



**Office of Children
and Family Services**



AmeriCorps
New York

**Commission on National and Community Service
Request For Proposals (RFP) # 1157
New York State AmeriCorps Competitive**

Technical Information Session

November 8, 2023

AmeriCorps Technical Information Overview



Overview

Section 1.2 Calendar of Events

Section 1.6 New York State Supporting Documents

Section 3.0 Minimum Qualifications To Propose and
Prequalification Process

Section 4.2 New, Same or Additional Projects



Section 1.2

Calendar of Events



Calendar of Events

1.2 Calendar of Events

Issuance of Request for Proposals	11/2/2023
Programmatic and Evidence Informational Meeting Session (<i>optional</i>) (see Section 1.3)	11/6/2023 at 1:00 p.m. Eastern Time
Technical Informational Meeting Session (<i>optional</i>) (see Section 1.3)	11/6/2023 at 3:00 p.m. Eastern Time
Deadline for Submission of Written Questions (see Section 1.4)	11/10/2023 by 11:59 p.m. Eastern Time
Responses to Written Questions Posted	On or about 11/20/2023
Recommended Date to Request to Submit Additional Projects (see Section 2.3), and deadline to Prequalify in the Grants Gateway (see Section 3.2)	11/23/2023 by 5:00 p.m. Eastern Time
Deadline for Submission of Proposals in eGrants (see Section 5.5) and New York State Supporting Documents (see Section 1.6)	12/05/2023 by 12:00 a.m. (midnight) Eastern Time



Application Deadline in eGrants

Tuesday, December 5, 2023

12:00 a.m. (early Midnight) Eastern Time

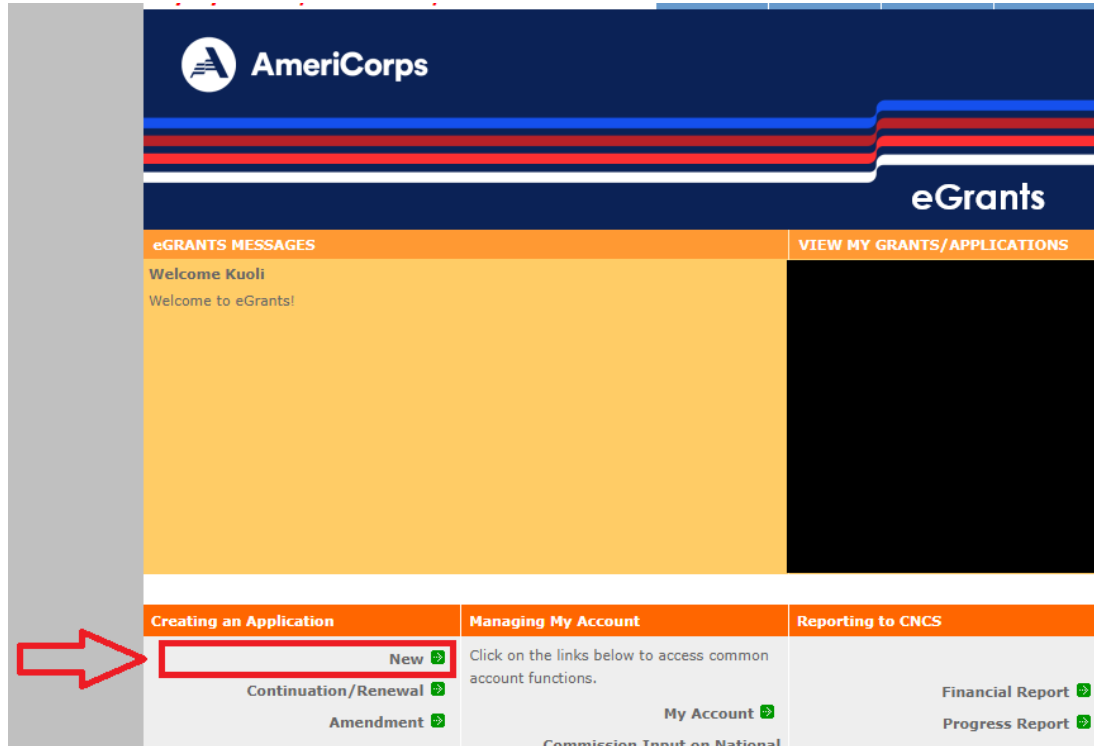
To be safe, do not click submit proposal in eGrants later than 11:55 pm on Monday December 4 in case eGrants takes a while to load.

