27

Attachment C: *Budget Worksheet*, pp. 28-31

Attachment D: *Detailed Budget Instructions for Fixed-Amount Grants*, pp. 32-33

Attachment E: *Fixed-Amount Budget Worksheet*, p. 34

Attachment F: *Budget Checklist*, pp. 35-37

Attachment G: *Alternative Match Instructions*, pp. 37-38

These attachments to the [2023 Application Instructions](#) are worksheets only. All information must be entered in eGrants.

#### Non-Allowable Costs

Programs must comply with all applicable federal laws, regulations, and the requirements of the Omni Circular. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 CFR Part 200](#)) for allowable, allocable, and reasonable cost information as well as audit requirements. The OMB Omni Circular can be found online at [https://www.ecfr.gov/cgi-bin/textidx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/textidx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

New York State governmental entities, not including local governmental entities, applying for AmeriCorps funding may not budget for personal service costs.

#### Local Match

AmeriCorps requires that 2023 AmeriCorps applicants submit their applications with the required match and any alternate match schedule. If applicable, AmeriCorps will note any match waiver on any Notice of Grant Award it issues.

There is a required local share match of the grant award for cost reimbursement grants, per **Section 4.2 Program Requirements Based on AmeriCorps Grant Award and Application Types**.

AmeriCorps permits the use of non-AmeriCorps federal funds as match for the applicant share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency before submitting your application. Section 121(e)(5) of the [National Community Service Act of 1990](#) requires that awardees who use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to AmeriCorps. If you use other federal funds as match, you must ensure you can meet the requirement and purpose of both grants. Awardees who use federal funds as match will be required to submit documentation of approval from the other federal funding agency(ies) before reimbursement and report the sources and amount on the expenditure claim. The applicant must report the use of these funds to AmeriCorps in accordance with [42 U.S.C. 12571\(e\)](#).

- The local share match may be reflected in any budget category. It does not need to be in the same category as the required AmeriCorps funds.
- The local match can be cash or in-kind.

#### **5.4 Key Concepts**

See Section 1.0 and [2023 Mandatory Supplemental Information](#) for definitions relevant to this RFP.

#### **5.5 Proposal Submittal Process**

##### **How to Submit a Proposal**

Before submitting a new or recompetive proposal, nonprofit organizations must prequalify in the Grants Gateway per [Section 3.2 Prequalification Process](#). If you are not already registered, register with the Grants Gateway at <https://grantsmanagement.ny.gov/>.

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.

Grants Reform Videos (includes a document vault tutorial and an application tutorial) are available on YouTube:

<http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

Grants Gateway Help Desk: 518-474-5595

Grants Team Email: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov)  
(Proposal completion, policy, and registration questions)  
<https://grantsgateway.ny.gov>

### **Proposal Submission**

Proposals must be submitted online via the eGrants website (<https://egrants.cns.gov/espan/main/login.jsp>) by the deadline for submission of proposals posted in RFP [Section 1.2 Calendar of Events](#).

### **Supporting Documents**

All supporting documents must be emailed to [AmeriCorpsRFP@ocfs.ny.gov](mailto:AmeriCorpsRFP@ocfs.ny.gov) by the date specified in RFP [Section 1.2 Calendar of Events](#). See RFP [Section 1.6 Submission of Proposals](#) for additional information.

Proposals will not be accepted outside of eGrants except under the circumstances noted below.

### **Submission of Proposals Outside of eGrants**

The Commission will only accept the submission of proposals outside of eGrants for the following circumstances:

**eGrants Technical Issues:** All applicants are required to submit their proposals electronically utilizing eGrants; however, the Commission recognizes that technical issues may arise. In order for the Commission to accept your application outside of eGrants, applicants must first make at least one attempt to submit via eGrants. If a technical issue with the eGrants system is discovered on or before the proposal due date, the applicant must immediately contact the National Service Hotline at 800-942-2677 or via [eGrants Questions](#) to secure a Ticket Number (National Service Hotline hours can be found at the link above). Be prepared to provide the Application ID, organization's name, and the name of the notice to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the AmeriCorps Hotline to submit via eGrants.

