

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

SECTION 6 of 8: Program Design & Evaluation

STAFFING	
Q1	<p>a. Is there guidance on how programming is staffed?</p> <p>b. Although the lead applicant must be a community-based not-for-profit, can teachers and district personnel staff some or all of the program?</p>
A1	<p>a. There is guidance in RFP Section 4.1.C, Staffing Plans. Staffing requirements can also be found in the School Age Child Care (SACC) regulations, including staff qualifications and staffing ratios.</p> <p>b. The applying Not-For-Profit organization could potentially subcontract with the school district to have the school provide some or all program staffing.</p>
Q2	Is a nurse required on-site?
A2	No.
Q3	<p><i>Page 26 of the RFP states all programs must have a program director. For one site, it says the program director and site coordinator can be the same person. For three sites, it recommends the person be full time.</i></p> <p>a. If it is for two sites, can the program director be part time?</p> <p>b. And if so, what is the full-time equivalent percentage that you are looking for? Is it .33 per site?</p>
A3	<p>a. Yes.</p> <p>b. Yes, .33 would be acceptable.</p>
Q4	<p><i>P. 26 Staffing Plan:</i></p> <p>Can a site coordinator position be a 1.0 FTE and be 100% programmatic cost if all duties related to the program?</p>
A4	Once staff duties are identified, the next step is to identify the percentage of time worked on program versus administrative duties, as it is common for staff within an afterschool program to perform both program and administrative tasks. See RFP Attachment 1A for more guidance on duties designated as programmatic by OCFS.
Q5	<p><i>P. 26 Staffing Plan:</i></p> <p>Can a Program Director position be a 1.0 FTE and be 100% programmatic cost if all duties related to the program?</p>
A5	No. Pursuant to the RFP and applicable regulation, a director's role must include administrative functions.
Q6	<p><i>P. 26 Staffing Plan:</i></p> <p>Can a budget have a 1.0 FTE site coordinator and 1.0 FTE Program Director and both positions be 100% programmatic if all duties related to the programmatic costs?</p>
A6	See A4 and A5.

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

Q7	<i>On page 26, the RFP states: Site coordinators for all programs must not be assigned to more than one site, as they must be on-site during program times. The language above that states: Other roles listed (other than the program director) are optional as needed to provide a quality program.</i> Is a site coordinator required for each site?
A7	No. The site coordinator position is suggested but not required if there is an on-site program director. All programs must be staffed in accordance with SACC regulations.
HOURS OF OPERATION	
Q8	Is there a minimum or maximum requirement of how many days per week programming must occur?
A8	Exact program hours for LEAPS are not prescribed. Program hours must meet the needs of the target population. The goal of NYS LEAPS is to facilitate the development and/or continuation of quality after-school programs in partnership with local schools and/or school districts. LEAPS programs are encouraged to extend their hours into the evening. Program hours may also include morning, school breaks, and/or summer programming, consistent with the local school calendar.
Q9	a. Aside from the minimum of 30 days of participation, are there a required number of program days for the LEAPS Program? b. Does the 30 days include summer participation?
A9	a. See A8. b. No. Per the RFP, to be considered a participant, a student must attend the program for a minimum of 30 days during the applicable school calendar year.
Q10	Are there any requirements regarding the number of hours provided by the program?
A10	See A8.
Q11	What are minimum number of hours the program must operate annually?
A11	See A8.
Q12	<i>We saw that participants must attend at least 30 days.</i> Is there a required number of hours for each program day?
A12	See A8.
Q13	Would a program that provides summer and school break programming only, coupled with transportation for an existing after-school program, be acceptable?
A13	No. Summer and/or school break programming must be in addition to after-school programming under LEAPS.
Q14	Will funding include programs held outside of school on the weekend?
A14	Weekend programming can be funded as an extension of/in addition to the after-school program hours.

