



Grant RFP Template (Revised 11/2009)



New York State
Office of Children and Family Services

David A. Paterson
Governor

Gladys Carrión, Esq.
Commissioner

AMERICORPS STATE COMPETITIVE



including
**Professional Corps - Education Award Program -
Fixed-Amount Pilot**

Request for Proposals

**Grant Procurements
2010 - 2011**

PROPOSAL SUBMISSIONS SHOULD BE ADDRESSED TO:

Mark Walter, Executive Director NEW YORK STATE COMMISSION ON NATIONAL & COMMUNITY SERVICE, 52 Washington Street, North Building, Suite 338 Rensselaer, New York 12144-Reference section 2.3 for additional submission information.

TIMETABLE OF KEY EVENTS:-

See PART I, Sections One and Two of this RFP for further information.

<u>Event:</u>	<u>Date:</u>
• Proposals Due	12/21/09, 5:00 pm (Eastern Standard Time)
• Submittal of Question Due date	12/7/09
• Posted Date of Answers	12/11/09
• Planning Grants Awarded	5/1/10
• Competitive Awards Announced (Tentatively)	5/31/10
• Projected Contract Start Date	10/01/10

INQUIRIES:

From the issuance of this RFP until contractors are selected, all contacts with OCFS personnel, except as otherwise specified herein, concerning this RFP must be made through the OCFS Program Manager: Stefanie Perez, Program Manager, New York State Office of National & Community Service, Capital View Office Park, 52 Washington Street Room 338 North, Rensselaer, NY 12144-2796. E-mail: americorps.rfp@newyorkersvolunteer.ny.gov
All questions should be submitted in writing, and will be responded to in writing.

On-Line Bidder's List

The OCFS On-Line Bidder's List (OBL) is maintained electronically and can be found at <https://ocfsws.ocfs.state.ny.us/obl/>. If you wish to receive announcements of future OCFS procurement opportunities and be able to download solicitation documents you must register on the OBL. Questions and Answers will also be posted to the OBL. If you choose to register you will be prompted to provide certain demographic information about yourself and the organization or government agency you represent along with identifying the service categories which you are interested.

PART I - BACKGROUND, REQUIREMENTS & INSTRUCTIONS
Table of Contents

Section OneBACKGROUND..... 4

1.1 ... Introduction 4

1.2 ... OCFS Statewide Considerations 6

1.3... Purpose and Funding Availability 7

1.4 ... Term of Contract..... 8

1.5 ... Eligible Applicants..... 8

1.6... Standard Contract Language 9

1.7... Contract Readiness 9

1.9... Contract Management System (CMS)..... 9

Section TwoGENERAL REQUIREMENTS 11

2.1 ... Desired Outcomes and Program Requirements 11

2.2 ... Selection Criteria 13

2.3 ... Proposal Submittal Process 15

2.4 ... Informational Meeting(s) and/or Technical Assistance Sessions..... 18

2.5 ... Charities Registration 18

2.6 ... Federal Requirements 18

2.7 ... Vendor Responsibility Requirements 18

2.8 ... Organizational Chart..... 20

2.9... OCFS Rights..... 20

Section ThreeAPPLICATION INSTRUCTION REQUIREMENTS 22

3.1 ... Application Checklist 22

3.2 ... Application Cover Page/Appendix D Agreement..... 22

3.3 ... Program Plan/Narrative Instructions/Outcomes/Performance Targets 23

3.4... Proposed Budget Summary including allowable and non-allowable costs 23

3.5... Bidder Identification Form..... 23

3.6... Non-Discrimination/Non-Sectarian Compliance Form..... 23

3.7... Board of Directors Profile – (Not-for-Profit Corporations Only) 23

3.8... Affirmative Action Forms – M/WBE Subcontracting 24

3.9... Vendor Responsibility Questionnaire Instructions 24

3.10.. Federal Requirements 24

3.11.. Contract Management Systems (CMS)..... 25

Section FourCONTRACT POLICY INFORMATION 25

4.1... Affirmative Action..... 27

4.2... Omnibus Procurement Act 27

4.3... Procedure for Handling of Protests/Appeals of Bid Specifications and Proposed Awards 28

Section FiveKEY CONCEPTS 32

5.1... Corporation for National and Community Service AmeriCorps State and National Grants FY 2010 Notice of Federal Funding Opportunity Overview (NOFO). 32

5.2... Corporation for National & Community Service 2010 AmeriCorps State and National APPLICATION INSTRUCTIONS Competitive including Professional Corps, Education Award Program, Fixed-Amount Pilot 32

5.3... Corporation for National and Community Service 2010 AmeriCorps State and National, Indian Tribes Planning Grants (NOFO). 32

5.4... 2010 Corporation for National & Community Service AmeriCorps APPLICATION INSTRUCTIONS State and National Planning 32

5.5... Evaluation Summary 32

Section SixGLOSSARY OF OUTCOME BASED CONTRACTING TERMS 33

Section SixGLOSSARY OF AMERICORPS TERMS 34

PART II - Required Forms

(To Obtain the Below-Noted forms, See Separate Document: “Part II, Required Forms - OCFS RFP Template: Grant Procurements”)

- Application Check List (Phase 1, Phase 2)
- Application Cover Page/ Appendix D Agreement
- Program Plan/Narrative Instructions/Outcomes/Performance Targets
- Budget Summary and Instructions (Program Specific Forms)
- Bidder Identification Form
- Non-Discrimination / Non-Sectarian Compliance Form
- Board of Directors Profile Form
- Affirmative Action / M/WBE Forms:
 - Subcontracting Utilization Form
 - Subcontractors and Suppliers Letter of Intent to Participate Form
 - Staffing Plan Form
- Vendor Responsibility Questionnaire
- Contract Developer, Contract Signatory, and Contract Claim Signatory Authorization Form and Instructions

PART III - Attachments

(To Obtain the Below-Noted Attachments, See Separate Document: “Part III, Attachments - OCFS RFP Template: Grant Procurements”)

- Attachment 1** A...State of New York Agreement
(Single Year and Simplified Renewal Contracts)
- Attachment 2** Appendix A
Standard Clauses for All New York State Contracts
- Attachment 3** A...Appendix A1 Standard Clauses for All OCFS Contracts
(Single Year and Simplified Renewal Contracts)
- Attachment 4** Appendix A2
- Attachment 5** Appendix A3
Federal Assurances and Certifications

Section One... BACKGROUND

1.1 Introduction

New Yorkers Volunteer - The New York State Commission on National and Community Service (NYSCNCS), is requesting applications for funding to support programs that will engage individuals in addressing unmet community needs through service. AmeriCorps grants are awarded to organizations that will operate solely in New York State.

AmeriCorps is a national service program that engages more than 70,000 Americans as members each year in service to meet critical needs in education, healthy futures, clean energy/environment, veterans, economic opportunity and other unmet human needs. AmeriCorps grantees design and operate their program and recruit, select, train and manage their own AmeriCorps members. Full-time AmeriCorps members receive a modest living allowance, health care benefits, and child care assistance during their term of service. Upon successful completion of their service members receive an education award from the National Service Trust that can be used towards existing college loans or to pay continuing education costs.

On April 21, 2009, President Barack Obama signed the Edward M. Kennedy Serve America Act (SAA). The SAA reauthorizes and expands national service programs administered by the Corporation for National & Community Service (The Corporation), a federal agency created through the National and Community Service Trust Act of 1993. In accordance with this Act, AmeriCorps grant funding is distributed to Governor-appointed State Service Commissions to direct National Service Policy.

The New York State Commission on National & Community Service (NYSCNCS) serves as the national service commission for the State of New York. Established in 1994 by an Executive Order of the Governor, NYSCNCS directly administers programs funded by the National Community Service Trust Act of 1993, including AmeriCorps State and AmeriCorps Education Awards Programs in our state. The New York State Commission on National & Community Services 2008-2009 portfolio consists of 46 AmeriCorps grants ranging in size from \$88,998 to \$2.1 million, with an average grant size of \$326,000.

Located in the New York State Office of Children and Family Services (OCFS), the NYSCNCS is a diverse, non-partisan group comprised of representatives of business, labor, education, government and human service agencies. First Lady Michelle Paige Paterson serves as the Honorary Chair of the Commission. On September 11, 2008 Governor Paterson appointed Mrs. Susan K. Stern, Chair of the State Commission on National & Community Service to the newly created Service and Civic Engagement Cabinet position. In this role Mrs. Stern spearheads the governor's service and civic engagement initiatives in New York State.

Governor David A. Paterson established the Children's Cabinet which focuses on governmental programs collaboratively developing and implementing effective, efficient and coordinated service delivery to ensure that all of New York's children are given an equal opportunity to reach their full potential. Improving services to children in the areas of health, education, safety and general welfare is essential for their well-being and future and the success and development of this State. **The 2010 AmeriCorps priorities to meet critical needs in education, healthy futures, clean energy/environment, veterans, economic opportunity and other unmet human needs are aligned with these goals.** These include targeting services for disconnected youth, defined as those aging out of foster care, youth in the juvenile justice system and re-entry into the community and children of incarcerated parents. Services may include, preventive services, mentoring, youth workforce activities and service projects in OCFS juvenile justice facilities.

2010 -2011 Funding Priorities

The AmeriCorps State and National funding priorities are outlined in the *Corporation for National & Community Service 2010 AmeriCorps State and National APPLICATION INSTRUCTIONS Competitive including Professional Corps, Education Award Program, Fixed-Amount Pilot*, for projects that address compelling, unmet needs in one or a combination of the following five national service priority areas of:

- **Education** - Unmet educational needs within communities especially those that help children and youth achieve success in school and prevent them from dropping out before high school graduation.
- **Healthy Futures** - Unmet health needs within communities including access to health care, disease prevention and health promotion initiatives, and health literacy.
- **Clean Energy/Environment** - Unmet energy-efficiency and environmental needs within communities.
- **Veterans** - Unmet needs of veterans, members of the Armed Forces who are on active duty, and family members of deployed military personnel and engages veterans in service.
- **Opportunity** - Unmet needs relating to economic opportunity for economically disadvantaged individuals within communities including financial literacy, housing assistance, job training, and nutritional assistance.

