Monday, November 17, 2014

New York State
Office of Children and Family Services

Andrew M. Cuomo
Governor

COVER PAGE

Sheila J. Poole
Acting Commissioner

REQUEST FOR PROPOSALS TEMPLATE

Grant Procurements

(Electronic Submission)

New York State
Office of Children and Family Services

Andrew M. Cuomo
Governor

Sheila J. Poole
Acting Commissioner

The New York State Commission on National and Community Service

Susan K. Stern
Commission Chair

Linda J. Cohen
Executive Director

2015-2016 New York State AmeriCorps Request for Proposals (Competitive Pool) Cost Reimbursement, Education Award, & Fixed-Cost Grant Procurement

Request for Proposals

December 10, 2014

Proposal Submission:
See Section 2.2 Proposal Submittal Process/Application Documents
.
Note:
Throughout this document the terms "proposal" and "application" are used interchangeably.

Timetable of Key Events:
.

Event:	**Date:**
Proposals Due (Submitted into eGrants	12/10/14 (5:00pm, EST)
Informational Meetings/Technical Assistance Sessions/Bidders' Conference Calls (3) Please see Section 1.7 for further details.	11/21/14, 11/25/14, 12/2/14
Submittal of Question Deadline	12/03/14
Posted Date of Answers	12/05/14
Awards Announced (Tentative)	05/30/15
Contract Start Date (Projected)	10/01/15

Inquiries:
From the issuance of this Request for Proposals (RFP) until awards are made, all inquiries to the state Office of National & Community Service concerning this RFP must be submitted in writing, and will be

responded to in writing. E-mail should be sent to AmeriCorpsRFP@NewYorkersVolunteer.ny.gov with the subject line "2015 AmeriCorps Competitive RFP" or land mail may be addressed to: New York State Office of National & Community Service, 52 Washington Street, North Building - Suite #338 Rensselaer, New York 12144-2796, Attn: Stefanie Perez

To request a paper copy of the 2014 AmeriCorps Application template and worksheets, please call 518-473-8882 or mail your request to AmeriCorpsRFP@NewYorkersVolunteer.ny.gov with the subject line "2015 AmeriCorps Competitive RFP" or mail your request to: New York State Office of National & Community Service, 52 Washington Street, North Building - Suite #338 Rensselaer, New York 12144-2796, Attn: Stefanie Perez

Online Bidder's List

The OCFS Online Bidder's List (OBL) is maintained electronically and can be found at https://apps.ocfs.ny.gov/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 in which you are interested.

Table of Contents

Page#

Foreword **5**

Section One ....BACKGROUND **7**

1.1 … Introduction 8
1.2 ... OCFS Statewide Considerations 8
1.3… AmeriCorps Grant Award & Application Types 8
1.4 ... Match Requirements 12
1.5 ... AmeriCorps Focus Areas 12
1.6… 2015 AmeriCorps Priority Funding Areas 13
1.7… New York State RFP Information 14
1.8… Term of New York State Contract 14
1.9… Eligible Applicants 15
1.10… Standard Operating Requirements 15
1.11… Executive Order Number 38 – Limits on State-Funded Admin Costs & Executive Compensation 15
1.12… Selection Process 16
1.13… Contract Readiness 18

Section Two ....GENERAL REQUIREMENTS / INSTRUCTIONS **20**

2.1 ... Desired Outcomes and Program Requirements 20
2.2 ... Proposal Submittal Process 20
2.3 ... Selection Criteria 21
2.4 ... Informational Meeting(s) and/or Technical Assistance Sessions 29
2.5….. (This Section Intentionally Left Blank) 29
2.6.... Charities Registration 30
2.7…. Federal Requirements 30
2.8…..Vendor Responsibility Requirements 30
2.9 … Workers Compensation Law 31
2.10… Required Electronic Payments and Substitute Form W-9 31
2.11….(This Section Intentionally Left Blank) 32
2.12….OCFS Rights…… 32
2.13….Iran Divestment Act 33
2.14….Use of New York State Businesses in Contract Performance 33
2.15 ...Program Plan/Narrative Instructions including Objectives, Tasks and Performance Measures 34
2.16… Proposed Budget and Instructions 34

Section Three ....CONTRACT POLICY INFORMATION **47**

3.1… Minority-and Women-Owned Business Enterprise (MWBE)-Equal Employment Opportunity/EEO 47
Requirements and Procedures 50
3.2… Omnibus Procurement Act 50
3.3… OCFS Procedure for Handling of Protests/Appeals of Bid Specifications and Proposed Awards 51

Section Four ....KEY CONCEPTS *AmeriCorps PROGRAM SPECIFIC* **55**

4.1… 2015 Notice of Funding Opportunity (NOFO) 55
4.2… 2015 Performance Measure Instructions 55
4.2… 2015 Application Instructions 55

Section Five ....GLOSSARY OF OUTCOME BASED CONTRACTING TERMS **56**

Section Six ....CONTRACT DOCUMENTS **62**

6.1 ... Master Contract for Grants 62
http://grantsreform.ny.gov/sites/default/files/docs/nys_master_contract_for_grants_42913.pdf
Includes:
Face Page
Signatory Page
State of NY Master Contract for Grants (Terms and Conditions)
Attachment A-1: Agency Specific Terms and Conditions)
Attachment A-2: Federally Funded Grants)
Attachment B: Budget
Attachment C: Work Plan
Includes: Application Cover Page Agreement
Program Plan/Narrative Instructions/Outcomes/Performance Targets
Attachment D: Payment and Reporting Schedule

FOREWORD – PLEASE READ THOROUGHLY BEFORE BEGINNING YOUR APPLICATION

Please note: The Commission has changed its application and review procedures. Even if you have applied to New York State for AmeriCorps funding previously, it is important that you understand the procedures explained here.

The New York State Commission on National and Community Service (hereafter "the Commission") is a Governor-appointed Commission. It is a diverse, non-partisan body of, among others, representatives of business, labor, education, government, human service agencies and community-based organizations. The Commission directs national service policy for the state and directly administers funding awarded by the Corporation for National & Community Service (hereafter "the Corporation") to support New York State AmeriCorps and Volunteer Generation programs.

The Commission, while independent, is hosted by the New York State Office of Children and Family Services (hereafter "OCFS") for ease of administration. OCFS provides valuable and critical support to the Commission and is the designated state agency for purposes of issuing Commission Requests for Proposals and administering grant contracts. Therefore, you will see instances within this Request for Proposal (hereafter "RFP") of documents, forms and other information requested by OCFS. You must submit all documents and forms requested by OCFS and, if awarded a grant, you must agree to comply with all OCFS contract and reporting procedures. However, all decisions made to either recommend or not recommend a proposal for funding, or any other actions by New York State with regard to proposals submitted in response to this RFP, are within the discretion of the Commission.

THIS PROPOSAL IS FOR COMPETITIVE FUNDING ONLY

This RFP is for a pool of AmeriCorps national service funding (hereafter the "competitive pool") that is determined on the basis of a national competition and selected by the Corporation. The Commission's RFP is designed only to identify those proposals that New York State recommends for consideration and ultimate selection by the Corporation. The actions taken by the Commission are not binding on the Corporation, which has sole authority to select which proposals to fund.

Any application in response to this RFP is for this national competitive pool of funding. The proposals forwarded to the Corporation by the Commission will compete with proposals from states across the country and from United States territories. They will also compete with proposals from organizations that operate and provide services in more than one state (hereafter "national direct organizations") for the same limited and extremely competitive pool of funds.

You should only respond to this RFP if you are proposing an AmeriCorps program that will operate and provide service solely within the geographic borders of New York State. If your proposal encompasses programming that will cross these borders, or if you will place AmeriCorps members funded under this proposal at sites outside of New York State, DO NOT RESPOND TO THIS RFP. You are proposing a national direct program and must respond directly to the Corporation's national RFP, which can be found at http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2015/americorps-state-and-national-grants-fy-2015.

This RFP will be reviewed by the Commission with two overall goals as guideposts:

- That any programs selected by the Corporation from within the competitive pool will be of value to New York State citizens and will achieve demonstrable results within the state and its communities.
- That only well-written, well-designed, quality proposals are forwarded to the Corporation; and that in the view of the Commission will be competitive nationally and have a better than average chance to receive an award of grant funds.

Please design your proposed programming and write your proposal with these twin goals in mind.

To assist you, we have incorporated language from the Notice of Funding Opportunity (NOFO) issued by the Corporation and the Corporation's application instructions; as well as the complete NOFO as an appendix. The NOFO explains the criteria and procedures by which the Corporation will review and select proposals for competitive funding that are recommended in response to this RFP. The NOFO is included in this RFP to help you understand the Corporation's national service priorities and the federal programming guidelines, statutes, rules and regulations as you design and submit your proposal. Should your proposal be forwarded to the Corporation, it will stand the best chance to compete nationally if you keep all of these factors in mind. However, the federal NOFO is not the Commission's RFP, **and the Commission's deadlines are earlier than those stated in the NOFO**. (Please see the deadlines listed on page 2 of this RFP). Nor is the NOFO binding in any way on the Commission, except as the Commission determines within its discretion. **Your proposal must respond to this New York State RFP,** and must meet all the minimum requirements, deadlines and criteria called for in this RFP.

The Commission will use the following procedures to select programs for recommendation to the Corporation for competitive AmeriCorps funding:

1. **All applicants must prequalify within the New York State Grants Gateway System** (hereafter "GGS") to submit a proposal for consideration. The RFP further explains how to prequalify within the GGS and who to contact for help regarding the GGS. (See Section 2.2).
2. **New, recompeting and continuation applicants must submit their proposals** electronically via the Corporation for National and Community Service (CNCS) web-based system, eGrants. It is recommended that applicants create an eGrants account and begin the application creation process as soon as possible before the deadline. Applicants should draft the application as a word document and copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline. Please note the length of a document in word processing software may be different than what will print out in eGrants. Following the deadline for submissions, Commission staff will review each proposal to determine if it meets the minimum criteria for consideration (See Section 2.3).
3. If a proposal meets the minimum criteria, it will be reviewed and scored by two readers selected by the Commission. These readers will review the proposal as a team and will be asked to agree on a consensus score sheet that will be used to rank proposals. The score sheet will align with the outline and points values specified in this RFP. If, and only if, the two readers cannot come to consensus, a third reader may be asked to review the proposal and to work with the original two readers to submit a consensus score sheet.
4. The role of the Commission staff is to facilitate the best possible review by the readers, through technical assistance, training and support. Commission staff will be available to the readers for such support throughout the reading period.
5. At the conclusion of the reading period, the reviewers will submit their consensus score sheets for each proposal to the Commission and the proposals will be ranked according to score from highest to lowest.
6. The Commission will then evaluate and act on which proposals to recommend to the Corporation for funding. The proposals which are in the top 20 percent of all proposals scored will be recommended for funding to the Corporation. The Commission reserves the right to recommend any proposal in the second 20 percent of proposals scored, if in its determination the programming proposed will increase geographic diversity of the state's AmeriCorps portfolio, will increase opportunities for individuals with disabilities to serve in AmeriCorps and/or to receive AmeriCorps services, or will serve a population or focus on a need not otherwise addressed in its AmeriCorps programming. The Commission will determine, within its discretion, the number of proposals it will recommend to the Corporation, the amount of funding requested in total and for any one proposal it recommends, and any technical or other minor changes it determines are necessary before a proposal is recommended to the Corporation.
7. After the Commission determines its recommendations, the Commission staff will notify all applicants via email whether their proposals will be forwarded to the Corporation.
8. If your proposal is selected for recommendation, you may be asked to work with Commission staff to make technical and other minor changes in your proposal so as to ensure that your proposal adheres to all AmeriCorps statutes and regulations, and to clarify any areas that are

vague, nonresponsive, or confusing. No changes made during this period will affect the recommendations as previously determined by the Commission. You will also be asked to enter any changes in your proposal into the Corporation's eGrants online system by a date specified by the Commission. When you are crafting your proposal, please keep in mind the eGrants character and page limits (see Section 1.12) to prevent the need to excise large portions of your proposal in eGrants.