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

Q15	<i>On page 27 of the RFP (section 4.1.B. Program Operations/Logistics), the RFP says “Program hours may also include morning, school breaks, and/or summer programming, consistent with the local school calendar”. Can you please confirm whether LEAP funds can be used to fund school-day services and activities, or if school-day services and activities are not eligible for funding?</i>
A15	Programming during school hours is not eligible for LEAPS funding.
Q16	<i>On page 27 of the RFP (section 4.1.B. Program Operations/Logistics), the RFP says “Program hours may also include morning, school breaks, and/or summer programming, consistent with the local school calendar”, but more clarity on eligible and/or required programming would be helpful. Does an applicant need to include after-school programming in their proposed model (that starts right after the school-day ends), or can LEAPS funds be used to support programming solely during other times of the day and year? For example, can an applicant submit a proposal for LEAPS funding to support programming that takes place during the evenings and Saturdays, on school breaks, and over the summer, if this model aligns to community needs? Or would also need to include after-school programming in our model for our proposal to qualify for funding?</i>
A16	Yes, an applicant must include after-school programming in their proposed model. As noted in the RFP, programs are encouraged to extend their hours into the evening or include summer and/or school break programming.
Q17	<i>P. 24, Hours of Operation: Is there a number of hours the program needs to be open per day?</i>
A17	See A8.
Q18	<i>P. 24, Hours of Operation: Is the program required to be open after school on days school is open or can it just be a morning program?</i>
A18	An applicant must include after-school programming in their proposal. Program hours may also include morning, school breaks, and/or summer programming, consistent with the local school calendar.
Q19	<i>We see there is no specific time for program operation. Is there a minimum number of hours to operate?</i>
A19	See A8.
Q20	<i>Is it mandatory to provide services during the summer?</i>
A20	No. Summer or other extended hours as an extension of the after-school programming are encouraged, but not required.

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

Q21	<p>Re: Section 4.1.B Program Operation/Logistics, Paragraph 4: <i>In the paragraph on Hours of Operation, the RFP states “LEAPS programs are encouraged to extend their hours into the evening. Program hours may also include morning, school breaks, and/or summer programming, consistent with the local school calendar.”</i> Could a LEAPS program consist only of morning and/or summer programming, or must all LEAPS programs also include a traditional after-school component?</p>
A21	See A13 and A18.
PARTICIPATION/ATTENDANCE/ENROLLMENT	
Q22	<p>a. Can the program accept drop-ins? b. How do they figure in attendance evaluations?</p>
A22	<p>a. No. All students must be enrolled in accordance with SACC regulations. b. Not applicable.</p>
Q23	<p><i>This RFP supports youth programming for pre-K through high school, but funding is based on the number of SACC licenses.</i> How do we count our teenagers into the budget and metrics such as attendance and participation?</p>
A23	Please refer to the amended RFP. Programs for LEAPS must propose to serve children that are Pre-K through age 12 at time of enrollment. Young adults aged 13 and up will not be served by the LEAPS RFP. OCFS recommends that interested parties monitor the OCFS funding website for future opportunities that may be applicable to older youth.
Q24	<p><i>We are an off-site building (not school based) that serves youth 5-19 and the RFP states we can serve pre-K through high school, however attendance is based on 75% of our registered SACC youth.</i> a) How will the attendance be calculated? b) Will 13–18-year-olds be included in the 75% of 112? Or would this be a separate amount?</p>
A24	<p>a) Whether a program meets the participation target depends on enrollment and the number of youth attending a minimum of 30 days during the applicable school calendar year. Per section 4.1.D of the LEAPS RFP, the program attendance threshold LEAPS initiative awardees must achieve is <u>95% participation</u> of their <u>enrolled</u> students by the end of year two. Per RFP Section 4.0 “Program Requirements”, if the enrollment and participation targets are not achieved by the end of the second contract period, the budget will be reduced proportionally. This calculation will be performed in years two through five and any annual reductions will apply to the following contract period. Additionally, programs must document attendance in accordance with SACC regulations. The attendance information is anticipated to be submitted within a software system that will be provided by OCFS’s technical assistance contractor, for which training will be provided. b) See A23.</p>

