



**Office of Children  
and Family Services**

**Request for Proposals (RFP) # 1134  
New York State Children and Family Trust Fund**

**Applicant Webinar**

**January 3, 2024**

# Purpose

**The purpose of today's webinar is to provide an overview of the core requirements in this RFP.**



# Agenda

- Welcome & Introductions
- Program Overview
- RFP Highlights
- Proposal Content, Submission, and Evaluation
- Wrap-up



# OCFS Representatives

**Staff from the following OCFS Offices will be presenting today:**

- Division of Child Welfare and Community Services
  - Bureau of Program and Community Development
  
- Bureau of Contract Management (BCM)

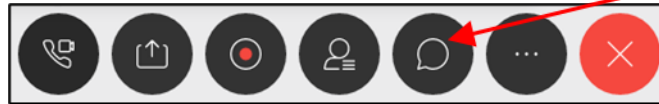


 **Audio**

If you have not already done so, please follow the instructions from the meeting notice in the RFP. This will provide you with the steps to join the audio portion of the training

**Post All Questions in the Chat Box**

Throughout this webinar, please submit questions via the chat box at the bottom of the window.



Responses to all questions asked during the webinar will be provided at a later date and will be formally posted per **RFP Section 1.4 Submission of Written Questions.**

# Submit Questions after the Webinar

Submit all inquiries concerning this procurement to the Director of Contracts by the deadline specified in RFP Section 1.2 Calendar of Events:

1. E-mail (preferred method): [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov)
2. Hard Copy:

Director of Contracts

RFP # 1134 New York State Children and Family Trust Fund

Office of Children and Family Services

52 Washington Street

Room 202S – Procurement Unit

Rensselaer, NY 12144



# Program/Project Overview

# Background

OCFS is charged with issuing grants to public agencies or not-for-profit corporations for the purpose of establishing or extending primary and secondary family violence prevention programs in accordance with the William B. Hoyt Memorial Children and Family Trust Fund (Trust Fund) legislation, Article 10-A of the Social Services Law (SSL §§ 481-a through 481-f), <https://www.nysenate.gov/legislation/laws/SOS/A10-A>.





# Background (cont'd)

The Trust Fund-supported programs emphasize the following:

- ❑ Prevention efforts focused on individuals and families at risk of family violence;
- ❑ Programs to develop and/or strengthen parenting capacity of young parents and parents with young children, especially children with developmental disabilities;
- ❑ Creative outreach to engage underserved participants and promote parent leadership opportunities;
- ❑ Continuum of preventive services through multidisciplinary, cross-sector partnerships; and
- ❑ Services focused on the well-being of parents and children.



# RFP Highlights

Please note: the following slides contain highlights and are not all-inclusive. Always refer to the RFP.



# Purpose (RFP Section 2.3)

- ❑ To fund primary or secondary prevention programs that strengthen families by building protective factors to reduce risks of child abuse and maltreatment, and domestic violence prevention programs.
- ❑ OCFS seeks applicants who demonstrate a readiness to partner with other agencies to address community challenges that affect the safety and well-being of children and families.
- ❑ Applicants must demonstrate their proposed strategy supports applicable LDSS strategies/priorities, reflects cross-sector community planning to address specific needs, demonstrates community input including parents/caregivers, provides local resources, and is consistent with state enabling legislation.

# Funding Availability (RFP Section 2.3)

- ❑ Applicants may submit only one proposal in response to this RFP.
- ❑ \$357,443 is the maximum request per application.
- ❑ Funds are available to start a new and/or extend an existing program.
- ❑ The application may include both child abuse prevention and domestic violence prevention services as described in the RFP.
- ❑ A local match is not required; however, priority will be given to programs that demonstrate additional investment (financial or non-financial) by the applicant agency and/or community.
- ❑ This funding source may not be used to provide: child protective services, foster care services, mandated or non-mandated tertiary preventive services, or any other services available through the LDSS.



