

RESPONSES TO QUESTIONS FOR
RFP # 1131 NYS LEARNING AND ENRICHMENT
AFTER-SCHOOL PROGRAM SUPPORTS (LEAPS)

SECTION 5 of 8: Funding Purpose and Budgets

Q1	Is it expected to submit a budget for all 5 years?
A1	No. Per RFP Section 5.4 Proposal Content, applicants are instructed to provide a budget for a one-year period consisting of the first year (9/1/2024 – 8/31/2025) of the proposed project.
Q2	Is there a cap on the amount we can request in a single proposal?
A2	Yes. The amount an applicant can request in a single proposal is contingent on the number of sites and the registered (or proposed to be registered if a new program) SACC capacity at each of the proposed sites. Please refer to RFP Section 2.3 Purpose and Funding Availability for more information.
Q3	Can you clarify the per-site funding formula?
A3	Please see the table in RFP Section 2.3 that indicates the per-site funding amount based on registered SACC capacity.
Q4	How does the per-pupil allocation work within the new formula?
A4	Funding will not be based on per-pupil allocation. See A3.
Q5	What is the award amount for a program serving 75 students?
A5	See A3.
Q6	<i>I am applying for 3 sites in one district.</i> What is the maximum budget request for the proposal?
A6	See A2.
Q7	Are we understanding correctly that the funding by site is not determined by slot but by a range of slots?
A7	Yes.
Q8	Will award amounts be based solely on the number of spaces on a SACC permit or will the amount providers list in the proposal determine the funding level?
A8	The per-site award amount will be based on the programs' OCFS registered or proposed-to-be-registered SACC capacity. Please see the table in RFP Section 2.3 that indicates the per-site funding amount based on registered SACC capacity.
Q9	Can we ask for less than the funding amounts listed in the RFP based on SACC capacity?
A9	No. See A8.
Q10	If a program capacity is at 199 will RFP pay on capacity or based on enrollment of students/capacity?
A10	See A4 and A8. If the participation target of 95% of enrolled students is not achieved by the end of the second contract period, the grantee's budget will be reduced proportionally by the percentage their student participation rate is below the participation target. This calculation will be performed in years two-five and any annual reductions will apply to the following contract period.
Q11	Are we interpreting correctly that an organization proposing a registered SACC capacity of 101 will receive the same amount of funding as one proposed 150?

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A11	Yes, see A2, A7, A8, and A9.
Q12	Section 2.3 Purpose and Funding Availability: <i>We would like to submit a proposal for one school district, with after-school programming at three of the elementary schools (3 sites), 30 youth at each school for a total of 90 students. The approved license capacity at each of these sites is 60 youth.</i> Is the amount we can request \$220,000?
A12	Applicants must propose to serve their registered SACC capacity. It is intended that the Technical Assistance Provider will work with all programs to increase enrollment and participation; however, if necessary, programs can request to reduce their SACC capacity by contacting the regional office. \$220,000 is the amount per-site that would be funded, if selected for award.
Q13	Section 2.3 Purpose and Funding Availability: <i>We have childcare licenses at three elementary schools in the same school district. Each license has an approved capacity for 60 youth.</i> Can we apply for a total of \$220,000 per site, totaling \$660,000 in one application?
A13	Yes.
Q14	<i>In the RFP the funding is presented in ranges. (In prior state grants funding was per head count.)</i> What is the rationale behind this?
A14	Based on feedback received on previous grants, the LEAPS funding was structured to allow for more flexibility to deliver quality programming for the community it serves.
Q15	<i>Under 2.3 Purpose and Funding Availability, the annual funding amounts per site are listed for ranges of slots instead of on a per slot basis. For instance, 151-200 slots is \$550,000 and 201-300 slots is \$650,000. That means the difference between 200 slots and 201 slots is \$100,000. Additionally, there is a substantial difference between a program with 201 slots vs. one with 300 slots but the reimbursement is the same.</i> Is there any sort of mechanism to account for the range of the cost for these capacity sections?
A15	The only mechanism to determine funding award level is the SACC capacity. See section 4.1.D, Participation Targets and Potential Budget Adjustments, for mechanisms to determine continued funding after year two of the grant.
Q16	<i>We see the advantage of registering SACC capacity of 42; 72; 102 etc. so as to just meet the threshold of a higher funding category. But we also see the advantage of a SACC capacity of 40; 70; 100 etc. in case of disappointing outcomes (attendance and participation) to not have funding decreased dramatically.</i> Are these correct interpretations?
A16	Yes. See A8 and A10. Applicants should apply for the number of students in accordance with their registered or proposed-to-be-registered SACC capacity.