Section 1.6







Submission of Proposals in eGrants



eGrants Submission – New Application



The screenshot displays the AmeriCorps eGrants interface. At the top, the AmeriCorps logo is on the left, and the word 'eGrants' is on the right. Below the header, there are two main sections: 'eGRANTS MESSAGES' on the left and 'VIEW MY GRANTS/APPLICATIONS' on the right. The 'eGRANTS MESSAGES' section contains a welcome message for 'Kuoli'. The 'VIEW MY GRANTS/APPLICATIONS' section is currently blacked out. At the bottom, there are three main navigation tabs: 'Creating an Application', 'Managing My Account', and 'Reporting to CNCS'. Under 'Creating an Application', the 'New' link is highlighted with a red box and a red arrow pointing to it. Other links in this section include 'Continuation/Renewal' and 'Amendment'. Under 'Managing My Account', there is a 'My Account' link and a partially visible 'Commission Input on National'. Under 'Reporting to CNCS', there are 'Financial Report' and 'Progress Report' links.

Creating an Application	Managing My Account	Reporting to CNCS
New 	Click on the links below to access common account functions.	
Continuation/Renewal 	My Account 	Financial Report 
Amendment 	Commission Input on National	Progress Report 



eGrants Submission – New Application

Welcome Kuoli

Start New Grant App

cancel next

Select a NOFA

Legal Applicant Info

New York State Commission on National & Community Service
52 Washington St
Rensselaer, NY 12144

Select a NOFA

Please select a program area and press GO. Then select a NOFA from the list provided.

If you are starting your second or third year of your grant, or if you are a Senior Corps Grantee and are beginning the first year of a 3 year grant, use the "View all application/grants" link in the MY GRANTS/APPLICATIONS Section of the Home Page to create a Continuation or a Renewal.

AmeriCorps

Select a program area ...

AmeriCorps

Learn and Serve America

Other

Senior Corps

GO

cancel next

508 Approved | Contact Help Desk | Pr
Release version: 7.7.4



eGrants Submission – New Application

FY 2024 AmeriCorps State and Territory Commission (New and Cont)

Due Date: 01/04/2024

Summary: The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 et seq.).

FY 2024 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)

Due Date: 01/04/2024

Summary: The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 et seq.).



eGrants Submission – ASN Cost Reimbursement

NOFA information

Please review the NOFA you selected. If this is not the correct NOFA, hit cancel.

NOFA: FY 2024 AmeriCorps State and Territory Commission (New and Cont)

Due Date: 01/04/2024

Summary: The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 et seq.).

Which State are you applying to?

New York ▼

Select a Prime Application ID if this is to be a sub application (optional)

24AC261829 - New York Office of National & Community Service-Competitive ▼

Please select...

Competitive Formula

Please verify the
Prime Application ID if
you are applying
i.e., ASN Competitive
Cost Reimbursement
grant: 24AC261829



eGrants Submission – ASN Fixed Cost, EAP

NOFA information

Please review the NOFA you selected. If this is not the correct NOFA, hit cancel.

NOFA: FY 2024 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)

Due Date: 01/04/2024

Summary: The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 et seq.).

Which State are you applying to?

New York



Select a Prime Application ID if this is to be a sub application (optional)

24ES261827 - NY Commission Competitive Fixed Amount Grant

Please verify the
Prime Application ID if
you are applying
i.e., ASN Competitive
Fixed or EAP grant:
24ES261827



Section 1.6 (con't)

New York State Supporting Documents



Required NYS Supporting Documents

- A. [OCFS-2633, MacBride Fair Employment Principles Certification Form](#)
- B. [OCFS-2634, Non-Collusive Bidding Certification](#)
- 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
 - OCFS-4629, *Project Staffing Plan Form*
 - OCFS-3460, *Minority- and Women-Owned Business Enterprises (MWBE) Equal Employment Opportunity (EEO) Policy Statement*



Required NYS Supporting Documents

E. [OCFS-2647, EO 177 Certification](#)

F. [OCFS-4821, CMS User Authorization](#)

G. [Attachment 1 – Statement on Sexual Harassment](#)

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.



Section 3.0

Minimum Qualifications To Propose and Prequalification Process



Section 3.0 Minimum Qualifications

- public or private nonprofit organizations including, but not limited to, faith based,
- community organizations,
- institutions of higher education,
- state agencies or 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.



Section 3.0 Minimum Qualifications

- AmeriCorps ASN Competitive and Public Health AmeriCorps contractors who have an existing multiyear contract with OCFS and are in periods 1 or 2 of their contract term must submit continuation requests in eGrants for year 2 or 3 of their contract.
- Existing contractors will be sent instructions in separate correspondence provided by their AmeriCorps program administrators.

Section 3.0 Minimum Qualifications

On April 4, 2022 the federal government transitioned the authoritative entity identifier from the Dun & Bradstreet unique identifier number, known as DUNS, to the SAM.gov Unique Entity Identifier (UEI).