# Term of Contract (RFP Section 2.4)

Contracts awarded in response to this RFP will be for five years:

- anticipated **start date -- August 1, 2024**
- anticipated **end date -- July 31, 2029**



# Minimum Qualifications (RFP Section 3.1)



Applicants **must meet all requirements** outlined in the Minimum Qualifications **to be considered** for funding.



Applicants who do **not** meet these requirements will be **disqualified**.



# Minimum Qualifications (cont'd)

- ❑ Eligible applicants must be either:
  - ❑ **not-for-profit** corporations with 501(c)(3) certification (community-based and faith-based organizations are strongly encouraged to apply); or
  - ❑ **public agencies.** For the purposes of this RFP, “public agency” shall mean a local government office, board, department, bureau, commission, division, agency, other instrumentality of local government, or public educational institution.



## Minimum Qualifications (cont'd)

- ❑ Applicants should solicit comments from the local commissioner(s) of social services and youth bureaus of the locality(ies) in which the program will operate, and applicants must consult with or provide a copy of their proposal to all LDSSs the applicant proposes to serve, to jointly identify service gaps and community needs. Attachment 1 - LDSS Commitment Form must be completed and signed by each LDSS representative.
  
- ❑ Applicants must submit Attachment 2 - Community Partners Affirmation of Support Form(s) from local community partners they are proposing to partner with.



# Minimum Qualifications (cont'd)

- ❑ If not exempt, applicants must be prequalified on the application deadline (preferred) OR be prequalified within 30 days of the award letter date if selected for funding. OCFS, in its sole discretion, reserves the right to extend this deadline, if it is determined to be in the State's best interest to do so.
  - ❑ Vendors are strongly encouraged to complete this process as soon as possible. Prospective applicants are responsible for monitoring their status in the Grants Gateway and/or in SFS Grants Management.
  - ❑ NOTE: Government entities are not required to prequalify in the Gateway but must still be registered in order to submit an application.



# Prequalification Process (RFP Section 3.2)

## Important Note:

- It was recommended that not-for-profits complete prequalification activities in Grants Gateway no later than 12/15/2023.
- After 12/15/2023, prequalification documentation might not be accepted in the NYS Grants Gateway. Those wishing to file prequalification documentation after the Grants Gateway closes on or about 1/10/2024 must wait until 1/16/2024.
- Beginning on 1/16/2024, all prequalification documentation is expected to be submitted in SFS (Statewide Financial System) Grants Management.

# Desired Outcomes and Program Requirements

(RFP Section 4.1)

OCFS is seeking proposals that:

- address identified needs for families at risk of family violence.
- respect and represent the language and culture of the community(ies) to be served.
- incorporate the Practice Principles defined in the RFP.
- implement the Standards of Quality for Family Strengthening and Support.



# Desired Outcomes and Program Requirements (cont'd)

- Assess families' strengths, challenges, and needs to design and provide engaging services.
- Engage and retain families in services, including parenting education programs.
- Strengthen families by building protective factors.
- Develop parental leadership.
- Increase knowledge of prevention of intimate partner violence and prevention of family violence.



# Desired Outcomes and Program Requirements (cont'd)

Required standardized outcomes (see Attachment 5) are as follows:

- ❑ Child abuse prevention programs must have outcomes addressing family engagement, family retention, assessing family strengths, and strengthening families by increasing their protective factors.
- ❑ Domestic violence (including intergenerational violence) programs must have outcomes addressing increasing knowledge of prevention of intimate partner violence and increasing knowledge of family violence prevention.
- ❑ All programs are required to address developing parent leadership as one of their outcomes.



# Proposal Content, Submission, and Evaluation



# Proposal Content (RFP Section 5.4)

The proposal will consist of responses to questions in the “**Program Specific Questions**” section in the online application on Grants Gateway.

The questions cover:

- Eligibility
- Administrative Information
- Work Plan
- Budget

**Attachment 4 – Work Plan Template** is optional. Applicants can use it offline to draft responses prior to working in the Grants Gateway. This is recommended to ensure your work is not lost if the Gateway times out while you are forming longer responses.