The Corporation for National & Community Service reserves the right to re-focus program dollars in the event of disaster or other compelling need for service. Additional programs and program models that may receive special consideration in the selection process are described in the AmeriCorps Regulations at 45 CFR 2522.450, http://www.americorps.gov/help/ac_sn_all/ASN_Megasearch_Site.htm.

2010 AmeriCorps Grant Types

("New" refers to new program design applications. Recompetes are programs that have completed three years of funding. Continuation programs are in their second or third year (final) of an AmeriCorps grant. If a program is currently in the final year of its AmeriCorps grant cycle it must apply for funding using the application instructions for new and recompeting programs).

AmeriCorps State Operating grants including Professional Corps – (New, Recompetes, and Continuation) – Competitive and Formula funds provided to support AmeriCorps members and their respective service activities; Applicants are eligible to apply for funding for a portion of the members' living allowance and program costs. **Professional Corps** programs place members as teachers, health care providers, police officers, childhood development staff, engineers, or other professionals to meet unmet needs in communities with an inadequate number of such professionals.

Education Award Only Grants – (New, Recompetes, and Continuation) – The AmeriCorps Education Award Grant provides an allotment of educational awards to organizations that can support most programmatic and participant costs through other sources and also meet the AmeriCorps program requirements. Organizations receive a small grant and use their own or other resources for the members' living allowance and program costs.

New York State Fixed-Amount Pilot Program – (Only available for New and Recompeting applicants) Fixed-amount grants are available for programs that enroll full-time members only and allow programs to apply for a fixed dollar amount per member. Continuation second and

third year programs cannot continue their existing three-year project period and must submit a new application if they are interested in participating in the Fixed-Amount Pilot. **Applicants, other than Professional Corps and EAP, can apply for up to \$13,000 per full-time member. Applicants for Professional Corps fixed-amount grants may apply for up to \$2,000 per member. Applicants for EAP fixed-amount grants can apply for up to \$800 per member. The amount per full-time member requested will be a competitive factor in the Corporation's selection process.**

Planning Grants - The purpose of planning grants is to support the development of AmeriCorps programs so applicants are better prepared to compete for an AmeriCorps program grant in the following grant cycle. Planning grants may not be used to support AmeriCorps members. **AmeriCorps State and National Planning Grant applicants must not have previously received an AmeriCorps State or National grant.**

1.2 OCFS Statewide Considerations

The OCFS mission is to serve New York's public by promoting the safety, permanency and well-being of our children, families and communities. OCFS effectuates results by setting and enforcing policies, and building partnerships at the federal, state, county and community levels which impact practice. OCFS funding investments assist communities to create and/or enhance the provision of quality services in the areas of child welfare, juvenile justice, adult protective, and services for the blind and visually handicapped.

OCFS conducts ongoing analysis of demographic data and fiscal expenditures to aid counties and communities to administer safe, effective and cost efficient services to the residents of our state. Paramount is ongoing self assessment within "the system" to identify changes in service needs, interventions, and partnerships. An emerging trend in OCFS data reveals that many children and families who are involved with the child welfare and juvenile justice systems in New York State are disproportionately Black and Latino, and many are poor. For the blind and visually handicapped service area, Black and Latino adults are under-represented in the receipt of services from the blind and visually handicapped service network. In response to this situation, OCFS has begun to implement various activities to:

- assess relevant data;
- identify which communities across the state are affected; and
- identify evidence based and/or best practice strategies and/or approaches which can be replicated in New York State to respond to the issue.

This Request For Proposals (RFP) provides OCFS and localities an opportunity to provide services to our most vulnerable children and families, and to implement activities that address disproportionality in identified communities. OCFS will invest in services which are culturally and linguistically competent, cost efficient, and contribute toward alleviating issues identified for the respective communities. Organizations that are interested in applying for OCFS funding are, therefore, encouraged to review their community's demographic data (i.e. child welfare and juvenile justice), and as indicated and where deemed appropriate per the target population and/or scope of services for the funding source, consider the following element(s) in their proposal design:

a) Disconnected Youth

Governor Paterson established the Children's Cabinet, which focuses on state governmental programs collaboratively developing and implementing effective, efficient and coordinated service delivery so that New York's children are given an equal opportunity to reach their full potential. A priority of the Children's Cabinet and OCFS is to "protect those in greatest need" by improving

services in health, education, safety and general welfare. This priority includes targeting services for disconnected youth (emphasis added), who are defined as youth aging out of foster care; youth in, or re-entering the community from the juvenile justice system; and children of incarcerated parents. Applicants should consider that the clients groups cited as “disconnected youth” often require services from various systems.

b) Racial Equity and Cultural Competence

OCFS has launched the Racial Equity and Cultural Competence (RECC) Initiative. The RECC Initiative is examining the issue of overrepresentation of Black and Latino children and their families in the state’s child welfare and juvenile justice systems. In addition, this initiative is examining the underrepresentation of Black and Latinos in various service delivery systems to identify how best to enhance outreach and preventive measures which support– increased educational, physical and social well-being, and economic opportunities for children and adults OCFS has begun to engage our local partners in this effort.

OCFS views this request for proposals as an opportunity to heighten public awareness of the issue of disproportionality, and to begin to promote policies and practices which gradually reduce it. Specific areas that every applicant and community are requested to consider in the design of their program and scope of services identified in their application for OCFS funding include, but are not limited to:

- Providing service strategies, approaches, and linguistic capacities which promote the delivery of services that are culturally competent and reflective of the population and community to be served;
- Collecting and analyzing data relevant to disproportionality and service provision;
- Strategically locating services within communities, to promote better access to service delivery in high need areas; and
- Promoting cross-agency dialogue and partnership regarding service planning to address disproportionality (including but not limited to: social services, mental health, health, education, housing, substance abuse, probation agencies, and community based providers).

1.3 Purpose and Funding Availability

The purpose of this Request for Proposal is to provide funds to support organizations that use volunteering and service as strategies for addressing national and community needs. AmeriCorps grants provide funding for items such as program staff, member living allowances, health insurance for full-time members, equipment, supplies and other associated program expenses. Grantees are responsible for providing funds and other resources to match the federal funds they receive through their AmeriCorps grant.

AmeriCorps funding comes to New York State through two separate funding streams, Competitive and Formula funds:

Competitive

The Corporation for National and Community Service awards funds through a national competition to programs that have competed successfully at both the state and federal levels. **The Corporation estimates that \$363 million in competitive funding will be available for the national competition to support funding requests** to award New, Recompeting, and Continuation AmeriCorps State and National grants. The grant categories are: State Commission and National Competitive including Professional Corps and Fixed-Amount Grants; State and

National Education Award Program (EAP); States and Territories without Commissions; and Indian Tribes.

Formula

As a State Service Commission, NYSCNCS receives formula funds from the Corporation for National and Community Service through a population-based allocation. **Subject to the availability of federal appropriations for fiscal year 2010, NYSCNCS anticipates the availability of approximately \$7.7 million in state formula funds to support AmeriCorps programs in New York.**

After review, all applications not sent to the Corporation for Competitive funding and all applications sent but not selected for Competitive funding, are then considered for Formula funding. **The NYS Office of Children and Family Services reserves the right to place a monetary cap on the funding amount made in each contract award.**

The Corporation anticipates that at least 15 percent of the funds described will support applicants that have not received an AmeriCorps State or National operational grant in the last five years. Applicants that have received only a formula operational grant within the last five years will be considered new for purposes of this 15 percent target.

Planning Grants - Contingent upon appropriations, funding for Planning Grants is estimated to be \$500,000, nationally for AmeriCorps State and National. Applicants may apply for up to a maximum of \$50,000.

New York State Commission on National & Community Service Grant Size Limits

The size of an AmeriCorps grant is directly tied into the number of AmeriCorps members that are recruited, enrolled and supported.

- A full time AmeriCorps member is equivalent to one Member Service Years (MSY). One MSY is equivalent to 1,700 service hours.
- AmeriCorps grants are calculated by multiplying the number of MSYs by the cost per MSY. For example, at a cost of \$14,000 per MSY, an applicant requesting 10 MSYs would calculate 10 x \$14,000 for a grant amount of \$140,000.
- **NYSCNCS guidelines limit the cost per MSYs for new and reCompleting applicants to \$15,000.**
- There is no matching funds requirement for fixed-amount grants.
- For non-fixed-amount grants, a successful applicant is required to match at 24 percent for the first three-year funding period. Starting with the second three-year cycle, match gradually increases every year to 50 percent by year ten.

1.4 Term of Contract

Successful programs will be given a 15-month contract, anticipated to start on October 1, 2010 and end on December 31, 2011, with two additional contract periods based upon availability of funding and satisfactory contract performance. Some programs may have an earlier start date.

1.5 Eligible Applicants

The following organizations are eligible to apply for an AmeriCorps State/AmeriCorps State Education Award program grant through the NYSCNCS: Private not-for-profit corporations,

public agencies, local governments, educational institutions, labor organizations, not-for-profit and community-based organizations including but not limited to secular and faith-based, operating solely in New York State; partnerships or consortia consisting of the foregoing, are eligible to apply for funding to the New York State Commission for National and Community Service in order to deliver a program within New York State. Applicants that have never received funding through the New York State Commission on National and Community Service or AmeriCorps are encouraged to apply for funding under this notice.