9. The rankings, reviews and scores of the Commission are not binding on the Corporation as it determines which proposals to select for competitive funding, except as the Corporation may determine within its discretion. While the Corporation may take the Commission's rankings and recommendations into account, it is not obligated to do so. Essentially, once a proposal is forwarded to the Corporation, it will be evaluated anew, by the Corporation's selected reviewers and according to the Corporation's own criteria and by its own review process which is independent of the Commission's.
10. The Corporation is expected to announce its final grant selections in May 2015. However, that date is solely within the discretion of the Corporation and is subject to change.
11. If your proposal is selected for funding by the Corporation, you will need to contract with the Commission and with OCFS before programming can begin and before you can receive any funds. The Commission and its host agency, OCFS, will be the administrators of any grant you are awarded through this RFP.
12. If your proposal is not selected by the Commission for recommendation, and/or your proposal is not selected by the Corporation for funding, you may request feedback from the Commission, according to a process determined by the Commission. You will be notified, at a point subsequent to the announcement of final awards by the Corporation, on how to request feedback.

Section One.... BACKGROUND

NOTE: PREQUALIFICATION REQUIREMENT

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the Grants Reform Website, http://www.grantsreform.ny.gov/Grantees. Complete information on Prequalification is available in Section 1.13 Contract Readiness, of this RFP.

1.1 Introduction

The Commission is pleased to request applications for competitive funding to support AmeriCorps State programs that will engage individuals of all backgrounds in service programs designed to improve lives, strengthen communities, and foster civic engagement.

The Commission is a Governor-appointed, diverse, non-partisan body of, among others, representatives of business, labor, education, government, human service agencies and community-based organizations. The Commission directs national service policy for the state and directly administers funding awarded by the Corporation for National & Community Service to support New York State AmeriCorps and Volunteer Generation programs

The Edward M. Kennedy Serve America Act (SAA) reauthorizes and expands national service programs administered by 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 subgrant to eligible applicants through a competitive application process.

1.2 Purpose and Funding Availability

The Commission anticipates that 2015 AmeriCorps competitive grant funding will be highly competitive. State AmeriCorps grants are awarded to public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; state agencies or other government entities within states or territories (e.g., cities, counties); Indian Tribes; labor organizations; partnerships and consortia; and intermediaries that will operate solely in New York State and focus on one or more of the six focus areas identified by legislation. These focus areas are: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families. In order to maximize the impact of the public investment in national service, applications will be recommended for funding which demonstrate community impact and solve community problems using an evidence-based or evidence-informed approach (e.g. performance data, research, theory of change).

Grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps Member positions. Eligible organizations will propose engaging AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities.

An AmeriCorps member is an individual who engages in community service through an approved national service position. AmeriCorps members will be recruited, trained, supervised and managed by the funded organization. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

The actual level of national funding from the Corporation will be subject to the availability of annual Congressional appropriations which have not yet been enacted. In the 2014-2015 program year, $205 million was available nationally to eligible applicants through the competitive funding processes.

1.3 AmeriCorps Grant Award & Application Types

A. Overview

A. State AmeriCorps applications submitted to the Commission for recommendation can be structured on a cost reimbursement or fixed amount basis. The Corporation will not provide both types of grants for the same project in one fiscal year. See Section 5 Glossary for an explanation of these two types of grants.

New applicants are eligible to apply for cost reimbursement and Education Award Program (EAP) grants but not eligible to apply for fixed amount grants. Existing subgrantees/operating sites of fixed amount grantees that can demonstrate a track record and capacity to manage a fixed amount grant are considered to have AmeriCorps experience and therefore can apply for fixed amount grants in response to this RFP.

Applicants must apply for a minimum of 10 full-time members (10 Member Service Years, or MSYs) or the equivalent number of part-time members. Applications requesting fewer than 10 MSYs will not be reviewed. A chart to calculate MSYs is included on page 45 of this RFP.

Grant requests may vary in size depending on the type and scope of a proposed program. The Commission allows applicants certain flexibility in developing their budgets within limitations. **The maximum cost per MSY for AmeriCorps grants through the Commission (full-time equivalent member) is $13,500 for a Cost Reimbursement grant or $13,300 for a fixed-amount grant request. This maximum cost per MSY is a New York State limit. The maximum cost per MSY is not to be confused with the maximum living allowance. (See Section 1.3 - B and C).**

The following table illustrates the types of AmeriCorps state grants and gives brief outlines of the budgetary and program requirements. Applicants should review the detailed instructions to determine their eligibility for a particular type of AmeriCorps grant.

AmeriCorps Grant Award Types	
Grant Award Type	**Description**
Cost Reimbursement Grants	Cost Reimbursement Grants: These grants fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports.
Full-Time Fixed Amount Grants (Non-EAP)	These fixed amount grants are available for programs that enroll full-time members or less than full-time members that are serving in a full time capacity only, including Professional Corps. These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining cost. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. Professional Corps programs applying for operational funding through a Fixed Amount Grant must submit a budget in support of their request for operational funds. However, the grant provides only a portion of the cost of running the program and organizations must still raise the additional resources needed to run the program. Programs can access all of the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded.
Education Award Fixed Amount Grants (EAP)	Programs apply for a small fixed amount per MSY, can enroll less than full-time members, and use their own resources to cover all other costs. Programs can access funds under the grant based on enrolling the full complement of members supported under the grant. As with full-time fixed amount grants, there are no specific match or financial reporting requirements.
Professional Corps Fixed Amount Grants	Programs apply for a fixed amount per MSY and enroll only full-time members. Programs can access all of the funds awarded if they recruit and retain all of their members. Professional Corps member living allowances and/or salaries are paid entirely by the organizations with which the members serve and are not included in the budget. As with stipended fixed amount grants, there are no match or financial reporting requirements. (Please see Section 1.3, Section B, below)

Application Type	Description
New	Applications submitted by an eligible organization that has not received AmeriCorps State funding from the Commission in the last five years. The New Competitive category includes Professional Corps, which is a program that recruits and places qualified participants to meet unmet human, educational, environmental, or public safety needs in communities with an inadequate number of such professionals.
Recompeting	Applications submitted by an eligible organization that (1) is completing a three-year New York State AmeriCorps contract cycle and is seeking a new, three-year grant. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and recompeting programs.
Continuation	Applications submitted by an eligible organization that is currently managing a New York State AmeriCorps grant moving from year one to year two or from year two to year three of their three-year contract cycle.

B. Member Living Allowance

The proposed budget must include a living allowance for full-time members between $12,530 (minimum) and $25,060 (maximum) per member except as noted below. A living allowance is not considered a salary or a wage. However, funded organizations are responsible for withholding income tax and FICA. In New York State, funded organizations do not withhold unemployment insurance premiums for AmeriCorps members, in accordance with the New York Department of Labor's memorandum issued in 1995 that service with AmeriCorps is not covered employment.

Cost reimbursement programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either Corporation or grantee/subgrantee share. (EXCEPTION: as noted in Section B.1. and B.3.)

While fixed amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance that complies with the minimum and maximum requirements to members (EXCEPTION: as noted in section B.2. and B.3.) Most fixed amount grant applicants are not required to indicate that amount in the application and should request those positions as "without living allowance" in the budget.

Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	$12,530	$25,060
One-year Half-time	900	n/a	$13,265
Reduced Half-time	675	n/a	$9,950
Quarter-time	450	n/a	$6,635
Minimum-time	300	n/a	$4,420

Exceptions to the Living Allowance Requirements

1. If a program existed prior to September 21, 1993, a living allowance is not required. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement of $12,530, but not the maximum requirement of $25,060.

2. EAP Grantees are not required to provide a living allowance, but if a living allowance is provided, it must comply with the minimum and maximum requirements set forth in the Living Allowance Table above.

3. Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps member salaries are paid entirely by the organizations with which the members serve, and are not included in the budget.

C. Maximum Cost per Member Service Year (MSY)
Maximum Costs per MSY are set forth in the table below. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care or the value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

New and recompeting State Commission subgrantees/applicants must not exceed the maximum cost per MSY for their grant type.

2015 Maximum Cost per MSY

Grant Program	Maximum
Individual Competitive State/Territory Program (cost reimbursement)	$13,500
Professional Corps Grant (Cost Reimbursement)	Up to $1,000*
Professional Corps Fixed Amount Grant	Up to $1,000*
Education Award Program Fixed Amount Grant	$800
Fulltime Fixed Amount Grant	$13,300

* The Corporation's assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non-CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and substantial challenges to raising non Corporation resources.

Programs operating in rural communities and programs that recruit opportunity youth (See Section 5 Glossary) as AmeriCorps members may request up to $13,930 cost per MSY for the AmeriCorps members that will be serving in rural areas or who are opportunity youth. The applicant must include a compelling case as to why the applicant's cost per MSY must be higher.

D. Amount of the Segal AmeriCorps Education Award for FY 2015
AmeriCorps members serving in programs funded through this RFP who successfully complete a term of service will receive an Education Award from the National Service Trust of $5,730 for a year of full-time service, with correspondingly smaller awards for less than full-time service. The amount of the Education Award is linked to the value of the Pell Grant, and is therefore subject to change after 2015. A member has seven years after his or her term of service to use the Education Award.

Term of Service and FY15 Education Award

Term of Service	Minimum # of Hours	FY15 Education Award
Full Time	1700	$5,730.00
One-Year Half Time	900	$2,865.00
Reduced Half Time	675	$2,182.78
Quarter Time	450	$1,515.55
Minimum Time	300	$1,212.44

1.4 Match Requirements

Fixed Amount Grants and Education Award Program Grants
There is no specific match requirement for Fixed Amount and Education Award Program grants, but the Corporation does not provide all the funds necessary to operate the program. Organizations must raise the additional revenue required to operate the program. (See Section 2.16 of the RFP for more detail.)

Cost Reimbursement Grants

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. If the program is re-funded after the first three-year period, and starting with year four, the match requirement gradually increases every year to 50 percent by year 10, according to the minimum overall share chart found in 45 CFR §2521.60 and Pub. L. 113-76, Division H, Title IV, § 402 https://beta.congress.gov/113/plaws/publ76/PLAW-113publ76.htm

Section 121(e)(5) of the National and Community Service Act of 1990, as amended, requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to the Corporation on a Federal Financial Report. To accomplish this, all New York State AmeriCorps grantees/subgrantees must track and be prepared to report on that match to the Commission on a schedule that will be included in your OCFS contract, should you be selected for competitive funding. The living allowance or salary provided to AmeriCorps members in Professional Corps programs (see Section 5, Glossary) does not count toward the matching requirement.

Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 CFR §2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. **Programs operating solely in New York State must send their requests to the Commission for review and approval.** The Commission will then forward the approved request to CNCS for consideration **(See 2.16 Proposed Budget Instructions ATTACHMENT H: Alternative Match Instructions).**

1.5 AmeriCorps Focus Areas

In order to carry out Congress' intent and to maximize the impact of investment in national service, the Corporation is targeting AmeriCorps funds to the following six focus areas:

AmeriCorps Focus Areas
Disaster Services
Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under the Corporation cooperative agreements and FEMA mission assignments.
Economic Opportunity
Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, including youth identified in My Brother's Keeper to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.
Education

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.
Environmental Stewardship
Grants will provide support for increased individual behavioral change leading to increased energy efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will decrease energy and water consumption; improve at-risk ecosystems; increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems; and/or increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.
Healthy Futures
Grants will provide support for activities that will improve access to primary and preventive health care for communities served by Corporation-supported programs; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.
Veterans & Military Families
Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, military service members, and their families served by Corporation-supported programs; and/or increase the number of veterans and military family members engaged in service through THE CORPORATION-supported programs.

1.6 2015 AmeriCorps Priority Funding Areas

The Corporation has designated the following as "priority funding" issue areas. **Please note that "priority funding" is not identical in all cases to the focus areas outlined above. The AmeriCorps Focus Areas are delineated in the SAA, while the priority funding issue areas are determined by the Corporation.** For 2015-2016 the Corporation seeks to prioritize the investment of national service resources in:

- Disaster Services -- improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity -- increasing economic opportunities for communities, specifically opportunity youth (see Section Five ....GLOSSARY), both as the population served and as AmeriCorps members.
- Education -- improving student academic performance including STEM
- Environment -- 21st Century Service Corps (see Section Five ....GLOSSARY)
- Veterans and Military Families -- positively impacting the quality of life of veterans and improving military family strength
- Programing that supports My Brother's Keeper (see Section Five ....GLOSSARY)
- Multi-focus intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e., rural and other underserved communities. (See Section Five ....GLOSSARY)

In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a high quality program design. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding. No additional preference is given for selecting more than one Focus Area and/or more than one National Performance Measure.