After the effective date of the transition, AmeriCorps will hold awards until all subrecipients include their UEI in eGrants.

Section 3.0 Minimum Qualifications

- Employer Identification Number
- Unique Entity Identifier (UEI), associated with their registration with System for Award Management (SAM)

Applicants must also maintain an active SAM registration until the application process is complete.



Section 3.0 Minimum Qualifications

The following are examples of eGrants and SAM.gov misalignment:

SAM.gov	eGrants
123 West Main Street	123 W. Main St.
123 W Main St	123 West Main Street
Good Organization Incorporated	Good Organization, Inc.
Good Organization (DBA Great Organization)	Great Organization



Section 3.0 Minimum Qualifications

New and re-competing applicants must be prequalified, if not exempt, in the New York State Grants Gateway on the application deadline.

Government entities are not required to prequalify in the Grants Gateway but **must register** to submit an application.

See Section 3.2 Prequalification Process for additional information.

Grants Gateway

<http://www.grantsreform.ny.gov/>

Grants Gateway Help Desk:

Hours: Monday – Friday 8:00 a.m. to 4:00 p.m.

Phone: (518) 474-5595

Email: grantsgateway@its.ny.gov



Required Documents

Not For Profit Required Documents

-  [Certificate of Incorporation or Equivalent Document](#)
-  [IRS 501\(c\) Determination Letter](#)
-  [IRS 990](#)
-  [Audit/Reviews and Findings](#)
-  [CHAR500 or CHAR 410](#)
-  [Board of Directors Profile](#)
-  [Senior Leadership Resumes](#)
-  [Corporate Bylaws](#)



Maintaining Prequal Status

- Document Vaults expire annually
- If Document Vault is in “Expired” Status the Grantee is no longer Prequalified
- An expired “Date Next Due” on the Financial Document Forms triggers loss of prequalification.

Maintaining Prequal Status

NYS requires Grantees to annually update the organization's

- IRS 990 Tax Form
- Audit Review and Findings
- CHAR 500 (Charities Registration Form)

Maintaining Prequal Status

Prequalification Application Status Report

Prequalification Element	Date Modified	Review Status	Date Of Status	In
Organization Capacity	11/13/2020 04:30:49PM	Approved	06/10/2019 10:21:20AM	
Organization Compliance	11/13/2020 04:31:07PM	Approved	06/10/2019 10:22:07AM	
Organization Integrity	11/13/2020 04:31:19PM	Approved	06/10/2019 10:22:52AM	
Certificate of Incorporation or Equivalent Document	07/08/2013 08:54:20AM	Approved	08/19/2013 02:21:23PM	
IRS 501(c) Determination Letter	07/08/2013 08:55:22AM	Approved	08/19/2013 02:22:10PM	
• IRS 990	11/16/2020 08:47:32AM Expires: 11/15/2021	Approved	11/16/2020 08:47:24AM	
• Audit/Reviews and Findings	11/16/2020 08:48:54AM Expires: 11/15/2021	Approved	11/16/2020 08:48:45AM	
• CHAR500 or CHAR410	11/16/2020 08:49:36AM Expires: 11/15/2021	Approved	11/16/2020 08:49:28AM	



Additional Resources

<https://grantsmanagement.ny.gov/prequalification-faq>

<https://grantsmanagement.ny.gov/get-prequalified>

<https://grantsmanagement.ny.gov/grantee-documents>



Vendor Responsibility

<https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire>



Submission of documentations

Email to: AmeriCorpsRFP@ocfs.ny.gov

Or see RFP Section 5.5 for instruction on Submission of Proposals Outside of eGrants

Tuesday, December 5, 2023

12:00 a.m. (early Midnight) Eastern Time

Section 4.2 New, Same or Additional Projects



New Project (§ 2522.340)

- Meaningful difference between projects in a comparison of:
 - Objectives and priorities of the projects
 - Nature of services provided
 - Program staff, participants, and volunteers involved
 - Geographic locations in which services are provided
 - Populations served
 - Proposed community partnerships



Same Project (§ 2522.340)

- Application considered re-competing if it satisfies AmeriCorps definition of “same project” (see [Mandatory Supplemental Instruction](#))
- Two projects considered the same if they:
 - Address the same issue areas
 - Address the same priorities
 - Address the same objectives
 - Serve the same target communities or population
 - Utilize the same sites



Application Deadline in eGrants

Tuesday, December 5, 2023

12:00 a.m. (early Midnight) Eastern Time

To be safe, do not click submit proposal in eGrants later than 11:55 pm on Monday December 4 in case eGrants takes a while to load.

Questions and Answers



QUESTIONS?

Please email to AmeriCorpsRFP@ocfs.ny.gov



Thank you!



AmeriCorps
New York



Office of Children
and Family Services