Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Acting Commissioner

New York State
Office of Children and Family Services
Commission on National and Community Services

Grant Procurement

REQUEST FOR PROPOSALS

RFP# 2019-01

New York State AmeriCorps 2019 Formula Pool

Issued: 3/29/2019
Amended: 4/10/2019

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1.0 GENERAL INFORMATION/CALENDAR OF EVENTS

The New York State Commission on National and Community Service (hereafter "the Commission") seeks applicants for 2019-20 AmeriCorps formula grant funding. The Commission is a governor-appointed commission with a diverse, non-partisan body of, among others, representatives of business, labor, education, government, human service agencies and community-based organizations. The Commission directs national service policy for the state and directly administers funding awarded by the Corporation for National and Community Service (hereafter "the Corporation" or "CNCS")[1] to support New York State AmeriCorps programs.

The Commission, while independent, is hosted by the New York State Office of Children and Family Services (hereafter "OCFS"). OCFS provides administrative and other types of support to the Commission. OCFS provides valuable and critical support to the Commission and is the designated state agency for purposes of issuing Commission requests for proposals and administering grant contracts. There will be instances within this Request for Proposal (hereafter "RFP") for documents, forms and other information requested by OCFS. The Commission supports the mission and priorities of OCFS, and applicants should prepare their proposals to address the specific parameters of this RFP. All documents and forms requested by OCFS must be submitted prior to the deadline for submission of proposals indicated in **Section 1.2 (Calendar of Events).** If awarded subgrants under this RFP, your agency, to include other state agencies, must agree to comply with all applicable state and federal laws, rules and regulations and all of OCFS contract and reporting procedures.

THIS REQUEST FOR PROPOSAL IS FOR FORMULA FUNDING ONLY

This RFP is for a pool of AmeriCorps national service funding (hereafter the "formula pool") that is determined by a formula based on each state's population. This RFP is designed to identify a proposal or proposals that the Commission believes is most consistent with the overall strategic goals and priorities of the state and the Commission. The recommendations made by the Commission must be approved by the Corporation before grants may be awarded. The proposals considered by the Commission will identify a single organization or agency or multiple organizations or agencies to establish and administer an AmeriCorps program or programs.

OCFS is NOT responsible for the review or evaluation of applications. All recommendations to the Corporation to fund applications, or the decision to not recommend an applicant for funding are within the discretion of the Commission. Final award determinations are made by the Corporation. The Corporation does not allow an appeal of any award decisions.

Note: Throughout this document, the terms *proposals, bids, offers,* and *applications* are used interchangeably, as are *applicants, bidders,* and *offerers*.

[1] All references to "CNCS" in this RFP refer to the Corporation.

If the offerer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the offerer shall immediately notify OCFS (see **Section 1.1 Procurement Contact**) of such error in writing and request clarification or modification of the document.

If prior to the deadline for submission of written questions an offerer fails to notify OCFS of a known error in or omission from the RFP, or of any error or omission or prejudice in bid specification or documents with the RFP that the offerer knew or should have known, the offerer agrees that it will assume such risk if awarded funds, and the offerer agrees that it is precluded from seeking further administrative relief or additional compensation under the contract by reason of such error, omission, or prejudice in bid specification or documents.

1.1 Procurement Contact

All inquiries concerning this procurement must be addressed to the director of contracts in the RFP unit or his designee(s) at OCFS, via email (preferred) to RFP@ocfs.ny.gov or via hard copy mailed to:

Director of Contracts
Questions for **RFP# 2019-01 NYS AmeriCorps 2019 Formula Pool**
Office of Children and Family Services
52 Washington Street
Room 202S – RFP Unit
Rensselaer, NY 12144

1.2 Calendar of Events (Amended 4/10/2019)

RFP# 2019-01 NYS AmeriCorps 2019 Formula Pool	
EVENT	**DATE**
Issuance of Request for Proposals	3/29/2019
Programmatic Informational Meeting Session *(optional)* (see Section 1.3)	4/10/2019 at 1:00 p.m. Eastern Time
Technical Informational Meeting Session (optional) (see Section 1.3)	~~4/10/2019 at 3:00 p.m.~~ **4/12/2019 at 10:00 a.m.** Eastern Time
Deadline for Submission of Written Questions (see Section 1.4)	**4/12/2019 by 5:00 p.m. Eastern Time**
Deadline to Request to Submit Additional Projects (see Section 2.3)	**4/12/2019 by 5:00 p.m. Eastern Time**
Responses to Written Questions Posted *(on or about)*	4/23/2019
Recommended Deadline to Prequalify in the Grants Gateway (see Section 3.2)	**4/26/2019**
Deadline for Submission of Proposals in eGrants (see Section 5.5)	**5/2/2019 by 4:59 p.m. Eastern Time**

Deadline for Submission of New York State Supporting Documents (see Section 1.6)	**5/2/2019 by 4:59 p.m. Eastern Time**
Anticipated Notification of Award *(not earlier than)*	6/10/2019
Anticipated Contract Start Date *(not earlier than)*	9/1/2019 (Fall Educational Programs) 11/1/2019 (All Other Programs)

1.3 Programmatic / Technical Informational Meeting Sessions (Amended 4/10/2019)

The Commission is committed to providing the most current application information available and relies primarily on the New Yorkers Volunteer website (www.NewYorkersVolunteer.ny.gov) to keep applicants abreast of changes. Applicants are encouraged to monitor this website frequently for training and technical assistance resources, updates to the application process, and other information.

Additionally, two optional sessions will be held on the dates and times specified in **Section 1.2 Calendar of Events**.

The **Programmatic Informational Meeting Session** will cover general AmeriCorps and National Service Programmatic information.

- To join for both video and audio conference, access the **Programmatic Informational Meeting** webinar at this link and use the meeting password **AmeriCorps2019**.

- To join for **Programmatic Informational Meeting** audio conference only, the number to call is **(844) 633-8697**; the participant code is **644278322**.

The **Technical Informational Meeting Session** will cover the details of the application process.

- **To join for both video and audio conference, access the Technical Informational Meeting webinar at this link and use the meeting password AmeriCorps2019.**

- **To join for Technical Informational Meeting audio conference only, the number to call is (844) 633-8697; the participant code is 641382025.**

Note: Before these sessions, participants are required to read this RFP.

1.4 Submission of Written Questions

All communications to report errors or omissions in the procurement process or to ask questions or to request clarification of this RFP should cite the particular RFP section and paragraph number and must be submitted via email to **BOTH** RFP@ocfs.ny.gov and RFP@NewYorkersVolunteer.ny.gov no later than the deadline for submission of written questions specified in **Section 1.2 Calendar of Events**. Questions received after the deadline for submission of written questions may not be answered. The comprehensive list of questions and responses will be posted in the solicitation announcement in the New York State Grants Gateway System (https://grantsgateway.ny.gov) (GGS or Grants Gateway), on the OCFS website (http://ocfs.ny.gov/main/bcm/rfp.asp), the Contract Reporter website at (https://www.nyscr.ny.gov/login.cfm) and the Commission website at (https://newyorkersvolunteer.ny.gov/), on the date specified in **Section 1.2 Calendar of Events**.

To view the comprehensive list of questions and responses that are posted to the New York State Grants Gateway, click the link under the grant opportunity announcement in the Grants Opportunity Portal.

NOTE: Requests to submit additional projects (see Section 2.3) must be submitted by the deadline date specified in Section 1.2 Calendar of Events. The Commission must forward these types of requests to the Corporation which has sole discretion to determine approval of these requests. The Commission will not publish responses to these requests but will notify applicants of the Corporation's determination.

1.5 Deadline for Prequalification in the Grants Gateway

Not-for-profit applicants are strongly encouraged to prequalify in the Grants Gateway by the date specified in the table in **Section 1.2 Calendar of Events**, and **MUST** prequalify by the **deadline for submission of proposals in eGrants**. Please refer to **Section 3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS**.

Note:

- Government entities are not required to prequalify in the Grants Gateway, but must register in order to submit an application.
- Applicants submitting continuation requests are not required to be prequalified in the New York State Grants Gateway on the application deadline. However, prequalification will still be required at the time of contract. See **Section 3.2 Prequalification Process** for additional information.

1.6 Submission of Proposals

eGrants

All proposals must be submitted electronically through the Corporation's web-based system, eGrants. Applicants should draft the application as a Word document and copy and paste the document into the appropriate eGrants fields. The Commission recommends that applicants create an eGrants account and begin the application creation process as soon as possible.

In addition to the application submitted in eGrants, you are required to provide, if applicable, an evaluation brief(s), report(s), study(ies). Please refer to the **Evidence Base and Evidence Tiers** section and the **2019 AmeriCorps State & National Mandatory Supplemental Guidance** for detailed instructions by evidence tier and **Section E. Evaluation Plan** for further information.

Note: If the Commission recommends your application to the Corporation, you may be required to provide additional documents, if applicable: 1) Labor union concurrence; 2) Federal debt delinquency; 3) Financial Management Survey (FMS); and 4) other required documents if requested. All new and recompeting applications recommended to the Corporation by the Commission are required to complete and submit their Financial Management Survey directly to the Corporation. The Commission recommends that you start work on the survey as soon as possible. You will be provided with detailed instructions by Commission staff if your proposal is recommended to the Corporation for funding.

New York State Supporting Documents

The following documents are required to be emailed to RFP@ocfs.ny.gov by the date specified in **Section 1.2 Calendar of Events**. These documents are considered part of your proposal. In the subject heading of the email, please write "**RFP# 2019-01 NYS AmeriCorps 2019 Formula Pool Required Bid Documents**" and please include your organization's name.

A. **OCFS-2633**, *MacBride Fair Employment Principles Certification Form*

B. **OCFS-2634**, *Non-Collusive Bidding Certification* (Required by section 139d of the State Finance Law)

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, refer to Section 7.10. The following are forms to be completed and submitted with your Administrative Proposal and can be found here:

- **OCFS-4629**, *Project Staffing Plan Form*
- **OCFS-3460**, *Minority and Women-Owned Business Enterprises (MWBE) Equal Employment Opportunity (EEO) Policy Statement*

E. **OCFS-2647**, *EO 177 Certification* (See Section 7.15 for more information.)

F. **Attachment 1 – *Statement on Sexual Harassment*** (See Section 10.)

Proposal Due Date

All proposals submitted in response to this RFP are due in the eGrants system by the date specified in **Section 1.2 Calendar of Events** of this RFP.

Supporting documents must be emailed to RFP@ocfs.ny.gov by the dates specified in **Section 1.2 Calendar of Events**.