1.6 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 Attorney General and the Office of the State Comptroller before any work is begun or payments made. This RFP includes all relevant contract terms and conditions which can be found in Part III Attachments. Upon contract award and completion of negotiations, OCFS will send successful applicants the complete contract for development and signature prior to submitting it to the Attorney General's Office and the Office of the State Comptroller for execution. (See "PART III, Attachments")

1.7 Contract Readiness

The State's Prompt Contracting and Vendor Responsibility provisions require all State agencies to complete contract development and the signatory process within State prescribed timeframes. It is expected that this process will be expedited and awardees will need to be available and prepared to respond in required timeframes. If selected, awardees may be required to travel to Rensselaer for contract development and will need to cover the costs of that travel. Awardees who cannot meet prescribed timeframes for contract development and/or signature will, at OCFS discretion, and barring extenuating circumstances, lose funds awarded.

Prior to submitting an application for funding, applicants are responsible for various verifications which validate their capacity and organizational authority to receive public funding and operate as a not-for-profit corporation in the State of New York. Not-for-profit vendors must be registered with the Attorney General's Office 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 http://bartlett.oag.state.ny.us/Char_Forms/search_charities.jsp

1.9 Contract Management System (CMS)

OCFS has developed a comprehensive, web-based Contract Management System (CMS) providing technology that automates the contract development, claiming, and program reporting process. Vendors awarded contracts under this procurement may develop and electronically sign contracts through CMS. The opportunity to submit claims and program reports online is also available to CMS users. All vendors are required to include the "[Contract Developer, Contract Signatory, and Claim Signatory Authorization Form](#)" located in **Part II, Required Forms** section. Vendors opting to use CMS must complete the entire form, while all others may leave the section at the bottom blank. In addition to the Authorization Form, a current Organization Chart that indicates where the organization head or the Chief Administrative Officer and the Contract Developers, Contract Signatories and Claim Signatories appear in relation to the Board of Directors and the organization as a whole must be on file with OCFS, and must be included with the proposal.

A description of CMS, including benefits to vendors, follows:

Grant RFP Template (Revised 11/2009)

CMS Standardizes the contract development process, automating labor-intensive tasks and providing system edits that reduce common errors. Interactive budget and contract documents streamline the development process. Intuitive screens provide a user-friendly environment. Online claiming functionality allows for expedited payment of claims through the use of system edits, elimination of mailing time, and consolidation of all supporting documentation in to one easy to access location. The system facilitates prompt contracting and prompt payment thereby making services available to the children and families of New York State in a timely manner. CMS features will permit vendors to do the following online:

- Develop, manage and electronically sign a contract online
- Receive alerts and notifications regarding the status of contract approval
- Permit correspondence between the vendor and OCFS
- Upload and download contract documents into CMS
- Process online budget modifications
- Process online claims including both advances and expenditures
- Upload supporting documentation for budget modifications and claims
- Submit program reports online
- Check the status of contracts and payments

CMS has no hardware requirements. Minimum computer requirements for participating are simply Internet access, Explorer 6.0 and Acrobat Reader 7.0. Acrobat Reader can be obtained free of charge at: http://www.adobe.com/products/acrobat/readstep2_allversions.htm

For Macintosh users, Safari 3.1 or higher is recommended and can be obtained free of charge at: <http://www.apple.com/support/downloads/safari.html>

Section Two.... GENERAL REQUIREMENTS

2.1 Desired Outcomes and Program Requirements

AmeriCorps State programs will engage additional individuals in service to their communities while meeting critical community needs. The Corporation for National & Community Service has identified five national service priorities of Education, Healthy Futures, Clean Energy/Environment, Veterans, and Opportunity for AmeriCorps State and National in the 2010 - 2011 competition. The New York State Commission on National & Community Service will give priority to projects that address one or more of these focus areas in our review process for AmeriCorps State Operating grants including Professional Corps, Education Award Only Grants, New York State Fixed-Amount Pilot Program and Planning Grants. In evaluating applications for funding, reviewers will assess program design, organizational capability, and cost-effectiveness and budget adequacy.

Although the Corporation does not require performance measures as part of an application until the program has been selected for consideration for a grant, **the NYS Commission on National and Community Service requires that all applicants complete well-defined, performance measures** (see Section 5.2 AmeriCorps State Operating grants including Professional Corps, Education Award Only Grants, New York State Fixed-Amount Pilot Program and Planning Grants, p.20, p.46), **including any applicable national standardized performance measures as part of their application.** The Corporation will publish standardized performance measures in November 2009 which will be published on the New Yorkers Volunteer website: www.newyorkersvolunteer.ny.gov

1. New and Re-competing applicants must submit a summary of their evaluation efforts or plan to date, or a copy of any evaluation that has been completed, as part of their application for funding.

New York State AmeriCorps programs that took part in the New York State-Wide Evaluation, see section 5.5 Evaluation Summary to submit with their application.

2. Applications must be collaborative in nature and not duplicate or compete with other programs in the applicant's respective community. Applications with more than one partner must define the lead agency and its responsibilities as well as the responsibilities of each of the partner agencies. Addenda from partners and other support information cannot be attached. All support must be demonstrated within your program narrative.
3. The New York State Commission on National and Community Service requires one copy of the applicant's most current A-133 audit, or certified financial statements or reports if not subject to A-133 audit requirements. **See Section 2.3 Proposal Submission Process.**
4. All applications must request no fewer than 10 Member Service Years (MSY). One MSY is equivalent to 1700 service hours. Please provide details describing the level of administration and supervision that will be provided.
5. The New York State Commission on National and Community Service recommends that programs with at least 20 MSY members should have a full-time equivalent Program Director.
6. AmeriCorps members may: Perform direct service activities, and engage in other activities that build the organizational and financial capacity of nonprofit organizations and communities, including volunteer recruitment and certain fundraising activities. Generally, grantees must include volunteer recruitment in their program design unless unfeasible. AmeriCorps members may engage in fundraising directly in support of service activities for up to 10% of their term of service.

7. The AmeriCorps National Service Program defines an individual program's Corporation cost per Member Service Year (MSY) as the budgeted grant costs divided by the number of member MSYs awarded in the grant (excluding child care and the AmeriCorps Education Award). An average cost per MSY for state commissions will be the budgeted grant costs for all the AmeriCorps programs in the commission's portfolio divided by the total number of MSYs in the commission's portfolio of AmeriCorps programs. The New York State Commission on National and Community Service is allowing programs to apply for up to \$15,000 per Member Service Year (MSY), however the average cost per member for the Commission will be \$13,000 for program year 2010-2011. As a result, the Commission reserves the right to make adjustments to individual program requests so that the Commission is able to meet the Corporation's requirement.
8. **All applications not selected for Competitive funding, are considered for Formula funding. Formula funding for states is limited. Programs eligible for Formula funding may be subject to a cap of 10% of available Formula funds (after Formula Continuation Programs are funded) based on the amount requested, and the availability of funds, (see Section 2.2 Formula Funding Selection). \$200,000 will be set aside in the Formula Funding pool for Planning Grants. In the case that NYSCNCS does not receive eligible Planning Grant applications the \$200,000 will revert back to the NYS Formula funding pool for non-planning grant application consideration.**
9. Potential applicants must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number as part of its complete application. The DUNS number is known as the universal identifier and helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number will not replace the Employer Identification Number (EIN). DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or online at <http://www.dnb.com>.
10. For an AmeriCorps program that is Recompeting or Continuing, and has previously received an AmeriCorps grant, in addition to the application, the New York State Commission may review and consider any information or records the applicant submitted to the Corporation for National and Community Service, or that the Corporation has in its system of records, in connection with its previous grant including but not limited to progress reports, site visit reports, financial status reports, audits, timeliness of past reporting
11. The New York Commission on National and Community Service may also consider program location, primary service or issue area of application in evaluating applications for innovation, geographic, demographic, and programmatic diversity across the Commission's AmeriCorps portfolio, while seeking to include projects in rural, high poverty, and economically distressed areas.
12. The New York Commission on National and Community Service may limit the number of awards given to any one agency and fund only recompeting or continuation programs, based on availability of funds.
13. The Corporation for National and Community Service has issued a regulation requiring grantees to conduct and document Criminal History checks on AmeriCorps State and National, including Educational Award Program participants. Grantees must comply with the federal regulation and all applicable state and federal policies and guidelines for implementation of the regulation. The following Corporation for National and Community Service's website link gives additional information on National Service Criminal History Checks. http://www.nationalservice.org/for_organizations/manage/history_checks.asp
14. Applicants are required to have reliable access to electronic mail and the Internet as part of their grant. Communications and reporting requirements are frequently completed through

the Internet and electronic mail. Applicants without access to computers and additional hardware and software may budget for these items in their grant application.

Specific instructions in section three of this part relating to the AmeriCorps State New, Recompeting and Continuation applications, Professional Corps, Education Award Program and the Fixed-Amount Pilot are included in the attached Notice of Federal Funding Opportunity (NOFO) and the *APPLICATION INSTRUCTIONS*. Specific instructions relating to the Planning Grant are in the attached 2010 AmeriCorps *APPLICATION INSTRUCTIONS State and National Planning Grant and the Notice of Federal Funding Opportunity AmeriCorps State and National and Indian Tribes Planning Grants*.

Please note applications are to be submitted through eGrants, the Corporation's integrated, secure, web-based system for applications, <http://www.cns.gov/egrants/index.asp> (see p. 1 of this RFP, *TIMETABLE OF KEY EVENTS* for key event dates).

Paper Applications - If you are not submitting in eGrants, you may submit a paper application which must be received by the New York State Commission on National and Community Service on the application due date (see p. 1 of this RFP, *TIMETABLE OF KEY EVENTS* for key event dates). See Section 2.3 Application Submittal Process for submitting a hard copy paper application.

2.2 Selection Criteria

The basis for selection of AmeriCorps programs is merit. Under no circumstance will the New York State Commission on National and Community Service fund an applicant that receives a score deemed unacceptable in any grantmaking process.

