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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 92 LCM-128

Date: August 20, 1992

Division: Family and Children
Services

TO: Local District Commissioners

SUBJECT: The 1992 Funding Opportunities Request for Proposals

ATTACHMENTS: A. Commissioner Bane's cover letter not available on-line

B. 1992 Funding Opportunities Request for Proposals
(RFP) announcement and application package is
available on-line.

Commissioner Bane's cover letter announces the Department's 1992 Funding Opportunities Request for Proposals (RFP). This year the Family and Children Services' RFP offers funds in the following programs administered by the Department:

- o Child Welfare Development Program
- o Federal Family Violence Prevention and Services Act
- o Federal Disabled Infants Grant Program
- o Federal Children's Justice and Assistance Act

The attached RFP provides specific program descriptions, eligibility criteria and guidelines for applying for these grants. The RFP also contains information relative to future funds to be offered by the Department under separate cover.

Any questions relating to the specific programs should be directed to the contact person listed in the RFP.

Joseph Semidei
Deputy Commissioner
Division of Family and
Children Services

Dear Colleague:

The New York State Department of Social Services is pleased to announce its **1992 Funding Opportunities Request for Proposals** which offers funds in several programs administered by the Department. As part of our continuing commitment to improve the quality of life for individuals and families throughout the State, the Department is making a concerted effort to target program funding to communities of high-service need.

The enclosed Request for Proposals (RFP), announced through the Division of Family and Children Services, contains information on funds currently available and information on other funds to be offered under separate cover.

Applications for grants through this RFP are being offered under Category A by the following four programs:

- I. Child Welfare Development Program
- II. Federal Family Violence Prevention and Services Act
- III. Federal Disabled Infants Grant Program
- IV. Federal Children's Justice and Assistance Act

The seven grant programs described in Category B are for informational purposes only. These grant offerings will have separate Requests for Proposals. A contact person is provided with each of the grant descriptions if you would like further information.

For each program for which you wish to apply, you are asked to provide a brief concept paper. To assist you with this process, department staff are currently available by phone and will be at an informational meeting in New York City on August 25, 1992. All applications must be received by **September 29, 1992**.

It is our hope that the 1992 Funding Opportunities Request for Proposals will provide a clear, efficient and more accessible RFP process. I encourage the dedicated service providers of New York State to consider developing one or more proposals for the services described in this document.

Sincerely,

Mary Jo Bane
Commissioner

NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES
SUMMER 1992 FUNDING OPPORTUNITIES

TABLE OF CONTENTS

	PAGE
I. INTRODUCTION	1
II. CATEGORY A - FUNDING OPPORTUNITIES	2
A. Infomational Meetings	2
B. General Terms and Conditions	2
C. Selection Process	2
D. How to Apply	4 - 5
E. Program Descriptions	5 - 13
A1. Child Welfare Development Program	6
A2. Federal Family Violence Prevention and Services Act	8
A3. Federal Disabled Infants Program	10
A4. Federal Children's Justice and Assistance Act	12
F. Application Forms	14 - 20
1. Application Cover Pages	14 - 17
2. Proposed Budget	18
3. Project Workplan Form	19
4. Checklist	20
III. CATEGORY B - DEPARTMENTAL FUNDING INITIATIVES	
Program Descriptions	21
B1. Grants for Medicaid Managed Care Providers	21
B2. Federal Child Care and Development Block Grants	21
B3. Homeless Rehousing Assistance Program Grants	23
B4. Comprehensive Employment Opportunity Support Center (CEOSC) Grants	24
B5. Request for Training Proposals 1993-1994 Office of Human Resource Development (OHRD)	25
B6. Refugee Targeted Assistance Discretionary Grants for High Impact Areas	26
B7. Refugee Assistance Program Targeted Assistance Funds	27

I. INTRODUCTION

The New York State Department of Social Services' (the Department) funding opportunities described in this announcement contain information about grant programs in the following two categories:

Category A consists of four programs for which this announcement is the Request for Proposals (RFP). Applicants interested in applying for any of the Category A program funds must follow the directions for completing the application cover pages, proposed budget, budget narrative, and concept paper/project workplan. **Proposals under Category A must be received by September 29, 1992.** The availability of funds under the Federal grant programs depends on the State's receipt of federal funding.

Category B includes program descriptions and funding priorities of other Department initiatives offered under separate solicitations. Additional program information or specific RFP's for Category B grant funds may be obtained by contacting the person listed in the program specific descriptions.

CATEGORY A

FUNDING OPPORTUNITIES

The following information pertains to funding offered under Category A Programs (Child Welfare Development Program, Federal Family Violence Prevention and Services Act, Federal Disabled Infants Program and the Federal Children's Justice and Assistance Act Grant). See section II.E. for descriptions of these four program areas.

II A. INFORMATIONAL MEETING

An informational meeting has been scheduled to provide assistance on the funding opportunities detailed in Category A of this announcement and about general application procedures. We encourage you to attend. Time will be provided at the meeting for individual and/or small group consultation. The following is the location, date and time of the Informational Meeting:

<u>Location</u>	<u>Date</u>	<u>Time</u>
Human Resources Administration 109 East 16th Street, Room 1032 New York, New York	August 25, 1992	1:00-3:30 pm

Please also feel free to contact us by telephone on our HELP-LINE number 1-800-342-3715, ext. 4-9437 if you need additional information. In addition, under each program description we have listed the telephone number and address of a staff person whom you may contact for specific assistance about each funding program.