1.7 New York State RFP Information

- **All applications are due to the Commission State Office by 5:00 pm EST December 10, 2014.**

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

  AmeriCorps Informational Technical Assistance Conference Calls
  Three 2015 State AmeriCorps Technical Assistance calls will be available for applicants. In order to maximize the value of the calls, we request that whenever possible, potential applicants participate in the call designated for their region or regions. The following is a list of the call dates and times, and which regions are scheduled to participate (See Section 1.12 for a list of regions). If you cannot participate in your region's scheduled call, you may participate in another call. Please notify the Commission via email to AmeriCorpsRFP@NewYorkersVolunteer.ny.gov if you need to participate in an alternative call. - The conference call number is (866) 394-2346
  Participant Code: 2539442268**. Note: The RFP is required pre-call reading material.**

  Conference Call #1: Friday, November 21, 2014 at 1:00 PM
  (Capital District, North Country, Mohawk Valley and Central New York regions)

  Conference Call #2: Tuesday, November 25, 2014 at 1:00 PM (Finger Lakes, Western New York and Southern Tier regions)

  Conference Call #3: Tuesday, December 2, 2014 at 1:00 PM (Mid-Hudson, Long Island and New York City regions)

Additional resources for those interested in applying for AmeriCorps State and National grants can be found on the Corporation's website: http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2015/americorps-state-and-national-grants-fy-2015.

1.8 Term of New York State Contract

The contracts awarded in response to this RFP will be for no more than 39 months consisting of three 15-month contract periods that are programmatically and fiscally independent with a start date no earlier than July 1, 2015 and an end date no later than December 31, 2016.

The 15-month contract periods allow the contractor a covered period to recruit members and remain compliant with federal regulations which provide full-time AmeriCorps members up to twelve months to complete their term of service. The start date for each fifteen month contract period may be adjusted should a revised scope and approved program plan deem it operationally justified. Expenses incurred in a 15-month contract period may only be reimbursed with funds granted for that same 15-month contract period. Contract start dates should be October 1, 2015 or after and the contract end date may not be after December 31, 2016. Applicants proposing a contract start date earlier than October 1, 2015 (e.g., programs with an education focus) must receive written approval from the Commission.

In approving a multi-year project, the Commission will approve initial funding for the first 15-month contract period. Continuation funding is not guaranteed. Factors considered in awarding continuation grants include satisfactory performance, demonstrated capacity to manage the grant, compliance with grant requirements, agency priorities, and the availability of appropriated federal funds. The Commission and the Corporation reserve the right to adjust the amount of a grant or elect not to continue funding for subsequent years.

Annual funding will be contingent upon availability of funds and satisfactory contractor performance.

The New York State Commission on National and Community Service reserves the right to reallocate funding at any time if the Commission determines that a contractor is not able to expend all their funds during a contract period.

1.9 Eligible Applicants

The Corporation has determined that organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this State RFP. Pursuant to the Lobbying Disclosure Action of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply.

New Applicants

The Commission and the Corporation encourage organizations that have never received AmeriCorps funding to apply for the AmeriCorps funding described in this RFP. The general practice is to cap the number of member slots for new grantees at 50 member slots. New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Fixed Amount Grants. Please see instructions, Section 2.3.

Continuation applicants

Organizations that have current AmeriCorps contracts not ending by December 31, 2015 must submit a continuation application in order to be eligible to receive funding for the following year. Please see the Continuation instructions, Section 2.3.

1.10 Standard Operating Requirements

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 **Section Six: Contract Documents**. 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.

Dun and Bradstreet University Numbering System (DUNS) Number and System for Award Management (SAM): Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: http://fedgov.dnb.com/webform.The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, the Commission suggests registering at least 30 days in advance of the application due date. After obtaining a DUNS number, all applicants must be registered with the Systems for Award Management (SAM) at https://www.sam.gov/portal/public/SAM/.

SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to https://www.sam.gov/portal/pulbic/SAM/.

1.11 Executive Order Number 38 – Limits on State-Funded Administrative Costs & Executive Compensation

On January 18, 2012 Governor Andrew M. Cuomo issued Executive Order Number 38 "Limits on State-Funded Administrative Costs & Executive Compensation", which requires that state agencies establish limits on state reimbursement of administrative and executive compensation costs for contracts and programs that provide direct services to clients. Contracts, payment

requests and reporting must comply with this Executive Order. The Executive Order can be found at the following website address:
https://www.governor.ny.gov/executiveorder/38

1.12 Selection Process

All AmeriCorps proposals submitted in response to the 2015 State AmeriCorps RFP that are received in eGrants by 5:00 pm EST on December 10, 2014, and that comply with the minimum requirements of this RFP will be included in the State Application Review Process. During the Application Review Process, two independent reviewers will read each proposal as a team. Reviewers may, but are not restricted to be, representative of the following populations: members of the State Commission; staff of other State agencies not directly involved with the administration of AmeriCorps programs; staff of non-profit agencies or faith-based organizations with a working knowledge of non-profit management and/or national service programming and who do not represent an organization that is applying to the 2015 AmeriCorps RFP; professors or graduate level students in social work or similar schools of study from public or private higher education institutions.

No application will be opened or reviewed prior to the application due date, regardless of submission type. Immediately following the application due date, all proposals will be opened and reviewed by Commission staff for completeness of: (1) Application Components; and (2) Required Application Forms as outlined in this RFP. Those applications that meet the minimum criteria will then be logged into an electronic database. Applications that do not meet the mandatory requirements specified in the RFP will be considered incomplete and will not receive further evaluation.

Application Fields and Page Limits

In eGrants, applicants will enter text in the following fields

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

Applications may not exceed 15 pages for the Narratives (18 pages for Multi-Focus Intermediaries), including the Executive Summary and the title page. The Commission and CNCS strongly encourage applicants to print out the application prior to submission to check that the application does not exceed the page limit. This limit does not include the narrative portion of the evaluation plan or the logic model, budget, performance measures, or the supplementary materials, if applicable.

State Commission Competitive Recommendation Process

Independent reviewers will be identified and trained to participate in the proposal review process using a score sheet which will follow the outlines and point values contained in this RFP. Prior to beginning any review, each reviewer will sign a conflict of interest waiver. Each application will be reviewed by a team consisting of two reviewers who will be asked to agree on a consensus score sheet that will be used to rank proposals. Scores will be recorded and reported on a team wide, consensus basis. If, and only if, a review team cannot come to consensus on a final score sheet, a third reviewer will be asked to read the application in question and to work with the original review team to formulate a consensus score sheet. Applicant scores will be charted and rank-ordered by score from highest to lowest. All applications and the completed scoring chart are presented to the Commission for evaluation, and the Commission will then act on which proposals to recommend to the Corporation for competitive funding consideration.

The proposals which are in the top 20 percent of all proposals scored will be recommended for funding to The Corporation. The Commission reserves the right to recommend any proposal in the second 20 percent of proposals scored, if in its determination the programming proposed will increase geographic diversity of the State's AmeriCorps portfolio, will increase opportunities for individuals with disabilities to serve in AmeriCorps and/or to receive AmeriCorps services, or will serve a population or focus on a need within New York State not otherwise addressed in its AmeriCorps programming. The Commission will determine, within its discretion, the number of proposals it will recommend to the Corporation, and any technical or other minor changes it determines are necessary before a proposal is recommended to the Corporation.

Organizations that have submitted proposals that will not be recommended to the Corporation for funding will be notified via email within of the Commission's final action on recommendations. They may request feedback according to a process that will be outlined by the Commission at a later date.

Applications submitted to the Corporation by the state Commission compete with the strongest applications submitted by other states and territories and multi-state applicant organizations for competitive funding. The Corporation conducts its own review process of the applications it receives to determine which proposals will be awarded competitive funding.

In addition to complying with all instructions, and state and federal regulations outlined in this RFP, **all AmeriCorps funding proposals must also meet the following requirements upon submission to meet the minimum criteria:**

- New or Recompeting Applications must be submitted in eGrants by 5:00 pm EST on **December 10, 2014, 2014,** or received at the Commission Office in hard copy by the same date/time (Part I: Section 2.1);
- Competitive Continuation Applications must be submitted in eGrants, the secure federal grants system by **5:00 pm EST on December 10, 2014, 2014**, (Part I: Section 2.1);
- **Applications must request a minimum of 10 Member Service Years (MSY) AmeriCorps positions**
- Applications must be submitted by an eligible entity (Part I: Section 1.9);
- Applications must be signed by an authorized signatory of the agency

Standards for Review

The Commission will utilize the 10 economic regions of New York State, as defined by the New York State Economic Development Corporation (cite) as a factor when considering geographic diversity. The 10 economic regions and the counties included are outlined below.

New York State AmeriCorps Regions of Service	
Region	**Counties within the Region**
Capital District	Albany, Schenectady, Rensselaer, Saratoga, Greene, Columbia, Washington,
North Country	Hamilton, St. Lawrence, Jefferson, Lewis, Franklin, Essex, Clinton
Mohawk Valley	Oneida, Herkimer, Fulton, Montgomery, Otsego, Schoharie
Central New York	Cayuga, Cortland, Onondaga, Oswego, Madison
Finger Lakes	Monroe, Ontario, Livingston, Orleans, Genesee, Wyoming, Seneca, Yates,
Western New	Cattaraugus, Chautauqua, Allegany, Erie, Niagara
Southern Tier	Chemung, Chenango, Schuyler, Steuben, Tompkins, Tioga, Broome,
Mid-Hudson	Sullivan, Westchester, Ulster, Rockland, Putnam, Orange, Dutchess
Long Island	Nassau, Suffolk
New York City	Bronx, New York, Queens, Kings, Richmond

Continuation Application Review

All Continuation applications to support program operations in the second or third year of a three year AmeriCorps grant will be reviewed by Commission staff using the 2015 State AmeriCorps Continuation Review Tool. Using this tool, the Commission staff will recommend that funding be either continued or discontinued. The tool will not assign a numeric score. The results will be furnished to the Commission. As with new and recompeting applications, the Commission has the sole authority to determine if continuation applications will be recommended to the Corporation.

Training & Technical Assistance

Please see section 1. 7 for details on technical assistance calls. **Additional resources for those interested in applying for AmeriCorps State and National grants can be found on the Corporation's website: http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2015/americorps-state-and-national-grants-fy-2015**.

Note that the deadline date on the Corporation's website referred to above does not apply to this RFP. Organizations that propose to operate only in New York State must adhere to the Commission proposal submission date of **December 10, 2014, at 5:00 pm EST.**

Applicant Feedback

Following the announcement by the Corporation of competitive grant awards, unsuccessful applicants may request feedback from the Commission, according to a process and date determined by the Commission.

1.13 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; awardees will need to be available and prepared to respond within required timeframes. If selected, awardees may be required to travel to Rensselaer for contract development and will be expected to cover the costs of that travel. Awardees who cannot meet prescribed timeframes for contract development and/or signature will, at OCFS's discretion and barring extenuating circumstances, lose funds awarded.

Prior to submitting an application for funding, applicants are responsible for various verifications that validate their capacity and organizational authority to receive public funding and operate as a not-for-profit corporation in the state of New York, or both. These verifications include prequalification in the **New York State Grants Gateway System (GGS).** Pursuant to the New York State Division of Budget Bulletin H-1032, dated July 16, 2014, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the Grants Reform Website.

Proposals received from not-for-profit applicants that have not Registered in Grants Gateway and are not Prequalified in the Grants Gateway on the proposal due date and time listed at the beginning of the RFP cannot be evaluated. Such proposals will be disqualified from further consideration.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor Prequalification Manual on the Grants Reform Website details the requirements and an online tutorial are available to walk users through the process.

1) **Register for the Grants Gateway**.

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

- If you have previously registered and do not know your Username please email grantsreform@budget.ny.gov. If you do not know your Password please click the Forgot Password link from the main log in page and follow the prompts.

2) **Complete your Prequalification Application.**

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

- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the state agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.

- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Proposal.

- Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at grantsreform@budget.ny.gov.

- **PLEASE NOTE: If you have prequalified for the Grants Gateway and you open your vault for any reason, whether inadvertently or intentionally, you may be required to requalify in order to respond to this RFP/ grant application. Please exercise care in working within the Grants Gateway system.**

3) Submit Your Prequalification Application

- After completing your Prequalification Application, click the ***Submit Document Vault*** Link located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.

- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.

- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity.

Recipients of grants must also be registered in the New York Statewide Financial System (SFS) Central Vendor Registry File and provide their Identification Number at the time of contracting. To register and for additional information on the Vendor File, visit:

http://www.osc.state.ny.us/vendor_management/index.htm

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://www.charitiesnys.com/RegistrySearch/show_details.jsp?id

Section Two.... GENERAL REQUIREMENTS / INSTRUCTIONS

2.1 Desired Outcomes and Program Requirements

Please See Section 2.3, Selection Criteria

2.2 Proposal Submittal Process

All applicants must be registered with the **New York State Grants Gateway System** (**GGS) and all Not-for-Profit agencies must be prequalified prior to proposal submittal. Municipalities must be registered but not prequalified prior to proposal submittal.**

HOW TO REGISTER AND PREQUALIFY IN THE GRANTS GATEWAY

If you are not already registered:
REGISTER WITH THE GRANTS GATEWAY – Registration forms are available at the **GGS** website: www.grantsreform.ny.gov.

- Include your SFS Vendor ID on the form; if you are a new vendor and do not have a SFS Vendor ID, include a Substitute for W-9 with your signed, notarized registration (also available from the website).
- All registration must include an Organization Chart in order to be processed.
- When you receive your login information, log in and change your password.

If you are an applicant, and have problems complying with this provision, please contact the **GGS** help desk via email: helpdesk@agatesoftware.com -- **OR** -- by telephone: 1-800-820-1890.

After review, applications proceeding to the next stage must be submitted electronically using eGrants, The Corporation for National & Community Service (THE CORPORATION) online grants management system. Electronic submission is the required submission method.

How to Submit a Proposal

Proposals must be submitted online via eGrants by the date and time posted on the cover of this RFP, http://www.nationalservice.gov/build-your-capacity/grants/egrants. Late proposals will not be accepted. **Proposals will not be accepted via fax, e-mail, hard copy or hand delivery except under the circumstances noted below for Submission Outside of eGrants.**

Submission Outside of eGrants: The Commission will only accept submissions outside of eGrants for two reasons:

a. **Lack of Access to Necessary Technology to Submit in eGrants**: If an applicant does not possess access to web-based technology, that applicant must notify the Commission that it will be submitting its application outside of eGrants. Such notification must be by first class mail postmarked no later than December 1, 2014 to the address below, and must identify the reason(s) why the applicant cannot submit electronically.

b. **Technical Issues:** All other applicants are required to submit their proposal electronically utilizing eGrants; however, the Commission recognizes that technical issues with electronic submission may arise. In order to submit an application under these circumstances by the published due date, **applicants must make at least one attempt to submit via eGrants no later than Tuesday, December 9, 2014**. If a technical issue with the eGrants system is discovered on or before December 9, 2014, the applicant must **immediately** contact the National ServiceHotlineat800-942-2677or https://questions.nationalservice.gov/ to secure a Ticket Number (National Service Hotline hours are Monday through Thursday 9:00 a.m. to 7:00 p.m. ET.). Be prepared to provide the

Application ID, organization's name, and the NOFA (Part I: Section 2) to which your organization is applying.

If the issue cannot be resolved after contacting the National Service Hotline, the following materials must be sent by overnight carrier and **arrive** (**not be post-marked**) at the Commission Office no later than 5:00 pm EST on December 10, 2014. **The following must be included with your submission**: (1) the National Service Hotline Ticket Number and a brief paragraph explaining the technical issues that prevented submission of your application in eGrants by the due date; (2) a complete paper copy of the agency's 2015 State AmeriCorps Application including all eGrants Application Components and Required Application Forms; and (3) an electronic version of the application on flash drive or CD-ROM. Please note the page limits outlined above. The electronic version must be an exact duplicate of the paper original. If there are differences between the paper and electronic versions, the Commission will review the electronic version as final.

All RFP requirements also apply to paper application submissions. Paper applications must be typed and double-spaced in Times New Roman, 12-point font size with one-inch margins and may not exceed 15 double-spaced pages for the Narrative, including the Executive Summary and SF 424 Face sheet. Reviewers will not consider material submitted over this page limit. This limit does not include the budget, performance measures, evaluation plan, and other required documents, although these components must also be submitted (See Section 1.12). A complete application package must include one unbound, single-sided original paper application; and (2) an electronic version of the application on flash drive or CD-ROM. The electronic version must be an exact duplicate of the paper original. If there are differences between the paper application and the electronic version submitted, the Commission will use the electronic version as the official submission. The application must **arrive** at the Commission office no later than 5:00 pm EST on December 10, 2014.

You must retain proof of submission, whether through electronic tracking or otherwise.

All hard copy applications must arrive no later than 5:00 pm EST on December 10, 2014 at the following address:

Linda J. Cohen, Executive Director
New York State Commission on National & Community Service
52 Washington Street
North Building – Suite #338
Rensselaer, New York 12144-2796

Proposal Due Date

The due date and time for the submission of the 2015-2016 New York State AmeriCorps Request for Proposals (Competitive Pool) Cost Reimbursement, Education Award, & Fixed-Cost Grant Procurement Proposal into the eGrants system is December 10 2014 at 5:00 pm EST.

Additional Required Documents

If the Commission recommends your application to the Corporation, you will be required to provide additional documents including an evaluation (if applicable), labor union concurrence (if necessary), a federally-approved indirect cost agreement (if applicable), and other required documents as necessary. You will be provided with detailed instructions by Commission staff.

2.3 Selection Criteria

NEW AND RECOMPETING PROGRAMS

Application Fields
A. Executive Summary (Required - 0 percent)
Please fill in the blanks of these sentences to complete the Executive Summary.

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

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

**If an applicant is not proposing to operate its programming in a Corporation' focus area, omit this sentence.*

Fixed Amount grant applicants should list their leveraged resources (see Section 5 Glossary) because although they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program.

B. Program Design (50 percent)
Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value.

1. Problem/Need (Maximum 9 points)

- Clearly describe the target population that will receive services from the proposed AmeriCorps project. Please include relevant demographic statistics and accompanying citations.
- Clearly describe the community or communities the proposed AmeriCorps program and its AmeriCorps members will serve. Include relevant data on poverty, literacy and employment rates in the proposed service community or communities
- Clearly identify and describe the community problem/need the proposed AmeriCorps program will address and how the community problem/need will be addressed
- Clearly describe how the community need/problem is prevalent and severe in the community or communities where members will serve and document the need with relevant data.

2. Theory of Change and Logic Model (Maximum 17 points)

- The applicant clearly describes the proposed intervention including the roles of AmeriCorps members and (if applicable) the roles of leveraged volunteers.
- The applicant clearly describes how the intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- The applicant clearly describes how the AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.
- All elements of the logic model are logically aligned.

The logic model shall depict:

- A summary of the community problem outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including:
    - Number of locations or sites in which members will provide services
    - Number of AmeriCorps members that will deliver the intervention
    - The core activities that define the intervention or program model that members will implement or deliver, including:

- The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention).
- The dosage of the intervention (e.g., the number of hours per session or sessions per week.)
- The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).

- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served.) Identify which National Performance Measures will be used as output indicators.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

Programs may include short, medium, or long-term outcomes in the logic model. While performance measure outcomes should be consistent with the program's theory of change, programs are not required to measure all outcomes that are included in the logic model. The Logic Model should identify which National Performance Measures will be used as outcome indicators.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention.

3. Evidence Base (Maximum 8 points)

Applicants will be awarded up to eight points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change. Applicants shall provide a description of the studies and evaluations conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge, and should describe how this evidence places them in one of the five evidence levels listed below. Applicants must fully describe how they meet the requirement of that level, using results from studies and evaluations. Applicants are strongly encouraged to describe the evidence that supports the strongest evidence tier, and all relevant evidence presented must be included in this section. This section must include specific citations of studies and/or evaluation and research reports. Applicants classifying their evidence as Moderate or Strong must submit up to two studies, evaluation reports, briefs, or peer-reviewed articles cited in this section as separate attachments. Studies should be sent to AdditionalDocuments@cns.gov, americorpsgrants@cncs.gov and to americorps.rfp@newyorkersvolunteer.ny.gov by the application deadline of December 10, 2014 and **include in the subject line the application ID and "evaluation studies."**

For each report cited, include the date of the report, a description that shows its relevancy to the proposed program model, the methodology used in the study, and the strength of the findings (e.g. confidence level.)
For current grantees that are required to submit an evaluation report: The evaluation report will be considered as part of the evidence base of the program. Grantees may opt to include that evaluation report as one of the two studies, or submit two separate studies in addition to the evaluation report. In the latter case, all three studies will be reviewed against this criterion.

The five tiered evidence levels are:
No evidence (0 points) means that the applicant has not provided evidence that they have collected any qualitative or quantitative data to date.

Pre-preliminary evidence (1 point) means the applicant presents evidence that it has collected quantitative or qualitative data from program staff, program participants, or beneficiaries that have been used for program improvement, performance measurement reporting, and/or tracking. An example could be gathering feedback from program participants following their receipt of the intervention.

Preliminary evidence (2 points) means the applicant presents an initial evidence base that can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study conducted on the proposed program (or another similar program that uses a comparable intervention). A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute

preliminary evidence. Examples of research that meet the standards include: 1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and 2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.

Moderate evidence (4 points) means the applicant presents a reasonably developed evidence base that can support causal conclusions for the specific program proposed by the applicant with moderate confidence. The evidence base consists of one or more quasi-experimental studies conducted on the proposed program (or another similar program that uses a comparable intervention) with positive findings on one or more intended outcomes OR two or more non-experimental studies conducted on the proposed program with positive findings on one or more intended outcomes OR one or more experimental studies of another relevant program that uses a similar intervention. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e. a similar population that does not receive the intervention).

Strong evidence (8 points) means the applicant presents an evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

The description of evidence in this section should include as much detailed information as possible. Applicants are advised to focus on presenting high-quality evidence from their strongest studies rather than only cursory descriptions of many studies. Reviewers will examine criteria that may include: a) how closely the program model evaluated in the studies matches the one proposed by the applicant; b) the methodological quality of the studies presented (e.g., statistical power, internal and/or external validity, sample size, etc.); c) the recency of the studies, with a preference towards studies that have been conducted within the last six years; and d) strength of the findings, with preference given to findings that show a large and persistent positive effect on participants demonstrated with confidence levels.

4. Notice Priority (Maximum 3 points)

- The applicant clearly describes how its proposed program is within one or more of the 2015 AmeriCorps funding priorities as outlined on page 3 and more fully described in the Section 5 Glossary. However any applicant with a solid theory of change and program design should apply. Priorities are one consideration in the grant review process. Applicants that do not fit within the AmeriCorps funding priorities are still encouraged to apply if they submit high-quality applications that meet compelling community needs.
- The applicant clearly describes how the proposed program meets all of the requirements detailed on page 13 and in the Glossary.

5. Member Training (Maximum 4 points)

- The applicant clearly describes how members will receive high quality training to provide effective service.
- The applicant clearly describes how members and volunteers will be aware of, and will adhere to, the rules including prohibited activities.

6. Member Supervision (Maximum 3 points)

- The applicant clearly describes how members will receive high quality guidance and support from their supervisor to provide effective service.
- The applicant clearly describes how supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.
- The applicant clearly describes how supervisors will provide members with excellent guidance and support throughout their service.

7. Member Experience (Maximum 3 points)

- The applicant clearly describes how AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.

- The applicant clearly describes how AmeriCorps members will have access to meaningful service experiences and opportunities for reflection.
- The applicant clearly describes how AmeriCorps members will have opportunities to establish connections with each other and the broader National Service network to build esprit de corps.
- The applicant clearly describes how AmeriCorps members will develop an ethic of and skills for active and productive citizenship and will be encouraged to continue to engage in public and community service after their AmeriCorps term.
- The applicant clearly describes how the program will recruit AmeriCorps members from the communities in which the programs operate.

8. Commitment to AmeriCorps Identification (Maximum 3 points)

- The applicant clearly describes how members will know they are AmeriCorps members.
- The applicant clearly describes how the staff and community agencies where the members are serving will know they are AmeriCorps members.
- The applicant clearly describes how AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily.

