



**Office of Children
and Family Services**

KATHY HOCHUL
Governor

SHEILA J. POOLE
Commissioner

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

Grant Procurement

REQUEST FOR PROPOSALS

RFP # 1099

American Rescue Plan Act AmeriCorps Formula Pool

New York State Student Support Corps

Issued: 8/19/2022

Amended: September 1, 2022

Contents

1.0 GENERAL INFORMATION/CALENDAR OF EVENTS.....	4
1.1 Procurement Contact	6
1.2 Calendar of Events.....	6
1.3 Programmatic/Technical Informational Meeting Sessions.....	7
1.4 Submission of Written Questions	8
1.5 Deadline for Prequalification in the Grants Gateway	8
1.6 Submission of Proposals	9
1.7 OCFS Reserved Rights.....	11
2.0 EXECUTIVE OVERVIEW.....	14
2.1 Introduction/Description of Program Objectives and Background	14
2.2 OCFS Statewide Considerations	15
2.3 Purpose and Funding Availability	15
2.4 Term of Contract	17
3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS	18
3.1 Minimum Qualifications	18
3.2 Prequalification Process	19
3.3 Vendor Responsibility Requirements	21
4.0 PROGRAM REQUIREMENTS.....	23
4.1 Desired Outcomes and Program Requirements.....	23
4.2 Program Requirements	26
4.3 Accessibility of Web-Based Information and Applications	35
5.0 PROPOSAL CONTENT AND SUBMISSION	36
5.1 Technical Proposal Content/Work Plan AMENDED 9/1/2022	36
5.2 Bonus Points (Possible 15 bonus points total):	46
5.3 Proposed Budget.....	47
5.4 Key Concepts	48
5.5 Proposal Submittal Process	48
6.0 MINIMUM CRITERIA/REVIEW PROCESS	50
6.1 Minimum Criteria (Pass/Fail Review Criteria)	50
6.2 Review Process.....	50
6.3 OCFS Procedure for Handling Debriefing Requests.....	53
7.0 MANDATORY CONTRACTING REQUIREMENTS (Post Award).....	54
7.1 Contract Readiness	54
7.2 Standard Contract Language.....	54
7.3 Workers' Compensation Insurance and Disability Benefits Coverage	54
7.4 Confidentiality and Awardee, Contractor, Employee, and Volunteer Background Checks	56
7.5 Charities Registration (non-profit AmeriCorps only).....	57
7.6 Federal Requirements	57
7.7 Required Electronic Payments and Substitute Form W-9	57

7.8	Iran Divestment Act	58
7.9	Statewide Financial System.....	59
7.10	Minority- and Women-Owned Business Enterprises (MWBE) – Equal Employment Opportunity (EEO) - Requirements and Procedures.....	59
7.11	Service-Disabled Veteran-Owned Business (SDVOB)	62
7.12	Omnibus Procurement Act	63
7.13	Executive Order Number 175 (If Applicable).....	64
7.14	Executive Order Number 14, 16 & 177	65
7.15	State Finance Law §139-I; Statement on Sexual Harassment in Bids.....	66
7.16	Other Requirements	66
8.0	CONTRACT DOCUMENTS	66
9.0	GLOSSARY OF OUTCOME-BASED CONTRACTING TERMS	67
10.0	PROGRAM-SPECIFIC REQUIREMENTS AND FORMS.....	69

1.0 GENERAL INFORMATION/CALENDAR OF EVENTS

The New York State Office of Children and Family Services on behalf of the Commission on National and Community Service (hereafter “the Commission”) seeks applicants for American Rescue Plan Act (ARPA) AmeriCorps Formula grant funding. The Commission is a governor-appointed commission with a diverse, non-partisan body of, among others, representatives of business, labor, education, government, human services, and community-based organizations. The Commission directs national service policy for the state and directly administers funding awarded by the Corporation for National and Community Service (hereafter “AmeriCorps”) to support New York State AmeriCorps programs.