II B. GENERAL TERMS AND CONDITIONS

The terms and conditions for all funded projects will be specified in a detailed contract which must be signed by the Department and approved by the Office of the State Comptroller before any work is begun or payments made. Successful applicants will be sent the complete standard contract for execution. Anyone not familiar with this set of conditions, or those who would like to review the contract language before award notifications are made, may request a copy of the detailed contract by contacting the Department. Applicants are strongly encouraged to review a copy of the contract before submitting an application. The AGREEMENT section (item 16) of the Application Cover Pages provides a summary of the basic provisions of the contract. Successful applicants must also agree to comply with Article 15-A of the Executive Law concerning participation by minority group members and women with respect to state contracts. The Department may choose to continue supporting your project beyond Year I. Any funding beyond Year I will be dependant upon the availability of funds, demonstrated need and program performance.

II C. SELECTION PROCESS

Your application will be evaluated and rated against the following criteria: (1) the clarity of expected results of the project and the potential for their achievement; (2) project costs as they relate to anticipated outcomes; (3) evidence that the clients and community want the program and that the program will meet community needs; (4) the commitment and capacity of the agency and staff who will operate the program; (5) readiness to implement the program; (6) likelihood of continuing the program with alternate funding; and (7) consistency with the funding requirements listed under the program descriptions.

Following evaluation of your written application, several other steps may take place to further rate your proposal. These may include: a telephone interview with the designated contact person in your organization; a face-to-face meeting with representatives of your organization; and/or a check with your references.

Selected program applicants will receive award notices and instructions about the contract development process in the Fall of 1992. Organizations not selected for funding will also be notified by mail.

All selected applicants must have qualified staff available during the period of December 2-9, 1992 to answer questions and develop the final proposal and budget. An individual authorized to sign for the organization will be needed between December 18-31, 1992 to sign and finalize contract documents. All successful applicants must be able to begin proposed activities by March, 1993. Incorporated applicant agencies should review their Articles of Incorporation to assure that the activities applied for are within the scope of the incorporation. For these organizations, a copy of your current certificate of incorporation and any amendments thereto should be included in the application package. Agencies with a board of directors or a board of trustees should assure that a current listing of board members is available for contract development purposes.

II D. HOW TO APPLY

As previously stated, there are four program areas of funding opportunities offered in this document. A separate application package is required for each program area for which you are applying.

For funding consideration, applicants must complete the following:

- o Application Cover Pages (p.14-17);and
- o the Proposed Budget Summary and budget narrative (p. 18);and
- o the Concept Paper /Project Workplan questions (p.4-5);and
- o the Project Workplan Form (p.19);and
- o the Checklist for Applicants (p.20);and
- o letters of support (if required);and
- o your agency's certificate of incorporation/ amendments

These forms are required as part of the application package. Send the original and four (4) copies of the entire package to:

Ms. Alexandria Douglas, Assistant Commissioner
Office of Program and Community Development
New York State Department of Social Services
Division of Family and Children Services
40 North Pearl Street, 11C
Albany, New York 12243
Attention: Funding Opportunities

Remember, all applications under this 1992 Funding Opportunities Request for Proposals must be received on or before **September 29, 1992**. The acceptance of late submissions will be at the sole discretion of the Department.

The Concept Paper/Project Workplan

Use no more than 10 sheets of paper, double spaced and single sided, to answer the six questions below. The completed project workplan form on page 18 must be included with your concept paper. This will constitute your project narrative description.

The Department is most interested in the actual results of the service(s) provided. We do not want a detailed needs statement, a history of the agency, or a detailed philosophy statement. We do want a clearly stated proposal which briefly, yet directly, responds to the following questions. Additional details may be requested at a later date. While this approach purposely de-emphasizes the importance of a lengthy narrative or detailed plans, this should not be mistaken for a lack of rigor in the selection process. Letters of support from key agency administrators may be required for specific programs.

Concept Paper/ Project Workplan Questions

1. What do you plan to achieve? Tell us, specifically, what results you will achieve through your project. Results, or performance targets, are those accomplishments that your organization will commit to achieve. These targets should be tangible enough to verify and within the control of your

organization. This section of the concept paper will receive high priority in the selection process. We are looking for applications that provide realistic and measurable results/performance targets rather than those that propose unattainable goals.

2. What, specifically, will you do? Describe the services and/or training your organization will provide. In addition, include a project workplan utilizing the Project Workplan form contained in this RFP (p.19). This workplan should include:

- o activities necessary to achieve the anticipated results of the project;
- o staff person(s) responsible for achieving the anticipated results;and
- o time frames for development and completion of the activities.

We are looking for evidence of a well thought-out design for service delivery and evidence reflecting equitable project costs in relation to anticipated results.

3. Whom will you serve? Please describe the target population and the community you are proposing to serve through this project. Be sure to include specific characteristics, where relevant, such as age, national origin, neighborhood/catchment area, economic status, rural/urban community, etc., as well as the estimated number of clients you propose to serve through this project.
4. Who will be operating your project? Describe your project's staffing pattern, including staff qualifications and experience requirements as well as the organization's experience in serving the target population. If the agency has identified specific project staff, please provide a brief description of their background and qualifications. Resumes are not required at this time. Where the project director or other key staff must be hired, please provide evidence that your organization is able to hire and maintain capable individuals to run the project.
5. How do you know that the target community wants and needs this project? Describe the identified needs and how they are currently being addressed. Include the extent of service gaps, how this project will address these gaps and the extent of community support for the project. Projects which will rely on coordination of services must also describe the steps taken to date to ensure that this coordination will be in place when the project begins.
6. What is the potential for alternative funding for the project in the future? For those projects that will need on-going funding, describe the steps you plan to take during the first year of the project to secure funding for subsequent years. Projects that require on-going funding will not receive serious funding consideration without solid plans for continuation with alternate funding.