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Q17	<p><i>On page 15 of the RFP (section 2.3, Purpose and Funding Availability), it says “an applicant may propose to serve up to three sites within each individual proposal ...”. Further, on page 16 of the RFP (also (section 2.3, Purpose and Funding Availability), the RFP says “Per-site funding amounts will be based on the programs’ OCFS registered or proposed SACC capacity, below is a chart specifying the per-site award amounts by capacity”.</i></p> <p>So, to confirm, if an applicant submits one proposal that covers three sites, then the total funding amount they can ask for in that proposal is the cumulative number of SACC slots for all three sites (i.e., if each school’s SACC license is for 70 slots, the total funding amount would be for 210 slots)? Is that correct, or should the funding amount for that proposal be calculated differently?</p>
A17	<p>The funding amount is not based on the cumulative number of slots proposed to be served across multiple sites in a proposal. The funding amount will be determined based on the SACC capacity at each site. If each site has a registered capacity of 70 slots, the funding for each site would be \$220,000 for a total annual award amount of up to \$660,000.</p>
Q18	<p><i>The RFP indicates the contract term will be for five years. The RFP also indicates that while a program’s funding level can be decreased based on a correction to the registered capacity, the program funding cannot be increased if the registered capacity increases after approval/grant submission.</i></p> <p>Given the fact that the contract term is for 5 years, is it possible to include exceptions if programs see increased registration above their original approved capacity throughout the lifespan of the contract?</p>
A18	<p>No.</p>
Q19	<p><i>I am currently operating 5 sites with an Empire contract. It appears with this RFP only one applicant outside of NYC/downstate will be selected to serve up to 3 sites per school district. If my organization is awarded a LEAPS contract for this school district, I will not have sufficient funding to keep the other 2 sites open.</i></p> <p>Is there a way to utilize the LEAPS funding so I can continue to serve the children at the 2 sites I’ll need to close? Especially if there are no other applicants for those areas and they are not being served, might there be funding waiver to keep the other sites viable?</p>
A19	<p>The 3/13/24 amendment to the RFP eliminated the limits on the number of awards per school district. Applicants may submit up to 4 proposals with up to 3 sites each, for a total of 12 allowable sites. However, maximum combined funding to any awardee is limited to \$4.4 million annually for New York City (NYC) and \$2.2 million annually in the Downstate and Rest-of-State regions.</p>

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Q20	<p><i>Pg 12 Pp2.3 If you could clarify the requirement that the funding supplement and not supplant that would be so helpful!</i> Does this language mean that a site wishing to create a new after-school program from scratch would be ineligible?</p>
A20	<p>No. Applicants can propose a new after-school program and are required to have an approved OCFS SACC registration within 120 days of the award letter date and prior to program delivery to students. Per RFP Section 5.2, “<i>Programs may not use LEAPS initiative funds to pay for existing levels of service funded from any other source. Funds must supplement, not supplant existing services.</i>” The awardee must ONLY utilize LEAPS funding for different expenses than those incurred under another funding opportunity.</p>
Q21	<p>a) Can students be duplicated during the summer, or do students need to be unique? Ex: Our SACC license capacity says we can serve 50 youth. We would like to serve 50 youth during the school year, and then another 50 during the summer. If so, technically, we have served 100 youth. b) However, if you are only able to award funds based on the SACC license size, that means we could only receive funding for 50 youth?</p>
A21	<p>a) No, students cannot be duplicated. b) Yes, this example could only apply for funding for a maximum of 50 youth. Please note: summer programming must be in addition to school year after-school programming.</p>
Q22	<p>a. Could this funding be used to augment an existing after-school program just by adding in holiday camps and summer camp programming? b. If so, would that impact the way reimbursement rates are calculated?</p>
A22	<p>a. No, summer programming must be in addition to LEAPS school year after-school programming. b. No. See A8 and A10.</p>
Q23	<p><i>Attachment 2.G.2 mentions required trainings.</i> 1) What are the required trainings? 2) Do grantors have to pay for the trainings? 3) If so, how much are the trainings? 4) We will pay our staff for their training time. How many hours should we allocate?</p>
A23	<p>1. SACC Regulations outline the required training in section 414.14. Details regarding LEAPS trainings/schedules will be determined by OCFS. More information will be distributed after awarding the technical assistance provider. 2. If grantees are unable to utilize the no-cost trainings offered by OCFS, then they may need to pay for alternative staff trainings. Trainings approved by OCFS are considered allowable expenses under the RFP. 3. It would be the responsibility of the contractor to identify approved trainings and determine the costs. 4. It would be the responsibility of the contractor to identify approved trainings and determine the hours.</p>