If the issue cannot be resolved after contacting the National Service Hotline, the following materials must be sent by email to [AmeriCorpsRFP@ocfs.ny.gov](mailto:AmeriCorpsRFP@ocfs.ny.gov) and arrive at the email address no later than the deadline for submission of proposals posted in [Section 1.2 Calendar of Events](#). The following must be included with your submission: (1) the National Service Hotline Ticket Number and a brief paragraph explaining the technical issues that prevented submission of your application in eGrants by the deadline for submission of

proposals; (2) a complete copy of the applicant's 2023-24 State AmeriCorps Application including all Application Components and Required Application Forms. Due to file size limitations, it may be necessary to email a compressed zip file or utilize multiple emails, all of which must be received by the deadline for proposal submission.

You will be required to enter your exact application in eGrants after the technical issues are resolved.

You must retain proof of application submission outside of eGrants via email to [AmeriCorpsRFP@ocfs.ny.gov](mailto:AmeriCorpsRFP@ocfs.ny.gov) in the form of a time-stamped delivery confirmation receipt.

**All applications must arrive no later than the deadline for submission of proposals posted in [Section 1.2 Calendar of Events](#).**

## **6.0 MINIMUM CRITERIA/REVIEW 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 Review Process**

The Commission will use the following procedures to select applications for recommendation to AmeriCorps for formula AmeriCorps funding:

1. If a proposal meets the minimum qualifications to propose, it will be reviewed and scored by independent reviewers selected by the Commission. The reviewers will review the proposal as a team to agree on a consensus score. A structured evaluation instrument will be used to score proposals. The evaluation instrument will align with the requirements, outline, and point values specified in this RFP.
2. The role of the Commission staff is to facilitate the best possible review by the reviewers through training, technical assistance, and support. Commission staff will be available to the reviewers for such support throughout the review process but do not score applications.
3. At the conclusion of the review process, the reviewers will submit their consensus score sheets for each application to the Commission and the applications will be ranked according to consensus score from highest to lowest.

## Post-Review Procedure:

1. The Commission will consider and act upon applications to recommend to AmeriCorps for funding. Decisions will be based upon an applicant's score from the process described above. Applications that receive a total score of 90, inclusive of Bonus Points, or above (including any bonus points awarded) will automatically be recommended for funding. Applications that receive a total score between 60 and 89 may, within the discretion of the Commission, be recommended for funding. **Applications scoring below a total of 60 points will not be recommended for funding.**
2. The Commission reserves the right to adjust the funding amount requested based on program need and the total dollar value of the applications submitted.
3. If your proposal is selected for recommendation, you may be asked to work with Commission staff to make technical and other minor changes to your proposal so that it adheres to all applicable laws, rules, and regulations, including AmeriCorps statutes and regulations. You may be asked to clarify areas of the proposal that are vague, or confusing. No changes made during this period will affect the recommendations as previously determined by the Commission. You will be asked to enter any changes to your proposal into eGrants by a date specified by the Commission.

If the Commission recommends application to AmeriCorps, applicants may or will be required to provide additional documents, such as: 1) Labor union concurrence; 2) [Operational and Financial Management Survey \(OFMS\)](#); and/or other required documents. The Commission recommends that applicants start working on their OFMS in anticipation of being funded. Please see D.7.b. Submission of Additional Documents (p. 18) of the [2023 AmeriCorps State and National Grants NOFO](#). You will also be provided with more detailed instructions by the Commission staff if your proposal is recommended to AmeriCorps for funding.

4. The Commission will determine, within its discretion, the number of proposals it will recommend to AmeriCorps, the amount of funding requested in total and for any one (1) proposal it recommends, and any technical or other minor changes it determines are necessary before a proposal is recommended to AmeriCorps. After the Commission determines its recommendations, the Commission staff will notify applicants via email if their applications require clarification(s), before being forwarded to AmeriCorps.
5. The Commission will not submit an application to AmeriCorps for review if the applicant does not have an active SAM registration.



6. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. Please note [SAM.gov](https://sam.gov) has a new login process. Please go to the General Services Administration (GSA) SAM Update page for more information.
7. If your proposal is accepted by AmeriCorps for funding, you will receive an award letter from OCFS and be contacted by the Commission to begin contract development. All final grant determinations are subject to the issuance of a final award letter by AmeriCorps.
8. AmeriCorps has no process for appeals of its funding decisions.
9. AmeriCorps is expected to announce its final formula grant selections no earlier than the date specified in **Section 1.2 Calendar of Events**.

### **6.3 OCFS Procedure for Handling Debriefing Requests**

#### **Debriefing Request**

In accordance with Section 163(9)(c) of the New York 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. AmeriCorps does not allow for an appeal of the denial of an award. An unsuccessful offerer wanting a debriefing must request a debriefing in writing, within 15 calendar days of receipt of the notice from OCFS that the offerer's proposal did not result in an award. There are no appeal rights with respect to the decisions to deny funding made by AmeriCorps.
2. OCFS, upon receipt of a timely written request from the unsuccessful offerer, will schedule the debriefing to occur within a reasonable period 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 time frame 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.

4. Any further inquiries regarding award determinations of the National AmeriCorps must be directed to the National AmeriCorps.

## **7.0 MANDATORY CONTRACTING REQUIREMENTS (Post Award)**

### **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 time frames. Awardees must be available and prepared to respond within the required time frames. 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. Please see Section 2.4 for discussion of the 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 before 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 before submitting it to the AG 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.**

#### **A. 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 Fund<sup>3</sup>; or
- **Form SI-12<sup>4</sup>** - *Certificate of Workers' Compensation Self-Insurance*; or **Form GSI-105.2<sup>5</sup>** *Certificate of Participation in Workers' Compensation Group Self-Insurance*; or
- **CE-200<sup>6</sup>** - *Certificate of Attestation of Exemption* from New York State Workers' Compensation and/or Disability Benefits Coverage.

#### **B. 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-120.1<sup>3</sup>** - *Certificate of Disability Benefits Insurance*; or
- **Form DB-120.2** – *Certificate of Participation in Disability Benefits Group Insurance*; or
- **Form DB-155<sup>7</sup>** - *Certificate of Disability Benefits Self-Insurance*; or
- **CE-200<sup>6</sup>** - *Certificate of Attestation of Exemption* from New York State Workers' Compensation and/or Disability Benefits Coverage.

Please Note: ACORD is not considered an acceptable proof of 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** – See section 4.2.I National Service Criminal History Check

## **7.5 Charities Registration**

Nonprofit 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](https://www.charitiesnys.com/RegistrySearch/search_charities.jsp).

## **7.6 Federal Requirements**

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 (epay).

As New York State proceeds with implementing the new Statewide Financial System (SFS), the OSC is preparing a centralized vendor file. To assist the 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 epay program must match exactly the contractor's 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” before 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](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 (“MWBE”) 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 **0** percent for MWBE participation, **0** percent for New York State-certified Minority-Owned Business Enterprise (“MBE”) participation, and **0** 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 MWBE 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 MWBE 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 MWBE for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied toward 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 percent 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 MWBE had the contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBE 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 [contractcompliance@ocfs.ny.gov](mailto:contractcompliance@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
- 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 before 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 and Payment Report to OCFS by the 10<sup>th</sup> 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 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, the 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 subcontractors will not discriminate against any employee or applicant for employment because of race, creed, 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](#).

## **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 MWBE; 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 principal place of business is located in a “discriminatory jurisdiction.” Discriminatory jurisdiction is defined as a state or political subdivision that 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 the commissioner of the New York State Empire State Development AmeriCorps.

### **7.13 Executive Order Number 175 (If Applicable)**

In accordance with the requirements of Executive Order No. 175, the 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 a 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.

#### **7.14 Executive Order Number 14, 16 & 177**

Executive Order No. 14, dated February 27, 2022, requires State agencies to terminate any contracts and to refrain from entering into any new contracts with an institution or company that is determined to be a Russian or Russia supporting entity.