II E. PROGRAM DESCRIPTIONS

On the following pages are program descriptions for funding offered in this Request for Proposals.

A1. CHILD WELFARE DEVELOPMENT PROGRAM

PROGRAM DESCRIPTION: The Child Welfare Development Program (CWDP) was established in 1981 to develop new and expanded child welfare programs within high need (both urban and rural) and predominantly minority communities. The goal of the program is to increase access to community-based foster care prevention services in communities which have a high rate of child protective service cases and foster care placements. The targeted client group for this current funding initiative is families with children at risk of a foster care placement. However, the Department is especially interested in funding applicants who will target families requiring intervention due to Acquired Immune Deficiency Syndrome (AIDS), substance and/or alcohol abuse, homelessness, parent's developmental disabilities, or maternal absence from the home due to incarceration in a local correctional facility. Programs are expected to employ culturally sensitive approaches, utilize bilingual staff and comply with the New York State Department of Social Service preventive service regulations in service delivery to families.

FUNDING PRIORITIES/SPECIAL CONSIDERATIONS: By the end of the state funding period, grantees are expected (and will be assisted by the Department) to compete for local funding to achieve program viability. Because of our interest in assisting projects to secure ongoing local funding after the demonstration funding ends, all applicants are encouraged to send an information copy of their application to their local department of social services for review. Linkage with, and the support of local department of social services are key to each program's ability to access case referrals and local mainstream funding. Special priority will be given to applications from community-based organizations whose boards of directors are comprised of at least 51% minority group members, and who have the support of their local department of social services.

The scope of services to these families should include, at a minimum, counseling, parent training and/or peer support groups, crisis intervention and the direct provision of or referral to concrete services (transportation, vocational/job counseling, housing advocacy, etc.). In addition, services to families which have a member with AIDS should also include linkages with health care providers and permanency planning for children (if a parent is diagnosed with the disease), including identifying family members or significant others who can assume custody of the child when the parent is no longer present. Services for families with developmental disabilities should include linkages with developmental disabilities services providers. Services for families with substance and/or alcohol abusing parents, should also include formal referral linkages with drug and/or alcohol rehabilitation programs. Given the potential for the overlap of service needs by the targeted client groups, applicants should integrate the above scope of services when appropriate.

We have not prescribed specific program models for the targeted client groups because we want to fund programs which demonstrate culturally sensitive, creative and innovative approaches to outreach, engaging and servicing these populations. However, we are particularly interested in models which incorporate short term intensive home-based services as an approach, and which address the special developmental needs of parents with

developmental disabilities and their children. We are also interested in models that foster a strong family mentoring concept. That is, strong families in the community taking "under their wings" vulnerable, more unstable, families and serving as mentors to help support and stabilize the more at risk members in the community.

ELIGIBLE APPLICANTS: Only incorporated, not-for-profit organizations are eligible to apply. Local government agencies are not eligible for funds under this program.

AMOUNT AVAILABLE/TIME FRAMES: Approximately \$240,000 is available to support start-up funding. Grant requests may range from \$75,000 to \$100,000 per project for up to eighteen (18) months.

The Department is electing to suspend timeframes as per provisions of Prompt Contracting Law (Article XI-B of State Finance Law) for agencies responding to program funding offered under the **Child Welfare Development Program**. Under ordinary circumstances, the RFP for the Child Welfare Development Program funds would have been issued, awards made and contracts executed by October 1992. The current timeframes will allow contracts to begin by March 1, 1993.

The Department hopes to enhance program viability of proposals selected for funding through this delay in release of CWDP funds. The new timeframes should increase the likelihood of successful projects being incorporated into local departments of Social Services' budgets in 1994. The indicated support and coordination with local departments of social services' funding year cycles is a primary factor for continuation of selected projects.

CONTACT PERSON: For more information, call or write to Ms. Beverly Leslie-Silue at NYSDSS, 40 North Pearl Street, Albany, New York 12243, 1-800-342-3715, ext. 432-2536 or direct at 518-432-2536).

A2. FEDERAL FAMILY VIOLENCE PREVENTION AND SERVICES ACT

PROGRAM DESCRIPTION: The Federal Family Violence Prevention and Services Act was originally enacted in Title III of the Child Abuse amendments of 1984 and was most recently reauthorized and amended by the Child Abuse, Domestic Violence, Adoption, and Family Services Act of 1992. The purpose of these funds is to increase public awareness about and prevent family violence and to provide shelter and related assistance for victims of family violence and their dependents.

FUNDING PRIORITIES/SPECIAL CONSIDERATIONS: Priority will be given to proposals designed to:

- o strengthen an existing domestic violence program's ability to serve culturally diverse and other special need populations;
- o develop, supplement or enhance an existing non-residential program;
- o start-up domestic violence services in an unserved county;
- o increase the bed capacity of an existing residential program for victims of domestic violence;
- o develop a residential program of 21 beds or more in underserved areas of New York City only;
- o create linkages between domestic violence and other related service provisions, (ie. alcohol and substance abuse, child abuse, elder abuse, etc.);
- o address the independent living, employment training and educational needs of domestic violence victims;
- o develop domestic violence prevention programs for school aged children; and/ or
- o increase the core of volunteers available to assist an existing residential and/or non-residential program for victims of domestic violence.