Each AmeriCorps State Operating Grants New, Recompeting and Continuation Submissions must meet the following requirements upon submission (see p. 1 of this RFP, *TIMETABLE OF KEY EVENTS* for key event dates) to be considered complete and to be accepted for further review and rating:

- Application requests at least 10 Member Service Years (MSY) AmeriCorps positions (except in special Education Award Program circumstances).
- Application must provide community service.
- Application consists of the following components. Please make sure to complete each one.
 - I. Applicant Info
 - II. Application Info
 - III. Narratives
 - IV. Performance Measures
 - V. Documents
 - VI. Budget
 - VII. Review, Authorize, and Submit (for submission by eGrants only)
 - VIII. Survey on Ensuring Equal Opportunity for Applicants (Optional)
- Applications submitted by an eligible entity (see Section 1.5 Eligible Applicants);
- The proposal/application must be signed by an authorized signatory of the agency (electronically in eGrants).
- Applications submitted in eGrants by the due date, or complete hard copy paper applications received by the proposal due date (see p. 1 of this RFP, *TIMETABLE OF KEY EVENTS* for key event dates) mailed to:

Grant RFP Template (Revised 11/2009)

New York State Office of National and Community Service
Capital View Office Park
52 Washington Street Room 338 North
Rensselaer, NY 12144-2796
ATTN: Stefanie Perez, Program Administrator

Proposals will be rated by a Review Team using the following criteria:

Each New and Re-Competing application will be reviewed and rated by reviewers according to the criteria to determine quality and select programs and projects that will receive assistance as indicated in the “New and Re-competing Applicants SELECTION PROCESS AND CRITERIA section of the attached *APPLICATION INSTRUCTIONS Competitive including Professional Corps, Education Award Program, Fixed-Amount Pilot.*

Category	Percentage	Sub-Categories
Part A: Program Design	50%	Rationale and Approach – 10%
		Member Outputs and Outcomes – 20%
		Community Outputs and Outcomes – 20%
Part B: Organizational Capability	25%	No sub-categories
Part B: Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness – 15%
		Budget Adequacy – 10%

In accord with 45 CFR Parts 2510, 2520, 2521, etc. AmeriCorps National Service Program; Final Rule State Commission Rankings of Competitive Applications (§ 2522.465), State commissions applying for State competitive funding must review, score and prioritize the applications submitted to the Corporation for National and Community Service in rank order based on their relative quality.

Formula Funding Selection

Upon receipt of notice from the Corporation of those NYS programs that will be funded through the National Competitive pool, the New York State Commission on National and Community Service will develop recommendations regarding New York State’s Formula funding allotment. Final scores of new and continuing proposals that were scored within the Excellent and Satisfactory range and were not funded through the Corporation’s Competitive Process will be rank ordered from highest to lowest. Depending on funding availability, new programs may not be considered and only currently operating programs may be considered. The New York State Commission reserves the right to negotiate funding levels for those programs being considered for Formula funding for those programs being considered for Formula funding to allow New York State to maximize its Formula allocation.

For All Applications

- In the event of ties between applications, the application with the lowest requested amount may be selected in order to maximize the number of programs that may be funded.
- A program's past performance as well as other factors outlined in the AmeriCorps National Service Program; Final Rule, Section 2522.40 may be used as a consideration in Corporation funding decisions.
- The NYSCNCS seeks a statewide portfolio covering all geographic regions of New York State which includes both rural and urban communities.
- In evaluating applications for funding, the Corporation for National and Community Service may consider program location, primary service or issue area of application in evaluating applications for innovation, geographic, demographic, and programmatic diversity across AmeriCorps programs nationally, while seeking to include projects in rural, high poverty, and economically distressed areas.
- The NYSCNCS will utilize ten regions to determine geographic distribution. These regions are combinations of the following counties:

Region 1 - (Albany, Schenectady, Rensselaer, Saratoga, Greene, Columbia, Washington, Warren, and Essex)

Region 2 - (Hamilton, Herkimer, Fulton, Madison, Montgomery, Oneida, St. Lawrence, Jefferson, Lewis, Franklin, and Clinton Counties)

Region 3 - (Cayuga, Cortland, Onondaga, Oswego, Seneca and Tompkins)

Region 4 - (Monroe, Ontario, Livingston, Orleans, Genesee, Wyoming and Wayne)

Region 5 – (Cattaraugus, Chautauqua, Erie and Niagara)

Region 6 - (Allegany, Chemung, Schuyler, Steuben, and Yates)

Region 7 - (Westchester, Ulster, Rockland, Putnam, Orange, Dutchess, and Columbia)

Region 8 – (Broome, Chenango, Delaware, Otsego, Schoharie, Sullivan, and Tioga)

Region 9 – (Nassau, Suffolk)

Region 10 - (Bronx, Manhattan (NYC), Queens, Kings, Richmond)

At the end of a grantmaking process, when deciding whether a program will receive formula funding, The NYSCNCS will seek to allocate a minimum of 10 MSYs per region. All members proposed in this region will count towards meeting this requirement, including those placed by single region, multi-region, and statewide programs. In order to achieve a geographic parity, **ten points above the scoring criteria in section 2.2 may be allocated to a qualified program in a region with less than 10 MSYs in order to achieve geographic balance.**

2.3 Proposal Submittal Process

Specific instructions are in the *AMERICORPS APPLICATION INSTRUCTIONS*, Section 5.1 for **applications to be submitted through eGrants, the Corporation's integrated, secure, web-based**

system for applications (see p. 1 of this RFP, TIMETABLE OF KEY EVENTS for key event dates). Faxes or e-mail submissions will not be accepted.

In the event you are prevented from submitting your application by the proposal due date because you are having technical eGrants submission issues, contact the eGrants Helpdesk at 888-677-7849 or email egrantshelp@cns.gov prior to the due date to explain your technical issue and get a ticket number. You must then submit the following items to the NYS Office of National and Community Service/OCFS:

- A brief paragraph including your eGrants ticket number and your explanation of the technical issues that prevented you from submitting in eGrants by the due date;
- A paper application; and
- A disk or CD Rom with an exact duplicate of your application. If not an exact duplicate the application will be disqualified.

Submit these items by overnight carrier. **These items must be postmarked no later than the proposal due date (see p. 1 of this RFP, TIMETABLE OF KEY EVENTS for key event dates). Please make sure your overnight carrier stamps the package with the date and time it was sent.**

The paper application must be typed and double-spaced in Times New Roman, 12-point font size with one-inch margins. Please adhere to the character limits listed in the application instructions and number the pages. Submit one unbound, single-sided original paper application. The electronic version on disk or CD-ROM must be an exact duplicate of the paper original. If there are differences between the paper application and the diskette or CD-ROM, we will use the diskette or CD-ROM version.

If you are submitting a hard copy paper application, OCFS requests that you also submit a copy of your application on disk or CD with the hard copy application. Hard copy forms are contained in the ***Corporation for National & Community Service 2010 AmeriCorps State and National APPLICATION INSTRUCTIONS***. Submit these items via overnight carrier or hand deliver to the address noted above. **Your hard copy application must be received no later than the proposal due date (see p. 1 of this RFP, TIMETABLE OF KEY EVENTS for key event dates) and mailed to:**

**New York State Office of National and Community Service
Capital View Office Park
52 Washington Street, Room 338 North
Rensselaer, NY 12144-2796
ATTN: Stefanie Perez, Program Administrator**

Please make sure your overnight carrier stamps the package with the date it was sent.

If you are submitting a hard copy application, OCFS requests that you also submit a copy of your application on disk or CD with the hard copy application.

The paper application must be typed and double-spaced in Times New Roman, 12-point font size with one-inch margins. Please adhere to the character limits listed in the application instructions and number the pages. Submit one unbound, single-sided original paper application. If also submitting an electronic version of the application on disk or CD, it must be an exact duplicate of the paper original and will be used to copy and paste your application information into eGrants. If there are differences between the paper application and the disk or CD, we will use the disk or CD version.

The paper application is also subject to the character limits listed in the applications. Portions of the narratives that exceed the limits will not be reviewed.

The acceptance of late or incomplete submissions will be at the sole discretion of OCFS.

PHASE 1

Applications **MUST BE SUBMITTED BY** the proposal due date (see p. 1 of this RFP, **TIMETABLE OF KEY EVENTS** for key event dates) using eGrants, the Corporation for National and Community Service's integrated, secure, web-based system for grant application and management. Applicants access eGrants at <http://www.nationalservice.gov/egrants> or by hard copy.

Application consists of the following components. Please make sure to complete each one.

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Performance Measures
- V. Documents
- VI. Budget
- VII. Review, Authorize, and Submit (for submission by eGrants only)
- VIII. Survey on Ensuring Equal Opportunity for Applicants (Optional)
- IX. Federal Requirements, Appendix A3. See Section 3.10 of this RFP. A copy of Appendix A3, must be returned with the bidder's proposal.

PHASE 2 - PAPER ATTACHMENTS

The New York State Commission on National & Community Service (NYSCNCS) strongly encourages organizations to submit the following paper documents with your application:

THE FOLLOWING PAPER ATTACHMENTS MUST BE RECEIVED BY JANUARY 8, 2010, 5:00 PM EASTERN STANDARD TIME (EST) TO BE CONSIDERED COMPLETE. IF THE PAPER ATTACHMENTS ARE NOT RECEIVED BY THE DUE DATE, THE APPLICATION WILL BE DETERMINED INELIGIBLE FOR FURTHER REVIEW.

NEW YORK STATE APPLICATION REQUIREMENTS CHECKLIST (PAPER ATTACHMENTS), see Sections 3.1; 3.2; 3.3; 3.4; 3.5; 3.6 and Section 3.8 of this Request for Proposal and PART II – REQUIRED FORMS.