C. Organizational Capability (25 percent)

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

1. Organizational Background and Staffing (Maximum 7 points/10 points for new applicants)

- The applicant clearly describes how the organization has the experience, staffing, and management structure to plan and implement the proposed program.
- The applicant clearly describes how the organization has adequate experience administering AmeriCorps grants or other federal grants.
- The applicant clearly describes how the organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

As documentation of community support and commitment to the program, please procure, keep on file, but do not submit to the Commission, letter(s) from the applicant's most significant community partner(s). The letter(s) should include what the partner(s) see as the benefit to the community provided by the applicant's AmeriCorps members and what activities would not happen without the AmeriCorps members.

2. Compliance and Accountability (Maximum 11 points/15 points for new applicants)

- The applicant clearly describes how the applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- The applicant clearly describes how the applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
- The applicant clearly describes how the organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee, and service site locations (if applicable).

3. Past Performance for Current Grantees and Former Grantees Only (Maximum 7 points for recompeting and continuation applicants). **Any applicant that has received AmeriCorps funding between July 1, 2012 and the due date of this RFP must address these criteria**

- The applicant clearly describes how it has met performance measurement targets during its most recent three years (if applicable) of program operations, or, if not, has an adequate corrective action plan in place. Please state the performance measures as approved and the outputs and outcomes reported in your final Grantee Progress Reports for each year
- The applicant clearly states its enrollment percentages (MSY's filled/funded MSY's) during either the past year or the most recent year of AmeriCorps operation, and clearly describes, if it has not achieved 100 percent member enrollment, the reasons for the shortfall, an adequate corrective action plan and the date such plan will take/took effect.
- The applicant clearly states its retention percentages (MSY's completing a full term/enrolled MSY's), during either the past year or the most recent year of AmeriCorps operation and, if it

has not achieved 100 percent member retention, the reasons for the shortfall, an adequate corrective action plan and the date such plan will take/took effect.

- The applicant clearly states the percentage of enrolled MSY's that have received Segal Education awards over its most recent three years of operation, and, if the percentage is not 100 percent, the reasons for the shortfall, an adequate correction plan and the date such plan will take/took effect
- The applicant clearly describes any findings or other reports of non-compliance, less than satisfactory compliance, material weaknesses, or areas of risk identified during its most recent three years of program operations (if applicable). Please clearly state the finding or other area of concern, the source of the finding (independent audit, government audit, Commission site visit tool, etc.), the date of the finding, any response, and corrective action taken or planned.

D. Cost Effectiveness and Budget Adequacy (25 percent)
Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. Cost Effectiveness (18 points)

- The budget is sufficient to carry out the program effectively.
- The budget aligns with the applicant's narrative.
- The program design is cost effective and the benefits justify the cost.
- The applicant has raised or describes an adequate plan to raise non-grant resources to fully support the program. This applies to Fixed Amount, EAP, and Cost Reimbursement grants.
- The applicant, if recompeting, has a lower cost per Member Service Year (MSY – see Glossary) than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

  Having a low cost Per MSY is a competitive advantage. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than in previous years must justify their requests. If an applicant requests above the maximum cost per MSY (see 1.3 AmeriCorps Grant Award & Application Types, Table 5: 2015 Maximum Cost per MSY), it must justify its request. Please note that such requests are rarely approved.

2. Budget Adequacy (7 points)

- Budget is submitted without mathematical errors.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.

CONTINUATION REQUESTS ONLY

Competitively funded programs must submit their requests for continuation funding for either Year 2 or Year 3 of operation in eGrants.

The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a grant cycle. **If your program is currently in the third and final year of its grant cycle, you must apply using the application instructions for new and recompeting programs**. In addition, if you are in year two or three of a cost-reimbursement grant cycle, you need to submit a new application in eGrants to switch your budget model and to participate in the fixed-amount grant. The Commission and the Corporation reserve the right to consider your continuation request if your fixed-amount application is not funded.

How to Submit Your Continuation Request:

- Click **Continuation/Renewal** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.

- Edit your continuation application as directed in the continuation request instructions below. When you have completed your work, click the **SUBMIT** button.

If you have questions about the content of your continuation request, please contact your Program Officer.

What to Include in Your Continuation Request:

I. Applicant Info and Application Info

Update the Applicant Info 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).

Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. The length of the project period is specified in the *Notice*.
- Enter Funding Type
- State Application Identifier: Enter N/A.
    - The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as "No, this is not applicable."
- Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation as described in Section V.D.
- Leave the box for "Program Initiative" blank unless otherwise noted in the *Notice*.

In the Funding/Demographics Section enter:

- Total Local, State, and Federal Government Match. Enter the dollar amount of local, state, and federal government match being proposed. The "Total Private Match" + the "Total Local, State, and Federal Government Match" should equal the "Total Match."
- Total Private Match. Enter the dollar amount of private match being proposed. The "Total Private Match" + the "Total Local, State, and Federal Government Match" should equal the "Total Match."
- Total Match. Enter the total dollar amount of match being proposed.
- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- Percentage of MSYs who are opportunity youth
- Number of reported in O15 who are opportunity youth
- Number of reported in O17 who are opportunity youth

In the Program Information Section:

General Information: select either Yes or No from the drop down menu

- My organization has received an AmeriCorps State and National Grant. Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.
- Opt in to the National Service Registry. Applicants wishing to make information from their application to potential private sector funders can opt in during the application process.

2015 AmeriCorps Funding Priorities

Check any priority area(s) that apply to the proposed program continuation. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus, high quality program design, and outcomes.

- Disaster Services
- Economic Opportunity – especially opportunity youth
- Education - improving student academic performance including STEM
- Environment – 21St Century Service corps
- Veterans and Military Families
- Programming that supports My Brother's Keeper
- Multi-focus Intermediary
- No NOFO priority area

Populations Served
(In eGrants) Check the appropriate box(es) to identify the populations the program serves. If your program does not serve any of the listed populations, select "None of the above."

- Individuals who are homeless.
- Adult ESL participants.
- Youth ESL participants.
- Disadvantaged youth (K-12).
- Head Start participants.
- Immigrants and refugees.
- Individuals receiving hospice or other care for terminal illness.
- Individuals receiving mental health services.
- Individuals receiving substance abuse services.
- Individuals with HIV/AIDS.
- Individuals with physical or developmental disabilities.
- Senior Citizens
- Victims/Survivors of violence and abuse.
- Veterans.
- Veteran family members
- Caregivers.
- None of the above

Grant Characteristics
(In eGrants) Check any grant characteristics that apply to your program:

- Encore Program
- Faith organizations
- Community-based organizations,
- SIG/Priority Schools
- Professional Corps
- STEM Program
- Geographic Focus – Urban
- Geographic Focus – Rural
- None of the above grant characteristics

AmeriCorps Identity/Co-branding Questions. Check all that apply

II. Narrative (Narratives Section)

Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate.

Do not enter continuation changes in the original narrative fields. If you are not proposing changes to your continuation request, simply leave your original narrative as it is, and enter No Changes in the Continuation Changes field.

If you have changes in any of these areas, please document them in the Continuation Changes field in eGrants. Clearly differentiate Year 2 and Year 3 continuation changes by using headings that label these as such. Continuation changes may include, but are not limited to:

- New site locations.

- Expansion to new sites, including the need that will be met in expansion communities, activities of expansion members, and organizational capacity to support the expansion.
- Any changes in the budget.
- Any increase in requested cost per MSY. **T**his applies even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs set by CNCS.

Plans for improving enrollment, retention, or other compliance issues. If you enrolled less than 100 percent of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Continuation Changes field.

If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Continuation Changes field. The Commission recognizes retention rates may vary among equally effective programs depending on the program model, but it expects grantees to pursue the highest retention rate possible.

If you are asking to conduct new activities or for additional MSYs, these also need to be reflected in the budget and the performance measures. The page limit for the Continuation Changes field is six pages, as the pages print out from eGrants.

In the Continuation Changes field, describe the manner and extent to which you consulted with the state Commission in the states in which you plan to operate (not applicable to Tribes).

III. Performance Measures (Performance Measures Section)
Applicants must check the relevant boxes in the Performance Measure tab in eGrants.

Grant Characteristics:
- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above categories

Your performance measures are copied from your previous year's application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. To revise performance measures, "View/Edit" the performance measures that copy over from your original application, or add new performance measures (see Attachment B for instructions). Note in the Continuation Changes field that you have updated your performance measures.

IV. Budget (Budget Section)

Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required increases, such as an increase to the member living allowance into your budget. Justify any increases not required. The Corporation expects that the cost per MSY for continuation applicants will decrease or remain the same. Any increase in cost per MSY must be justified in the Continuation Changes field.

Source of Match
In the "Source of Match" field that appears at the end of Budget Section III, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other) **for your entire match.** Define any acronyms the first time they are used.

V. Increasing Grantee Overall Share of Total Budgeted Costs

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24 percent for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.95 for the specific regulations and the chart in Section 2.16.

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

Technical Assistance Calls – Please see Section 1. 7 for details on these calls.

2.5 Contractor Employee and Volunteer Background / Confidentiality Non-Disclosure Agreement Forms (Not Applicable)

2.6 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.

2.7 Federal Requirements

Federal requirements are contained in Attachment A-2, Federally Funded Grants, which is **located in Section Six: Contract Documents.**

2.8 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 online through the New York State VendRep System Questionnaire, or through a paper copy of the Vendor Responsibility Questionnaire. OCFS will review the information provided before making an award.

OCFS reserves the right to reject any proposal, if in the sole discretion, 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 is made and such determination can be revisited at any point up to the final approval of the contract by OSC.

Enrolling and completing the questionnaire online through the New York State VendRep System is the best method because both the questionnaire and answers are stored in the system. Thus, subsequent questionnaires in response to contracts or Request For Proposals from any state agency would only need to be updated in the system. While some of the information requested may be duplicative, submission of the Vendor Responsibility information is required in addition to, and not as a substitute for, prequalification in the Grants Gateway System. You must provide both sets of information to be awarded a contract

To access or enroll in the VendRep System, or update your existing online questionnaire, click here: Online Questionnaire. Questionnaires in the VendRep System that have been completed in the last 6 months in response to contracts or bid announcements do not need to be updated. If the vendor is using the hardcopy notarized questionnaire, then it also has to be current within 6 months of the due date of the proposal.

Vendors opting to complete a paper questionnaire, can access the questionnaire by clicking the following link: Paper Questionnaire. Please note that there are separate Vendor Responsibility Questionnaires depending on the contractor status. The Vendor Responsibility Questionnaire – Not- For-Profit Business Entity form must be used by not-for-profit vendors, and the Vendor Responsibility Questionnaire – For Profit Business Entity Form must be used by For-Profit Vendors

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

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

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

The New York State VendRep System offers the following benefits:

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

Note: All Vendor Responsibility Questionnaires must be dated within six months of the proposal due date. Any subcontractors under that proposed contract must also complete a Vendor Responsibility Questionnaire when the value of the subcontract is projected to be $100,000 or more for the contract term. Refer to Section 2.8 for information about general Vendor Responsibility Questionnaire Requirements and the automated New York State VendRep System.

2.9 Workers Compensation Law

New York State Workers' Compensation Law (WCL) and Section 142 of the state Finance Law requires that businesses contracting with New York State HAVE and MAINTAIN workers' compensation and disability insurances. In the event that an award is made from this RFP, updated proof of coverage must be provided during contract development. Failure to submit the proof will delay the contract development process. Please note that the OSC has determined that municipalities are not required to show proof of coverage.

Proof of Workers' Compensation Coverage
To comply with coverage provisions of the WCL, the Workers' Compensation Board requires that a business seeking to enter into a state contract submit appropriate proof of coverage to the state contracting entity issuing the contract. For each new contract or contract renewal, the contracting entity must obtain ONE of the following forms from the contractor and submit to OSC to prove the contractor has appropriate workers' compensation insurance coverage. The forms can be accessed at: http://www.wcb.ny.gov/content/main/forms/AllForms.jsp

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

- **CE-200** – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

Proof of Disability Benefits Coverage
To comply with coverage provisions of the WCL regarding disability benefits, the Workers' Compensation Board requires that a business seeking to enter into a state contract must submit appropriate proof of coverage to the state contracting entity issuing the contract. For each new contract or contract renewal, the contracting entity must obtain ONE of the following forms from the contractor and submit to OSC to prove the contractor has appropriate disability benefits insurance coverage. The forms can be accessed at:
http://www.wcb.ny.gov/content/main/forms/AllForms.jsp

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

2.10 Required Electronic Payments and Substitute Form W-9

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

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

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

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

More information concerning these requirements, including forms and contacts for questions, can be found at the following links:
http://www.osc.state.ny.us/epay/how.htm
http://www.osc.state.ny.us/agencies/guide/MyWebHelp/ (Guide to Financial Operations)

2.11 This Section intentionally left Blank

2.12 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 OCFS, any feature(s) present as a part of their proposal that 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. Correct any arithmetic errors in any proposal, or make typographical corrections to proposals, with the concurrence of the bidder.