Applicants must be able to document the need for the proposed project and the ability to continue the project beyond the funding period. A letter of support for the proposed project, is required from the local social services department.

Additionally, the Department is seeking a qualified provider to:

- o translate, print and distribute the "Handbook for Abused Women" in a culturally and linguistically relevant manner in languages other than English.

RESULTS/PERFORMANCE TARGETS: Applicants must identify performance targets that demonstrate the ability of the program to increase awareness, prevent family violence and/or provide immediate assistance to victims and their families.

ELIGIBLE APPLICANTS: Incorporated not-for profit private organizations and local public agencies are eligible to apply.

AMOUNT AVAILABLE/TIME FRAMES: Pending federal approval, approximately \$1,000,000 will be available to support these projects. The Department will consider applications of up to \$100,000 per project, per year. A non-federal match is required at 20% in the first year, 35% in the second year and 50% in year three and any subsequent years. Applicants should complete the enclosed application for one year only.

Federal guidelines prohibit the use of these funds for direct payment to any victim of family violence or their dependents or the imposition of income eligibility standards on persons eligible for services supported by these funds.

CONTACT PERSON: For more information contact Lisa Gordon, New York State Department of Social Services, 40 North Pearl Street, Floor 11-D, Albany, New York 12243, 1-800-342-3715, ext. 3-7373 or directly (518)-473-7373

A3. FEDERAL DISABLED INFANTS PROGRAM

PROGRAM DESCRIPTION: The National Center on Child Abuse and Neglect (NCCAN), pursuant to Title I of the Child Abuse Prevention and Treatment Act of Public Law 100-294, authorizes special funds for "disabled infants with life threatening conditions at risk of medical neglect." New York State will continue to focus its program development efforts on activities which meet the needs of those high risk, medically fragile infants and newborns who are born drug addicted, or who are infected with AIDS or HIV-related illnesses and are at risk of medical neglect. Not all infants and newborns with life-threatening conditions are at risk of medical neglect. This funding is only available for those infants who meet the above criteria and have special service needs exceeding currently available resources.

These high risk children frequently develop physical, developmental, physiological and/or psychological problems that are passed on by parents who are themselves experiencing major social and/or medical problems. Project priority should address the development and delivery of services which will target the specific identified needs of these disabled infants with life-threatening conditions at risk of medical neglect and their families.

FUNDING PRIORITIES/SPECIAL CONSIDERATIONS: Special priority will be given to proposals which focus on the following outcomes:

(1) Programs that assist in obtaining or coordinating necessary services for families of disabled infants with life-threatening conditions, including:

-existing social and health services

-financial assistance

-services necessary to facilitate adoptive placement of any such infants who have been freed for adoption, and are not already being reimbursed through foster care funds,

(2) Projects that develop, implement or operate information and education programs or training programs designed to improve the provision of services to disabled infants with life-threatening conditions for:

-professional and paraprofessional personnel who are concerned and/or involved with the welfare and care of disabled infants with life-threatening conditions, including personnel employed in child protective service programs and health care facilities;

-the parents of such infants.

RESULTS/PERFORMANCE TARGETS: The target population of disabled infants with life threatening conditions at risk of medical neglect continues to increase with a record number of infants being born to crack abusing mothers, and to mothers with AIDS/HIV-related illnesses. The specialized individual needs of these newborns, coupled with the frequent unavailability of an appropriate caretaker, puts these infants in a very high-risk group. Performance targets must address the identified needs of this vulnerable population and their families.

ELIGIBLE APPLICANTS: Incorporated not-for-profit organizations, social services districts and other local public agencies are eligible to apply.

AMOUNT AVAILABLE/TIME FRAMES: Approximately \$100,000 is available to support one or two projects. The Department will consider applications up to \$50,000 per project. Projects will be funded for one year budget activities and must be operational by March 1, 1993.

CONTACT PERSON: Sallie D'Asaro, New York State Department of Social Services, 40 N. Pearl Street, 11-D, Albany, New York 12243, 1-800-342-3715, ext. 3-6456 (direct 518-473-6456).

A4. FEDERAL CHILDREN'S JUSTICE AND ASSISTANCE ACT

PROGRAM DESCRIPTION: The Federal Children's Justice and Assistance Act (CJAA) of 1986 (Public Law 99-401) authorizes grants to states for the purpose of assisting in (A) developing, establishing, and operating programs that improve the handling of child abuse cases, especially cases of child sexual abuse, in a manner that limits additional trauma to the child victim(s), and (B) the investigation and prosecution of cases of child abuse, particularly child sexual abuse. Projects funded under CJAA address both intrafamilial and extrafamilial sexual abuse.

FUNDING PRIORITIES/SPECIAL CONSIDERATIONS: The Children's Justice Task Force, New York State's advisory group for the Children's Justice and Assistance Act, in conjunction with the Department, has established the priorities for funding listed below. All proposals must address the reduction of additional trauma to child victims of sexual abuse following a disclosure, and the improvement of the investigative, judicial, and/or administrative handling of these cases. Proposals may be submitted under one or more of the following funding priority categories:

1. Establishment of specialized investigative units and/or multi-disciplinary teams for the investigation and prosecution of child sexual abuse cases. The disciplines to be involved with these interagency collaborative efforts should include social services, law enforcement (including probation and the District Attorney's office), and physical and mental health providers. Letters of support from these professionals must accompany the application. The Department is seeking applications from counties which do not currently have complete and effective teams in place.
2. Training on investigative interviewing techniques with child victims of sexual abuse.
3. Specialized training for targeted groups, such as law guardians, guardians ad litem, Court Appointed Special Advocates (CASAs), other court personnel, mental health professionals and medical providers.
4. Training on issues/concerns specifically related to cases involving male victims of child sexual abuse.
5. Child advocacy/victim support projects.
6. Development and implementation of a statewide training curriculum for coordinated child sexual abuse intervention. The model must address, at a minimum, the dynamics of child sexual abuse, behavioral indicators, offender characteristics, investigative interviewing techniques, and coordinated intervention strategies. The model should include a team approach strategy designed to conduct a multidisciplinary investigation, assessment and treatment approach. Interested applicants should request more detailed information on the proposal requirements from the contact person listed on the next page.