- I. Vendor Responsibility Questionnaire (PAPER ATTACHMENT). See Section 3.7 of this RFP or VendRep Certification
- II. A-133 Audit or Certified Financial Statements. See Section 3.9 of this RFP
- III. Completed SF-424 Application For Federal Assistance Face Sheet (for identification)
- IV. Application Cover Page/Appendix D Agreement (See RFP, Part II, Required Forms)
- V. Completed Bidder Identification Form
- VI. Completed Board of Directors Profile-Not-For-Profit Corporations
- VII. Completed Subcontracting Utilization Form
- VIII. Completed M/WBE Subcontractors and Suppliers Letter of Intent to Participate
- IX. Completed Staffing Plan Form
- X. Completed Non-Discrimination/Non-Sectarian Compliance
- XI. Completed Developer, Contract Signatory and Claim Signatory Authorization Form

The above documents must be received by January 8, 2010, 5 PM, EASTERN STANDARD TIME (EST), mailed to:

New York State Office of National and Community Service
Capital View Office Park

52 Washington Street Room 338 North
Rensselaer, NY 12144-2796
ATTN: Stefanie Perez, Program Administrator

Please note – if you have a current certified VendRep Questionnaire on the New York State Comptroller’s VendRep System (see Section 2.7), there is no need to mail a hardcopy of the certified Vendor Responsibility Questionnaire. Instead, email to americorps.rfp@newyorkersvolunteer.ny.gov, by January 8, 2010, 3:00 PM, EASTERN STANDARD TIME (EST) stating that you have a current certified VendRep Questionnaire on the New York State Comptroller’s VendRep System.

2.4 Informational Meeting(s)/Bidders Conference and/or Technical Assistance Sessions

There are no scheduled Information Meeting(s)/Bidders Conferences and/or Technical Assistance Sessions. A Webinar/PowerPoint Presentation will be posted to the New Yorkers Volunteer website: www.newyorkersvolunteer.ny.gov

Please submit questions via email to the New York State Commission on National and Community Service at americorps.rfp@newyorkersvolunteer.ny.gov or call (518) 473-8882. Frequently Asked Questions (FAQs) submitted by the due date will be made available to all eligible applicants on www.newyorkersvolunteer.ny.gov (see p. 1 of this RFP, **TIMETABLE OF KEY EVENTS** for key event dates)

2.5 Charities Registration - Not-for-Profit Corporations Only

Not-for-Profit corporations that submit proposals must comply with Article 7-A of the State Executive Law and the Estates, Powers and Trusts Law, Solicitation and Collection of Funds for Charitable Purposes. The Charities Registration Number or Exemption reason is recorded on the Application Cover Page. (See “PART II, Required Forms”).

2.6 Federal Requirements (If Federally Funded)

OCFS will be using Federal dollars to fund all or part of this project. The Federal funding requirements are included in the Attachments section of this RFP, and will be included as Appendix A3 Federal Assurances and Certification, of any contract that results from this RFP. A copy of Appendix A3, with a completed and signed Application (See Part II, Appendix D, Cover Page for required signature) must be returned with the bidder’s proposal.

If this section does not apply, state there are no federal dollars associated with this project.

2.7 Vendor Responsibility Requirements

New York State Finance Law requires that State agencies award contracts to responsible contractors including but not limited to not-for-profit and for-profit vendors. Vendor Responsibility will be determined based on the information provided by the bidder on the "[Vendor Responsibility Questionnaire Form](#)", and a review of the most recently issued independently audited annual financial reports, that must be included with each bid. OCFS will review the Questionnaire, the audited financial statements and the information provided before making an award. OCFS reserves the right to reject any proposal if in the sole discretion of OCFS, it determines the bidder is not a responsible vendor, or is not, or may not be, during the life of the contract, a stable financial entity. All proposals are subject to vendor responsibility determination before the award

Grant RFP Template (Revised 11/2009)

is made and such determination can be revisited at any point up to the final approval of the contract by OSC. (See "PART II, Required Forms").

Prior to executing a subcontract agreement the Contractor agrees to provide the information OCFS needs to determine whether a proposed Subcontractor is a responsible vendor.

Vendors are invited to file the required Vendor Responsibility Questionnaire online through the Office of the State Comptroller (OSC) New York State VendRep System, or may choose to complete an OCFS Vendor Responsibility Questionnaire Form either by using the attached Not-For-Profit Questionnaire found in **Part II, Required Forms**, of this RFP or going to <http://www.ocfs.state.ny.us/main/forms/contracts/> for the electronic version. **Note: a copy of the completed form must be attached to the proposal no matter which method is used. The printed copy of the questionnaire must have either a notarized signature page or the certification page from the OSC VendRep System; all Vendor Responsibility Questionnaires must be dated within six (6) months of the proposal due date.**

Vendors are also encouraged to have subcontractors that are substantially involved with the project to file the required Vendor Responsibility Questionnaire on line through OSC to provide for complete information.

To enroll in and use the OSC New York State VendRep System all vendors may view the VendRep System Instructions available at www.osc.state.ny.us/vendrep or go directly to the VendRep System online at <http://www.osc.state.ny.us/vendrep/index.htm>. 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 helpdesk@osc.state.ny.us. The Not-For-Profit Questionnaire can be found in **Part II, Required Forms**, of this RFP.

The Online VendRep System offers the following benefits:

- The Questionnaire is valid for all State Agencies and only needs to be completed once every six (6) months, unless there is a change in the questionnaire responses.
- Ease of completion, filing, access to and submission of the vendor responsibility 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 changing only those responses that require a change from the previously saved questionnaire.
- The stored questionnaire responses information as – address, contacts, Federal ID - eliminates the need to re-enter data for each subsequent questionnaire submission.
- Reduction of costs associated with paper documents including copying, delivery and filing.
- Questionnaire information is secure and accessible online only to authorized vendor users. State agencies can only view certified and finalized questionnaires.
- VendRep questions prompts ensure that the correct forms are completed.

Vendors opting to complete a paper questionnaire, can find the questionnaire in **Part II, Required Forms**, of this RFP; Vendors opting to complete the OCFS electronic version can go to OCFS Internet Website at <http://www.ocfs.state.ny.us/main/forms/contracts/>. For-Profit bidders must complete the for-profit Vendor Responsibility Questionnaire located on the OCFS Internet Website at <http://www.ocfs.state.ny.us/main/forms/contracts/>

Please note that there are separate Vendor Responsibility Forms depending on the contractor status. The "OCFS-7050 Vendor Responsibility Form" must be used by Not-For-Profit Vendors and the "OCFS-7049 Vendor Responsibility Form" must be used by For-Profit Vendors.

2.8 Organizational Chart

The bid must include a current Organization Chart that depicts the entire organization structure and indicates where the organization head or the Chief Administrative Officer and the Contract Developers and Contract Signatories appear in relation to the Board of Directors and the organization as a whole.

2.9 OCFS 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.
3. Request all bidders who submitted proposals to present supplemental information clarifying their proposals either in writing or by formal presentation.
4. Require that bidders demonstrate, to the satisfaction of the OCFS, any feature(s) present as a part of their proposal which may include an oral presentation of their proposal, and may be considered in the evaluation of the proposal.
5. Direct all bidders who submitted proposals to prepare modifications addressing RFP amendments and/or amend any part of this RFP with notification to all bidders. These actions are without liability to any bidder or other party, for expenses incurred in the preparation of any proposals or modifications submitted in response to this RFP.
6. Make funding decisions that maximize compliance with and address the outcomes identified in this RFP.
7. 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.
8. Eliminate any RFP requirements unmet by all bidders, upon notice to all parties that submitted proposals.
9. Waive procedural technicalities, or modify minor irregularities, in proposals received, after notification to the bidder involved.
10. Correct any arithmetic errors in any proposal, or make typographical corrections to proposals, with the concurrence of the bidder.
11. Negotiate with the selected bidder(s) prior to contract award.
12. Award 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.
13. Award contracts to more than one bidder, or to other than the lowest bidder.
14. 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.

Grant RFP Template (Revised 11/2009)

15. 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.
16. 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.
17. Make additional awards based on the remaining proposals submitted in response to this RFP and/or to provide additional funding to awardees if additional funds become available.
18. Make inquiries of third parties, including but not limited to bidders 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.
19. 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.
20. Consider Statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals.
21. Suspend the Prompt Contracting time frames set forth at Article XI-B of the State Finance Law at the sole discretion of OCFS, for up to four and one-half months to accommodate the intricacies of contract development and finalization. Bidders are hereby advised that if they are selected for award, they will receive further written notice, setting forth the specifics and period of suspension anticipated. Prompt Contracting time frames may also be suspended for more than four and one-half months where significant and substantive differences exist between OCFS and the successful bidder, or when the successful bidder fails to negotiate in good faith.

Section Three.... APPLICATION INSTRUCTION REQUIREMENTS

All applicants must submit the following forms and required Narrative Information in the order listed. [See Separate Document: "PART II: Required Forms" for all blank forms included in this RFP.](#)

See the attached *Corporation for National & Community Service 2010 AmeriCorps State and National APPLICATION INSTRUCTIONS Competitive including Professional Corps, Education Award Program, Fixed-Amount Pilot, Section 5.2.*

Programs submitting NEW and Continuing applications to the New York State Commission on National and Community Service will do so via eGrants by the proposal due date (see p. 1 of this RFP, TIMETABLE OF KEY EVENTS for key event dates) or mailed and postmarked by the proposal due date to: NYS Office of National and Community Service/OCFS –, Capital View Office Park, 52 Washington Street, Room 338 North, Rensselaer, NY 12144-2796. Applications submitted later will not be accepted. Faxes or e-mails will not be accepted. The acceptance of late or incomplete submissions will be at the sole discretion of OCFS.

The Application Checklist, Section 3.1 will provide an aid in assuring that all requirements are included.

3.1 Phase 1 Application Checklist:

APPLICATION CHECKLIST FOR AmeriCorps State (New and Re-competing), Professional Corps, Education Award Program or the Fixed-Amount Pilot Grant

NEW AND RECOMPETING PROGRAMS

MATERIALS TO INCLUDE IN APPLICATION (through eGrants or hard copy paper format):

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Performance Measures
- V. Documents
- VI. Budget
- VII. Review, Authorize, and Submit (for submission be eGrants only)
- VIII. Survey on Ensuring Equal Opportunity for Applicants (Optional)
- IX. Federal Requirements, Appendix A3. See Section 3.10 of this RFP. A copy of Appendix A3, must be returned with the bidder's proposal.