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Q24	Are staff trainings eligible for reimbursement using the grant funds?
A24	Staff professional development, trainings, and reimbursement of travel expenses (within state) in relation to LEAPS and approved by OCFS are allowable costs under the RFP.
Q25	<i>Page 30 of the RFP indicates the grant funding can cover the costs associated with attending required LEAP conferences. How much money should be budgeted for these expenses?</i>
A25	Details regarding conferences and costs will be determined by OCFS. More information will be distributed after awarding the technical assistance provider.
Q26	a. How much of money should we allocate for the mandatory conference attendance? b. Where will it be located? c. How long will it be?
A26	See A25.
Q27	<i>Page 30 of the RFP indicates the grant funding can cover the costs associated with attending required LEAP conferences. To help plan for the expenses:</i> (1) Where will these conferences be held? (2) How many times per year will the conferences be held? (3) How many days will the conferences last? (4) How many attendees will be required to attend?
A27	See A25.
Q28	<i>P. 40 paragraph #2. The RFP states that budgets must include travel and lodging for program representatives to attend any professional development event required by OCFS. How much money do we put in our budget if we do not have information on # of trainings, location, length of trainings, etc.?</i>
A28	See A23.
Q29	<i>On page 40, the RFP states that: Budgets must include travel and lodging for program representatives to attend any professional development events as required by OCFS. Do you have any information regarding the number of PD events and locations?</i>
A29	See A23.
Q30	Can the final budget figures vary from the figure on the preliminary application? In other words, should we wait until we have the final budget before we submit the preliminary application?
A30	The issuance of an award for the proposal does not indicate the submitted budget will be approved as proposed. The budget may need to be revised during the contract development stage.

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Q31	<i>In Section 4.1B, transportation costs from school to the after-school are allowed as part of funding. We are wanting to make sure this includes bus transportation and that, at times, the after-school program may be held off of the school grounds (e.g. at the University partner's campus). Is this allowed as an expense?</i>
A31	Yes, transportation costs are allowable. School age child care programs must be in compliance with SACC regulations, including those pertaining to transportation and field trips.
Q32	<i>p.47 Section e. first bullet. food and refreshments are not allowable expenses for staff. Are food and snacks an allowable expense for students in the program?</i>
A32	Yes, nutritious snacks for the students in the program are an allowable expense.
Q33	<i>Programs are allowed to charge a nominal fee.</i> 1) How much is that? 2) Can we charge our usual price with our usual sliding scale assistance? 3) Are we allowed to use grant funds for scholarships?
A33	1. If the program is considering charging a fee for care, the program's policy regarding fees as well as the fee schedule must be submitted to OCFS and must include a sliding scale for families. The program must describe the procedures it will use so that the fees do not impose a significant barrier to youth enrolling in the program. Youth are not to be excluded based on their ability or inability to pay. All fees received from youth attending the after-school program must be used to support the program activities. 2. See above. 3. No.
Q34	<i>Page 41 states that "financial incentives" are a non-allowable cost.</i> a. Can you please clarify if this includes financial incentives for participants? b. Can you please also clarify what constitutes a financial incentive? For example, does a gift card given to a student for reaching an attendance milestone count? c. What about stipends paid to participants as part of an internship component of the program?
A34	a. Financial incentives of any kind are not allowable costs. b. Financial incentives include, but are not limited to, cash, gift cards, and coupons. c. Stipends paid to participants are not allowable expenses.
Q35	<i>I'm wondering if you can confirm that stipends to youth would be considered eligible costs for this RFP?</i>
A35	Stipends to youth are not allowable costs.