7. Enhancement of existing county-wide multidisciplinary teams for the investigation and prosecution of child sexual abuse cases. Applicants under this priority must demonstrate the existence of a multidisciplinary team that includes the disciplines noted above under priority #1. Activities to be funded under this priority include: advanced training for team members, coordination of team activities and technical assistance on maintenance/enhancement of the team.
8. Coordination of the activities of the Children's Justice Task Force. These task force activities include, but are not limited to, planning quarterly meetings, arranging for meeting sites and speakers, disseminating minutes and other information to members, and processing travel voucher requests.

RESULTS/PERFORMANCE TARGETS: This funding is not available for projects whose primary focus is the provision of preventive or treatment services. The Department is interested in funding projects which result in systemic changes that limit additional trauma to all child victims of sexual abuse. Applicants should specify measurable results under each project. Services may address the investigative, judicial and/or administrative handling of cases. Proposals under priority #1 should include the development of formal agreements regarding the responsibilities and procedures for each discipline involved in the handling of child sexual abuse cases. Priority #1 proposals must also include training for professionals involved in handling these cases focusing on skills and activities to reduce additional trauma to child victims.

ELIGIBLE APPLICANTS: Incorporated not-for-profit organizations, social service districts and other local public agencies are eligible to apply.

AMOUNT AVAILABLE/TIME FRAMES: Approximately \$500,000 is available to support several CJAA projects. The Department will consider applications for funding up to \$50,000 per project for priorities 1 - 5. A maximum of \$100,000 will be available for one project under priority #6. Applications up to \$20,000 may be submitted for priority #7. A maximum of \$10,000 will be available for one project under priority #8. Additional money will be added to the award under this priority to cover reimbursement of travel expenses for task force members.

CJAA funding is available for one year budget activities and preference will be given to projects that have the potential to be continued with local support or other non-state funding following contract termination. Projects should be ready to begin March 1, 1993.

CONTACT PERSON: Sallie D'Asaro, New York State Department of Social Services, 40 N. Pearl Street, 11-D, Albany, New York 12243, 1-800-342-3715, ext. 3-6456 (direct 518-473-6456).

SECTION II F

New York State Department of Social Services
1992 Funding Opportunities

APPLICATION COVER PAGES

Applicants for funds for those programs listed in this Request for Proposals (RFP) should submit an original and four (4) copies of the application cover pages, proposed budget, budget narrative, concept paper/project workplan, certificate of incorporation and letters of support, if required by the program, to:

Alexandria Douglas, Assistant Commissioner
Office of Program and Community Development
Division of Family and Children Services
New York State Department of Social Services
40 North Pearl Street, 11C
Albany, New York 12243
ATTENTION: Funding Opportunities

COMPLETE ITEMS 1 - 16

Please complete a separate application package for each program area for which you are applying.

1. Please check below the program funds for which you are applying:

- I. Child Welfare Development Program
- II. Federal Family Violence Preventive and Services Act
- III. Federal Disabled Infants Program
- IV. Federal Children's Justice and Assistance Act

2. Please provide the following information about your organization:

Name of the organization authorized to contract with the NYSDSS: _____

Street Address/P.O. Box _____

County _____ City _____ State _____ Zip Code _____

3. What is the project's title? _____

4. Amount of State funds requested: _____

5. Who should we contact with questions about this application?

(This person must be available the weeks of 12/21/92 & 12/28/92 to respond to questions about the proposal, including the services component)

Name _____

Title _____

Telephone Number (Include Area Code) _____

6. Is your organization a minority community-based agency? (at least 51% of board members are Black, Hispanic, Asian, or Native Americans)
 Yes No
- If yes, specify:
 Black Hispanic Asian Native American
7. Is your organization a women-owned business? (at least 51 % of board members are women)
 Yes No
8. What are the following district numbers for the location of your organization?:
 _____ Federal Congressional District(s)
 _____ State Assembly District(s)
 _____ State Senate District(s)
9. Will this project be providing services to a designated Neighborhood Based Initiative site?
 Yes No
- If yes, specify: _____
10. Will this project be providing services through a site designated by the NYS Department of Education as a "Community School"?
 Yes No
- If Yes, identify community school project _____
11. Will this project be located in an Economic Development Zone (EDZ)?
 Yes No
- If Yes, name EDZ _____
12. What is your organization's Federal Employer Identification Number?

13. What is your organization's State Registered Charitable Organization Number? _____
14. Does your organization have a corporate seal? Yes No
15. Please provide the names and telephone numbers of 3 references who can attest to your organization's ability to implement the proposed project. Please include the relationship of each reference to your organization. If you presently have a grant(s) from the federal, state, county or other local government, please include the applicable contract manager(s) as a reference(s).