Executive Order No. 16, dated March 17, 2022, requires State agencies to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.

Executive Orders 14 and 16 include the following definitions:

- "Russian entity" means an institution or company that is headquartered in Russia or has its principal place of business in Russia.
- "Supporting entity" means any institution or company providing assistance to the Russian government in its campaign to invade the sovereign country of Ukraine, either through in-kind support or for-profit.
- "Entity conducting business operations in Russia" means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

By submission of a response to this solicitation the offerer certifies that the Offeror:

- a. is not a Russian or Russia supporting entity, as those terms are defined in the Executive Order No. 14 (dated February 27, 2022).

- b. is not an entity conducting business operations in Russia, as those terms are defined in the Executive Order No. 16 (dated March 17, 2022).

Executive Order No. 177, dated February 3, 2018, 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 before any award being made by OCFS.

### **7.15 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 before 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>.

### **7.16 Other Requirements**

Not Applicable.

## **8.0 CONTRACT DOCUMENTS**

The contract documents consist of the documents listed below.

1. Face Page
2. Signatory Page
3. New York State 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 F: Notice of Grant Award (NOGA)
11. Attachment MWBE: *Minority- and Women-Owned Business Enterprises*

New York State Standard Terms and Conditions (State of New York Master Contract for Grants) is attached herein as Attachment 2

**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](#)
- D. For complete proposal and contract requirements for the Minority- and Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) requirements, refer to [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](#)
- E. [OCFS-2647, EO 177 Certification](#) (See Section 7.15 for more information.)
- F. [OCFS-4821, CMS User Authorization](#) (Please note, the authorization form is not required at the time of application submission. However, the form is needed for contract development)
- G. **Attachment 1 – Statement on Sexual Harassment** (See Section 10.)

## 9.0 GLOSSARY OF OUTCOME-BASED CONTRACTING TERMS<sup>5</sup>

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<sup>5</sup> For the purposes of this RFP, these standard contracting terms should not be substituted for definitions contained elsewhere in this RFP, the [2023 Notice of Funding Opportunity](#), [2023 AmeriCorps & National Mandatory Supplemental Information](#), and [2023 AmeriCorps Application Instructions](#).

**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**

### **Attachment 1 – Statement on Sexual Harassment**

## **11.0 SPECIAL FUNDING INFORMATION, INSTRUCTIONS AND SCORING CONSIDERATIONS FOR PLANNING GRANTS**

The following subsections contain **program and application information that is instead of or in addition to information discussed in Sections 4.0-10.0, above**, for planning grants, as described in Section 4.2B.ii, above:



For the 2023-2024 program year, the Commission is accepting applications for planning grants. Please follow the format in the eGrants system to apply for a planning grant. The Commission reserves the right to recommend an applicant for a planning grant, in lieu of an operational grant, if it believes that the applicant, the program model, and/or the quality of AmeriCorps service would benefit from additional planning before being considered for an operational grant.

Planning grants from qualified organizations or intermediary organizations are intended to bring fresh perspectives to identified needs and to further build the New York State AmeriCorps network. **Planning grants will be awarded for a period of one year or less for a total of \$240,000 or less** and are expected to result in the grantee or its affiliated organizations applying for a program grant, incorporating direct service by AmeriCorps members, for the 2024-2025 program year. Throughout the planning period, grantees will have access to technical assistance and other resources to create the necessary partnerships for a program grant to succeed.

The Commission will consider applications for planning grants that will lead to effective AmeriCorps programs that address medium- or long-term New York state needs as a result of COVID-19 that will address community needs in preparation for public health emergencies; e.g., programs that will propose to utilize AmeriCorps members to assist health- and economically challenged communities to restore or increase financial literacy, healthy futures, job preparedness, and other unmet community needs, which will lead to longer-term strategies for those communities; or health-related interventions that will assist New Yorkers in recovery as a result of COVID-19; or public health educational interventions that will help prepare state communities to respond to public health emergencies.

Organizations currently operating AmeriCorps program grants or service sites in New York are encouraged to submit applications for planning grants to operate new programs in an additional community in the State.