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

Q25	<p><i>It looks like the requirement is that students must be served for a minimum of 30 days to be counted as youth served.</i> If the summer program is 8 hours per day (much longer than a typical 3-hour after-school program), will the 30-day requirement be pro-rated? If not, are we correct in that students would need to attend the summer program for 6 weeks, and attend every single day to count?</p>
A25	See A8, A9 and A13.
Q26	<p>If running a summer program, how many programming hours would the students need to achieve to meet grant requirements?</p>
A26	See A8, A9 and A13.
Q27	<p><i>I'm trying to understand the participation targets listed on pages 29 & 30 of the RFP. In Middle & High School level programs, we have to over-enroll to get to the anticipated daily attendance. For example, if we propose to serve 75 per day, we may enroll 130 to get that 75 each day.</i></p> <p style="padding-left: 40px;">a. In that example, would the 95% participation rate be based on the 75 we proposed or the 130 that we actually enrolled?</p> <p style="padding-left: 40px;">b. And is it expected that 95% would attend daily, or that 95% would attend 30 or more days?</p>
A27	<p>Please refer to the amended RFP. Programs for LEAPS must propose to serve children that are Pre-K through age 12 at time of enrollment. Children aged 13 and up will not be served by the LEAPS RFP. OCFS recommends monitoring the OCFS funding website for future opportunities that may be applicable to older youth. See RFP Section 4.1.D.</p> <p>a. The 95% participation rate calculation is based on the number of enrolled students. Applicants will submit applications for their registered capacity or proposed registered capacity.</p> <p>b. See A9.</p>
Q28	<p><i>Re: Section 4.1.B Program Operation/Logistics, Paragraph 4: In the paragraph on Hours of Operation, the RFP states "LEAPS programs are encouraged to extend their hours into the evening. Program hours may also include morning, school breaks, and/or summer programming, consistent with the local school calendar."</i></p> <p>If a student is in more than one modality per school, e.g. both After School and Summer Academy, can their attendance in both modalities be combined to meet the 30-day participation requirement?</p>
A28	No. See A9.
Q29	<p><i>Re: Section 4.1.B Program Operation/Logistics, Paragraph 4: In the paragraph on Hours of Operation, the RFP states "LEAPS programs are encouraged to extend their hours into the evening. Program hours may also include morning, school breaks, and/or summer programming, consistent with the local school calendar."</i></p> <p>If a student is in more than one modality per school, e.g. both After School and Summer Academy, AND they meet the 30-day participation requirement in each modality, can they be counted as two participants?</p>

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

A29	No, a student can only be counted as one participant per LEAPS approved site/SACC per contract period (September 1-August 31). The 30-day participation threshold is a minimum requirement.
Q30	Re: Section 4.1.D Youth Enrollment, Attendance, and Engagement, Paragraph 6: <i>In the paragraph on Attendance the RFP states “LEAPS programs require that to be considered a participant, a student must attend the program for a minimum of 30 days in each program school year.”</i> What constitutes a “day” as it pertains to this 30-day requirement? Is there a minimum amount of time present needed to be counted as a “day”?
A30	A “day” consists of attendance within the program’s hours of operation during the applicable school calendar year. See A8.
Q31	Page 29 - Youth Enrollment, Attendance, and Engagement: <i>As currently written it seems the attendance rate is calculated at 95% of attendance without consideration for the no-show rate. In some cases, this may mean a higher required rate of attendance than actual capacity.</i> Can the 95% attendance rate be calculated utilizing the number of youth attending at least 1 day, instead of the number enrolled, to prevent disincentivizing programs from increasing enrollment?
A31	No, see A27.
Q32	P. 28 Paragraph 2 Enrollment states the following: Programs must achieve active enrollment of 75% of their registered capacity by the end of year two, as explained further below. a. What does active enrollment mean? b. What is the minimum to qualify for 75%? c. If my capacity is 100 students and I have enrolled less than 75% by end of year two what happens? d. If my capacity is 100 students am I expected to have at least 75% actively coming to program by end of year 2 which is 75 students? Or will my budget be impacted? How?
A32	a. A child is enrolled in the program when the required documentation has been submitted to the program as outlined in the SACC regulations. b. At least 75% of the program’s registered capacity must be enrolled. c. It is intended that the Technical Assistance provider will work with all programs to increase enrollment and participation to help avoid this. Ultimately, if the 75% enrollment target is not met by the end of the second contract period, the program will not be able to meet the 95% participation target and the grantee’s budget may be reduced proportionally by the percentage their student participation rate is below the participation target as explained in the example 1 in Section 4.1.D. d. As an example: If your registered capacity is 100, the enrollment target is 75 children. Whether you meet the 95% participation targets depends on both the number of students enrolled and the number of children who attend at least 30