A) _____
 Name Telephone Number Relationship to your Organization

 Do you have a grant from this Agency?
 Agency (if applicable) Yes No

B) _____
 Name Telephone Number Relationship to your Organization

 Do you have a grant from this Agency?
 Agency (if applicable) Yes No

C) _____
 Name Telephone Number Relationship to your Organization

 Do you have a grant from this Agency?
 Agency (if applicable) [] Yes [] No

16. AGREEMENT:

It is understood and agreed to by the applicant that (1) This RFP does not commit the New York State Department of Social Services (the Department) to award any contracts, pay the costs incurred in the preparation of response to this RFP, or to procure or contract services. (2) The Department reserves the right to amend, modify or withdraw this RFP and to reject any proposals submitted, and may exercise such right at any time and without notice and without liability to any offeror or other parties for their expenses incurred in the preparation of a proposal or otherwise. Proposals will be prepared at the sole cost and expense of the offeror. (3) The Department reserves the right to accept or reject any or all proposals which do not completely conform to the instructions given in the RFP. (4) Submission of a proposal will be deemed to be the consent of the applicant to any inquiry made by the Department of third parties with regard to the applicant's experience or other matters relevant to the proposal. (5) Funds granted for this project will be used only for the conduct of the project as approved. (6) The grant may be terminated in whole, or in part, by the Commissioner of the Department. Such termination shall not affect obligations incurred under the grant prior to the effective date of such termination. (7) When funds are advanced, any unexpended balance at the end of the approved period will be returned. (8) Any significant revision of the approved project proposal will be requested in writing by the grantee prior to enactment of the change. (9) Progress reports will be submitted as required by the Department. The final program and financial reports will be submitted within a specified time period after the project terminates. Necessary records and accounts, including financial and property controls, will be maintained and made available to the Department for audit purposes. (10) All reports of investigations, studies, publications, etc. made as a result of this proposal will acknowledge the support provided by the Department. (11) All personal information concerning individuals served or studies conducted under the project is confidential and such information may not be disclosed to unauthorized persons. (12) The Department reserves a royalty free non-exclusive license to use and to authorize others to use all copyrighted material resulting from this project. (13) Some selected contractors may be asked to participate in a performance-based contract reimbursement plan. These selected agencies will be notified at a later date of procedures, should the Department opt to move in this direction. (14) Successful applicants will be subject to the State's prompt contracting law.

The applicant certifies that to the best of his/her knowledge and belief the information in this application is true and correct, and that he/she will comply with the above agreement if the grant is received.

 (Signature of official authorized to sign for applicant) (Date)

 (Typed name and title)

17. On the page below, provide a 50 word summary of the concept paper you are submitting with this application. Please provide a clear and concise description. This summary may be used by the Department to describe your project in various public announcements.

**PROPOSED BUDGET
SUMMARY**

On the form below, provide a summary of the preliminary budget for your project. On a separate sheet, please include a brief budget narrative describing how the local share and grant request would be allocated for the proposed project activities. Local share refers to all funds other than this grant award. The narrative should identify sources of non-grant funds (both cash and in-kind) and clarify the need for each line item in relation to project activities. If you are selected to receive a grant, a more detailed budget will be required later.

Expense Category	Local Share	Grant Request	Total Cost
A. Personal Services			
1. Personnel			
2. Fringe Benefits			
3. Total (Lines 1+2)			
B. Non-Personal Services			
4. Contractual/Consultant			
5. Staff Travel/Per Diem			
6.* Equipment			
7. Supplies			
8. Other Expenses			
9. Total (Lines 4-8)			
C. Project Total (Lines 3+9)			

* Equipment purchases are not generally allowed for one year projects.

- Attach additional page(s)-

CHECKLIST FOR APPLICANTS

To be considered for funding, applicants must meet the following requirements:

Complete application packages must be **RECEIVED** by close of business on September 29, 1992. The acceptance of late submissions will be at the sole discretion of the Department.

Applications must be addressed to:

Alexandria Douglas, Assistant Commissioner
Office of Program and Community Development
Division of Family and Children Services
New York State Department of Social Services
40 North Pearl Street, 11C
Albany, New York 12243
Attention: Funding Opportunities

All applications must include an original and 4 copies of the following:

___ Completed and signed application cover pages (pages 14-17 of this package)

___ Proposed Budget (page 18)

___ Budget Narrative (no form is provided for this - follow instructions on page 18)

___ Concept Paper /Project Workplan (10 page maximum according to instructions on pages 4-5, and including form on page 19)

___ Letters of Support (if required)

___ Certificate of Incorporation and amendments thereto.

A separate application package must be submitted for each funding category for which your agency applies.

CATEGORY B

DEPARTMENTAL FUNDING INITIATIVES

The following information includes descriptions of some additional Department grant programs, along with names of individuals you may contact for more specific information. These grant offerings will have separate Request for Proposals and are not available as part of the Category A application process. **Do not submit applications in response to Category B at this time.** Please note information below relative to specific program areas.

PROGRAM DESCRIPTIONS

B1. GRANTS FOR MEDICAID MANAGED CARE PROVIDERS

PROGRAM DESCRIPTION: The NYS Budget for 1992/93 provided the Department with \$500,000 to make competitive grants to health care providers and groups of providers to develop programs to provide Medicaid managed care. An additional \$500,000 is being made available for this purpose by the State Department of Health, total funding of \$1 million.

FUNDING PRIORITIES/SPECIAL CONSIDERATIONS: Successful applicants for funding must establish a Medicaid Managed Care Provider (MMCP). As a final deliverable, these MMCPs will enter into contracts with the local departments of social services to provide managed care services to Medicaid recipients on either a full or partially capitated basis and establish managed care programs which meet the requirements of Chapter 165, Laws of 1991.