1.7 OCFS Reserved Rights

OCFS reserves the right to

1. place a monetary cap on the funding amount made in each contract award;

2. change any of the schedule dates stated in this RFP prior to the due date for the submission of proposals;

3. reject any or all proposals received in response to the RFP;

4. withdraw the RFP at any time at the agency's sole discretion;

5. make an award under the RFP in whole or in part;

6. disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;

7. reject any proposal if, in the sole discretion of OCFS, it determines the bidder is not a responsible vendor;

8. seek clarification and revisions of proposals. Request bidders to present supplemental information clarifying their proposals either in writing or by formal presentation. Other than the requested clarification and supplemental information, submission of new information is not permitted;

9. require that bidders demonstrate, to the satisfaction of OCFS, any feature(s) present as a part of their proposal, which may include an oral presentation of their proposal. Any such demonstration or presentation may be considered in the evaluation of the proposal;

10. amend any part of this RFP prior to opening of bids, with notification to all bidders, and direct all bidders to prepare modifications addressing RFP amendments, if necessary. Expenses incurred in the preparation of any proposals or modifications submitted in response to this RFP are the sole responsibility of the bidder or other party and will not be incurred or reimbursed by OCFS;

11. make funding decisions that maximize compliance with and address the outcomes identified in this RFP;

12. fund only one portion, or selected activities, of the selected bidder's proposal and/or adopt all or part of the selected bidder's proposal based on federal and state requirements;

13. eliminate any RFP requirements that cannot be met by all prospective bidders upon notice to all parties that submitted proposals;

14. waive procedural technicalities or modify minor irregularities in proposals received after notification to the bidder involved;

15. correct any arithmetic errors in any proposal or make typographical corrections to proposals with the concurrence of the bidder;

16. negotiate with the selected bidder(s) prior to contract award;

17. conduct contract negotiations or award a contract to the next highest bidder if contract negotiations with the selected bidder(s) cannot be accomplished within an acceptable time frame. No bidder will have any rights against OCFS arising from such actions;

18. award contracts to more than one bidder or to other than the lowest bidder;

19. require that all proposals be held valid for a minimum of 180 days from the closing date for receipt of proposals, unless otherwise expressly provided for in writing;

20. fund any or all of the proposals received in response to this RFP. However, issuance of this RFP does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted and reserves the right to withdraw or postpone this RFP without notice and without liability to any bidder or other party for expenses incurred in the preparation of any proposals submitted in response to this RFP and may exercise these rights at any time;

21. use the proposal submitted in response to this RFP as part of an approved contract. At the time of contract development, awardees may be requested to provide additional budget and program information for the final contract;

22. utilize any and all ideas submitted in the proposals received where an award is ultimately made;

23. require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation;

24. make additional awards based on the remaining proposals submitted in response to this RFP and/or provide additional funding to awardees if such funds become available;

25. make inquiries of third parties, including but not limited to, bidder's references, with regard to the applicants' experience or other matters deemed relevant to the proposal by OCFS. By submitting a proposal in response to this RFP, the applicant gives its consent to any inquiry made by OCFS;

26. require contractors to participate in a formal evaluation of the program to be developed by OCFS. Contractors may be required to collect data for these purposes. The evaluation design will maintain confidentiality of participants and recognize practical constraints of collecting this kind of information;

27. consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals;

28. rescind awards for failure of awardees to meet time frames that OCFS is required by statute to meet for contract development and approval;

29. cancel this RFP, in whole or in part, at any time and to reject any and all proposals when appropriate in the best interests of the state; and

30. make adjustments to the funding amount requested based on program need and based on the total dollar value of the applications submitted.

Prior to the deadline for submission of proposals, any such clarifications or modifications as deemed necessary by OCFS will be posted in the Grants Gateway, the New York State Contract Reporter, the OCFS website, and will be linked to the Commission's website, as described in **Section 1.4 Submission of Written Questions.** Potential offerers that were sent the original bid notice via email will receive an email from the RFP unit regarding the clarifications or modifications. All other individuals will have to check the New York State Contract Reporter or the OCFS website for any changes and check the posted Q&As.

2.0 EXECUTIVE OVERVIEW

2.1 Introduction/Description of Program Objectives and Background

The New York State Commission on National and Community Service (the Commission) was established in 1994 by an executive order of the Governor. The Commission administers the State's AmeriCorps national service portfolio, which seeks to improve lives, strengthen communities, and foster civic engagement through service and volunteerism in New York State. The Commission promotes volunteerism and community service as methods to solve local problems.

AmeriCorps is a federally funded service program that provides citizens the opportunity to engage in full- or part-time service to their communities. New York State AmeriCorps subgrants are awarded to public or private nonprofit organizations (including faith-based), other community organizations, Native American tribes, institutions of higher education, local governments, nonprofit organizations, state agencies or other non-federal governmental entities within states or territories (e.g., cities, counties), labor organizations, partnerships and consortia, and intermediaries that will operate solely in New York State and focus on one or more of the six (6) focus areas identified by the Edward M. Kennedy Serve America Act. These focus areas are:

1. disaster services,
2. economic opportunity,
3. education,
4. environmental stewardship,
5. healthy futures, and
6. veterans and military families.

Each of the organizations and agencies, in turn, uses its AmeriCorps funding to recruit, place, and supervise AmeriCorps members who engage in intensive service to address pressing community problems. After successful completion of their terms of service, AmeriCorps members may earn a Segal AmeriCorps Education Award that may be used to pay for college or graduate school at Title IV eligible schools, or to repay qualified student loans. Most AmeriCorps members may receive a modest living allowance, health care benefits, and child care assistance during their term of service.

2.2 OCFS Statewide Considerations

Not Applicable. See **Section 4.0.H.** for New York State Funding Priorities.

2.3 Purpose and Funding Availability

The Commission anticipates that 2019-2020 AmeriCorps formula funding will be highly competitive. To maximize the impact of the public investment in national service, applications will be recommended for funding that demonstrate community impact and the ability to solve community problems

using an evidence-based or evidence-informed approach (e.g., performance data, research, theory of change).

Awards made under this RFP have two components:

1. Operating funds
2. AmeriCorps member positions

Award amounts vary both in the level of operating funds and in the type and amount of AmeriCorps member positions, as determined by the scope of the projects.

An AmeriCorps member is an individual who engages in community service through an approved national service position. AmeriCorps members will be recruited, trained, supervised, and managed by the funded organization. Please see **Section 5.1 Technical Proposal Content/Work Plan, 4. Member Experience** for additional information. AmeriCorps members may receive a living allowance and other benefits while serving. Upon successful completion of their service, AmeriCorps members may earn a Segal AmeriCorps Education Award from the National Service Trust that they can use to pay for higher education expenses or apply to qualified student loans.

Federal awarding agencies have certain responsibilities related to the federal awards they make. Code of Federal Regulations (CFR) §200.210 of the "Pre-federal Award Requirements and the Contents of Federal Awards," of the Office of Management and Budget (OMB) Uniform Guidance (2014) provides the federal award information that must be provided to each subrecipient of a federal award. **OCFS has determined that awardees under this procurement are deemed *subrecipients* as outlined in CFR §200.330 for the purpose of carrying out a portion of a federal award.** OCFS is providing this information to assist the awardee meeting the Contract Provisions for Non-Federal Entities Appendix II to CFR Part 200.

New, Same or Additional Projects

Current and previous grantees may not operate a new project without the written approval of the Corporation. For definition, please see **2019 AmeriCorps State & National Mandatory Supplemental Guidance** "Same Project" on page 10.

To request permission to apply for a new or more than one (1) project, applicant must complete **this request form** emailed to **BOTH** RFP@ocfs.ny.gov and RFP@NewYorkersVolunteer.ny.gov by the date specified in **Section 1.2 Calendar of Events**. This request must be approved by the Corporation before the Commission can accept either a new application, or more than one proposal.

Additional Information can be found at: 2019 AmeriCorps State and National Application Instruction Section I. Applicant Info.

2.4 Term of Contract

Awards in response to this RFP for new or recompeting grants will result in multi-year contracts for a term of no more than thirty-nine (39) months[2] from the contract start date. **Awardees will need to reapply each year of the contract term for continuation funding. Continuation applicants receiving funding in response to this RFP will maintain their current contract start and end periods.** The first 15-month contract period for **fall educational programs** will have a start date no earlier than September 1, 2019 and will end no later than January 31, 2021. The first 15-month contract period for **all other contracts** will have a contract start date of no earlier than November 1, 2019 and will end no later than January 31, 2021. Applicants who receive awards of federal funding under this RFP will be subject to all applicable state and federal laws, rules and regulations, to include AmeriCorps program regulations found under 45 CFR Part 2522, see **Section 5.4 Key Concepts**.

The 15-month contract periods allow the contractor a covered period to recruit members and remain compliant with federal regulations, which provide full-time AmeriCorps members up to twelve (12) months to complete their terms of service. The start date for the first 15-month contract period may be adjusted should a revised scope and Commission-approved program plan deem it operationally justified. Expenses incurred in a 15-month contract period may only be reimbursed with funds granted for that same 15-month contract period. In addition, only AmeriCorps member costs can be paid in months 13-15.

In approving a multi-year project, the Corporation will approve initial funding for the first 15-month contract period. Continuation funding is not guaranteed. Applicants who are awarded funding must reapply for funding for a second or third 15-month period and subject to the Corporation's approval process for each period. Factors considered in awarding continuation grants include satisfactory performance of the contractor. All awards made as a result of this RFP are conditioned upon the continued availability of federal funds. The Commission and the Corporation reserve the right to adjust the amount of an award made under this RFP or elect not to continue funding for subsequent years.

The Commission reserves the right to reallocate funding at any time if the Commission determines that a contractor is not able to expend all the awarded funds during a contract period. Contractors may be asked at a point midway through the contract period to provide their anticipated unexpended funds balance at the end of the contract. The figure provided will be removed and deobligated from the contract, and will not be restored, absent extenuating circumstances.

[2] For Planning Grants, the term will be no more than 15-months from the contract start date.

Note: Contractors may not begin to provide services prior to the contract start date; OCFS has no obligation to pay for services rendered prior to that time. Payments cannot be made prior to the formal execution of a contract and approval by the New York State Office of the Attorney General (AG) and the New York State Office of the State Comptroller (OSC).

3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS

3.1 Minimum Qualifications

- New York State AmeriCorps grants are awarded to public or private nonprofit organizations including, but not limited to, faith-based, other 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.

- For new and recompete funding applications applicants **must** be prequalified, if not exempt, in the New York State Grants Gateway on the application deadline.

  Please note: Applicants submitting a continuation request are not required to be prequalified in the New York State Grants Gateway on the application deadline. However, prequalification will still be required at the time of contract. See **Section 3.2 Prequalification Process** for additional information.

3.2 Prequalification Process

New York State has instituted key reform initiatives to the grant contract process that require not-for-profit organizations to register in the New York State Grants Gateway System (GGS) and complete the Vendor Prequalification process in order for proposals to be evaluated. Not-for-profit organizations will only have to prequalify once every three years, with the responsibility to keep their information current throughout the three-year period.

Proposals received from not-for-profit applicants that are not prequalified in the Grants Gateway on the proposal due date and time listed in Section 1.2 Calendar of Events will be disqualified from further consideration.

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

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor Prequalification Manual on the

Grants Reform website details the requirements and an online tutorial is available to walk users through the process.

3.2.1 Register for the Grants Gateway

- On the Grants Reform website, download a copy of the Registration Form for Administrator. A signed, notarized original form must be sent to the New York State Division of Budget at the address provided in the instructions. You will be provided with a username and password allowing you to access the Grants Gateway.

- If you have previously registered and do not know your username, email grantsgateway@its.ny.gov. If you do not know your password, click the Forgot Password link from the main log in page and follow the prompts.

3.2.2 Complete Your Prequalification Application

- Log into the Grants Gateway. If this is your first time logging in, you will be prompted to change your password at the bottom of the "Profile" page. Enter a new password and click "SAVE."

- Click the "Organization(s)" link at the top of the page and complete the required fields including selecting the state agency with which you have the most grant contracts. If you currently do not have any contracts with New York State, select OCFS. This page should be completed in its entirety before you click "SAVE." A "Document Vault" link will become available near the top of the page. Click this link to access the main "Document Vault" page.

- Answer the questions in the "Required Forms" and upload "Required Documents." This constitutes your "Prequalification Application." "Optional Documents" are not required unless specified in this RFP.

- Specific questions about the prequalification process should be directed to the agency contact listed in **Section 1.1 Procurement Contact** or to the Grants Gateway Team at grantsgateway@its.ny.gov.

3.2.3 Submit Your Prequalification Application

- After completing your prequalification application, click the "Submit Document Vault" link located below the "Required Documents" section to submit your prequalification application for state agency review. Once submitted, the status of the document vault will change to "In Review."

- If expedited review of your prequalification application is desired, please send an email request to the agency contact listed in **Section 1.1 Procurement Contact** and identify your organization by including your Grants Gateway Document Vault (GDV) number, organization name, and federal EIN or SFS Vendor ID. It is advised that you submit this request prior to, or as soon as possible after, the **Recommended Deadline to Prequalify in the Grants Gateway** noted in **Section 1.2 Calendar of Events**.

- Your document vault will be assigned to a prequalification specialist for review. If your prequalification specialist has questions or requests modifications, you will receive an email notification from the GGS.

- Once your prequalification application has been approved, you will receive an GGS notification that you are now prequalified to do business with New York State.

Vendors are strongly encouraged to begin this process as soon as possible and at the latest by the date specified in Section 1.2 Calendar of Events to participate in this opportunity.