3.2 Phase 2 NEW YORK STATE APPLICATION REQUIREMENTS CHECKLIST (PAPER ATTACHMENTS)

- Vendor Responsibility Questionnaire (PAPER ATTACHMENT). See Section 3.9 of this RFP or VendRep Certification
- One copy of the most current A-133 audit or Certified Financial Statements if not subject to A-133 audit requirements. See Section 3.9 of this RFP
- Completed SF-424 Application For Federal Assistance Face Sheet
- Application Cover Page/Appendix D Agreement (See RFP, Part II, Required Forms)
- Completed Bidder Identification Form

Grant RFP Template (Revised 11/2009)

- Completed Board of Directors Profile-Not-For-Profit Corporations
- Completed Subcontracting Utilization Form
- Completed M/WBE Subcontractors and Suppliers Letter of Intent to Participate
- Completed Staffing Plan Form
- Completed Non-Discrimination/Non-Sectarian Compliance
- Completed Developer, Contract Signatory and Claim Signatory Authorization Form

3.3 Phase 1 CONTINUATION REQUESTS - MATERIALS TO INCLUDE IN APPLICATION (through eGrants):

I. Applicant Information and Application Information

Update the Applicant Information and Application Info Sections in eGrants if necessary. Note in the Continuation Changes field that you have updated the Applicant Info or Application Info Section(s).

II. Narrative (Narratives Section)

Enrollment

Retention

III. Performance Measures (Performance Measures Section)

IV. Budget (Budget Section)

Source of Match

V. Increasing Grantee Overall Share of Total Budgeted Costs

3.4 Phase 2 NEW YORK STATE APPLICATION REQUIREMENTS CHECKLIST (PAPER ATTACHMENTS)

- Completed SF-424 Application For Federal Assistance Face Sheet
- Application Cover Page/Appendix D Agreement (See RFP, Part II, Required Forms)
- Completed Bidder Identification Form
- Completed Board of Directors Profile-Not-For-Profit Corporations
- Completed Subcontracting Utilization Form
- Completed M/WBE Subcontractors and Suppliers Letter of Intent to Participate
- Completed Project Staffing Plan Form
- Completed Non-Discrimination/Non-Sectarian Compliance
- Completed Developer, Contract Signatory and Claim Signatory Authorization Form
- One copy of the most current A-133 audit or certified financial statements if not subject to A-133 audit requirements.
- Application Cover Page/Appendix D Agreement (See RFP, Part II, Required Forms)

3.5 Bidder Identification Form

Complete the requested organizational information. The information provided will be used to update the OCFS On-Line Bidder's List.

3.6 Non-Discrimination/Non-Sectarian Compliance Form

Complete the information about the bidder's corporate purpose, and how the bidder will serve a diverse client population.

3.7 Board of Directors Profile - Not-for-Profit Corporations Only

List all Board members, their addresses, position on the Board, and current occupation.

3.8 Affirmative Action Forms – Minority and/or Women Owned Business Enterprises (M/WBE) Subcontracting

[OCFS-4630 - Subcontractors and Suppliers Letter of Intent to Participate Form](#)

It is expected that all Contractors make a good-faith effort to utilize Minority and/or Women Owned Businesses (M/WBEs) when there is an opportunity to subcontract or purchase supplies to carry out a contract with the New York State Office of Children and Family Services. This form is to be completed by the proposed M/WBE Subcontractor/Supplier. It is to be submitted with proposal/bid attached to the Subcontractor's Utilization Form for each certified Minority or Women-Owned Business Enterprise the Bidder proposes to utilize as subcontractors, service providers or suppliers. If the MBE or WBE proposed for a portion of this proposal/contract is a part of a joint venture or other temporarily-formed business arrangement, the name and address of the joint venture or the temporarily formed business entity should be indicated. If the subcontractors are unknown at the time of the proposal, enter Prime contractor information and write "unknown" in the "subcontractor/supplier" section.

[OCFS-4631 - Subcontracting Utilization Form](#)

This form is to be completed by the Bidder and submitted as part of their proposal for the purpose of identifying projected M/WBE utilization. It must also be completed by the Contractor at the end of each contract year, to report actual M/WBE participation goals achieved. At the end of each contract year, the Contractor submits this form to the Contract Manager. The Contract Manager sends a copy to Equal Opportunity and Diversity Development (EODD).

[OCFS-4629 - Project Staffing Plan Form](#)

This form should be completed by the Bidder and submitted as part of their proposal. An updated staffing plan should be resubmitted by the Contractor should vacancies or hires occur.

3.9 Vendor Responsibility Questionnaire Instructions

It is important that every Vendor Responsibility Questionnaire question is responded to in a complete manner. There are questions that require written explanation; responses must be thorough, complete and current. The owner or officer of the bidding organization must complete the attestation at the end of the questionnaire, and the signature must be notarized; if using the OSC VendRep System, the certification page from the VendRep System must be included. **Note:** All Vendor Responsibility Questionnaires must be dated within six (6) months of the proposal due date. If the bidder is successful, any subcontractors under that proposed contract must also complete a Vendor Responsibility Questionnaire. Please note that any subcontract where the services are a material factor in the award must have the subcontractor complete a Vendor Responsibility Questionnaire at the proposal stage. Refer to Section 2.7 for information about general Vendor Responsibility Questionnaire Requirements and the automated New York State Office of the State Comptroller VendRep System.

3.10 Federal Requirements (If Federally Funded)

OCFS will be using Federal dollars to fund all or part of this project. The Federal funding requirements are included in the Attachments section of this RFP, and will be included as Appendix A3 Federal Assurances and Certification, of any contract that results from this RFP. A copy of Appendix A3, with a completed and signed Application (See Part II, Appendix D, Cover Page for required signature) must be returned with the bidder's proposal.

If this section does not apply, state there are no federal dollars associated with this project.

3.11 **Contract Developer, Contract Signatory and Claim Signatory Authorization Form**

In order to develop and sign contracts online and in a secure manner, it is necessary for the organization head or the Chief Administrative Officer to authorize and assign contract development roles and signature permissions. This is done using the "[Contract Developer, Contract Signatory and Contract Claim Signatory Authorization Form](#)". This form must be completed and included with every proposal submission, even if the organization or the individuals designated as Contract Developer, Contract Signatory and Contract Claim Signatory already have accounts in CMS. If accounts already exist, please check the appropriate boxes on the Authorization Form. The "[Contract Developer, Contract Signatory and Contract Claim Signatory Authorization Form](#)", including instructions, can be found in **Part II, Required Forms**.

In addition to the Authorization Form, a current Organization Chart that indicates where the organization head or the Chief Administrative Officer and the Contract Developers, Contract Signatories and Claim Signatories appear in relation to the Board of Directors and the organization as a whole must be on file with OCFS, and should be included with every proposal submittal.

Section Four.... CONTRACT POLICY INFORMATION

A copy of the standard New York State Agreement, along with required Appendices, is included in PART III of this RFP Template. **See Separate Document: "PART III: Attachments" [for all attachments and appendices included in this RFP](#).**

4.1 **Affirmative Action**

It is the policy of OCFS to encourage the employment of qualified applicants/recipients of public assistance by both public organizations and private enterprises who are under contractual agreement to OCFS for the provision of goods and services. OCFS may require the Contractor to demonstrate how the Contractor has complied or will comply with the aforesaid policy.

OCFS is in full accord with the aims and effort of the State of New York to promote equal opportunity for all persons and to promote equality of economic opportunity for minority group members and women who own business enterprises, and to ensure there are no barriers, through active programs, that unreasonably impair access by Minority and Women-Owned Business Enterprises (M/WBE) to State contracting opportunities.

Prospective Offerors to this RFP are subject to the provisions of Article 15-A of the Executive Law and regulations issued thereunder.

1. Contractors and subcontractors shall undertake or continue existing programs of affirmative action 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, affirmative action shall

Grant RFP Template (Revised 11/2009)

- apply in the areas of recruitment, employment, job assignment, promotion, upgrades, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.
2. Prior to the award of a State contract, the Contractor shall submit an Equal Employment Opportunity (EEO) Policy Statement to the contacting agency within the timeframe established by that agency.
 3. The Contractor's EEO Policy Statement shall contain, but not necessarily be limited to, and the Contractor, as a precondition to entering into a valid binding State contract, shall during the performance of the State contract, agree to the following:
 - a) The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability, sexual orientation or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunity without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its workforce on State contracts.
 - b) The Contractor shall state in all solicitations or advertisements for employees that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, sexual orientation or marital status.
 - c) At the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability, sexual orientation or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein.
 4. Except for construction contracts, prior to an award of a State contract, the Contractor shall submit to the contracting agency a staffing plan of the anticipated workforce to be utilized on the State contract or, where required, information on the Contractor's total workforce, including apprentices, broken down by specified ethnic background, gender, and Federal Occupational Categories or other appropriate categories specified by the contracting agency. The form of the Staffing Plan shall be supplied by the contracting agency.
 5. After an award of a State contract, the Contractor shall submit to the contracting Agency a workforce staffing plan, in a form and manner required by the agency, of the workforce actually utilized on the State contract, broken down by specified ethnic background, gender and Federal Occupational Category or other appropriate categories specified by the contracting agency.
 6. Goals for the utilization of Minority Women Owned Business Enterprises **must be set** for each contract. For purposes of this procurement, the goals for subcontracting and purchasing with Minority and Women Owned businesses are 0% - 5%. Should a Contractor have the ability to subcontract or need to purchase supplies services, or commodities, every effort should be made to subcontract with the purchase from NYS certified Minority and Women-Owned Business Enterprises. It is expected that awardees submit quarterly utilization reports to OCFS to track such expenditures.