Priority consideration for grantee selection will be given to applicants which can demonstrate that they will be able to establish an MMCP in a relatively short time frame and that grant funding will enable the applicant to complete a critical task or tasks necessary to establish an MMCP.

ELIGIBLE APPLICANTS: Eligible applicants include Article 28 diagnostic and treatment centers (D&TCs) and hospital outpatient departments (OPDs) or groups of D&TCs and/or OPDs, as well as physician groups.

AMOUNT AVAILABLE/TIME FRAMES: The release date of the RFP is August, 1992, with a proposal submission date in October, 1992. Grantees will be selected in November, 1992 with announcements shortly thereafter. Maximum grant awards will be in the \$150,000-\$200,000 range.

CONTACT PERSON: Ms. Julie O'Connor, Bureau of Primary Care, Division of Health and Long Term Care, New York State Department of Social Services, 40 North Pearl Street, Albany, NY 12243, 1-800-342-3715, ext. 3-5841 or direct at (518) 473-5841.

B2. FEDERAL CHILD CARE AND DEVELOPMENT BLOCK GRANT

PROGRAM DESCRIPTION: The Department anticipates having available up to \$1.8 million in Federal Child Care and Development Block Grant funds for start-up and expansion grants to meet the following targeted needs:

1. For the establishment of early childhood development programs serving homeless children.
2. For expansion, equipment and training to allow early childhood development programs to serve handicapped children.
3. For early childhood development programs to serve children whose parent(s) are receiving drug treatment services.
4. For early childhood development programs to serve children whose parents are participants in Welfare Reform programs.
5. For minor rehabilitation and equipment to assist early childhood development programs to come into compliance with applicable licensing and building code standards.

FUNDING PRIORITIES/SPECIAL CONSIDERATIONS: Funding consideration will be given to programs that:

- o will be available all day;
- o are operated by agencies having a demonstrated ability to operate successful early childhood development programs;
- o have the necessary expertise in serving the specific needs of the targeted population; and,
- o have secured a site for the program.

ELIGIBLE APPLICANTS: Not for profit corporations, local governmental units.

AMOUNT AVAILABLE/TIME FRAMES: Maximum grants will be announced in a Request for Proposals (RFP). It is anticipated that the RFP will be released during the last quarter of 1992.

CONTACT PERSON: Peter Marx, Program Manager, Bureau of Early Childhood Services, 40 North Pearl Street, Albany, New York 12243-0001, 1-800-342-3715, ext. 432-2431 or direct at (518) 432-2431

B3. HOMELESS REHOUSING ASSISTANCE PROGRAM GRANTS

PROGRAM DESCRIPTION: The New York State Department of Social Services Homeless Rehousing Assistance Program (HRAP) has funds available through an appropriation contained in Chapter 53 of the laws of 1992. The framework for this program was established by Chapter 777 of the laws of 1987.

The purpose of funding is to provide rehousing assistance to homeless families in high need areas not adequately served under the current program.

The Request For Proposals (RFP) is targeted to communities in which large numbers of homeless families are being relocated from emergency shelters and hotels to permanent housing, and where the resources committed to providing needed services to these formerly homeless families are non-existent or inadequate. For purposes of the RFP, "homeless family" is defined as one or more adults living with one or more children residing in emergency accommodations.

FUNDING PRIORITIES/SPECIAL CONSIDERATIONS: In order for an application to be considered for funding, the following criteria regarding evidence of need must be met:

- the community must have had a total of more than 150 families placed in permanent housing by a local social services district between July 1991 and June 1992;
- the services currently provided to formerly homeless families in the community must be inadequate to meet the needs of the families being relocated to that community.

ELIGIBLE APPLICANTS: Applications may be submitted by:

- Local Social Services districts;
- Not-for-profit organizations or groups of not-for-profit organizations which will provide necessary services for a successful Homeless Rehousing Assistance Program (HRAP); and
- A statewide or regional not-for-profit organization which establishes a consortium of agencies applying collaboratively.

AMOUNT AVAILABLE/TIMEFRAMES: Approximately \$500,000 has been made available. The Request for Proposal is to be released no later than August 15, 1992. The due date for applications will be four to six weeks from the release date.

CONTACT PERSON: Kathy Napoli, Assistant Director, Bureau of Supported Housing Development, New York State Department of Social Services, 40 North Pearl Street, Albany, New York, 12243-0001, 1-800-342-3715, ext.3-7039 or direct at (518) 473-7039.

B4. COMPREHENSIVE EMPLOYMENT OPPORTUNITY SUPPORT CENTER GRANTS (CEOSC)

PROGRAM DESCRIPTION: Comprehensive Employment Opportunity Support Centers (CEOSCs) provide public assistance (AFDC) recipients with young children the training and educational services they need to move them into unsubsidized employment.

State funds are appropriated through Aid to Localities for the Department to support CEOSC each year. These funds are matched with federal Job Opportunity and Basic Skills (JOBS) Training Program funds. Federal and State funds available for CEOSC during State Fiscal Year 1992-'93 total approximately \$9.4 million.

The Department will request additional funds for State Fiscal Year 1993-'94 to allow current programs to complete and to initiate new CEOSC program awards for projects which will begin October 1993.

FUNDING PRIORITIES/SPECIAL CONSIDERATIONS: CEOSCs are operated by community-based organizations and local government agencies. Projects should be designed to provide "one-stop shopping" for all the comprehensive services and employment programs required to assist volunteers in achieving training and educational goals and securing employment.