3.3 Vendor Responsibility Requirements

Section 163(9)(f) of the New York State Finance Law requires that a state agency make a determination that a bidder is responsible prior to awarding that bidder a state contract. Vendor responsibility will be determined based on the information provided by the bidder, online, through the New York State VendRep System Questionnaire or through a paper copy of the Vendor Responsibility Questionnaire. OCFS will review the information provided before making an award.

OCFS reserves the right to reject any proposal if, in its sole discretion, it determines the bidder is not a responsible vendor. All proposals are subject to a vendor responsibility determination before the award is made, and such determination can be revisited at any point up to the final approval of the contract by the OSC. Vendors must maintain their vendor responsibility throughout the duration of the contract.

Enrolling and completing the questionnaire online through the New York State VendRep System is the best method because both the questionnaire and answers are stored in the system. Thus, subsequent questionnaires in response to contracts or RFPs from any state agency would only need to be updated in the VendRep System.

To access or enroll in the VendRep System or update your existing online questionnaire, click Online Questionnaire. Questionnaires in the VendRep System that have been completed in the last six months in response to

contracts or bid announcements do not need to be updated. If the vendor is using the hard copy notarized questionnaire, then it also has to be current within six months of the due date of the proposal.

Vendors opting to complete a paper questionnaire can access the questionnaire by clicking the following link: Paper Questionnaire. Please note that there are separate questionnaires depending on the contractor status. Not-for-profit vendors must use the *Vendor Responsibility Questionnaire Not-for-Profit Business Entity* form. For-profit vendors must use the *Vendor Responsibility Questionnaire For-Profit Business Entity* form.

Vendors are also encouraged to have subcontractors file the required Vendor Responsibility Questionnaire online through the New York State VendRep System. These subcontractors are required to submit a questionnaire when the value of the subcontract is $100,000 or more.

Prior to executing a subcontract agreement, the contractor must provide the information required by OCFS to determine whether a proposed subcontractor is a responsible vendor.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor Identification Number or for direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

The New York State VendRep System offers the following benefits:

- Ease of completion, filing, access to and submission of the questionnaire; efficiencies are multiplied for vendors who bid and contract with the state frequently or with multiple state agencies.
- Questionnaire updates are easily filed by updating only those responses that require change from the previously saved questionnaire (as opposed to a paper copy where a new questionnaire is required each time there is a change).
- The stored questionnaire information eliminates the need to re-enter data for each subsequent questionnaire submission.
- Reduction of costs associated with paper documents including copying, delivery and filing
- Online questionnaire information is secure and accessible to authorized vendor users only. State agencies can only view certified and finalized questionnaires.
- VendRep question prompts ensure that the correct forms are completed.
- The VendRep Online System contains links to all definitions of the terms used in the questionnaire.

Note: The vendor responsibility questionnaire must be dated within six months of the proposal due date. Any subcontractors under that proposed contract

must also complete a Vendor Responsibility Questionnaire when the value of the subcontract is projected to be $100,000 or more for the contract term.

Confirmation of **completion** of the vendor responsibility process must be submitted with your proposal. This confirmation can take the form of registration in the VendRep System or by submitting your completed hardcopy questionnaire. To submit this confirmation with your application, go to the bottom of your certified questionnaire and click the button called "Form Overview." **Print this page and submit it as part of the New York State Supporting Documents according to the instruction provided in Section 1.6 of this RFP.**

4.0 PROGRAM REQUIREMENTS

4.1 Desired Outcomes and Program Requirements

AmeriCorps Grant Award and Application Types

A. Overview

New York State AmeriCorps applications submitted to the Commission for recommendation to the Corporation may be structured on either a cost reimbursement or fixed-amount basis. The Corporation will not provide both types of grants for the same program in any one (1) fiscal year.

The Commission has determined that an AmeriCorps program under this RFP must have a minimum of ten (10) Member Service Years (MSYs).

The table on the following page illustrates the types of AmeriCorps state subgrant awards and gives brief outlines of the budgetary and program requirements for each type. Applicants should review the detailed descriptions to determine their eligibility for a particular type of AmeriCorps grant. See the table, **Minimum and Maximum Living Allowance**, in **Section 4.1 B** for the member slot types.

Types of AmeriCorps Awards

Grant Types	Cost Reimbursement		Fixed Amount			
Available Subtypes	Traditional	Planning Grant	Full-Time	Education Award Program (EAP)	Professional Corps	No-Cost Slots
Maximum Cost per MSY	$16,000 (New York State)	N/A	$16,000 (NYS)	$800	$1,000	$0
Type of Slots in the National Service Trust	Full-time, three-quarter time, halftime, reduced halftime, quarter time, minimum time	N/A	Full-time or less than full-time serving in a full- time capacity	Full-time, three-quarter time, halftime, reduced halftime, quarter time, minimum time	Full-time only	Full-time, three-quarter time, halftime, reduced halftime, quarter time, minimum time
Budget Submission Required	Yes	Yes	No		Yes, if requesting operating funds	No cost slots
Availability of Funds Linked to Enrollment / Retention of Awarded MSYs	No	N/A	Yes			No
Special Requirements	N/A	Yes, see Section 5.1 of this RFP. Applicant may request up to $75,000 for one year.	N/A		Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by the organization where the member serves and must not include in the budget.	N/A
Financial Reporting Requirements	Yes	Yes	No federally required report, NYS contract reports are required.			
Available to New Applicants	Yes	Yes	No	Yes		

New Applicants

The Commission encourages organizations that have never received AmeriCorps funding to apply for the AmeriCorps funding described in this RFP. New applicants are eligible to apply for all grant subtypes in the table on p. 17 (Types of AmeriCorps Awards), except for the Full-Time Fixed Amount grant. New applicants are **NOT** eligible to apply for Full-Time Fixed-Amount grants. Existing subgrantees (operating sites) of fixed-amount grants that can demonstrate a track record and the capacity to manage other fixed-amount grants are considered to have AmeriCorps experience and, therefore, can apply for a Fixed-Amount Full-Time (subtype) grant in response to this RFP.

AmeriCorps Planning Grant Applications

For the 2019-20 program year, the Commission is also accepting applications for planning grants. Please follow the format in the eGrants system to apply for a planning grant. The Commission reserves the right to recommend an applicant for a planning grant, in lieu of an operational grant if it believes that the applicant, the program model, and/or the quality of AmeriCorps service would benefit from additional planning prior to the start of operations.

Note: Planning grants are awarded for a maximum of one (1) contract period, for an amount of no more than $75,000 per program.

Continuation Applications

Organizations that have current AmeriCorps formula contracts with a term that will not end prior to December 31, 2019, must submit a continuation application to be considered for funding for an additional period within the contract term. (Please see the Continuation Instructions, contained on p. 12 of the 2019 AmeriCorps Application Instructions. Please see **Section 1.2 Calendar of Events** of this RFP for New York State AmeriCorps 2019 Formula Pool application deadlines.

Requesting additional funding in a continuation application is allowable, up to $16,000 per MSY, however they are subjected to Commission approval. See 2019 AmeriCorps State & National Mandatory Supplemental Guidance for the definition of MSY.

B. Member Living Allowance

The proposed budget must include an annual living allowance for full-time members between $13,992 (minimum) and $27,984 (maximum) per member, except as noted below.

A living allowance is not considered a salary or a wage. Funded organizations are responsible for withholding income tax and FICA. In

accordance with the New York State Department of Labor's memorandum issued in 1995, which clarified that service with AmeriCorps is not covered employment, New York State, funded organizations do not withhold unemployment insurance premiums for AmeriCorps members.

Cost reimbursement grants are only required to provide a living allowance for members serving full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For cost-reimbursement grants, the amount must be included in the proposed budget as either Corporation or grantee/sub-grantee share, except as noted below.

While most applicants for fixed-amount grants are not required to submit detailed budgets, they are still required to provide a living allowance that complies with the minimum and maximum requirements to members, except as noted below. Most applicants for fixed-amount grants are not required to indicate that amount in the application and should request those positions as "without living allowance" in the budget.

Exceptions to the living allowance requirements:

1. If a program existed prior to September 21, 1993, a living allowance is not required. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement ($13,992), but not the maximum requirement ($27,984).

2. EAP subgrantees/applicants are not required to provide a living allowance; however, if a living allowance is provided, it must comply with the minimum and maximum requirements set in the minimum and maximum living allowance table below.

3. Professional Corps subgrantees must provide members either a living allowance or a salary, which must meet the minimum but may exceed the maximum living allowance set in the table below. Professional Corps member salaries are paid entirely by the organization with which the members serve and are not included in the budget.

Minimum and Maximum Living Allowance			
Service Term	**Minimum Number of Hours**	**Minimum Living Allowance**	**Maximum Total Living Allowance**
Full-Time	1700	$13,992	$27,984
Three-Quarter Time	1200	N/A	$19,753
Halftime	900	N/A	$14,815
Reduced Halftime	675	N/A	$11,111
Quarter Time	450	N/A	$7,408
Minimum Time	300	N/A	$4,938

Grant requests may vary in size depending on the type and scope of a proposed program. The Commission allows applicants certain flexibility in developing their budgets within limitations. Maximum cost per MSY for AmeriCorps grants in New York State is $16,000 for both "Cost Reimbursement" grant subtypes and a Full-Time Fixed Amount grant request. (See table on p. 17, Types of AmeriCorps Awards.)

C. Maximum Cost per Member Service Year (MSY)

The maximum cost per MSY is not to be confused with the maximum Member Living Allowance.

Maximum costs per MSY are set forth in the table on p. 17, Types of AmeriCorps Awards. The Corporation cost per MSY is determined by dividing the Corporation share of budgeted grant costs by the number of MSY requested; it does not include child care or the value of the education award a member may earn. The maximum amount an applicant may request from the Corporation per MSY is determined on an annual basis.

New and recompeting subgrantees must not exceed the maximum cost per MSY for their grant subtype. The per member per year service cost for each member must be charged within the 15-month contract period that the member was appointed in. The only costs that can be charged in the last three (3) months of any contract period are member living allowance expenditures.

Maximum Cost per MSY	
Grant Program	**Maximum**
State Program (cost reimbursement)	$16,000*
Professional Corps Fixed-Amount Applicants/Grantees	$1,000
Education Award Program Fixed-Amount Grant	$800
Full-time Fixed-Amount Grant	$16,000*

*Cost reimbursement programs operating in rural communities (as defined in the mandatory supplemental guidance) and cost-reimbursement programs that recruit opportunity youth as AmeriCorps members may request up to $16,250 cost per MSY for the AmeriCorps members who will be serving in rural areas or who are Opportunity Youth (as defined in the mandatory supplemental guidance). You must clearly demonstrate in your application that your AmeriCorps members are serving in rural areas and/or are Opportunity Youth.

D. Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven (7) years after his or her term of service to use the

Education Award. CNCS will provide the updated education award amounts at the time of grant award.

E. Cost Sharing or "Match" Requirements

Fixed-Amount Grants

There is no specific match requirement for fixed-amount grants. The Corporation does not provide all the funds necessary to operate the program. Organizations must raise the additional revenue required to operate the program.

Cost Reimbursement Grants

A first-time successful applicant for a cost reimbursement grant is required to match at 24 percent for the first three-year contract term. Following the first three-year contract term, the match requirement gradually increases every year to 50 percent by year 10, according to the minimum overall share chart found in 45 CFR §2521.60 and below. See **Section 5.4 Key Concepts.**

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Note: Section 121(e)(5) of NCSA (42 U.S.C. 12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS. Awardees who use federal funds as match will be required to submit documentation of approval from the other federal funding agency(ies) prior to reimbursement and report the sources and amount on the expenditure claim. All New York State AmeriCorps grantees and subgrantee must report on that match to the Commission on a schedule included in their OCFS contract. In order to use other federal funds for program operating costs, the other federal agency must permit its funds to be used as match.

The living allowance or salary provided to AmeriCorps members in Professional Corps programs (see mandatory supplemental guidance) does not count toward the matching requirement.

Planning Grants Match

Matching requirements for planning grants are the same as cost reimbursement grants.

Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 CFR §2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the 2019 *APPLICATION INSTRUCTIONS State and National Competitive New and Continuation*. Applicants who plan to request an alternative match schedule must submit a request at the time the application is submitted. If the Commission recommends your application to the Corporation, it will forward your request for alternative match to CNCS, for a final determination as to the request.

F. Indirect Costs

Application budgets may include indirect costs. For definition and options, please see 2019 *APPLICATION INSTRUCTIONS State and National Competitive New and Continuation*, Attachment B. Section III. Administrative/Indirect Costs on page 22.

G. AmeriCorps Focus Areas

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

Disaster Services

Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters.

Economic Opportunity

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

Education

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students' preparation for success in post-secondary educational institutions.

Environmental Stewardship

Grants will support responsible stewardship of the environment, while preparing communities for challenging circumstances and helping Americans respond to and recover from disruptive life events: programs that conserve natural habitats, protect clean air and water, maintain public lands, support wildland fire mitigation, cultivate individual and community self-sufficiency, and provide reforestation services after floods or fires.

Healthy Futures

Grants will provide support for activities that will address the opioid crisis, increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible, and/or increase physical activity and improve nutrition with the purpose of reducing obesity.

Veterans and Military Families

Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, wounded warriors, military service members, and their families served by CNCS programs; and/or increase the number of veterans and military family members engaged in service through CNCS programs.

H. New York State Funding Priorities

In his 2019 State of the State address, Governor Andrew M. Cuomo laid out his "2019 Justice Agenda." The Commission is prioritizing AmeriCorps programs and grants that address certain priorities the governor stated. Below is a list of those priorities and the appropriate AmeriCorps Focus areas that correspond:

a. **Ensure Fairness in the Criminal Justice System**
   Economic Opportunity and Education Focus Areas

b. **Environmental Stewardship and Climate Resilience**
   Environmental Stewardship and Economic Opportunity Focus Areas

I. Commission Funding Priorities

In addition to the New York State funding priorities listed above, the Commission has designated the following as priorities in its 2018-2020 New York State Service Plan. The appropriate AmeriCorps focus area is also noted:

a. Use New York State's AmeriCorps programs to alleviate hunger, particularly among the homeless, the elderly, and immigrants

Healthy Futures Focus Area

b. Use New York State's AmeriCorps programs to support immigrants and their families

Economic Opportunity, Education and Healthy Futures Focus Areas

As a special initiative for 2019-2020, the Commission is offering Planning Grants. Planning grants from qualified intermediary organizations are intended to bring fresh perspectives to identified needs and to further build the New York State AmeriCorps network. Planning grants will be awarded for a period of one year only and are expected to result in the grantee or its affiliated organizations applying for a program grant, incorporating direct service by AmeriCorps members, for the 2020-2021 program year. Throughout the planning period, grantees will have access to technical assistance and other resources to create the necessary partnerships for a program grant to succeed.

The Commission particularly encourages applications for planning grants that will lead to effective AmeriCorps programs that address unmet New York State needs, e.g., programs which propose to utilize AmeriCorps in interventions that increase access to quality child care for economically challenged New Yorkers, including access to "drop-in" child care services.

Note: Planning Grant applications are not eligible for bonus points.

J. Performance Measures

The Commission recommends that applicants use the National Performance Measures as part of their comprehensive performance measurement strategy if the National Performance Measures are part of the applicant's theory of change. Applicants should use both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the *2019 CNCS National Performance Measure Instructions AmeriCorps State and National.*

All applications must include at least one (1) aligned performance measure (output and outcome) that corresponds to the proposed primary

intervention. This may be a National Performance Measure or an applicant-determined measure. Additional performance measures, including output-only National Performance Measures, may also be included if desired; however, all performance measures must be consistent with the program's Theory of Change and represent significant program activities. The Commission does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. The Commission values the quality of performance measures over the quantity of performance measures.

4.2 Accessibility of Web-Based Information and Applications

Any web-based intranet and internet information and applications development or programming delivered pursuant to this procurement must comply with New York State Enterprise IT Policy NYS-P08-005, *Accessibility Web-Based Information and Applications*, and the New York State Enterprise IT Standard NYS-S08-005, *Accessibility of Web-Based Information Applications*, as such policy or standard may be amended, modified, or superseded, which requires that state agency web-based intranet and internet information and applications are accessible to persons with disabilities. Web content must conform to New York State Enterprise IT Standards NYS-S08-005 as determined by quality assurance testing. OCFS will conduct such quality assurance testing, and the test results must be satisfactory to OCFS before web content will be considered a qualified deliverable under the contract or procurement.

5.0 PROPOSAL CONTENT AND SUBMISSION

5.1 Technical Proposal Content/Work Plan[3]

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. Applicants are urged to submit high-quality applications that carefully follow the guidance in this RFP. The quality of an application will be an important factor in determining whether an organization will receive funding.

A. Proposal Content

In eGrants, the Corporation's web-based management system, applicants will enter the following components of a complete application:

- Standard Form 424 (SF-424) *Face Sheet* (automatically generated when applicants complete the data elements in the system)
- Narratives
- Executive Summary
- Program Design
- Organizational Capability

[3] These terms correlate to the "Narrative" section of the eGrants application.

- Cost Effectiveness and Budget Adequacy
- Evaluation Plan (if applicable)
  - Logic Model
  - Standard Form 424 Budget
  - Performance Measures
  - Authorization, Assurances, and Certification

B. Page Limits for Operating Grant and Planning Grant Submissions

Note: The length of a document in Word processing software may be different than what will print out in the Corporation's web-based system. Reviewers will not consider any submitted material that exceeds the page limits in the printed report. The system will not prevent an applicant from entering text that will exceed page limitations. This applies to both the Narrative page limit and the Logic Model page limit.

The Commission and Corporation will consider the number of pages only as they print out from the "Review" tab in the Corporation's web-based grant management system (where you will see the "View/Print Your Application" heading) when determining compliance for page limits. CNCS will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. The application page limit does not include the Budget, Narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

The Commission strongly encourages applicants to print out the application from the "Review" tab prior to submission to check that the application does not exceed the page limit.

There are two subsets of page limits: Narrative and Logic Model:

Narrative

Applications must not exceed ten (10) pages for the Narratives or thirteen (13) pages for Rural Intermediaries. Please note that these totals include the SF-424, *Face Sheet*. For more information on rural intermediaries, please consult the 2019 Mandatory Supplemental Guidance.

In determining whether an application complies with page limits, CNCS will count the following for the Narrative:

- The application's Executive Summary (SF 424, *Face Sheet*)
- The Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application

Logic Model

The Logic Model may not exceed three pages when printed with the application from the "Review" tab in eGrants, the Corporation's web-based management system.

1. **Criteria for Operating Grant (Traditional Cost-Reimbursement Grant and Fixed-amount Grants):**

A. Executive Summary (Required – 0 points)

Please fill in the blanks of these sentences to complete the Executive Summary. **Do not deviate from the template below.**

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will provide [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing].

This program will focus on the CNCS focus area(s) of [Focus Area(s)].* The CNCS investment of $[amount of request][4] will be matched with $[amount of projected match], $[amount of local, state, and federal funds] in public funding and $[amount of non-governmental funds] in private funding.

**If the program is not operating in a CNCS focus area, omit this sentence.*

Fixed-amount grant applicants (EAP, Full-Time Fixed Amount, no-cost slots) should list their "Other Revenue" (see mandatory supplemental guidance) because while they are not required to provide a specific amount of match, they must still raise significant additional resources to operate the program.

CNCS will post all executive summaries of awarded grant applications on www.nationalservice.gov in the interest of transparency and open government.

B. Program Design (50 points for this category)

Reviewers will consider the quality of the application's response to the criteria below. Do not assume all subcriteria are of equal value.

[4] Please do not include the amount of the Segal Education award in this figure in the executive summary.

1. Theory of Change and Logic Model (28 points)

The Theory of Change shall address the following:

- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated, including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict the following:

- A summary of the community problem
- The inputs or resources that are necessary to deliver the intervention, including but not limited to the following:
    - Locations or sites in which members will provide services
    - Number of AmeriCorps members who will deliver the intervention services
- The core activities that define the intervention or program model that members will implement or deliver, including the following:
    - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
    - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
    - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted). If applicable, identify which National Performance Measures will be used as output indicators.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the

intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: The Logic Model is a visual representation of the applicant's theory of change. Programs may include short, medium, or long-term outcomes in the Logic Model. Applicants are not required to measure all components of their theory of change. The applicant's performance measures should be consistent with the program's theory of change and should represent significant program activities.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

Rationales and justifications should be informed by the organization's performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g., targets documented by organizations running similar programs with similar populations) or prior program evaluation findings.

Applicants with multiple interventions should complete one Logic Model chart that incorporates each intervention. **Logic Model content that exceeds three (3) pages will not be reviewed.**

2. Evidence Base

The assessment of an applicant's evidence base has two (2) parts. First, the applicant will be assigned to an evidence tier (see the mandatory supplemental guidance). Second, the quality of the applicant's evidence and the degree to which it supports the proposed program design will be assessed and scored.

a. Evidence Tier (8 points):

An evidence tier will be assessed for each applicant for the purpose of applying the strategic characteristics (moderate/strong evidence) and understanding the relative strength of each applicant's evidence base, and the likelihood that the proposed intervention will lead to outcomes identified in the Logic Model.

In 2018, the evidence tiers of successful AmeriCorps state and national applicants that were competing were as follows: Strong nine (9) percent, Moderate five (5) percent, Preliminary forty (40) percent, and Pre-Preliminary forty-six (46) percent. As these figures indicate, CNCS values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

Applicants who have evaluation reports of the same intervention described in the application (see the mandatory supplemental guidance for a definition of "same intervention") may submit up to two (2) of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention
- The context in which the intervention is delivered
- Outcomes of the intervention

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points. Submission of additional documents that are not consistent with the guidance and requirements described in the Notice (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see the mandatory supplemental guidance).

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the Notice instructions.

Applicants must meet all requirements of an evidence tier in order to be considered for that tier.

If the evaluation reports submitted by the applicant do not meet the definitions in the mandatory supplemental guidance, the applicant may be considered for a lower evidence tier.

b. Evidence Quality (8 points):

After the applicant's evidence tier has been assessed, the quality of the applicant's evidence and the extent to which it supports the proposed program design will be assessed and scored.

For applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports using the following standards:

- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.).
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six (6) years.
- The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one (1) key outcome of interest.

For applicants who are assessed as being in the Pre-Preliminary Evidence Tier, reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design.
- The described evidence is relatively recent, preferably from the last six (6) years.
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one (1) key outcome of interest.

All applicants, including new grantees, are required to provide additional information in the "Evaluation Summary or Plan" field of the application (see **Section E. Evaluation Plan**); however, information provided in the Evaluation Summary or Plan field will not be scored and will not be reviewed until after funding decisions have been made.

3. Notice Priority (0 points)

Enter N/A.

4. **Member Experience (6 points)**

- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
  The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

C. Organizational Capability (25 points for this category)

Reviewers will consider the quality of the application's response to the following criteria below.

1. **Organizational Background and Staffing (8 points)**

   - The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

2. **Compliance and Accountability (9 points)**

   - The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations, including those related to prohibited and unallowable activities and criminal history checks at the grantee, sub-grantee (if applicable), and service site locations.
   - The CNCS-required evaluation report meets CNCS requirements (if applicable).
   - The CNCS-required evaluation report is of satisfactory quality (if applicable).

3. **Culture That Values Learning (6 points)**

   - The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.

4. **Member Supervision (2 points)**

   - AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
   - AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

D. Cost Effectiveness and Budget Adequacy (25 points for this category)

Reviewers will assess the quality of the application's budget to the following criteria below.

Refer to Section 5.3 Proposed Budget for Instructions.

This criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for "See budget."