# Technical Proposal Content/Work Plan (RFP Section 5.1)

- Purpose of the Work Plan:
  - provide a clear description of what requested funds will pay for,
  - expected outcomes for the proposed services, and
  - programmatic rationale for the proposed budget.
  
- OCFS expects all services funded by this initiative to be culturally and linguistically competent and cost efficient.
  
- Address all questions completely, yet succinctly.





# Proposed Budget (RFP Section 5.2)

- ❑ A budget template is provided in the Pre-Submission Uploads on the Gateway.
- ❑ Reflect expenses for an annual (one-year) period for up to \$357,443.
- ❑ All expenses will be incurred within the contract period.
- ❑ All items covered by OCFS funds will be directly related to the provision of services indicated in the proposal.
- ❑ Submit a budget that is realistic, reasonable, necessary, allowable, and justified based on the project plan.
- ❑ Focus on direct services -- administrative expenses do not exceed 15% of grant request.
- ❑ Describe the cost of items in the budget narrative and include the specific calculations for determining the total expense of each line item.



# Due Date for Submission of Proposals



Date: 2/12/2024



Time: 4:00 PM Eastern Time

- ❑ All proposals must be submitted by the Deadline for Submission of Proposals in RFP **Section 1.2 Calendar of Events**.
- ❑ Applications will be submitted in the Grants Gateway (<https://grantsgateway.ny.gov>)
- ❑ Guidance: <https://grantsmanagement.ny.gov/resources-grant-applicants>



## Evaluation Process (RFP Sections 6.1 and 6.2)

- ❑ All proposals will be reviewed by OCFS to confirm eligibility.
- ❑ All eligible proposals will be reviewed and scored by trained reviewers using a structured, preapproved instrument. The technical proposal is worth up to 80 points and the cost proposal is worth up to 20 points.
- ❑ The final score will be based on the average of the reviewers' scores. Applications with an average score of 70 points or more will be considered for funding. The maximum score is out of 100 points.
- ❑ Multiple awards are expected to be made. Award recommendations will be based on the highest-scoring applications statewide, allocating 50% of funds to support child abuse prevention and/or family resources and support programs, and 50% to support domestic violence prevention and services, including the prevention of family violence.



# Wrap-Up



## Reminders

- ❑ Missing and/or not meeting any of the requirements listed in RFP Section 3.1 Minimum Qualifications is grounds for disqualification.
- ❑ Log into the Grants Gateway early, consult the guidance materials, and ensure you have the correct user roles.
- ❑ Consult RFP Section 5.5 Proposal Submittal Process for detailed instructions, links to guidance documents, contact information for obtaining assistance, and other resources.





## The Deadline is the Deadline

- ❑ OCFS highly recommends proposals are submitted well in advance of the deadline.
- ❑ Waiting until the last day to submit is not recommended.
- ❑ Technical issues, incorrect system user roles, or incomplete proposals are not valid justification for late submissions.
- ❑ The Grants Gateway is in the process of being retired, and the Gateway might be temporarily offline 1/10/2024 through 1/16/2024. **This is OK!** The system will come back online afterwards with limited functionality.
- ❑ Applications will be completed and submitted in the Grants Gateway.

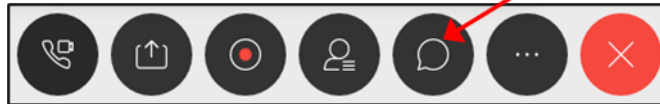


# Questions?



Please submit your questions via the chat box at the bottom of the window. The chat box will remain open for the next five minutes.

Click the icon at the bottom of the window to open the chat box.



# You may still submit questions after the webinar.

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RFP # 1134 New York State Children and Family Trust Fund  
Office of Children and Family Services  
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Rensselaer, NY 12144



# Comprehensive Responses to Written Questions



Deadline for submission of  
written questions: 1/5/2024

Responses and Webinar slides  
posted on or about: 1/22/2024

Review the responses at:

- New York State Grants Gateway (<https://grantsgateway.ny.gov>)
- OCFS website (<https://ocfs.ny.gov/main/contracts/funding/>)
- New York State Contract Reporter (<https://www.nyscr.ny.gov>)