10. Negotiate with the selected bidder(s) prior to contract award.

11. 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.

12. Award contracts to more than one bidder, or to other than the lowest bidder.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. Consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals.

2.13 Iran Divestment Act

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

on such contract any subcontractor that is identified on the Prohibited Entities List. Additionally, bidder/contractor is advised that should it seek to renew or extend a contract awarded in response to the solicitation, it must provide the same certification at the time the contract is renewed or extended.

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

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

2.14 Encouraging Use of New York State Businesses in Contract Performance

The "Encouraging Use of New York State Business Form" is to be used in all solicitations that will involve subcontractors or suppliers. This form is intended to capture statistical data to support the state's initiative to encourage contractors to utilize New York State businesses when they have subcontracting opportunities or need to purchase supplies. Direct link to the form: Encouraging Use of New York State Businesses in Contract Performance. **Please upload the completed form with the proposal.**

2.15 Program Plan / Narrative including Objectives, Tasks and Performance Measures

The Program Plan consists of the Narrative, Objectives, Tasks, Logic Model Chart(s) and Performance Measures entered into eGrants. See Section 2.3

2.16 Proposed Budget - Instructions

For Fixed-Amount grants, including EAPs: Use the Budget Instructions for Fixed-Amount applicants (Attachment E) and the Budget Worksheet (Attachment F) to prepare your budget.

A. Match Requirements

Program requirements are located in the AmeriCorps regulations and summarized below.

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24percent for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24 percent of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.

Match Requirements	
Application Type	**Requirement**
Cost Reimbursement Grants	Minimum grantee share is 24 percent of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50 percent by the 10th year of funding and any year thereafter.
Education Award Fixed-Amount Grants	There are no match requirements for fixed-amount grants. Grantees pay all program costs over $800 per MSY provided by CNCS.

Professional Corps Fixed-Amount Grants	There are no match requirements for fixed-amount grants. Grantees pay all program costs over the $2,000 per MSY provided by CNCS.
Stipended Fulltime Fixed-Amount Grants (Non-EAP)	There are no match requirements for fixed-amount grants. Grantees pay all program costs over the $13,000/MSY provided by CNCS.

- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- In Section III of the budget, enter a brief description of the source of match. Identify each match source separately. Include dollar amount, the match classification (cash, in-kind, or Not Available) and the source type (Private, State/Local, Federal, Other or Not Available). Define all acronyms the first time they are used.
- See 2.16 Attachment H and Attachment I, Alternative Match for instructions for applying for the Alternative Match Schedule.

Note: Non-Corporation federal funds may be used as match for the grantee share of the budget. Please discuss your intention to use federal funds to match an AmeriCorps grant with representatives of the other federal agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purposes of both grants. The Federal Financial Report (FFR) will be used to collect the federal match data. Grantees that use federal funds as match will be required to report the sources and amounts to the Commission for reporting on the FFR.

B. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions in Attachment C to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in Attachments C and D. As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist (Attachment G) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- Cost Principles for Educational Institutions
- Cost Principles for State, Local, and Indian Tribal Governments
- Cost Principles for Non Profit Organizations

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if expending over $750,000 in federal funds, as required in OMB Circular A-133.

Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements. Note: This does not apply to Fixed-amount grants.

In Compliance?	Section I. Program Operating Costs
Yes __ No __	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.
Yes __ No __	Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.
Yes __ No __	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes __ No __	All positions in the budget are fully described in the program narrative?
Yes __ No __	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30percent, please list separately.
Yes __ No __	Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes __ No __	The purpose for all staff and member travel is clearly identified?
Yes __ No __	You have budgeted funds for Commission-required travel in the budget narrative under Staff Travel?
Yes __ No __	Funds, if any, to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?
Yes __ No __	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10 percent of the total grant amount?
Yes __ No __	All single equipment items over $5000 per unit are specifically listed?
Yes __ No __	Justification/explanation of equipment items is included in the budget narrative?
Yes __ No __	All single supply items over $1000 per unit are specifically listed?
Yes __ No __	Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than CNCS grant funds?
Yes __ No __	You only charged to the federal share of the budget member service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment?
Yes __ No __	Does the budget reflect adequate budgeted costs for project evaluation?
Yes __ No __	Have you provided budgeted costs for criminal history checks of members and grant-funded staff that are in covered positions per 45 CFR 2522.205? Or, if not, there is an explanation of how the program will be covering the costs.
Yes __ No __	Are all items in the budget narrative itemized and the purpose of the funds justified?

In Compliance?	Section II. Member Costs
Yes __ No __	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance.

	Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.
Yes __ No __	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes __ No __	Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65percent of the total amount of the living allowance. If exempted from paying FICA, is the exemption noted in the budget narrative?
Yes __ No __	Is the Worker's Compensation calculation correct?
Yes __ No __	Health care is provided for full-time AmeriCorps members only (unless part-time serving in a full-time capacity)? If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.

In Compliance?	**Section III. Administrative/Indirect Costs**
Yes __ No __	Applicant has chosen Option A – CNCS-fixed percentage method and the maximum federal share of administrative costs does not exceed 5percent of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
Yes __ No __	Applicant has chosen Option A – CNCS fixed percentage method and the maximum grantee share is at 10 percent or less of total budgeted funds?
Yes __ No __	Applicant has chosen Option B – federally approved indirect cost rate method and documentation submitted to CNCS if multi-state, state or territory without commission or Indian Tribe applicant? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.
Yes __ No __	Applicant has chosen Option B – The maximum grantee share does not exceed the federally approved rate, less the 5percent CNCS share?
Yes __ No __	Applicant has chosen Option B-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?

In Compliance?	**Match**
Yes __ No __	Is the overall match met at the required level, based on the year of funding?
Yes __ No __	For all matching funds, the source(s) [private, state and local, and federal], the type of contribution (cash or in-kind), and the amount (or an estimate) of match, are clearly identified in the narrative and in the Source of Match field in eGrants?
Yes __ No __	The amount of match is for the entire amount in the budget narrative.

ATTACHMENT H: Alternative Match Instructions

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24 percent for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.95 for the specific regulations.

Special Circumstances for an Alternative Match Schedule: Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

A. Rural County: In determining whether a program is rural, CNCS will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment I for the Table of Beale codes.

B. Severely Economically Distressed County: In determining whether a program is located in a severely economically distressed county, CNCS will consider the following list of county-level characteristics. See Attachment I for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- The areas served by the program lack basic infrastructure such as water or electricity.

C. Program Location: Except when approved otherwise, CNCS will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. CNCS will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

If your program is located in one of these areas, see the instructions below for applying for this alternative match schedule.

If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

D. Instructions for the Alternative Match Schedule: Programs operating in one state must send their requests to the state Commission for review and approval. The Commission will then forward the approved request to CNCS for consideration.

ATTACHMENT I: Beale Codes and County-Level Economic Data for Alternative Match Requests

Rural Community

Beale codes are published by the U.S. Department of Agriculture and are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

2003 Beale Codes		
Code#	**Metropolitan Type**	**Description**
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

Any program located in a county with a Beale code of 6, 7, 8, or 9 is eligible to apply for the alternative match.

Severely Economically Distressed Community

The following table provides the website addresses where the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels can be found.

WEBSITE ADDRESS	EXPLANATION
www.econdata.net	**Econdata.Net**: This site Links to a variety of social and economic data by states, counties and metro areas.
http://www.bea.gov/regional/	**Bureau of Economic Analysis' Regional Economic Information System (REIS):** Provides data on per capita income by county for all states except Puerto Rico.
www.census.gov/hhes/www/saipe/index.html	**Census Bureau's Small Area Poverty Estimates**: Provides data on poverty and population estimates by county for all states except Puerto Rico.
www.census.gov/main/www/cen2000.html	**Census Bureau's American Fact-finder**: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.

WEBSITE ADDRESS	EXPLANATION
http://www.bls.gov/bls/unemployment.htm	**Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):** Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/	**US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes):** Provides urban rural code for all counties in US.
www.census.gov/hhes/www/saipe/index.html	**Census Bureau's Small Area Poverty Estimates: Provides data on poverty and population estimates by county for all states except Puerto Rico.**
www.census.gov/main/www/cen2000.html	**Census Bureau's American Fact-finder: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.**
www.bls.gov/lau/home.htm	**Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS): Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.**
	US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes): Provides urban rural code for all counties in US.

Budget Worksheet

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title/Description	Qty	Annual Salary	percent Time	**Total Amount**	**CNCS Share**	**Grantee Share**
			Totals			

B. Personnel Fringe Benefits

Purpose/Description	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

C.1. Staff Travel

Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

C. 2. Member Travel

Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

D. Equipment

Item/ Purpose/Justification	Qty	Unit Cost	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

E. Supplies

Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	**Total Amount**	**CNCS Share**	**Grantee Share**

		Totals			

G.1. Staff Training

Purpose	Calculation	Daily Rate	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

G.2. Member Training

Purpose	Calculation	Daily Rate	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

H. Evaluation

Purpose	Calculation	Daily Rate	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

I. Other Program Operating Costs

Purpose	Calculation	Daily Rate	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

	Total Amount	**CNCS Share**	**Grantee Share**
Subtotal Section I:			

Section II. Member Costs

A. Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	**Total Amount**	**CNCS Share**	**Grantee Share**
Full Time (1700 hrs)						
Half Time (900 hrs)						
1st Year of 2-Year Half Time						
2nd Year of 2-Year Half Time						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
			Totals			

B. Member Support Costs

Purpose	Calculation	Daily Rate	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

	Total Amount	**CNCS Share**	**Grantee Share**
Subtotal Section II:			
Subtotal Sections I + II:			

Section III. Administrative/Indirect Costs

A. Corporation-fixed Percentage Rate

Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

B. Federally Approved Indirect Cost Rate

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	**Total Amount**	**CNCS Share**	**Grantee Share**

Total Sections I + II + III:	**Total Amount**	**CNCS Share**	**Grantee Share**

Budget Total: Validate this budget **Required Match Percentages:**	**Total Amount**	**CNCS Share**	**Grantee Share**

Source of Match

Section **Sources of Funds**	**Match Desc.**	**Amt**	**Type**	**Source** .
Total Source of Funds				

Detailed Budget Instructions for Fixed-amount Grants (eGrants Budget Section)

These instructions apply only to applicants for fixed-amount grants, including education award programs (EAPs).

EAP and Fixed-amount Grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed-amount applicants are not required to complete a detailed budget or complete the grantee share column. However, you must complete the source of match chart to identify the sources of the additional revenue you need to operate the program If you are applying for a Stipended Fixed-amount grant, you must pay at least the minimum living allowance listed in the *Notice* for each type of position you are proposing.

Budget Section II. AmeriCorps Member Positions

Member Positions

Identify the number of members you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#w/o Allow** (without CNCS-funded living allowance.) **Leave all other columns blank**.

The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart. The MSY are calculated as follows:

Member Positions	**Calculation**	**MSY**
_____Full-time (1700 hours)	(_____ members x 1.000)	= _____
_____1-Year Half-time (900 hours)	(_____ members x 0.500)	= _____
		_____
		_____
_____Reduced half-time (675 hours)	(_____ members x 0.3809524)	= _____
_____Quarter-time (450 hours)	(_____ members x 0.26455027)	= _____
_____Minimum-time (300 hours)	(_____ members x 0.21164022)	= _____
	Total MSY	_____

Under "Calculation," you will enter the calculation for your grant request. Applicants may request up to $800 per member service year (MSY).