1. Cost Effectiveness and Budget Adequacy (25 points)

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award
- Budget is submitted with adequate information to assess how each line item is calculated
- Budget is in compliance with the budget instructions
- Match is submitted with adequate information to support the amount written in the budget
- Budgeted match is equal to or more than the required match for the given program year
- Cost per MSY is equal to or less than the maximum cost per MSY

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

Applicants must complete the budget and ensure the following information is in the budget screens:

- Current indirect rate cost if used to claim indirect/administrative costs
- Identify the non-CNCS funding and resources necessary to support the project, including for fixed-amount applicants.
- Indicate he amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

E. Evaluation Plan (Required – 0 points)

First-time applicants: If the applicant is competing for the first time, please provide a data collection plan in the "Evaluation Summary or Plan" field that includes the following:

- A description of the applicant's data collection system and how it is sufficient to collect high quality performance measurement data during the first three (3) years of the grant. If the applicant does not yet have a

data collection system, describe the plan and timeline for developing a high-quality system.

- A description of how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three (3) years of funding.

First-time applicants should be aware that CNCS may require submission of data-collection instruments if a grant is approved for funding. For more information about how to develop a high-quality data collection plan, visit the CNCS Knowledge Network.

Recompeting applicants (typically 4th program year): If the applicant is recompeting for AmeriCorps funds of the same project for the first time (see definition of "recompeting" below), the program must submit its evaluation plan in the "Evaluation Summary or Plan" field of the Narratives field in CNCS's web-based management system.

Subsequent recompeting applicants (typically 7th program year and beyond): If the applicant is recompeting for a subsequent time, the program must submit its evaluation report as an attachment (see the **Submission of Additional Documents** section for more information) and must submit an evaluation plan for the next three-year term in the "Evaluation Summary or Plan" field in the system. Evaluations plans submitted outside of the system will not be reviewed.

Evaluation plans must include as much information as possible for each of the following categories. (See Frequently Asked Questions: Evaluation, available at http://www.nationalservice.gov/resources/evaluation/cncs-evaluation-policies):

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
- Outcome(s) of interest - clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Proposed research design for the evaluation, including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components
- Description of the data sources, sampling methods, measurement tools, and data collection procedures that will be used in the evaluation
- Analysis plan that clearly describes the methodology/ies that will be used to analyze the collected data
- A timeline for the evaluation that describes how the evaluation will cover at least one (1) year of CNCS-funded activity and will be completed within the three-year time frame of the grant
- Qualifications needed for the evaluator
- The proposed budget

Information provided in the "Evaluation Summary or Plan" field will not be scored and will not be reviewed until after funding decisions have been made.

For more information about evaluation plans visit the CNCS Knowledge Network's Evaluation Resources:
http://www.nationalservice.gov/resources/evaluation/planning-evaluation.

The evaluation requirements differ depending on the amount of the grant, as described in 45 CFR §2522.700-710:

- If the applicant is a state/territory subgrantee (other than an Education Award Program grantee), and its average annual CNCS program grant is $500,000 or more, it must arrange for an external impact evaluation of the program (see the mandatory supplemental guidance), and it must submit the evaluation with any subsequent application to CNCS for funds as required in 45 CFR §2522.730.
- If the applicant is a state/territory sub-grantee and/or national direct grantee whose average annual CNCS program grant is less than $500,000, or an Education Award Program grantee, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for formula funds as required in 45 CFR §2522.730.

For purposes of compliance with evaluation plan and report requirements, an application will be considered a recompeting application if it satisfies the CNCS definition of "same project" (see the mandatory supplemental guidance) and has been funded previously for at least three (3) years. If the applicant has received funding for at least three (3) (of the last five (5) years, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed, including at least six (6) years of funding for the same project, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming three-year grant term. If the applicant does not satisfy the definition of recompeting, it will not be required to submit an evaluation plan or completed evaluation report.

The "Evaluation Summary or Plan" field of the Narrative does not count toward the page limit of the application; however, it does have a set character limit of 10,000 characters. Applicants should print out the plan to ensure the field does not exceed the character limits when entered in eGrants.

State/territory subgrantees and/or national direct grantees that are recompeting for funds may be eligible to apply for approval of an alternative evaluation approach. Grantees requesting approval of an alternative evaluation approach should submit a request for approval of an alternative evaluation approach along with their evaluation plan in the "Evaluation

Summary or Plan" field in the system. The request should clearly explain: (a) the evaluation constraints faced by the program, (b) why the proposed approach is the most rigorous option feasible, and (c) how the proposed alternative approach will help the grantee build their evidence base. Evaluation plans should include, at a minimum, the required elements listed in this Notice. The evaluation plan must be consistent with the information submitted in the funding application and in the request for approval of an alternative evaluation approach. CNCS guidance on alternative evaluation approaches can be found on the CNCS website.

The "Evaluation Summary or Plan" field of the Narrative does not count toward the page limit of the application; however, it does have a set character limit of 10,000 characters. If the request for the alternative evaluation approach plus the Evaluation Plan itself will exceed the character limit of the "Evaluation Summary or Plan" field in the system, the applicant should do the following:

- Enter the Evaluation Plan in the "Evaluation Summary or Plan" field in the system.
- Include a note in the "Evaluation Summary or Plan" field stating that the applicant is requesting an alternative evaluation approach.
- Include the alternative evaluation approach at the END of the application narrative with the heading "REQUEST FOR ALTERNATIVE EVALUATION APPROACH." This section of the application narrative will not count against the page limit.

F. Amendment Justification (not scored)

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

G. Clarification Information (not scored)

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

H. Continuation Changes (not scored)

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

2. Criteria for Planning Grant

The Commission will follow the scoring metric described below for applications for planning grants:

A. Executive Summary (Required – 0 points)

Please fill in the blanks of these sentences to complete the Executive Summary. **Do not deviate from the template below.**

The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the CNCS focus area(s) of [Focus Area(s)]. The CNCS investment of $[amount of request] will be matched with $[amount of projected match], $[amount of local, state, tribal, and federal funds] in public funding and $[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

**If the program is not operating in a CNCS focus area, omit this sentence.*

B. Program Design (55 points for this category)

1. Need (20 points)

- The community problem is prevalent and severe in communities where the program plans to serve; the problem has been documented with relevant data.

2. Evidence-Based Intervention (20 points)

- The evidence-based intervention has successfully addressed the problem in other communities. The applicant must describe the evidence for the intervention in the application narrative and must submit at least one (1), and no more than two (2), randomized controlled trials (RCT) or quasi-experimental design (QED) evaluations of the intervention. If applicable, cite the clearinghouse and rating where the intervention is rated. The studies must be well-designed and well-implemented, must have been conducted by an independent, external evaluator, and must demonstrate, at minimum, evidence of effectiveness (positive findings) on one (1) or more key outcomes that address the community problem/need.
- The key elements of the intervention will be implemented with fidelity to the evidence-based model (e.g., context, target population, content or curriculum, delivery process, training for members).
- AmeriCorps members are well-suited to deliver the evidence-based intervention.

3. Planning Process/Timeline (15 points):

- The applicant describes a clear and logical planning process, including the following:

    - A detailed description of the planning process and who is leading it
    - A well-developed timeline for planning activities
    - A clear description of how the planning period will be used to develop the necessary components to effectively manage an AmeriCorps program in the future

- The applicant should include development of the following program elements in the planning process/timeline:
    - Theory of Change/Logic Model that describes implementation of the evidence-based intervention with fidelity and why the proposed intervention is expected to produce the proposed outcomes
    - Member selection and training plan
    - Member supervision plan
    - Commitment to AmeriCorps Identity
    - Compliance and Accountability
- Explain the plan for securing Match Support for the Program
- The applicant includes development of the following evaluation elements in the planning process/timeline:
    - Assessing fidelity to the evidence-based intervention being replicated, including a detailed accounting of which core components were modified as a result of integrating AmeriCorps members, how they were modified, and which core components were implemented with fidelity without adaptation
    - Assessing outcomes achieved in previous evaluations of the evidence-based intervention
    - Assessing any new outcomes anticipated as a result of integrating AmeriCorps members into the evidence-based Intervention

C. Organizational Capability (25 points for this category)

- The applicant has the experience, staffing, and management structure to plan the proposed program.
- The applicant has prior experience in the proposed area of programming.
- The applicant has conducted high-quality process and outcome evaluations and has used evaluation results for organizational learning and continuous improvement.

D. Cost Effectiveness and Budget Adequacy (20 points for this category)

This criteria will be assessed based on the budget submitted. No narrativeshould be entered in the narrative box except for “See budget”. Refer to Section 5.3 Proposed Budget for Instructions.

1. **Cost Effectiveness and Budget Adequacy (20 points)**

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award
- Budget is submitted with adequate information to assess how each line item is calculated
- Budget is in compliance with the budget instructions
- Match is submitted with adequate information to support the amount written in the budget
- Budgeted match is equal to or more than the required match for the given program year
- Current indirect rate cost if used to claim indirect/administrative costs
- Identify the non-CNCS funding and resources necessary to support the project, including for Fixed Amount applicants.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

Note: A planning grant is awarded for a maximum of one (1) contract term and may not exceed $75,000.

5.2 Bonus Points (up to 10 bonus points total):

Note: Planning Grant applications are not eligible for bonus points.

Funding Priorities (up to 5 bonus points)

Applicants may be eligible to receive up to five (5) bonus points for meeting funding priorities.

- Five (5) bonus points for proposals that address one of the New York State funding priorities (see Section 4.1.H) or; one of the Commission funding priorities (see Section 4.1.I).

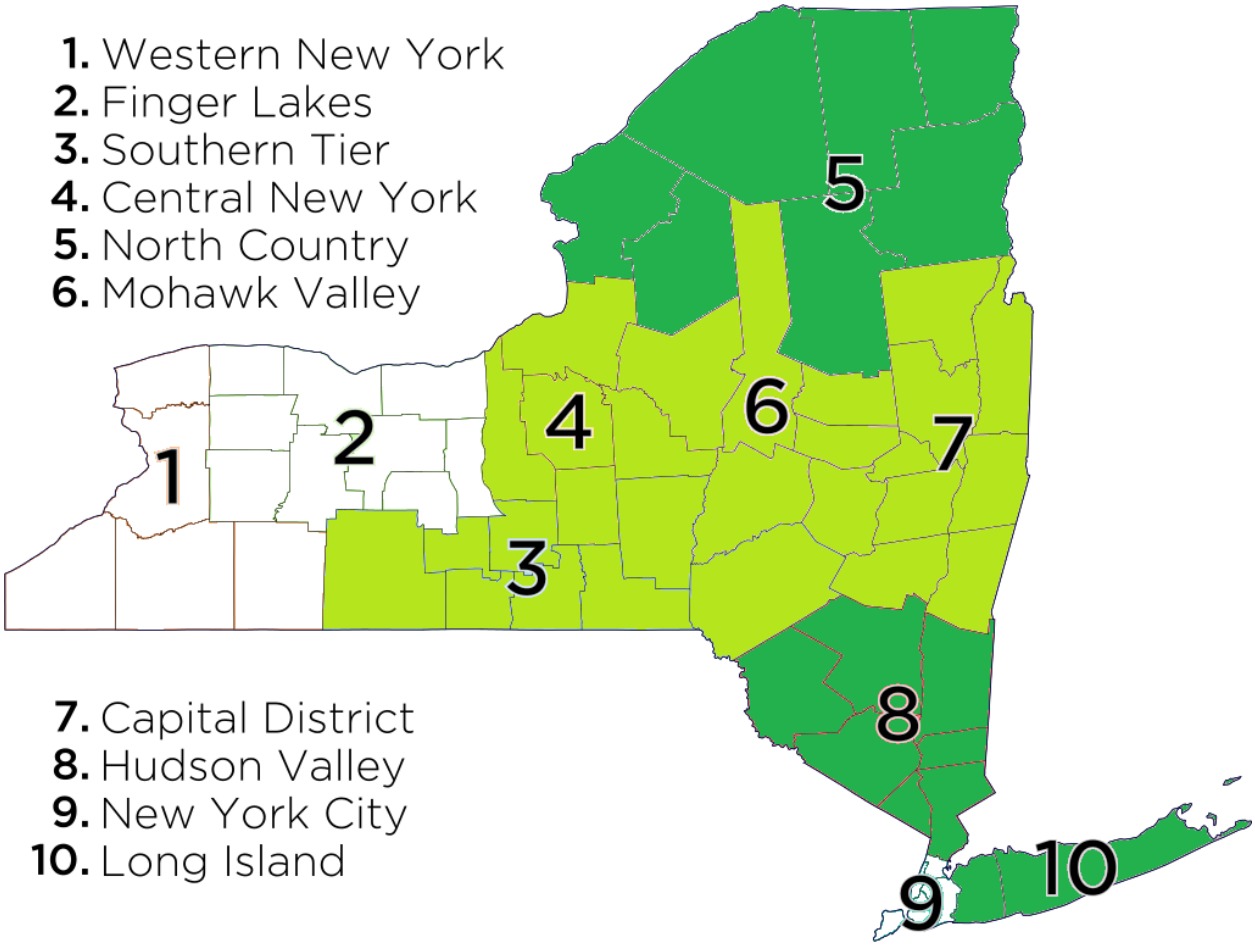
Geographic Regions (up to 5 bonus points)

Applicants may be eligible to receive up to five (5) bonus points for applications that demonstrate how they will increase geographic diversity of the state's AmeriCorps portfolio. The State of New York is divided into ten (10) economic regions (see map below). The Commission has determined that seven (7) of these regions are either underserved or unserved by Commission-administered AmeriCorps programs.