ELIGIBLE APPLICANTS: Local departments of social services and other local public, private (for profit) or voluntary agencies or a consortium of such organizations are eligible to submit proposals for funding.

AMOUNT AVAILABLE/TIME FRAMES: A request for proposals will be issued in October of 1992 for projects beginning in October of 1993. Minimum and maximum award levels have not yet been established for new projects. Current grants range from a minimum annual award of \$206,595 to a maximum annual award of \$1,921,270. Current contract terms are for a two year period, and it is anticipated that contracts beginning October 1993 will run for two years as well.

CONTACT PERSON: Michael Leonard/Mark Madden, NYSDSS, Bureau of Employment Programs, 40 N. Pearl Street, Albany, NY 12243, 1-800-342-4100, ext. 3-8744 or direct at (518) 473-8744.

B5. REQUEST FOR TRAINING PROPOSALS 1993-1994
OFFICE OF HUMAN RESOURCE DEVELOPMENT

PROGRAM DESCRIPTION: The Request for Training Proposals, 1993-1994 (RFP) describes training projects sponsored by the NYS Department of Social Services Office of Human Resource Development (OHRD) authorized under Titles IV.A, IV.D, IV.E, XVI, XIX and XX of the Federal Social Securities Act. It includes over 130 training opportunities for staff of State and local Social Service Departments and agencies providing services to the Department.

FUNDING PRIORITIES/SPECIAL CONSIDERATIONS: Proposals are solicited for the following areas: Adult Services, AIDS, Audit and Quality Control, Child Care, Child Support Enforcement, Disabilities Determinations, Family and Children Services, Income Maintenance, Legal Affairs, Management and Technical Skills, Medical Assistance, Shelter and Supported Housing Program and Systems.

All bidders are expected to contribute a portion of contract costs awarded as a result of the RFP.

ELIGIBLE APPLICANTS: Educational institutions and other organizations and/or individuals with demonstrated ability to develop and conduct training programs.

AMOUNT AVAILABLE/TIME FRAMES: Approximately \$35 million will be available for Fiscal Year 1993/94. Anticipated release date for the RFP will be February 1993 with a return date in March 1993. Contracts will be for one year and begin October 1, 1993 through September 30, 1994.

CONTACT PERSON: Mr. Robert Donahue, Director, Office of Human Resource Development, NYSDSS, 40 North Pearl Street, Albany, NY 12243, (518) 474-9645.

**B6. REFUGEE TARGETED ASSISTANCE DISCRETIONARY GRANTS
FOR HIGH IMPACT AREAS**

PROGRAM DESCRIPTION: The Federal Office of Refugee Resettlement Targeted Assistance Program is authorized under Section 412 (c) of the Immigration and Nationality Act (INA), as amended by the Refugee Assistance Extension Act of 1986 (Public Law 99-605). Grants are to facilitate refugee employment and achievement of self-sufficiency in a manner that does not duplicate other activities funded through other refugee programs and/or to offset impacts on institutions (schools, hospitals, etc.) which serve significant refugee populations. An application from the State is currently review by the Office of Refugee Resettlement. Any State grants described here are contingent upon receipt of federal awards.

FUNDING PRIORITIES/SPECIAL CONSIDERATIONS: Grants are to be awarded to service providers in communities with substantial refugee populations. Approximately 75% of the federal grant is for local impact on institutions and 25% is for employment services allowable under Federal ORR regulations.

It is anticipated that the State may fund one grant for employment services with emphasis on reaching eligible refugees without duplicating existing funded refugee services. In addition, up to three grants may be awarded for assistance to impacted local schools, hospitals, or clinics to provide services to the refugee population accessing these institutions.

ELIGIBLE APPLICANTS: Incorporated not-for-profit organizations, Mutual Assistance Associations (MAAs), and Community-Based Organizations (CBOs) with experience in serving refugees are eligible to apply to NYS if federal funds are obtained.

AMOUNT AVAILABLE/TIMEFRAMES: It is anticipated that an Employment Grant may equal \$100,000 and that Impact Grants may range from \$65,000 to \$160,000. If funds are available, an RFP may be released in the Fall of 1992.

CONTACT PERSON: Thomas A. Hart, NYSDSS, 40 N. Pearl Street, Albany, New York 12243, 1-800-342-3715, Ext. 432-2521, (direct 518-432-2521).

B7. REFUGEE ASSISTANCE PROGRAM TARGETED ASSISTANCE FUNDS

PROGRAM DESCRIPTION: Provide a comprehensive program of employment-related services for refugees, Cuban-Haitian entrants and certain Amerasians who receive Public Assistance and require an array and intensity of services to become self-sufficient.

FUNDING PRIORITIES/SPECIAL CONSIDERATIONS: Applicants must have a base in New York City and have at least two years of successful experience in the provision of occupational skills training to the targeted populations with job placements as a primary goal. Proposals must provide for a comprehensive program of vocational training, direct job placement and English language skills that will lead to full-time, training related unsubsidized employment.

ELIGIBLE APPLICANTS: Local educational agencies, institutions of higher learning and other Literacy Providers.

AMOUNT AVAILABLE/TIMEFRAMES: For the one year contract term, the Department of Employment will fund (5) contracts for \$1.3 million. The RFP is anticipated to be issued shortly through the New York City Department of Employment.

CONTACT PERSON: Pablo Rivera, NYSDSS, 40 North Pearl Street, Albany, New York 12243, 1-800-342-3715, Ext. 432-2520 (direct 518-432-2520)