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Q36	<i>Re: nonallowable expenses:</i> a. What constitutes financial incentives? b. Are gift cards and stipends expressly unallowable?
A36	a. See A34(b). b. Yes.
Q37	Are liability insurance and program evaluation and assessments program or administrative costs?
A37	Liability insurance is an administrative expense. Program evaluation and assessments are a programmatic expense.
Q38	If using the Indirect rate of 15%, where do we indicate this on the budget template? Under Other?
A38	Yes, the Indirect rate of 15% would be listed in the "Other Expenses" category.
Q39	If an NFP subcontracts with a school district, is the district allowed to claim 15% administrative costs?
A39	Yes, the grantee may choose to allocate administrative cost for the district as a subcontractor, however once the full 15% is used no additional administrative expenses can be charged to the contract. Per RFP Section 5.2, total administrative costs are limited to 15% of the total grant award.
Q40	Is an evaluator (needs assessment/advisory/QI) an administrative or program expense? Is an evaluator required?
A40	Program evaluation is a programmatic expense. Program evaluation is a requirement, but OCFS will be contracting with an outside agency to conduct this work. Contractors can also utilize OCFS funds for this expense if they choose to have specific aspects of their LEAPS program evaluated.
Q41	What is the expense cap for evaluation costs?
A41	There isn't an expense cap specific to the evaluation cost. If the grantee contracts with an entity for evaluation costs, that subcontractor must meet all applicable requirements as outlined in the RFP.
Q42	Are program evaluation costs considered direct program consultant expense, admin costs, or can the CBO decide which line item to place the evaluator expense?
A42	Program evaluation is a programmatic expense. If the grantee contracts with an entity that will conduct program evaluation, that would be the Contractual Consultant category. If the grantee does not have a contractual agreement with the program evaluation entity, the budget line would be in the "Other Expenses" category.
Q43	Should program evaluation costs be included in the 15% indirect admin line?
A43	No, program evaluation costs would be a programmatic expense.
Q44	Is employment an eligible expense for youth (e.g., internships) or is it only career skills around parents/adults? (Section 2.1 Goals, page 12)
A44	No, LEAPS funds cannot be used to pay youth enrolled in the program.
Q45	Will there be a cost-of-living increase for budgets over the 5-year timeline to account for rises in the minimum wage, cost of benefits, etc.

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A45	No change or cost of living increase is planned at this time. Projected adjustments can be built into the projected program budget.
Q46	With cost-of-living increases (CPI-U in July 2023 was 3.2%) and minimum wage increases, will funding be increased annually to accommodate these additional expenses?
A46	See A45.
Q47	Would a program that's being proposed to operate in a New York City Department of Education building be required to cover the building costs associated with operating a program (custodial, fees, school, safety fees, room, usage fees, etc.) or is there an arrangement with the NYCDOE through this RFP that such costs are not to be paid by the applicant organization and covered through other means?
A47	There is not an arrangement with the NYCDOE to waive the costs of these fees. NYCDOE permit fees are allowable expenses in the budget.
Q48	Is the school obligated to contribute in-kind resources to the program?
A48	No. While schools are encouraged to contribute in-kind resources, it is not required.
Q49	Can the grant funds be allocated for the rent of a headquarters?
A49	Grant funds can be allocated for a portion of the rent for a headquarters, but the cost will be included in the overall 15% administrative cap.
Q50	Is reimbursement available for hiring a company or subcontractors to conduct English language classes?
A50	Grant applicants may include subcontractors in their LEAPS budget and all budget elements are required to align with work plan activities proposed.
Q51	Which legal services are permissible for reimbursement under the grant?
A51	Legal fees to represent agency and/or staff are not allowable.
Q52	How can reimbursement be obtained for equipment purchases that are below the \$5,000 threshold? For instance, if a printer costs \$200, would reimbursement be provided?
A52	'Equipment' is defined as tangible personal property having a useful life of more than one year and an acquisition value of \$5,000 or more per unit. A printer costing less than \$5,000 would be listed in the 'Supplies' category of the budget and once approved, it would be included as an allowable expense under the contract.