Applicants that propose to serve one or more of the four underserved regions will receive three (3) bonus points. (Please see regions marked in light green on the map below for underserved regions). The Commission defines "underserved" for purposes of this RFP as economic regions with one or two currently operating Commission-funded AmeriCorps programs: **Southern Tier, Mohawk Valley, Central New York and Capital Region**.

Applicants that propose to serve one or more of the three unserved regions will receive five (5) bonus points. (Please see regions marked in dark green on the accompanying map for unserved regions). The Commission defines "unserved" for purposes of this RFP as economic regions with no currently operating Commission-funded AmeriCorps programs: **North Country, Mid-Hudson and Long Island**.

Note: Applicants may only receive up to five (5) Geographic Regions bonus points.
The ten (10) NYS economic regions are organized as follows:



1. Western New York	Niagara, Erie, Chautauqua, Cattaraugus, Allegany
2. Finger Lakes	Orleans, Genesee, Wyoming, Monroe, Livingston, Wayne, Ontario, Yates, Seneca
3. Southern Tier	Steuben, Schuyler, Chemung, Tompkins, Tioga, Chenango, Broome, Delaware
4. Central New York	Cortland, Cayuga, Onondaga, Oswego, Madison
5. North County	St. Lawrence, Lewis, Jefferson, Hamilton, Essex, Clinton, Franklin

6. Mohawk Valley	Oneida, Herkimer, Fulton, Montgomery, Otsego, Schoharie
7. Capital District	Albany, Columbia, Greene, Warren, Washington, Saratoga, Schenectady, Rensselaer
8. Hudson Valley	Sullivan, Ulster, Dutchess, Orange, Putnam, Rockland, Westchester
9. New York City	New York (Manhattan), Bronx (The Bronx), Queens (Queens), Kings (Brooklyn), Richmond (Staten Island)
10. Long Island	Nassau, Suffolk

5.3 Proposed Budget

Use the 2019 *APPLICATION INSTRUCTIONS State and National Competitive New and Continuation* to prepare your budget.

All New York State AmeriCorps programs are required to budget $2,000 for travel to attend the annual New York State AmeriCorps kickoff (location and date to be announced) and to work collaboratively with other national service programs in their region on the national and state service days: 1) National Day of Service and Remembrance (September 11); 2) Martin Luther King Day; and 3) "I Love My Park Day" (first Saturday in May of each year).

Matching funds may be required based on the application type, for specific instructions and regulations on match requirement, please see the *2019 AmeriCorps State & National Notice of Federal Funding Opportunity,* Section D. 6. d. Cost Sharing or Matching on page 10.

Please see the Budget Instructions on page 9 of the above-referenced application instruction document and for the attachments mentioned below.

Attachments

Detailed Budget Instructions for Cost Reimbursement Grants, p.20
Budget Worksheet, p.25
Detailed Budget Instructions for Fixed-Amount Grants, p.29
Fixed-Amount Budget Worksheet, p.30
Budget Checklist, p.31

These attachments to the 2019 application instructions are worksheets only. All information must be entered in eGrants.

Non-Allowable Costs

The following items *cannot be included* as OCFS-funded costs within the project budget:

- Major capital expenditures such as acquisition, construction or structural renovation of facilities

- Interest costs, including costs incurred to borrow funds
- Costs for preparation of continuation agreements and other proposal development costs
- Costs of organized fundraising
- Legal fees to represent agency/staff
- Advertising costs, except for recruitment of project personnel, program outreach, and recruitment of participants
- Entertainment costs, including social activities for program and staff, unless directly associated with the project
- Costs for dues, attendance at conferences, or meetings of professional organizations, unless attendance is necessary in connection with the project

Important note: New York State governmental entities, not including local governmental entities, applying for AmeriCorps funding may not budget for personal service costs.

Local Match

- There is a required local share match of the grant award for cost reimbursement grants, per **Section**, **4.1 Desired Outcomes and Program Requirements**.
- CNCS legislation permits the use of non-CNCS federal funds as match for the applicant share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that awardees who use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirement and purpose of both grants. Awardees who use federal funds as match will be required to submit documentation of approval from the other federal funding agency(ies) prior to reimbursement and report the sources and amount on the expenditure claim.
- The applicant must report the use of these funds to the Corporation in accordance with 42 U.S.C. 12571(e).
- The local share match may be reflected in any budget category. It does not need to be in the same category as the required OCFS funds.
- The local match can be cash or in-kind.

Administrative Expense

This category cannot include any items directly charged in other budget categories. Include the base on which the administrative expense will be charged.

A. For Federally Funded Awards

See Section 4.1.F.

B. For State-Funded Awards

Not Applicable.

5.4 Key Concepts

2019 AmeriCorps State and National *Notice of Funding Opportunity*

This Notice should be read together with this Commission RFP, the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the mandatory supplemental guidance, application instructions, and the National Performance Measure instructions, which are incorporated by reference. These documents can be found on the CNCS website under AMERICORPS STATE AND NATIONAL GRANTS FY 2019:

2019 AmeriCorps Application Instructions | Corporation for National and Community Service

2019 CNCS Performance Measure Instructions

2019 AmeriCorps & National Mandatory Supplemental Guidance

The full AmeriCorps regulations are available online at http://www.ecfr.gov

Requirements in the AmeriCorps Regulations Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

5.5 Proposal Submittal Process

How to Submit a Proposal

Note*: Prior to submitting a proposal, not-for-profit organizations must prequalify in the Grants Gateway per Section 3.2. If you are not already registered, register with the Grants Gateway at http://grantsreform.ny.gov*.

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or proposals should be directed to the OCFS contact listed in **Section 1.1 Procurement Contact** on page one of this RFP.

Grants Reform Videos (includes a document vault tutorial and an application tutorial) are available on YouTube:
http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA

Grants Gateway Help Desk: 518-474-5595

Grants Team Email: grantsgateway@its.ny.gov
(Proposal completion, policy, and registration questions)
https://grantsgateway.ny.gov

Proposals must be submitted online via the eGrants website (http://www.nationalservice.gov/build-your-capacity/grants/egrants) by the deadline for submission of proposals posted in RFP **Section 1.2 Calendar of Events**.

All supporting documents must be emailed to RFP@ocfs.ny.gov by the dates specified in RFP **Section 1.2 Calendar of Events**. See RFP **Section 1.6 Submission of Proposals** for additional information.

Proposals will not be accepted outside of eGrants except under the circumstances noted below.

Submission of Proposals Outside of eGrants

The Commission will only accept the submission of proposals outside of eGrants for the following circumstances:

eGrants Technical Issues: All applicants are required to submit their proposals electronically utilizing eGrants; however, the Commission recognizes that technical issues may arise. In order for the Commission to accept your application outside of eGrants, applicants must first make at least one attempt to submit via eGrants. If a technical issue with the eGrants system is discovered on or before the proposal due date, the applicant must immediately contact the National Service Hotline at 800-942-2677 or https://questions.nationalservice.gov/app/ask to secure a Ticket Number (National Service Hotline hours can be found at the link above). Be prepared to provide the Application ID, organization's name, and the NOFA (Part I: Section 2) to which your organization is applying.

If the issue cannot be resolved after contacting the National Service Hotline, the following materials must be sent by email to **BOTH** RFP@ocfs.ny.gov and to RFP@NewYorkersVolunteer.ny.gov, and arrive at the email address no later than the deadline for submission of proposals posted in **Section 1.2 Calendar of Events**. The following must be included with your submission: (1) the National Service Hotline Ticket Number and a brief paragraph

explaining the technical issues that prevented submission of your application in eGrants by the deadline for submission of proposals; (2) a complete copy of the applicant's 2019-20 State AmeriCorps Application including all Application Components and Required Application Forms. Due to file size limitations, it may be necessary to email a compressed zip file or utilize multiple emails, all of which must be received by the deadline for submission.

You will be required to enter your exact application in eGrants after the technical issues are resolved.

You must retain proof of application submission outside of eGrants via email to RFP@ocfs.ny.gov in the form of a time-stamped delivery confirmation receipt.

All applications must arrive no later than the deadline for submission of proposals posted in **Section 1.2 Calendar of Events**.

6.0 MINIMUM CRITERIA/EVALUATION PROCESS

6.1 Minimum Criteria (Pass/Fail Review Criteria)

Bidders must meet the minimum qualifications to submit a proposal in accordance with **Section 3.1 Minimum Qualifications** and **Section 3.2 Prequalification Process**. Bidders not meeting these requirements will be disqualified from further consideration.

6.2 Evaluation Process

The Commission will use the following procedures to select applications for recommendation to the Corporation for formula AmeriCorps funding:

1. If a proposal meets the minimum qualifications to propose, it will be reviewed and scored by two independent evaluators selected by the Commission. The two evaluators will review the proposal as a team and will be asked to agree on a consensus score sheet that will be used to rank proposals. The score sheet will align with the outline and points values specified in this RFP. If, and only if, the evaluators cannot come to a consensus, an additional evaluator may be asked to review the proposal and to work with the original readers to submit a consensus score sheet.

2. The role of the Commission staff is to facilitate the best possible review by the evaluators through training, technical assistance, and support. Commission staff will be available to the evaluators for such support throughout the evaluation process.

3. At the conclusion of the evaluation process, the evaluators will submit their consensus score sheets for each application to the Commission and the applications will be ranked according to score from highest to lowest.

Post-Evaluation Process:

1. The Commission will consider and act upon which applications to recommend to the Corporation for funding. Decisions will be based upon an applicant's score. Applications that receive a total score between 50 and 110 may be recommended for funding within the discretion of the Commission. .

2. The Commission reserves the right to make adjustments to the funding amount requested based on program need and based on the total dollar value of the applications submitted.

3. If your proposal is selected for recommendation, you may be asked to work with Commission staff to make technical and other minor changes to your proposal so that it adheres to all applicable laws, rules, and regulations, including AmeriCorps statutes and regulations. You may also be asked to clarify areas of the proposal that are vague, or confusing. No changes made during this period will affect the recommendations as previously determined by the Commission. You will be asked to enter any changes to your proposal into eGrants by a date specified by the Commission.

4. The Commission will determine, within its discretion, the number of proposals it will recommend to the Corporation, the amount of funding requested in total and for any one (1) proposal it recommends, and any technical or other minor changes it determines are necessary before a proposal is recommended to the Corporation. After the Commission determines its recommendations, the Commission staff will notify applicants via email if their applications will be forwarded to the Corporation.

5. If your proposal is accepted by the Corporation for funding, you will receive a letter by OCFS and be contacted by the Commission to begin contract development. All final grant determinations are subject to the issuance of a final award letter by the Corporation.

6. Contractors may not begin to provide services prior to the contract start date. The contract must be approved by the OSC and AG before you may be reimbursed for any claims on the contract. The Commission and its host agency, OCFS, will be the administrators of any grant you are awarded through this RFP.