### *Special Planning Grant Instructions*

**Planning grants have no member positions. Applicants should nonetheless budget for staff travel to the AmeriCorps Service Summit in 2023 up to \$500.** The Commission believes that staff attendance at the summit during the 2023-2024 program year will be beneficial for planning grantees applying for an operational program in 2024-2025.

Planning grants are **awarded for a maximum of one (1) contract period of twelve months or less, for an amount of no more than \$240,000 per program.**

**If an applicant for a planning grant is currently operating a program AmeriCorps grant, please see Section 4.2 New, Same or Additional Projects** for more information.

**Matching requirements for planning grants** are the same as cost reimbursement grants.

### Special Planning Grant Scoring

The Commission will follow the scoring metric described below for applications for planning grants:

#### **A. Executive Summary (Required – 0 points)**

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the AmeriCorps focus area(s) of [Focus Area(s)]. The AmeriCorps investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, tribal, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

\*If the program is not operating in an AmeriCorps focus area, omit this sentence.

#### **B. Program Design (55 points for this category)**

##### **1. Need (20 points)**

- The community problem is prevalent and severe in communities where the program plans to serve; the problem has been documented with relevant data.

##### **2. Evidence-Based Intervention (15 points)**

- Applicants for planning grants must describe how they will develop evidence for the intervention in the application narrative to support implementation of an operational grant in 2024-2025. If available, the applicant should submit at least one (1), and no more than two (2), randomized controlled trials (RCT) or quasi-experimental design (QED) evaluations of the intervention. If applicable, cite the clearinghouse and

rating where the intervention is rated. Submitted studies should be well designed and well-implemented, must have been conducted by an independent, external evaluator, and must demonstrate, at minimum, evidence of effectiveness (positive findings) on one (1) or more key outcomes that address the community problem/need.

- The key elements of the proposed intervention will be implemented with fidelity to an evidence-based model (e.g., context, target population, content or curriculum, delivery process, training for members).
- AmeriCorps members are well-suited to deliver the intervention.

### **3. Planning Process/Timeline (20 points):**

- The applicant describes a clear and logical planning process, including the following:
  - A detailed description of the planning process and who is leading it
  - A well-developed timeline for planning activities
  - A clear description of how the planning period will be used to develop the necessary components to effectively manage an AmeriCorps program in the future
- The applicant should include development of the following program elements in the planning process/timeline: Theory of Change/Logic Model that describes implementation of the evidence-based intervention with fidelity and why the proposed intervention is expected to produce the proposed outcomes:
  - Member selection and training plan
  - Member supervision plan
  - Commitment to AmeriCorps Identity
  - Compliance and Accountability
- Explain the plan for securing Match Support for the Program. See Section 4.2 E for a note related to match requirements.
- The applicant includes development of the following evaluation elements in the planning process/timeline:
  - Assessing fidelity to the evidence-based intervention being proposed, including a detailed accounting of which core components were modified as a result of integrating AmeriCorps members, how they were modified, and which core components were implemented with fidelity without adaptation
  - Assessing outcomes achieved in any previous evaluations of the evidence-based intervention
  - Assessing any new outcomes anticipated as a result of integrating AmeriCorps members into the Intervention

### **C. Organizational Capability (25 points for this category)**

- The applicant has the experience, staffing, and management structure to plan the proposed program.

- The applicant has prior experience in the proposed area of programming.
- The applicant has conducted high-quality process and outcome evaluations and has used evaluation results for organizational learning and continuous improvement.

**D. Cost Effectiveness and Budget Adequacy (20 points for this category)**

These criteria will be assessed based on the budget submitted. No narratives should be entered in the narrative box except for “See budget.” Refer to **Section 5.3 Proposed Budget** for Instructions.

**1. Cost Effectiveness and Budget Adequacy (20 points)**

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- Budgeted match is equal to or more than the required match for the given program year.
- Current indirect rate cost is included if used to claim indirect/administrative costs
- Identify the non-AmeriCorps funding and resources necessary to support the project, including for fixed-amount applicants.
- Indicate the amount of non-AmeriCorps resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.