In order to assist Contractors with this, the directory of certified businesses, prepared by the Division of Minority and Women's Business Development within the NYS Empire State Development, for use by contractors in complying with the provisions of Executive Law, Article 15-A, and the regulations required pursuant to said Law, will be provided for inspection at OCFS' Office of Minority Program Development.

Grant RFP Template (Revised 11/2009)

In order to assist prospective Contractors (Offerors) in their attempts to demonstrate effective affirmative action efforts, OCFS suggests Offerors consider any or all of the following steps while developing their responses to this RFP:

1. Contact all known M/WBEs that may appropriately serve as a subcontractor(s) or a vendor(s) under the contract.
2. Keep a "contact" list of M/WBEs contacted for this particular RFP along with the name of your contact and the result of the contact(s).
3. Use the M/WBEs contacted as a possible resource for additional contacts.

In the event your firm did not obtain the desired results from steps 1-3 above, OCFS suggests that prospective Offerors consider these additional steps (and keep a contact record of the same):

4. Contact area Minority Business Associations, Contractors Associations, Purchase Councils or Professional Organizations serving the area in which the contract will be performed.
5. Contact the NYS Empire State Development, Division of Minority and Women Business Development at (518) 292-5250 or (212) 803-2414 for assistance.
6. Contact OCFS' Office of Equal Opportunity and Diversity Development at (518) 474-3715 in Rensselaer, New York.
7. Contact area community-based organizations that serve the minority community and local elected, appointed, religious or other acknowledged leaders who also may serve as resources.

The above-noted provisions are set forth to aid prospective Offerors who may require assistance in their attempt to comply with OCFS affirmative action initiatives. However, prospective Offerors are at liberty to propose a course of action of their own that is reasonable and accomplishes the aim of the aforementioned provisions.

4.2 Omnibus Procurement Act

It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available on the internet at www.empire.state.ny.us For additional information and assistance, contact:

New York State Empire State Development
Procurement Assistance Unit
30 South Pearl Street
Albany, New York 12245
Phone: (518) 292-5250, Fax: (518) 292-5803

OR

633 Third Avenue
New York, New York 10017
Phone: (212) 803-2414, Fax: (212) 803-2459

A directory of minority and women-owned business enterprises is available on the internet at www.empire.state.ny.us. For additional information and assistance, contact either of the above listed offices.

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.
2. Document their efforts to encourage the participation of New York State business enterprises as suppliers and subcontractors by showing that they have:
 - Solicited bids, in a timely and adequate manner, from New York State Empire State Development business enterprises including certified minority/ women-owned businesses, or
 - Contacted the New York State Empire State Development 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.
 - If the contractor determines that New York State business enterprises are not available to participate on the contract as subcontractors or suppliers, the contractor shall provide a statement indicating the method by which such determination was made.
 - If the contractor does not intend to use subcontractors, the contractor shall provide a statement verifying such.
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 through listing any such positions with 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 which 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 non-governmental entity influenced by the same. A list of discriminatory jurisdiction is maintained by the Commissioner of the New York State Empire State Development.

4.3 Procedure for Handling of Protests/Appeals of Bid Requirements and Proposed Awards

(OCFS) Procedure for Handling of Protests/Appeals of Bid Requirements and Proposed Awards

Section 1: Applicability

Section 2: Definitions

Section 3: Informal Complaints or Protests

Section 4: Formal Protest Procedure
Section 5: Appeal of Formal Protest Decision

Section 1: Applicability

The intent and purpose of these guidelines is to set forth the procedure to be utilized when an interested party challenges a contract award by OCFS. These guidelines shall apply to all contract awards by OCFS.

Section 2: Definitions

1. "Interested party" means a participant in the procurement process and those whose participation in the procurement process has been foreclosed by OCFS.
2. "Contract award" is a written determination from OCFS to an offeror indicating that OCFS has accepted the offeror's bid or offer.
3. "Protest" shall mean a written challenge to a contract award by OCFS.
4. "Procurement" shall mean any method used to solicit or establish a contract. (i.e. invitation for bid, request for proposal, single/sole source, etc.)
5. "Protesting party" is the party who is filing a protest to the bid, contract award, or other aspect of a procurement.

Section 3: Informal Complaints or Protests

In order to reduce the administrative burden and to be responsive to interested parties, other than as provided below, OCFS staff will be receptive to and attempt to resolve issues, inquiries, questions and complaints on an informal basis, whenever possible. Information provided informally by any interested party will be fully reviewed by the OCFS Program Division responsible for the Procurement. Matters that are identified by the interested party as containing, or that OCFS perceives to contain, potentially confidential or trade secret information, may be shared internally within OCFS as necessary. OCFS staff will document the subject matter and results of any informal complaints and inquiries. OCFS' response to the informal complaint or inquiry will indicate the existence of a formal protest policy available to the interested party should the informal process fail to resolve the matter.

Final OCFS determinations or recommendations for award may be reconsidered only in the context of a formal written protest.

Section 4: Formal Protest Procedure

Any interested party who believes that there are errors or omissions in the procurement process, who believes they have been aggrieved in the drafting or issuance of a bid solicitation or who believe they have been treated unfairly in the application, evaluation, bid award, or contract award phases of the procurement, may present a formal protest to OCFS and request administrative relief concerning such action.

A. Submission of Bid or Award Protests

1. Due date for Submission
 - a. Concerning Alleged Errors, Omissions or Prejudice in the Bid Specifications or Documents: Formal protests which concern alleged errors in the drafting of bid specifications must be received by OCFS at least ten (10) calendar days before the date set in the solicitation for receipt of bids.

- b. Concerning Proposed Contract Award: Formal protests concerning a pending contract award must be received within five (5) business days after the protesting party knows or should have known of the facts which form the basis of the protest. Formal protests will not be accepted by OCFS concerning a contract award after the contract between OCFS and the offeror who received the contract award has been approved by the Office of the State Comptroller.

B. Review and Final Determination

1. Formal protests must be filed with the OCFS Associate Deputy Commissioner of Administration. Any protests filed with the OCFS Program Division responsible for the procurement will be advanced to the Associate Deputy Commissioner of Administration. Copies of all protests will be provided by the Associate Deputy Commissioner of Administration to the OCFS Division of Legal Affairs and other necessary parties within OCFS, as determined by the Associate Deputy Commissioner of Administration.
2. Formal protests shall be resolved through written correspondence; however, either the protesting party or OCFS may request a meeting to discuss a formal protest. Where further formal resolution is required, the Program Division responsible for the procurement may designate a State employee not involved in the procurement action ("designee") to determine and undertake the initial resolution or settlement of any protest.
3. The OCFS Program Division responsible for the procurement will conduct a review of the records involved in the protest, and provide a memorandum to the Associate Deputy Commissioner of Administration or the Associate Deputy Commissioner's designee summarizing the facts, an analysis of the substance of the protest, and a preliminary recommendation including: (a) an evaluation of the findings and recommendations, (b) the materials presented by the protesting party and/or any materials required of or submitted by other bidders, (c) the results of any consultation with the OCFS Division of Legal Affairs, and (d) a draft response to the protest.
4. A copy of the final protest decision, stating the reason(s) upon which it is based and informing the protesting party of the right to appeal an unfavorable decision to the OCFS Executive Deputy Commissioner shall be sent to the protesting party or its agent within thirty (30) business days of receipt of the protest, except that upon notice to the protesting party such period may be extended. The final protest determination will be recorded and included in the procurement record, or otherwise forwarded to the Office of the State Comptroller (OSC).

C. Appeals

1. The final protest determination shall be deemed a final and conclusive agency determination unless a written notice of appeal is received by the OCFS Executive Deputy Commissioner no more than fifteen (15) business days after the date the final protest decision is sent to the protesting party.
2. The Executive Deputy Commissioner or his or her designee shall hear and make a final determination on all appeals.
3. An appeal may not introduce new facts unless responding to facts or issues unknown to the protesting party prior to the final protest determination.

D. Reservation of Rights and Responsibilities of OCFS

Grant RFP Template (Revised 11/2009)

1. OCFS reserves the right to waive or extend the time requirements for protest submissions, decisions and appeals herein prescribed when, in its sole judgment, circumstances so warrant to serve the best interests of the State.
2. If OCFS determines that there are compelling circumstances, including the need to proceed immediately with contract award and development of final contracts in the best interests of the State, then these protest procedures may be suspended and such determination shall be documented in the procurement record.
3. OCFS will consider all information relevant to the protest, and may, at its discretion, suspend, modify, or cancel the protested procurement action, including solicitation of bids, or withdraw the recommendation of contract award prior to issuance of a formal protest decision.
4. OCFS will continue procurement and contract award activity prior to the final protest determination. The receipt of a formal bid protest will not stop action on the procurement and award of the contract(s) or on development of final contracts.
 - a. The procurement record and awarded contract(s) will be forwarded to OSC, and a notice of the receipt of a protest and any appeal will be included in the procurement record. If a final protest determination, or a final decision on an appeal, has been reached prior to transmittal of the procurement record and the contract(s) to OSC, a copy of the final determination or decision will be included in the procurement record and with the contract(s).
 - b. If a final protest determination is made after the transmittal of the procurement record and contract(s) to OSC, but prior to OSC approval, a copy of the final OCFS determination will be forwarded to OSC when issued, along with a letter either: a) confirming the original OCFS recommendation for award(s); b) modifying the proposed award recommendation; or c) withdrawing the original award recommendation.
5. All records related to formal protests and appeals shall be retained for at least one (1) year following resolution of the protest. All other records concerning the procurement shall be retained according to the applicable requirements for records retention

Section 5: Appeal of Formal Protest Decision

If the protesting party is still not satisfied with the result of its protest after conclusion of the appeal to the OCFS Executive Deputy Commissioner, the protesting party may file an appeal with OSC. The protest to the OSC Bureau of Contracts must be in writing and must contain specific factual and/or legal allegations setting forth the basis on which the protesting party challenges the contract award by OCFS. Such appeal must be filed with the Director of the Bureau of Contracts at the Office of the State Comptroller, 110 State Street, 11th Floor, Albany, NY 12236.