7. The Corporation has no process for appeals of its funding decisions.

8. The Corporation is expected to announce its final grant selections in June 2019.

6.3 OCFS Procedure for Handling Debriefing Requests

Debriefing Request

In accordance with Section 163(9)(c) of the New York State Finance Law, OCFS must, upon request, provide a debriefing to any unsuccessful offerer that responded to the RFP regarding the reasons that the proposal or bid submitted by the unsuccessful offerer was not selected for an award.

1. OCFS will provide notice in writing or electronically to all unsuccessful offerers that the offerer will not receive a funded award under the RFP. The Corporation does not allow for an appeal of the denial of an award. An unsuccessful offerer wanting a debriefing must request a debriefing in writing, within 15 calendar days of receipt of the notice from OCFS that the offerer's proposal did not result in an award. There are no appeal rights with respect to the decisions to deny funding made by the Corporation.

2. OCFS, upon receipt of a timely written request from the unsuccessful offerer, will schedule the debriefing to occur within a reasonable period of time following the receipt of such request. Debriefings will be conducted in-person, unless OCFS and the offerer mutually agree to utilize other means, including, but not limited to, telephone, video-conferencing, or other types of electronic communications.

3. Such debriefing will include: (a) the reasons that the proposal, bid time frame or offer submitted by the unsuccessful offerer was not selected for an award; (b) the qualitative and quantitative analysis employed by OCFS in assessing the relative merits of the proposals, bids or offers; (c) the application of the selection criteria to the unsuccessful offerer's proposal; and (d) when the debriefing is held after the final award, the reasons for the selection of the winning proposal, bid or offer. The debriefing will also provide, to the extent practicable, general advice and guidance to the unsuccessful offerer concerning potential ways that their future proposals, bids or offers could be more responsive.

4. Any further inquiries regarding award determinations of the National Corporation must be directed to the National Corporation.

7.0 MANDATORY CONTRACTING REQUIREMENTS

7.1 Contract Readiness

New York State's Prompt Contracting laws require all state agencies to complete contract development and the signatory process within statutorily prescribed time frames. Awardees must be available and prepared to respond within the required time frames. If selected, awardees may be required to travel to Rensselaer, New York, for contract development and

will be expected to cover the costs of that travel. OCFS may rescind the awards of awardees who cannot satisfactorily complete the contracting process in order to commence services by the anticipated contract start date.

7.2 Standard Contract Language

The terms and conditions for all funded projects are specified in a detailed contract that must be signed by OCFS and approved by the New York State Office of the Attorney General (OAG) and the OSC before payments may be made. Contractor obligations or expenditures prior to the contract start date shall not be reimbursed. This RFP includes all relevant contract terms and conditions, which can be found in **Section 8: CONTRACT DOCUMENTS**. Upon contract award and completion of negotiations, OCFS will send successful awardees the complete contract for development and signature prior to submitting it to the AG and to OSC for approval.

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7.3 Workers' Compensation Insurance and Disability Benefits Coverage

Sections 57 and 220 of the Workers' Compensation Law (WCL) and Section 142 of the State Finance Law require that businesses contracting with New York State have and maintain and provide evidence of appropriate workers' compensation and disability benefits insurance coverage. If an award is made from this RFP, updated proof of coverage must be provided during contract development. Failure to submit the proof will delay the contract development process, and may result in the award being rescinded. Municipalities are not required to show proof of coverage.

Please note: The ACCORD form is not acceptable proof of Workers' Compensation or Disability Insurance coverage.

A. Proof of Workers' Compensation Coverage

To comply with coverage provisions of the WCL, the Workers' Compensation Board requires that a business seeking to enter into a state contract, or contract renewal, submit appropriate proof of coverage to the state contracting entity issuing the contract. To prove the awardee has appropriate workers' compensation insurance coverage, submit ONE of the following four forms available at the following link: http//www.wcb.ny.gov/content/main/forms/AllForms.jsp.

- **Form C-105.2** - *Certificate of Workers' Compensation Insurance* issued by private insurance carriers, or **Form U-26.3** issued by the State Insurance Fund; or
- **Form SI-12** - *Certificate of Workers' Compensation Self-Insurance*; or **Form GSI-105.2,** *Certificate of Participation in Workers' Compensation Group Self-Insurance*; or

- **CE-200** - *Certificate of Attestation of Exemption* from New York State Workers' Compensation and/or Disability Benefits Coverage.

B. Proof of Disability Benefits Coverage

To comply with coverage provisions of the WCL regarding disability benefits, the Workers' Compensation Board requires that a business seeking to enter into a state contract, or contract renewal, submit appropriate proof of coverage to the state contracting entity issuing the contract. To prove the awardee has appropriate disability benefits insurance coverage, submit ONE of these three forms available at the following link: http//www.wcb.ny.gov/content/main/forms/AllForms.jsp.

- **Form DB-120.1** - *Certificate of Disability Benefits Insurance*; or
- **Form DB-155** - *Certificate of Disability Benefits Self-Insurance*; or
- **CE-200** - *Certificate of Attestation of Exemption* from New York State Workers' Compensation and/or Disability Benefits Coverage.

7.4 Contractor Employee, and Volunteer Background/Confidentiality Non-Disclosure Agreement Forms (if applicable)

OCFS is responsible for maintaining the safety of the youth served by OCFS programs. New York State law requires that any client identifiable information be kept confidential. Any contractor who will provide goods and/or services to a residential facility or any program operated by OCFS where employees and volunteers have the potential for regular and substantial contact with youth in the care or custody of the commissioner of OCFS or who will be provided with confidential information of recipients served by OCFS programs must require all its employees and volunteers to complete and sign form **OCFS-4715** Confidentiality Non-Disclosure Agreement, and form **OCFS-4716** Contractor Employee, and Volunteer Background Certification. These forms must be completed before any such employees and/or volunteers are permitted access to youth served by OCFS, and/or any financial and/or client identifiable information concerning such youth. **The forms should be completed after the bidder has been awarded funding, during the contract development, as directed by OCFS.** For additional information see Appendix A-1, **Section 7 Confidentiality and Protection of Human Subjects**, located at the link to a standard contract listed in Section 7.2 above.

7.5 Charities Registration (not-for-profit corporations only)

Not-for-profit vendors must be registered with the New York State Office of the Attorney General as a charitable organization, and the registration must be up-to-date at the time of contracting. Vendors must be sure all their documents are up-to-date and comply with the vendor responsibility requirements as outlined below. To determine the status of your charities registration information, contact:
https://www.charitiesnys.com/RegistrySearch/search_charities.jsp.

7.6 Federal Requirements (if federally funded)

See Attachment A-2, *Federal Assurances and Certifications*, which is in the Master Contract for Grants and is referenced in **Section 8.0 CONTRACT DOCUMENTS**.

7.7 Required Electronic Payments and Substitute Form W-9

The Governor's Office of Taxpayer Accountability has issued a directive that all state agency and state authority contracts, grants, and purchase orders executed after February 28, 2010, shall require vendors, contractors, and grantees to accept electronic payment (epay).

As New York State proceeds with implementing the new Statewide Financial System (SFS), the OSC is preparing a centralized vendor file. To assist the OSC in this project, vendors are directed to provide a *Substitute Form W-9,* which includes the taxpayer identification number, business name, and business contact person. This data is critical to ensure that the vendor file contains the information state agencies need to contract with and pay vendors.

Please note that the contractor payee name and address provided to OSC for the epay program must match exactly the contractor name and address contained in the contractor's contract with OCFS. If these do not match, then a check is printed and mailed to the payee. Note that limited exemptions may be granted for extenuating circumstances.

Vendors should file a *Substitute Form W-9* with their *Electronic Payment Authorization* form.

Further information concerning these requirements, including forms and contacts for questions, can be found at the following links:

http://osc.state.ny.us/vendors/epayments.htm
http://www.osc.state.ny.us/agencies/guide/MyWebHelp/
(Guide to Financial Operations)

7.8 Iran Divestment Act

By submitting a bid in response to this solicitation or by assuming the responsibility of a contract awarded hereunder, bidder/contractor (or any assignee) certifies that it is not on the "Prohibited Entities List," as defined by the *Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012* (the Act), which is posted on the OGS website at http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf and further certifies that it will not utilize on such contract any subcontractor that is identified on the "Prohibited Entities List." Bidder/contractor is advised that

should it seek to renew or extend a contract awarded in response to the solicitation, it must provide the same certification at the time the contract is renewed or extended.

During the term of the contract, should OCFS receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, OCFS will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased engagement in the investment activity that is in violation of the Act within 90 days after the determination of such violation, then OCFS shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, terminating the contract and/or declaring the contractor in default.

OCFS reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the "Prohibited Entities List" prior to the award, assignment, renewal, or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the "Prohibited Entities List" after contract award.

7.9 Statewide Financial System

Recipients of grant awards must also be registered in the New York Statewide Financial System (SFS) Central Vendor Registry File and provide their identification number at the time of contracting. To register and for additional information on the vendor file, visit: http://www.osc.state.ny.us/vendor_management/index.htm.

7.10 Minority and Women-Owned Business Enterprises (MWBE) – Equal Employment Opportunity (EEO) - Requirements and Procedures

This section outlines contractor requirements and procedures for business participation opportunities for New York State-certified Minority and Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunities (EEO) for minority group members and women. All forms can be found here.

7.10.1 New York State Executive Law (Article 15-A)

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations OCFS is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises ("MWBEs") and the employment of minority group members and women in the performance of OCFS contracts.

7.10.2 MWBE Business Participation Opportunities – OCFS Established Goals

For purposes of this solicitation, OCFS hereby establishes an overall goal of **0** percent for MWBE participation, **0** percent for New York State-certified Minority-Owned Business Enterprise ("MBE") participation and **0** percent for New York State-certified Women-Owned Business Enterprise ("WBE") participation (based on the current availability of MBEs and WBEs). A contractor ("Contractor") on any contract resulting from this procurement ("Contract") must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this RFP, the respondent agrees that OCFS may withhold payment pursuant to any Contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: https://ny.newnycontracts.com. For guidance on how OCFS will evaluate a Contractor's "good faith efforts," refer to 5 NYCRR § 142.8.

The respondent understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract.

7.10.3 Contract Compliance

In accordance with 5 NYCRR § 142.13, the respondent further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a Contract resulting from this RFP, such finding constitutes a breach of contract, and OCFS may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a respondent agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System ("NYSCS"), which can be viewed at https://ny.newnycontracts.com, provided, however, that a respondent may arrange to provide such evidence via a non-electronic method by contacting OCFS.

Additionally, a respondent will be required to submit the following documents and information as evidence of compliance with the foregoing:

A. An MWBE Utilization Plan with their bid or proposal. Any modifications or changes to an accepted MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to OCFS for review and approval.

   OCFS will review the submitted MWBE Utilization Plan and advise the respondent of OCFS acceptance or issue a notice of deficiency within 30 days of receipt.

B. If a notice of deficiency is issued, the respondent will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to the OCFS a written remedy in response to the notice of deficiency to mwbeinfo@ocfs.ny.gov. If the written remedy that is submitted is not timely or is found by OCFS to be inadequate, OCFS shall notify the respondent and direct the respondent to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

   OCFS may disqualify a respondent as being non-responsive under the following circumstances:
   a) If a respondent fails to submit an MWBE Utilization Plan;
   b) If a respondent fails to submit a written remedy to a notice of deficiency;
   c) If a respondent fails to submit a request for waiver; or
   d) If OCFS determines that the respondent has failed to document good faith efforts.

The successful respondent will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to OCFS, but must be made no later than prior to the submission of a request for final payment on the Contract.

The successful respondent will be required to submit a quarterly M/WBE Contractor Compliance and Payment Report to OCFS by the 10th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

7.10.4 Equal Employment Opportunity (EEO) Requirements

By submission of a bid or proposal in response to this solicitation, the respondent agrees with all of the terms and conditions of Appendix A – Standard Clauses for All New York State Contracts, including Clause 12 - Equal Employment Opportunities for Minorities and Women. The respondent is required to ensure that it and any subcontractors awarded a

subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the respondent, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The respondent will be required to submit a Minority and Women-Owned Business Enterprise and Equal Employment Opportunity Policy Statement, as referenced in **Section 1.6 Submission of Proposals**, to OCFS with its bid or proposal.