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

	<p>days during the school calendar year. At the end of year two if your registered capacity is 100 and 75 are enrolled, and 60 children attend a minimum of 30 days during the school calendar year, then the program would have an 80% participation rate and the budget may be reduced by 15% in year three. Please note, if there are extenuating circumstances that result in reduced participation, programs will be allowed to apply for a one-year waiver of any funding impact due to their reduced participation. OCFS will determine whether each waiver will be granted on a case-by-case basis and the determination made based on the facts of each case will be applied equally to all awardees.</p>
Q33	<p><i>P. 28 Paragraph 5 states the following: The program attendance threshold LEAPS initiative awardees must achieve 95% participation of their enrolled students by the end of year two, as described further below.</i></p> <p>a. Can you explain the difference between Paragraph 5 and Paragraph 2 above? B. If my capacity is 100 and I have an active enrollment of 75% (75 students) for end of year two, does that mean 95% of the 75 which is 71.25 of the students must attend program for at least 30 days in the budget year to not impact my budget? If not, please explain.</p>
A33	<p>a. See A32. b. Yes.</p>
Q34	<p>a. P. 29 paragraph 4 is the minimum of 30 days consecutive days? b. Can it be any 30 days throughout the budget year?</p>
A34	<p>a. No, the minimum of 30 days to be considered a participant does not have to be consecutive. b. The 30 days is based on the applicable school calendar year.</p>
Q35	<p>a. How will attendance be recorded? b. Will there be a portal for submitting attendance? c. If so, can reports be generated from this portal?</p>
A35	<p>a. Attendance is to be recorded in compliance with the SACC regulations. b. The attendance data is anticipated to be submitted within the software system that will be provided by OCFS's technical assistance contractor. c. To be determined. Training will be provided.</p>
Q36	<p><i>A 95% after-school attendance rate is impractical especially for NYC where attendance in schools varies from the mid-80% to mid-90% rates. Is it possible OCFS will revisit this?</i></p>
A36	<p>At this time, there are no plans to modify the enrollment and attendance targets. However, there is a case-by-case one-year waiver process for the participation target due to extenuating circumstances, see A32.</p>
Q37	<p><i>This article referenced in the RFP is not available to the public:</i> <i>https://pubmed.ncbi.nlm.nih.gov/15943137/#:~:text=In%20addition%2C%20a%20review%20of,of%20participation%20to%20young%20people.</i></p> <p>a. Considering OCFS cites this as a source for program design/considerations, can it be made available to bidders?</p>

