

PROGRAM SPECIFIC TERMS AND CONDITIONS

The New York State Children and Family Trust Fund (Trust Fund) is a program established under New York State Social Services Law. Trust Fund utilizes State monies to support prevention and treatment services to victims of family violence. The Trust Fund's mission is to prevent family violence in all forms by increasing awareness of the risks to certain vulnerable populations, providing needed resources, and engaging and supporting at risk families before any abuse occurs, or at the very least at the point it is first recognized.

LOCAL SHARE MATCH REQUIREMENT:

- There is no required local share match.
- Programs are encouraged to provide their entire program operation cost in their budget as in-kind for reporting.

DESIGNATED PAYMENT OFFICE:

All reports, claims for reimbursement, and claims to account for the advance payment (if applicable), must be logged and completed online in the Contract Management System (CMS).

ADMINISTRATIVE CAPS:

State Funded Awards:

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

ALLOWABLE AND NON-ALLOWABLE COST:

Allowable Cost include but are not limited to*:

- Staffing, fringe benefits
- Vendors may use funds for staff recruitment, retention, and longevity bonuses unless prohibited by the funding source, statute related to the funding or program, or prohibited by the vendor's employment policy(ies).
- Project equipment and furniture
- Computers and appropriate software for the project
- Supplies, printing, and mailing costs of project related flyers/pamphlets, educational materials
- Staff travel costs, including per diems while in travel status, at the approved state travel rate. State rates are available at the following web address:
<http://www.osc.state.ny.us/agencies/travel/travel.htm>
- Telephone installation and monthly billing

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- Consultants retained by a formal agreement
- Rental of space
- Training
- Expenses to meet families' concrete needs, such as but not limited to: addressing food insecurity, transportation cost to access services, clothing needs

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

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

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

ADDITIONAL PROGRAM REQUIREMENTS:

Requirements for All Vendors

- Use standard outcomes and performance targets set by OCFS. Vendors may choose to add additional outcomes and targets.
- Collect data as determined by OCFS to evaluate program performance and services outcomes.
- Submit data in a web-based data system as determined by OCFS.
- Participate in OCFS-sponsored meetings/trainings with other funded programs held in the Albany area, or regionally, if any are scheduled (related costs must be reflected in the budget).
- Participate in professional development (related costs must be reflected in the budget).
- Provide Letters of Commitment from significant community partners with specific details on how they will contribute to program operations/services. Letters should address commitments such as space usage for on-site and off-site services, co-located services, and referral sources, etc.
- Contractors with subcontracts will provide oversight that minimally includes review of all program and fiscal reports and claims on a quarterly basis. On-site reviews will be conducted as needed. The contractor will identify the person(s) responsible for this oversight. The subcontract agreement will include this

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requirement and will also include as applicable information regarding referrals of participants and respective responsibilities of the contractor and subcontract.

- Programs OCFS finds to be ineffective in preventing family violence or to not be providing a necessary service to victims of family violence will not be eligible for contract renewal beyond the fourth year of the contract and will be notified by OCFS in accordance with the provisions of this RFP, State Finance Law, and the contract.

Additional Requirements for Child Abuse Prevention Vendors

- Collect data using the Protective Factors Instrument.
- Submit data into the OCFS Prevention database or any successor database.
- Participate in surveys, technical assistance, and calls related to web-based data system.
- Complete an annual Program Self-Assessment for Standards of Quality for Family Strengthening and Support.
- Critical program staff, as determined in consultation with OCFS, attend Standards of Quality for Family Strengthening and Support training.

Additional Requirements for Domestic Violence, Multi-Generational Violence, and Elder Abuse Prevention Vendors

- Submit data into the OCFS Aggregate database

This Contract incorporates by reference the solicitation provisions set forth in the Request for Proposal RFP # 1134, inclusive of the Questions and Answers, applicant's proposal, and any/all amendments hereby referred to as "RFP". The vendor agrees to adhere to the provisions contained within the RFP with the same force and effect as if they were given in full text. The full text of a solicitation provision may be accessed electronically at this address: [Funding Opportunities | Contracts, Grants and RFPs | OCFS \(ny.gov\)](#).