If awarded a Contract, the respondent shall submit a Workforce Utilization Report and shall require each of its subcontractors to submit a Workforce Utilization Report, in such format as shall be required by OCFS on a quarterly basis during the term of the Contract.

Pursuant to Executive Order #162, non-grant contractors and subcontractors will also be required to report the gross wages paid to each of their employees for the work performed by such employees on the contract utilizing the Workforce Utilization Report on a quarterly basis.

Further, pursuant to Article 15 of the Executive Law (the “Human Rights Law”), all other state and federal statutory and constitutional non-discrimination provisions, the Contractor and subcontractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility, and/or a breach of the Contract, leading to the withholding of funds, suspension, or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

7.11 Service-Disabled Veteran-Owned Business (SDVOB)

The Service-Disabled Veteran-Owned Business Act, signed into law by Governor Andrew M. Cuomo on May 12, 2014, allows eligible veteran business owners to become certified as a New York State Service-Disabled

Veteran-Owned Business (SDVOB) in order to increase the participation of such businesses in New York State's contracting opportunities. The SDVOB Act, which is codified under Article 17-B of the Executive Law, acknowledges that SDVOBs strongly contribute to the economies of the state and the nation. Therefore, and consistent with its Master Goal Plan, OCFS strongly encourages vendors who contract with OCFS to consider the utilization of certified SDVOBs that are responsible and responsive for at least six (6) percent of discretionary non-personnel service spending in the fulfillment of the requirements of their contracts with OCFS. Such partnering may include utilizing certified SDVOBs as subcontractors, suppliers, protégés, or in other supporting roles to the maximum extent practical, and consistent with the legal requirements of the State Finance Law and the Executive Law. Certified SDVOBs may be readily identified through the directory of certified businesses.

7.12 Omnibus Procurement Act

The Omnibus Procurement Act of 1992 requires that by signing a bid proposal, contractors certify that whenever the total bid amount is greater than $1 million

1. the contractor has made reasonable efforts to encourage the participation of New York State business enterprises as suppliers and subcontractors on this project, and has retained the documentation of these efforts to be provided upon request to the State of New York; and has

2. documented their efforts to encourage the participation of New York State business enterprises as suppliers and subcontractors by showing that they have done the following:

   - Solicited bids, in a timely and adequate manner, from ESD business enterprises, including certified minority/women-owned businesses; or
   - Contacted ESD to obtain listings of New York State business enterprises and MWBEs; or
   - Placed notices for subcontractors and suppliers in newspapers, journals or other trade publications distributed in New York State; or
   - Participated in bidder outreach conferences; and
   - Provided a statement indicating the method by which they determined that New York State business enterprises are not available to participate on the contract as subcontractors or suppliers, *if the contractor has determined such;* and
   - Provided a statement verifying no intention of using subcontractors, *if the contractor has no such intention.*

3. The contractor has complied with the federal Equal Opportunity Act of 1972 (P.L. 92-961), as amended.

4. The contractor will be required to notify New York State residents of employment opportunities by listing any such positions with the Community Services Division of the New York State Department of Labor, providing for such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The agency agrees to document these efforts and to provide said documentation to OCFS upon request.

5. Bidders located in a foreign country are notified that the state may assign or otherwise transfer offset credits to third parties located in New York State, and the bidders shall be obligated to cooperate with the state in any and all respects in making such assignment or transfer, including, but not limited to, executing any and all documents deemed by the state to be necessary or desirable to effectuate such assignment or transfer, and using their best efforts to obtain the recognition and accession to such assignment or transfer by any applicable foreign government.

6. Bidders are hereby notified that state agencies and authorities are prohibited from entering into contracts with businesses whose principle place of business is located in a "discriminatory jurisdiction." Discriminatory jurisdiction is defined as a state or political subdivision that employs a preference or price distorting mechanism to the detriment of or otherwise discriminates against a New York State business enterprise in the procurement of commodities and services by the same or a nongovernmental entity influenced by the same. A list of discriminatory jurisdictions is maintained by the commissioner of the New York State Empire State Development Corporation.

7.13 Executive Order Number 38

Executive Order Number 38 sets limits on state-funded administrative costs and executive compensation. Payment requests and reporting must comply with the regulations promulgated pursuant to this Executive Order. The order can be found at the following website address: http://executiveorder38.ny.gov/

7.14 Executive Order Number 175 (If Applicable)

In accordance with the requirements of Executive Order No. 175, Contractor will be expected to adhere to net neutrality principles in the provision of internet services under any Contract entered into as a result of this RFP, regardless of delivery method unless the director of contracts, or his/her designee as noted in **Section 1.1 Procurement Contact**, determines that adherence to net neutrality principles for a particular purpose is not in the best interests of the state. Nothing in this provision supersedes any obligation or authorization a provider of broadband internet access service may have to address the needs of emergency communications or law

enforcement, public safety, or national security authorities, consistent with or as permitted by applicable law, or limits the provider's ability to do so. As used herein, "net neutrality" means that a Contractor will not block, throttle, or prioritize internet content or applications or require that end users pay different or higher rates to access specific types of content or application. For the purposes of this contract, the prohibition against blocking or throttling of internet content or applications does not apply to reasonable network management practices.

7.15 Executive Order Number 177

Executive Order 177, signed on February 3, 2018, by Governor Andrew M. Cuomo, directs New York State agencies and authorities not to enter into any contracts with entities that have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected basis. The Contractor must provide the EO 177 certification statement prior to any award being made by OCFS.

7.16 State Finance Law §139-l; Statement on Sexual Harassment in Bids

New York State Finance Law §139-l, effective January 1, 2019, requires, in relevant part, that "[e]very bid . . . made to the state or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, shall contain [a] statement subscribed by the bidder and affirmed by such bidder as true under the penalty of perjury. . . [that] '[b]y submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.' The Contractor must provide the foregoing certification prior to any award being made by OCFS. For additional guidance on drafting an appropriate sexual harassment policy and developing appropriate training please refer to State Finance Law §139-l and https://www.ny.gov/combating-sexual-harassment-workplace/employers#top

7.17 Other Requirements

Not Applicable.

8.0 CONTRACT DOCUMENTS

The contract documents consist of the documents listed below.

1. Face Page

2. Signatory Page
3. New York State Standard Terms and Conditions (State of New York Master Contract for Grants)
4. Master Contract Attachment A-1: *Agency-Specific Terms and Conditions*
5. Master Contract Attachment A-2: *Federal Assurances and Certifications*
6. Master Contract Attachment B: Budget and Instructions
7. Master Contract Attachment C: Work Plan
8. Master Contract Attachment D: Payment and Reporting Schedule
9. Attachment MWBE: Minority and Women-Owned Business Enterprises

New York State Standard Terms and Conditions (State of New York Master Contract for Grants) is located in the **NYS Grants Gateway System (GGS)** at the following link:
https://grantsmanagement.ny.gov/system/files/documents/2018/09/sample-complete-nys-mcg.pdf

Required with bid submission (Please click the links below to download the required forms.):

A. OCFS-2633, *MacBride Fair Employment Principles Certification Form*

B. OCFS-2634, *Non-Collusive Bidding Certification* (Required by Section 139d of the State Finance Law)

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, refer to *Attachment MWBE* that is referenced in Section 7.10. The following are forms to be completed and submitted with your Administrative Proposal:

- **OCFS-4629**, *Project Staffing Plan Form*
- **OCFS-3460**, *Minority and Women-Owned Business Enterprises (MWBE) Equal Employment Opportunity (EEO) Policy Statement*

E. **OCFS-2647,** *EO 177 Certification* (See Section 7.15 for more information.)

F. **Attachment 1 – *Statement on Sexual Harassment*** (See Section 10.)

9.0 GLOSSARY OF OUTCOME-BASED CONTRACTING TERMS[5]

Fiscal Documentation: Documentation necessary for payment.

[5] For the purposes of this RFP, these standard contracting terms should not be substituted for definitions contained elsewhere in this RFP, the 2019 *Notice of Funding Opportunity*, 2019 *AmeriCorps & National Mandatory Supplemental Guidance*, and *2019 APPLICATION INSTRUCTIONS State & National Competitive New and Continuation*.

Grants Gateway: The New York State Grants Gateway went into operation on May 15, 2013, and serves as the primary outlet for state agencies to post upcoming and available funding opportunities.

Guide to Financial Operations (GFO): This website was created as the central storehouse of OSC policies and is intended to replace individual OSC bulletins. The GFO can be found at http//www.osc.state.ny.us/agencies/guide/MyWebHelp.

Legal Documents: Legally required application/contract components.

Organizational Qualifications: The organizational characteristics and capacity (e.g., agency mission, past accomplishments/experience in serving the target population or in providing similar services to a different population, experience in collaborating with community agencies needed for program success, key people, and fiscal capability) that are likely to result in successful performance target attainment.

Baseline Estimate: The projected status of the target population without the proposed intervention. A baseline is the best estimate, using prior program experience, collected data, and/or research results, of what would happen to the target population without the program's intervention and its benefits. Projection should be numerical (a number or a percentage). A baseline estimate is required for each performance target.

Outcomes: The desired benefits or changes for the target population following their interaction with a program. These are the expected results of program intervention. Outcomes may relate to knowledge, skills, attitudes, behaviors, or conditions. Either the investor or provider may set them. (They are broader and more general than performance targets. They do not require numerical projection.) In some instances, the outcome may be a system change rather than an individual behavior change.

Performance Targets: Performance targets are the ***measurable*** verifiable improvements in the condition or behavior of program recipients that the provider expects to achieve ***by the end of the contract period***. Targets are quantifiable and verifiable indicators of program performance. They contribute to the attainment of the desired outcomes for the target population. Attainment of several performance targets may be needed to indicate the achievement of a single outcome. Performance targets must include a description of the methods that will be used to verify target achievement.

Milestones: Measurable interim changes in the condition or behavior of the target population used to track whether the program is on course to achieve its performance targets. These are critical points of change or target population achievement that must occur to progress towards the performance targets. You must include a description of the methods that will be used to verify milestone achievement.

Program Budget: Definition of program expenditures and funding sources.

Program Description: Detailed explanation of the means (service model, plan or approach) the provider will use to achieve its performance targets and outcomes. This should include a description of the program's core features (i.e., the kinds of services provided, their intensity and duration, the essential elements, theoretical approach, delivery strategies, involvement of target population in planning, etc.).

Project Work Plan: Steps necessary to implement a program.

Staffing Pattern: Please identify the staff assigned to a program, regardless of whether it is paid through OCFS funds.

Target Population: Please describe the specific group of people (individuals, families, community members, or in certain instances, the specified personnel or entity/entities) that are the focus of change, and who will directly interact with the program. In certain instances where the desired outcome is systemic change, an agency as a whole may be considered the target population.

Verification: Statement of methods used to verify performance target and milestone attainment and/or submission of actual documentation.

Vendor Responsibility: Compliance with New York State Finance Law and guideline provisions related to vendor integrity providing reasonable assurance that the potential contractor has the capacity to perform the requirement of the contract. This includes authority to do business in the state, capacity and performance, in addition to the aforementioned integrity.

Vision: OCFS program area statement of ideal end-state sought for a population (e.g., prevention of child abuse and neglect).

10.0 PROGRAM-SPECIFIC REQUIREMENTS AND FORMS

The following attachments can be found on subsequent pages of this RFP.

Attachment 1 – *Statement on Sexual Harassment*

Attachment 1 – Statement on Sexual Harassment

I certify under penalty of perjury that, by submission of this proposal, each bidder and each person signing on behalf of any bidder, and in the case of a joint bid each party thereto as to its own organization, has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees, and that such policy does, at a minimum, meet the requirements of section two hundred one-g of the labor law.

I understand that a bid will not be considered for award nor will any award be made to a bidder who is not able to make this certification in compliance with State Finance Law section 139-l; provided, however, that if the bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therein.

By signing below, I agree that I have express authority to sign this certification and bind the proposer and that the statements made above are complete, true, and accurate.

Proposer: _____

Signed By: _____

Print Name: _____

Title: _____

Date: _____