Display your calculation in the following format:

Total # of MSYs _____ x MSY amount (up to $800 for EAP, $2,000 for Professional Corps and $13,000 for Stipended Fixed Amount)_____ = Total Grant Request **$**____

Type the total amount requested in the "Total Amount" & "CNCS Share" columns. Leave the "Grantee Share" blank. See example below (applies to a Stipended Fixed Amount grant):

Purpose	**Calculation**	**Total Amount**	**CNCS Share**	**Grantee Share**	**edit**	**del**
Program Grant Request	47.5 MSY X $9,500/MSY	$451,250	$451,250	$0	view	
Subtotal		$451,250	$451,250	$0		

Section Three…. CONTRACT POLICY INFORMATION

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

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

New York State Executive Law (Article 15-A)
Pursuant to New York State Executive Law Article 15-A, the New York State Office of Children and Family Services (OCFS) recognizes its obligation to promote opportunities for maximum feasible participation of certified Minority and Women-Owned Business Enterprises (MWBEs) and the employment of minority group members and women in the performance of OCFS contracts.

In 2006, the state of New York commissioned a disparity study to evaluate whether MWBEs had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The state of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of MWBEs in state procurement contracting versus the number of MWBEs that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified MWBE Program. The recommendations from the Disparity Study culminated in the enactment and implementation of New York State Executive Law Article 15-A, (which requires, among other things, that OCFS establish goals for maximum feasible participation of New York State certified MWBEs and the employment of minority group members and women in the performance of New York State contracts. In order to be recognized as a certified MWBE, a vendor must be for-profit and certified by the Empire State Development.

Business Participation Opportunities for MWBEs – OCFS Established Goals
For purposes of this solicitation, OCFS hereby establishes an overall goal of 22.5percent for MWBE participation with a recommended breakdown of 9.5percent for Minority-Owned Business Enterprises (MBE) participation and 13percent for Women-Owned Business Enterprises (WBE) participation (based on the current availability of qualified MBEs and WBEs). It is expected that all Contractors make a good-faith effort to utilize MWBEs when there is an opportunity to subcontract or purchase supplies to carry out a contract with OCFS.

A Contractor must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract, and agrees that OCFS may withhold payment pending receipt of the required MWBE documentation. The directory of New York State Certified MWBEs can be viewed at: https://ny.newnycontracts.com. This website (known as New York State Contract System – NYSCS) was developed to facilitate New York State's Minority - and Women-Owned Business Enterprise (MWBE) initiatives as set forth in Article 15-A of Executive Law. NYSCS offers tools that can be used by businesses, as well as New York State Agencies, to expand the role of minorities and women-owned businesses in the economic activities of New York State. This website contains:

- A Directory of all Certified Minority- and Women-Owned Businesses. This database is designed to allow end-users the capability to search for MWBE vendors in a variety of ways; for example, by region, product type, product category or name.

- A portal to be used by agencies and businesses at the prime and sub-prime level to record, monitor and report MWBE goal attainment in state funded contracting. (The NYSCS allows only the reporting of money spent with Certified MWBEs.)

- Links to the latest bid and grant opportunities from state agencies, authorities and state universities.

- Information on the Empire State Development Corporation and the Governor's MWBE Program.

Vendors interested in doing business with New York State agencies are encouraged to familiarize themselves with this resource before the contracting process begins since it contains the information needed to identify Certified MWBEs, which is required for compliance.

For guidance on how OCFS will determine a Contractor's "good faith efforts", refer to 5 NYCRR §142.8 at the following website:
http://www.esd.ny.gov/MWBE/Data/122210_MWBE15-ARegs.pdf

In accordance with 5 NYCRR §142.13 (Provisions in Contracts; Violations), the contractor acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the contract, such finding constitutes a breach of contract and OCFS may withhold or recover payment from the contractor as liquidated or other damages, as well as impose other such remedies as determined necessary. Such liquidated damages shall be calculated up to an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the contract.

Notice of Deficiency (Issued to Contractor if warranted by OCFS)

OCFS expects its contractors to demonstrate good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the establishment of MWBE goals in accordance with agency standards and in the performance of the contract. This includes the contractor's requirements to properly document said efforts. OCFS will work collaboratively with contractors, whenever possible, to lend technical assistance to accomplish successful compliance with the requirements set forth in Article 15-A of the NYS Executive Law to minimize the need for punitive or other corrective actions.

However, when it is determined that no other recourse is possible, a **Notice of Deficiency** may be issued to the contractor. The issuance of a **Notice of Deficiency** may occur during contract development, prior to full execution of the contract, or at any point during the term of the contract. The determination of deficiency will be made by OCFS, following the review of information provided by the contractor.

If OCFS issues a **Notice of Deficiency**, the contractor must respond to the notice within seven business days of receipt, by **submitting a written remedy to (NYS Office of Children and Family Services, Equal Opportunities and Diversity Development Unit, Room 205 South Building, 52 Washington Street, Rensselaer, NY 12144 – Attn: Affirmative Action Administrator)**. If the written remedy submitted is not timely or is found by OCFS to be inadequate, OCFS may notify the contractor of any inadequacies in the response. As a result, the contractor may be directed by OCFS to submit an OCFS-4442 - MWBE Request for Waiver Form within seven business days, requesting either a partial or total waiver of MWBE participation goals. Failure to file the Request for Waiver Form in a timely manner may be grounds for disqualification of the proposal or contract. Completed Request for Waiver Forms must be **signed and emailed to: mwbeinfo@ocfs.ny.gov.**

Please be advised that **there are no automatic waivers**. All requests for waivers will require **both the approval of OCFS and the Governor's Office.**

Required Documentation

By submitting this proposal, bidder/contractor agrees to complete and submit the following forms, documents and/or requested information, as required or applicable, as evidence of compliance with the foregoing. Once a contract is awarded, OCFS may disqualify a contractor as being non-responsive if the contractor fails to submit any of the below-noted three forms/documents listed with an asterisk **(*)**, which are required during contract development; **OR,** if OCFS determines that the contractor has failed to document good faith efforts to comply with Article 15-A.

It is expected that all contractors make a good-faith effort to utilize Minority and/or Women Owned Business Enterprises (MWBEs) when there is an opportunity to subcontract or purchase supplies to carry out a contract with OCFS.

- OCFS-4629 - Project Staffing Plan Form * (Submit with Proposal)
  This form is to be completed by the bidder and submitted as part of their proposal identifying the anticipated work force to be utilized on the contract. Any modifications or changes to the Project Staffing Plan form after a contract is awarded must be reported on a revised Project Staffing Plan form, on a quarterly basis. **Submit with proposal to *(Program contact name, division and bureau, address).*** If there are no personal service dollars committed to the contract then the Project Staffing Plan form is not required.

- OCFS-3460 – MWBE – Equal Employment Opportunity Policy Statement * (Applies to Contract Awardees ONLY)
  This document is to be completed by the contractor and submitted to OCFS, pursuant to Article 15-A of the NYS Executive Law. OCFS-3460 is provided to contractors/subcontractors as a model Policy Statement and may be used if the contractor/subcontractor lacks an MWBE-EEO Policy Statement that is acceptable pursuant to Article 15-A. The contractor/subcontractor has the option to use this model statement or create an appropriate MWBE–EEO Policy Statement to be submitted to OCFS for approval. More information on the MWBE-EEO Policy Statement can be found in the MWBE Appendix. **Completed Document: To be signed and emailed to: mwbeinfo@ocfs.ny.gov.**

- OCFS-4631 – Subcontracting/Suppliers Utilization Form * (Applies to Contract Awardees ONLY)
  This form is to be completed and submitted by the contractor during the contract development stage for the purpose of identifying anticipated MWBE utilization and during the term of a contract to report actual MWBE participation goals achieved. Contractors should attempt to utilize, in good faith, any MBE or WBE identified on the Subcontracting/Suppliers Utilization Form, during the performance of the Contract. **Completed Form: To be signed and emailed to: mwbeinfo@ocfs.ny.gov.**

  - OCFS-4630 - Subcontractors and Suppliers Letter of Intent to Participate Form (Applies to Contract Awardees ONLY)

    This form is to be completed and submitted by the proposed MWBE Subcontractor/Supplier during the contract development stage, **and attached** to the OCFS-4631 – Subcontracting/Suppliers Utilization Form for each certified MWBE the contractor proposes to utilize as subcontractors, service providers or suppliers. If the MBE or WBE proposed for any 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 award, enter prime contractor information and enter "unknown" in the "subcontractor/supplier" section. **Completed form: To be signed and emailed to: mwbeinfo@ocfs.ny.gov.**

- OCFS-4441 - MWBE Quarterly Report Form (Applies to Contract Awardees ONLY)
  This form is to be completed and submitted by contractor within 15 days following the end of each applicable reporting quarter over the term of the contract, documenting the progress made toward achievement of the MWBE goals of the contract. **Completed Form: To be signed and emailed to mwbeinfo@ocfs.ny.gov.**

Equal Employment Opportunity (EEO) Requirements
By submission of this proposal, the bidder/contractor agrees with all of the terms and conditions of the state of New York Master Contracts for Grants, including Section IV. Additional Contractor Obligations, Representations and Warranties, J. Equal Opportunities for Minorities and Women; Minority and Women Owned Business Enterprises and Appendix MWBE. The contractor is required to ensure that any subcontractors awarded a subcontract over $100,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "work") except where the work is for the beneficial use of the contractor, shall undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed (religion), color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

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

3.2 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.esd.ny.gov. For additional information and assistance, contact:

NYS Department of Economic Development
Division for Small Business
Albany, New York 12245
Telephone: 518-292-5100
Fax: 518-292-5884
Email: opa@esd.ny.gov

A directory of certified minority and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
633 Third Avenue
New York, New York 10017
Telephone: 212-803-2414
Email: mwbecertification@esd.ny.gov
https://ny.newnycontracts.com/frontend/vendorsearchpublic.asp

***NOTE**:* Companies requesting lists of potential subcontractors and suppliers are encouraged to identify the SIC code, size and location of vendors.

A directory of minority and women-owned business enterprises is available on the internet at www.esd.ny.gov. 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 of New York.
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.

3.3 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 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’s 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. Deadline for Submission

   a. Concerning Alleged Errors, Omissions or Prejudice in the Bid Specifications or Documents: Formal protests that concern alleged errors in the drafting of bid specifications must be received by OCFS at least 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 that constitute 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 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 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

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 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 must 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.

Section Four....KEY CONCEPTS AMERICORPS PROGRAM SPECIFICS

4.1 2015 Notice of Funding Opportunity (NOFO)

http://www.nationalservice.gov/documents/main-menu/2014/2015-notice-funding-opportunity

4.2 2015 Performance Measure Instructions

http://www.nationalservice.gov/documents/main-menu/2014/2015-performance-measures-instructions

4.3 2015 APPLICATION INSTRUCTIONS

http://www.nationalservice.gov/sites/default/files/documents/2015_AmeriCorps_State_and_National_NOFO_Application_Instructions_FINAL.pdf

Section Five....

GLOSSARY OF AMERICORPS OUTCOME-BASED CONTRACTING TERMS

NEW YORK STATE GLOSSARY OF OUTCOME-BASED CONTRACTING TERMS

2015 *Notice*

Glossary

GLOSSARY

21st Century Service Corps (21st CSC): The 21st Century Conservation Service Corps (21CSC) is a bold national effort to put young Americans and veterans to work protecting, restoring, and enhancing America's great outdoors. The 21CSC, built on the legacy of the Civilian Conservation Corps, will complete high quality, cost effective projects on public and tribal lands and waters across the nation. The 21CSC goals:

Put Americans to work: The 21CSC will provide service, training, education and employment opportunities for thousands of young Americans and veterans, including low income and disadvantaged youth.

Preserve, protect, and promote America's greatest gifts: The 21CSC will protect, restore and enhance public and tribal lands and waters as well as natural, cultural, and historical resources and treasures. With high-quality, cost-effective project work, the 21CSC will also increase public access and use while spurring economic development and outdoor recreation.

Build America's future: Through service to America, the 21CSC will help develop a generation of skilled workers, educated and active citizens, future leaders, and stewards of natural and cultural resources, communities and the nation.

In order to qualify for this priority area, applicants must demonstrate that they are a 21CSC member organization. Applications for membership are reviewed quarterly. Instructions for applicants are available in the Federal Register Notice, here: http://www.gpo.gov/fdsys/pkg/FR-2014-04-11/pdf/2014-08101.pdf

Capacity Building: Grants also will provide support for capacity building activities provided by national service participants. As a general rule, THE CORPORATION considers capacity building activities to be *indirect services* that enable THE CORPORATION-supported organizations to provide more, better, and sustained *direct services* in THE CORPORATION' six focus areas. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Examples of capacity building activities include recruiting and/or managing community volunteers; implementing effective volunteer management practices; completing community assessments that identify goals and recommendations; developing new systems and business processes (technology, performance management, training, etc.); or enhancing existing systems and business processes.