For more information see OSC Bulletin G-232 http://www.osc.state.ny.us/agencies/gbull/g_232.htm

Section Five... KEY CONCEPTS

- 5.1 **Corporation for National and Community Service AmeriCorps State and National Grants FY 2010 Notice of Federal Funding Opportunity Overview (NOFO). See Attached)**
- 5.2 **Corporation for National & Community Service 2010 AmeriCorps State and National APPLICATION INSTRUCTIONS Competitive including Professional Corps, Education Award Program, Fixed-Amount Pilot. See attached.**
- 5.3 **Corporation for National and Community Service 2010 AmeriCorps State and National, Indian Tribes Planning Grants (NOFO). See Attached**
- 5.4 **Corporation for National and Community Service 2010 AmeriCorps State and National, Indian Tribes Planning Grants. See Attached.**
- 5.5 **EVALUATION**

Although program activities vary by grantee, a common goal of most of New York State's AmeriCorps*State programs is to mobilize community volunteers and to strengthen the capacity of the organizations where they serve. To help achieve this goal, the Volunteer Generation initiative is part of each state program's efforts, unless granted a waiver by the State Commission. As an effort to evaluate those Volunteer Generation efforts, the New York State Commission entered into an agreement with the Center for Human Services Research at SUNY Albany (CHSR).

In 2006-2007 CHSR developed a data collection system and database. A workgroup comprised of local and state stakeholders was convened and offered advice and feedback in developing the data collection system. Based upon this input, CHSR developed a series of data collection forms, programmed a web-based management information system, began to train users, and deployed the application.

During the 2007-2008 contract year, CHSR continued to train users, provided user support, developed additional reports based on user feedback, conducted quality assurance checks on the data, analyzed data, met with executive staff and local stakeholders, and presented at the statewide conference.

The work plan for the 2008-2009 program year included designing and initiating a process study to collect supplemental data on volunteer generation and strengths and weaknesses of data collection, analyzing all available MIS data from 2007-2008, consolidating findings and preparing reports based on these analyses.

Summary reports were generated in 2009 addressing the research question to the full extent that data allow. In addition to reports generated directly through the web-based

Grant RFP Template (Revised 11/2009)

application, CHSR will respond to requests from programs for customized descriptions or presentations of the data. Reporting of results focuses on identification of best practices for volunteer recruitment, training and management. Results are also reported according to the needs and interests of OCFS. Data can be aggregated statewide, by region, by program, or by selected community characteristics.

Section Six... GLOSSARY OF OUTCOME-BASED CONTRACTING TERMS

Fiscal Documentation: Documentation necessary for payment.

Legal Documents: Legally required application/contract components.

Organizational Qualifications: The organizational characteristics and capacity (i.e. 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, 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, or research results, of what would happen to the target population without the program's intervention and its benefits. Projection should be numerical (# or %). 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 or program intervention. Outcomes may relate to knowledge, skills, attitudes, behaviors or condition. Either the investor or provider may set them. (They are broader, 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. 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. 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 to implement program -- Most relevant to new applicants or start-up.

Staffing Pattern: Identification of staff assigned to a program, whether or not paid through OCFS funds.

Target Population: The specific group of people (individuals, families, community members or certain instances, specified personnel or entity) that are the focus of change and who will directly interact with the program. In certain instances where the desired outcome is systemic change, the 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 contractee 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 aforementioned integrity.

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

Section Six... GLOSSARY OF AMERICORPS TERMS

For purposes of this Grant the following definitions apply:

Act means the National and Community Service Act of 1990, as amended (42 U.S.C. 12501 et seq.)

Administrative Costs are expenses associated with the overall administration of a Program, and are defined in the General Provisions, in the Administrative Costs section.

AmeriCorps National Service Network means AmeriCorps State, AmeriCorps*National, AmeriCorps*Tribes and Territories, Volunteers in Service to America (VISTA), and National Civilian Community Corps (NCCC) Programs taken together as programs dedicated to national service. VISTA is authorized under the Domestic Volunteer Service Act (42U.S.C. 4950 et seq.). NCCC is authorized under the National and Community Service Act (42 U.S.C. 12611 et seq.).

Approved National Service Position means a national service position for which the Corporation has approved the provision of a national service education award as one of the benefits to be provided for successful service in the position.

Corporation means the Corporation for National and Community Service established under section 191 of the Act (42 U.S.C. 12651).

Community beneficiaries refer to those persons who receive services or benefits from a program, but are not AmeriCorps members or staff.

Continuation programs are currently in their first or second year of operation within a three-year grant cycle.

Education Award means an award provided to a member who has successfully completed a required term of service in an approved national service position and who otherwise meets the eligibility criteria in the Act. An education award may be used: (1) to repay qualified student loans, as defined in the Act; (2) toward educational expenses at a Title IV Institution of Higher Education; and (3) toward expenses incurred in participating in school-to-work programs approved by the Secretaries of Labor and Education.

End-outcome indicators specify changes that have occurred in the lives of the community beneficiaries and/or members that are significant and lasting. These are actual impacts, benefits or changes for participants during or after a program.

Evaluation uses scientifically-based research methods to systematically investigate, on a periodic basis, the effectiveness of AmeriCorps Programs by comparing the observed program outcomes with what would have happened in the absence of the program.

Faith-based organizations include:

- ◆ Religious congregations (church, mosque, synagogue, temple, etc.);

- ◆ Organizations, programs, or projects operated or sponsored by a religious congregation;
- ◆ Nonprofit organizations that clearly show by their mission statements, policies, and/or practices that they are religiously motivated or religiously guided institutions;
- ◆ Organizations that, when asked, designate themselves as a faith-based or religious organization; or
- ◆ Collaborations of organizations lead by an organization from the previously described categories, or of which half or more of the members are from the previously described categories.

Grantee, for the purposes of this agreement, means the direct recipient of this Grant. The term sub-Grantee shall be substituted for the term Grantee where appropriate. The Grantee is also responsible for ensuring that Sub-Grantees or other organizations carrying out activities under this award comply with these provisions, including regulations and OMB circulars incorporated by reference. The Grantee is legally accountable to the Corporation for the use of Grant funds and is bound by the provisions of the Grant.

Indian Tribe means a federally-recognized Indian tribe, band, nation, or other recognized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. An Indian tribe also includes any tribal organization controlled, sanctioned, or chartered by one of the entities described above.

Intermediate-outcome indicators specify changes that have occurred in the lives of community beneficiaries and/or members, but are not necessarily a lasting benefit for them. They are observable and measurable indications of whether or not a program is making progress.

Member means an individual:

- a. Who is enrolled in an approved national service position;
- b. Who is a U.S. citizen, U.S. national or lawful permanent resident alien of the United States;
- c. Who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled
 - i. in a full-time, year-round youth corps Program or full-time summer Program as defined in the Act (42 U.S.C. 12572 (a) (2)), in which case he or she must be between the ages of 16 and 25, inclusive, or
 - ii. in a Program for economically disadvantaged youth as defined in the Act (42 U.S.C. 12572 (a)(9)), in which case he or she must be between the ages of 16 and 24, inclusive; and
- d. Has a high school diploma or an equivalency certificate (or agrees to obtain a high school diploma or its equivalent before using an education award) and who has not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. 1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent.

Member Service Year (MSY) is synonymous with the term FTE, meaning “full-time equivalent.” MSY stands for “Member Service Year.” Because the terminology of an FTE is familiar to most organizations when talking about employees, the Corporation uses the MSY terminology as a reminder that AmeriCorps

members are NOT employees. For the purposes of this grant, however, FTE and MSY are the same thing in concept. The term member service year, or MSY, more accurately describes units of AmeriCorps service than FTE, which is commonly associated with budgeting for employee payroll. The Corporation for National and Community Service changed the terminology to avoid any misimpression that AmeriCorps members are Federal employees. One MSY is equivalent to 1700 service hours.

National Service Trust is the account established in the U.S. Department of the Treasury under the Act (42 U.S.C. 12601) for the purpose of holding and making payments of education awards and other education benefits to AmeriCorps members.

OMB refers to the Executive Office of the President Office of Management and Budget.

Out-Of-School Youth means youth age 16 and older who have either dropped out or otherwise have no permanent affiliation with a secondary school. This definition does not include individuals who are in between school years and fully intend to return to school in the fall.

Output indicators are the amounts or units of service that members or volunteers have completed, or the number of community beneficiaries the program has served. Output indicators do not provide information on benefits or other changes in the lives of members and/or community beneficiaries.

Parent Organization means a grantee that is responsible for implementing and managing a National Direct AmeriCorps Program.

Performance Measures are indicators intended to help a grantee measure the results of an AmeriCorps program's activities on community beneficiaries and participants. Performance measures are based on outputs, intermediate outcomes, and end outcomes.

Program means a national service Program, described in the Act (42 U.S.C. 12572(a)),

Project means an activity or set of activities carried out under a Program that results in a specific, identifiable community service or improvement:

- a. That otherwise would not have been made with existing funds; and
- b. That does not duplicate the routine services or functions of the organization to which the members are assigned.

Project Sponsor means an organization or other entity that has been selected to provide a national service position for a member.

Re-Competing programs are programs that have completed three years of funding and are required to re-compete rather than participate in the streamlined continuation application process. If a program is currently in the final year of its AmeriCorps grant cycle it must apply for funding using the application instructions for new and re-competing programs.

Service Recipient means a community beneficiary who receives a service or benefit from the service of AmeriCorps members.

State Commission means the Commission on National and Community Service established by a state pursuant to the Act (42 U.S.C. 12638), including an authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties prescribed by 45 C.F.R. 2550.80.

Sub-Grantee refers to an organization receiving AmeriCorps Grant funds from a Grantee of the Corporation.