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

	b. If not, can you please clarify how "incentives" are defined (since it's one of the five strategies recommended for retention) and if that includes financial incentives?
A37	<p>a. The relevant material from this article is excerpted in the RFP for your reference. The full article is available at the link in the RFP for those who would like to learn more but is not required in order to apply to this funding opportunity. You can also search the internet using 'NIH National Library of Medicine, article titled Recruitment and retention strategies for out-of-school-time programs by Sherri C Lauver and Priscilla M D Little'.</p> <p>b. Financial incentives of any kind are not allowable expenses utilizing LEAPS funding. Allowable incentives include but are not limited to offering a special activity and/or events that reflect the preferences of the population being served.</p>
OTHER	
Q38	<i>RFP Pages 27 and 41:</i> Will the grantees be responsible for conducting the program evaluation, and/or is an external evaluator needed or recommended at all? Or will all program evaluation be conducted through OCFS and an evaluator is not required?
A38	Programs will be required to complete other quality assessment tools. These tools, and training on these tools, will be provided to awarded vendors, and programs will be given ample time to complete and report the information to OCFS. Evaluation of specific program services would also be an allowable expense, if the applicant wishes to include it, and it meets all other criteria in LEAPS RFP Section 5.2 including being realistic, reasonable, necessary, and justified based on an annual program plan.
Q39	<i>We have been involved in after-school programming for close to 20 years and always write in the services of an outside evaluator – which has strengthened our ability to meet our objectives.</i> May we do so in this proposal?
A39	Yes. See A38.
Q40	Might you be able to clarify whether there are any restrictions around reimbursement other than timely submission of claims and reports? For example, do we need to achieve specific metrics before we are able to submit for reimbursement?
A40	All expenses must be incurred on or after the start date of the contract. See A32 for information on enrollment and participation targets. Additional requirements around reimbursement will be shared with awardees at a later date. Please refer to RFP Section 2.3 Purpose and Funding Availability for additional information.
Q41	<i>P.33 section A.1</i> Do we have to complete our own community assessment, or can we use ones down by other agencies such as city or county or school district?

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

A41	No, the program does not have to complete their own community assessment, as long as the application includes an evaluation of community needs and how the proposed program schedule reflects the results found.
Q42	<i>We currently have a Program being operated after-school at 3 schools in 3 different school districts in [County]. Our program operates Monday to Thursday for 2 different student cohorts. One cohort of students (Cohort A) attends after-school for 3 hours each on Monday and Wednesday, and the second student cohort (Cohort B, and are different students from Cohort A) attends on Tuesday and Thursday for 3 hours each. All students have an opportunity to attend for 6 hours of programming each week. Using the context above, here's my question: Can we apply for the LEAPS grant to supplement our program to operate 5 days a week for all students via total of 15 hours?</i>
A42	Within each proposal, an applicant can only propose to serve up to three sites in the same school district, if listed on Attachment 10. However, NFPs can submit up to four separate proposals to serve four different school districts listed on Attachment 10. NFPs can receive a maximum of 4 awards not to exceed \$2.2 million annually per awardee in the Rest-of State and Downstate regions or \$4.4 million annually for NYC. Applicants cannot utilize the LEAPS funding to reimburse expenses already reimbursed by other grant sources. Funds must supplement, not supplant, existing services and may not be used to supplant federal, state, or local funds. Programs may not use LEAPS initiative funds to pay for existing levels of service funded from any other source. All costs included in the direct cost categories must be directly attributable to the project. State Finance Law and Generally Accepted Accounting Principles require that any expense incurred over more than one funding source or program must be charged proportionately, and the method of allocation must be documented.
Q43	May we bus students from a non-funded site to a funded site, and serve them at that location?
A43	Yes, if all RFP requirements are met, including that all children being served are within the same eligible school district and that SACC registration requirements are met.
Q44	If we are licensed to operate LEAPS Programs in three schools during the school year, but the district uses different schools for summer schools, would we still have the ability to run a program for the initial three licensed schools at a different location if students from those initial three schools attend? This often happens during the summer because school buildings are under construction.
A44	SACC registrations and LEAPS awards are site specific. However, if a change in site becomes necessary, the LEAPS contractor must contact their regional office and their OCFS Program Manager for prior approval and obtain a new SACC registration.