Cost Reimbursement Grants: These grants fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports.

Encore Programs: Congress set a goal that 10 percent of AmeriCorps funding should support encore service programs that engage a significant number of participants age 55 or older. THE CORPORATION seeks to meet that 10 percent target in this competition and encourages encore programs to apply.

Education Award Grants (EAP) fixed amount grant: Programs apply for a small fixed amount per MSY, can enroll less than full-time members, and use their own resources to cover all other costs. Programs can access funds under the grant based on enrolling the full complement of members supported under the grant. As with full-time fixed amount grants, there are no specific match or financial reporting requirements.
Enrollment Rate: Enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

Fixed Amount Grants (non EAP): These fixed amount grants are available for programs that enroll full-time members or less than full-time members that are serving in a full time capacity only, including Professional Corps. These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining cost. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. Professional Corps programs applying for operational funding through a Fixed Amount Grant must submit a budget in support of their request for operational funds. However, THE CORPORATION provides only a portion of the cost of running the program and organizations must still raise the additional resources needed to run the program. Programs can access all of the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded.

Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1700 service hours.)

Multi-focus Intermediates: Given the capacity required to successfully apply for and implement an AmeriCorps program, THE CORPORATION recognizes that severely under-resourced communities may have limited applicant options, either based on the size of the nonprofits or the lack of available matching funds. Thus it may be necessary to engage a nonprofit that will develop an application and oversee the implementation of an AmeriCorps program that engages multiple grassroots nonprofits that individually do not have the necessary organizational or fundraising capacity to apply for and run an AmeriCorps program independently. Given the desire to address community needs holistically, the nonprofits that make up the consortium may have different focus areas and thus the nonprofit intermediary will be multi-focused.

Applications seeking consideration under this priority must demonstrate that they will be serving in severely under-resourced communities, and how the activities provided by the consortium collectively address a compelling community need or set of needs. The applicant must demonstrate that they have sufficient financial and management capacity to act as an umbrella organization for the consortia.

The nonprofit intermediary should submit one application which describes:

- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (intermediary and consortia members).
- The proposed theory(ies) of change and program model(s).
- How they will utilize an identified consortium of nonprofits that are well positioned to achieve outcomes identified in the theory of change.

Applicants must email memoranda of understanding or signed letters of commitment from all members of the consortia.

My Brother's Keeper: President Obama launched the My Brother's Keeper initiative to address persistent opportunity gaps faced by boys and young men of color and ensure that all young people can reach their full potential.

Through this initiative, the Administration is joining with cities and towns, businesses, and foundations who are taking important steps to connect young people to mentoring, support networks, and the skills they need to find a good job or go to college and work their way into the middle class.

My Brother's Keeper is focused on six milestones:

1. Getting a Healthy Start and Entering School Ready to Learn: All children should have a healthy start and enter school ready – cognitively, physically, socially and emotionally.

2. Reading at Grade Level by Third Grade: All children should be reading at grade level by age 8 – the age at which reading to learn becomes essential.

3. Graduating from High School Ready for College and Career: Every American child should have the option to attend postsecondary education and receive the education and training needed for quality jobs of today and tomorrow.

4. Successfully Entering the Workforce: Anyone who wants a job should be able to get a job that allows them to support themselves and their families.

5. Keeping Kids on Track and Giving Them Second Chances: All children should be safe from violent crime; and individuals who are confined should receive the education, training and treatment they need for a second chance.

In order to qualify for this priority area, applicants must demonstrate that their program addresses one or more of the six milestones.

Opportunity Youth: Opportunity youth are economically disadvantaged individuals ages 16-24 who are disconnected from school or work for at least six months prior to service. THE CORPORATION defines "economically disadvantaged" consistent with the definition used in the member development performance measures, "Receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance." THE CORPORATION defines "disconnected from school or work" as unemployed, underemployed, and not in school for at least six months prior to service. A member who was not economically disadvantaged prior to becoming an AmeriCorps member but became economically disadvantaged because the living allowance was low enough to make them eligible for SNAP, etc. cannot be counted as economically disadvantaged. In order to apply under this priority the applicant must demonstrate the programmatic elements they will implement in order to recruit and support opportunity youth as members, and a substantial portion of their requested MSYs must fall into this category.

Professional Corps: Professional Corps programs recruit and place qualified members in positions as teachers, health care providers, police officers, engineers, or other professionals in communities with an inadequate number of such professionals. THE CORPORATION' assumption is that Professional Corps will

be covering the operating expenses associated with the AmeriCorps program through non THE CORPORATION funds and thus will not be requesting operating funds as part of their applications. THE CORPORATION will consider operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and challenges to raising non THE CORPORATION resources. Professional Corps members' salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. In order to be considered for funding, applicants must demonstrate that there are an inadequate number of professionals in the community(ies) where the corps seeks to place members. These grants can either be fixed amount or cost reimbursement grants.

Retention Rate: Retention rate is calculated as the number of members exited with award (full or partial award) divided by the number of members enrolled.

Rural: THE CORPORATION uses rural-urban commuting area (RUCA) codes to classify program addresses as either rural or urban for analytic purposes. RUCA codes classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Census tracts with an urban cluster population less than 50,000 are considered rural (RUCA codes 4 – 10). Applicants are encouraged to designate themselves as serving rural communities if some or all service locations are in rural areas as defined by RUCA codes or if the program can provide other compelling evidence that the program is rural in the narrative portion of the application. This self-designation will be considered in grant-making decisions.

For more information about RUCA codes, please visit the USDA website found here: http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx

The Office of Grants Management uses Beale Codes when assessing alternative match requirements.

Same Project: Two projects will be considered the same if they: Address the same issue areas, Address the same priorities, Address the same objectives, Serve the same target communities and population, Utilize the same sites, Use the same program staff and members

Programs need to get approval from their THE CORPORATION program officers to be considered a new project.

NEW YORK STATE GLOSSARY OF OUTCOME-BASED CONTRACTING TERMS

Fiscal Documentation: Documentation necessary for payment.

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

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

Legal Documents: Legally required application/contract components.

Organizational Qualifications: The organizational characteristics and capacity (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 percent). A baseline estimate is required for each performance target.

Outcomes: The desired benefits or changes for the target population following their interaction with a program. These are the expected results of program intervention. Outcomes may relate to knowledge, skills, attitudes, behaviors or 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 contractor has the capacity to perform the requirement of the contract. This includes authority to do business in the state, capacity and performance in addition to 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.... CONTRACT DOCUMENTS

The Contract Documents consist of the documents listed below. These documents are located in the **NYS Grants Gateway System (GGS)**:

http://grantsreform.ny.gov/sites/default/files/docs/nys_master_contract_for_grants_42913.pdf

1. Face Page
2. Signatory Page
3. NYS Standard Terms and Conditions (State of New York Master Contract for Grants)
4. Attachment A-1 (Agency Specific Terms and Conditions)
5. Attachment A-2 (Federally Funded Grants)
6. Attachment B: Budget and Instructions
7. Attachment C: Work Plan
8. Attachment D: Payment and Reporting Schedule

Application Cover Page – Agreement

I. Incorporated Agency Name:				
II. Project Title:				
III. New York State Vendor ID:				
IV. Amount of OCFS Funds Requested:				
V. Proposed Dates of Project:				
VI. Address: **(Include Street, City, State, Zip Code)**	**Mailing**	**Payment**	**Site**	**Agency Record**
VII. Federal Tax Identification Number or Municipality Code:				
VII. Does the Business Entity have a Data Universal Numbering System (DUNS) Number? **If yes, what is the DUNS Number?**	☐ **Yes** ☐ **No**		**DUNS Number:**	
IX. Is the Business Entity a: **(a) For Profit entity; <u>and</u>** **(b) A New York Certified Minority Owned Business Enterprise (MBE), Women Owned Business Enterprise (WBE), New York State Small Business or a Federally Certified Disadvantaged Business Enterprise (DBE)?**	☐ **Yes**		☐ **No**	
If yes, please specify the type of entity:	☐ Minority Owned Business Enterprise (MBE) ☐ Women Owned Business Enterprise (WBE) ☐ Disadvantaged Business Enterprise (DBE) ☐ New York State Small Business			
X. Is the Business Entity a: **(a) Not-For-Profit entity; <u>and</u>** **(b) A Minority Community-Based Organization (MCBO)**	☐ **Yes**		☐ **No**	
XI. Charities Registration Number: **(If exempt, enter reason for exemption)**				
XII. Has the Business Entity filed all required periodic or annual written reports with the Office of the Attorney General's Charities Bureau?	☐ **Yes**		☐ **No**	

XIII. Congressional/Legislative District Information: (If Known)	
Federal Congressional District(s):	
State Assembly District(s):	
State Senate District(s):	
XIV. County:	

XV. Contact Person(s):

Key Contacts	Name	Address	Telephone & E-Mail Address **	Authorized to Sign Contracts	Authorized to Sign Vouchers
Board Chairperson					
Chief Administrative Officer[1]					
Contract Contact					
Chief Fiscal Officer					

****An E-mail address is required. If you do not have a personal e-mail address, please supply your Organization's shared e-mail address.**

[1] The Chief Administrative Officer is defined as the person who is responsible for the contractor's overall administration, e.g. Executive Director, County Executive, or Agency Commissioner

See Section 2.15 above

(Program Plan / Narrative including Objectives, Tasks and Performance Measures)

Example of the Program Plan template format (Attachment C: Work Plan)

ATTACHMENT C – WORK PLAN
SUMMARY

PROJECT NAME: _____

CONTRACTOR SFS PAYEE NAME: _____

CONTRACT PERIOD: From: _____

To: _____

Provide an overview of the project including goals, tasks, desired outcomes and performance measures:

Contract Number: #_____
Page 1 of 3, Attachment C – Work Plan

ATTACHMENT C – WORK PLAN
DETAIL

OBJECTIVE	BUDGET CATEGORY/ DELIVERABLE (if applicable)	TASKS	PERFORMANCE MEASURES
1:		a.	i.
			ii.
			iii.
		b.	i.
			ii.
			iii.
		c.	i.
			ii.
			iii.

Contract Number: #_____
Page 2 of 3, Attachment C – Work Plan

OCFS-4629 (Rev. 12/2013)

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

PROJECT STAFFING PLAN FORM

DATE:

Prime Contractor Information

Contractor/Organization Name:	Contact Person/Title:		
Address:	Telephone:		Project Title:
Is Organization Not-For-Profit? ☐ Yes ☐ No	Federal ID# / NYS Vendor ID#	Contract #	Contract Period:
☐ Prime Contract ☐ Sub-Contract	OCFS Program Area:		

Comment Area

Comments:

Staffing Plan Information

NOTE: Determination of ethnicity of staff can be made by observation – Use your professional judgment in terms of where staff fall into the below listed categories

TITLE CATEGORY	TOTAL WORK FORCE	TOTAL WORK FORCE BY:		BLACK		HISPANIC		ASIAN/PACIFIC ISLANDER		ALASKAN/NATIVE AMERICAN		WHITE (NOT OF HISPANIC ORIGIN)		DISABLED		VIETNAM ERA VETERAN	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials/Administrators																	
Professionals																	
Technicians																	
Para-Professionals																	
Administrative Support (Clerical)																	
Skilled Craft workers																	
Service Maintenance																	
TOTAL																	
Total By Percentage	N/A																

Federal Occupational Code Definitions

1. Officials and Administrators
Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual departments or special phases of the agency's operations', or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors and kindred workers.

2. Professionals
Occupations which require specialized and theoretical knowledge which is usually acquired through college training o through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police, fire captains and lieutenants, and kindred workers.

3. Technicians
Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary, school education or through equivalent on-the-job training. Includes: computer programmers and operators, draftsmen, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants and kindred workers.

4. Paraprofessionals
Occupations in which the workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such petitions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemakers aides', home health aides, and kindred workers.

5. Office and Clerical
Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, office machine operators, clerk typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks and kindred workers.

6. Skilled Craft Workers
Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics, repairmen, electricians, heavy equipment operators, stationary engineers, skilled machine occupations, carpenters, compositors and typesetters, and kindred workers.

7. Service Maintenance
Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public, or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry

cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, and construction laborers.