The Commission, while independent, is hosted by the New York State Office of Children and Family Services (hereafter “OCFS”). OCFS provides valuable and critical support to the Commission and is the designated state agency for purposes of issuing the Commission’s requests for proposals and administering grant contracts. Within this Request for Proposal (hereafter “RFP”), there are several documents, forms and other information requested by OCFS. The Commission supports the mission and priorities of OCFS, and applicants should prepare their proposals to address the specific parameters of this RFP. All documents and forms requested by OCFS must be submitted before the deadline for submission of proposals indicated in [Section 1.2 \(Calendar of Events\)](#). If awarded funding under this RFP, your agency must agree to comply with all applicable state and federal laws, rules and regulations, and OCFS contract and reporting procedures.

Note: OCFS is NOT responsible for review or evaluation of applications beyond determining whether applicants meet minimum qualifications as outlined in [Section 3.1](#). All funding recommendations to AmeriCorps beyond minimum qualifications are within the discretion of the Commission. However, final funding determinations are made by AmeriCorps, the federal agency. AmeriCorps does not allow for appeals of any award decisions.

THIS REQUEST FOR PROPOSAL IS FOR AMERICAN RESCUE PLAN AMERICORPS FORMULA FUNDING ONLY

This RFP’s federal funding comes from the New York State American Rescue Plan Formula pool of AmeriCorps national service funding (hereafter the “ARPA Formula pool”). The total amount available in the pool is determined by a “formula” applied by AmeriCorps, mainly based on state population. New York State received approximately \$10.7 million in ARPA funding. New York State’s ARPA pool covers AmeriCorps programs through September 2025 and will fund two AmeriCorps program years. The ARPA funding cannot be renewed beyond that date. The recommendations made by the Commission must be approved by AmeriCorps before grants may be awarded. The Commission will recommend funding consortia of multiple organizations or agencies to establish and administer an AmeriCorps

program or programs consistent with the program design, measures and mission outlined in this RFP.

Throughout this document, the terms *proposals*, *bids*, *offers*, and *applications* are used interchangeably, as are *applicants*, *bidders*, and *offerers*. If the offerer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the offerer shall immediately notify OCFS ([see Section 1.1 Procurement Contact](#)) of such error in writing and request clarification or modification of the document.

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

Key Concepts

- [2022 AmeriCorps State and National Grants NOFO \(hereafter “the NOFO”\)](#)
- [2022 AmeriCorps State and National Application Instructions](#)
- [2022 AmeriCorps State and National Mandatory Supplemental Information](#)
- [2022 AmeriCorps State and National Performance Measures Instructions](#)

Important Notes:

The NOFO should be read as background for this RFP, along with the AmeriCorps regulations (45 CFR §§2520–2550), the 2022 AmeriCorps State and National Mandatory Supplemental Information, 2022 AmeriCorps State and National Application Instructions, and the 2022 AmeriCorps State and National Performance Measure instructions.

The dates listed in these materials are not applicable to this RFP; please follow the dates listed in the Calendar of Events in Section 1.2. of this RFP

Not all Performance Measures in the instructions pertain to this RFP. Instructions in Section 4.2.G of this RFP provide details relative to the specific Performance Measures that are acceptable.

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

1.1 Procurement Contact

All inquiries concerning this procurement must be addressed to the Director of Contracts in the Procurement Unit or their designee(s) at OCFS, via email (preferred) to AmeriCorpsRFP@ocfs.ny.gov or via hard copy mailed to:

Director of Contracts
New York State Office of Children and Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144

1.2 Calendar of Events

Issuance of Request for Proposals	8/19/2022
Programmatic and Evidence Informational Meeting Session (<i>optional</i>) (see Section 1.3)	9/7/2022 at 1:00 p.m. Eastern Time
Technical Informational Meeting Session (<i>optional</i>) (see Section 1.3)	9/8/2022 at 1:00 p.m. Eastern Time
Deadline for Submission of Written Questions (see Section 1.4)	9/16/2022 by 11:59 p.m. Eastern Time
Recommended Date to Request to Submit Additional Projects (see Section 2.3), and deadline to Prequalify in the Grants Gateway (see Section 3.2)	9/16/2022 by 5:00 p.m. Eastern Time
Responses to Written Questions Posted	On or about 9/23/2022

Deadline for Submission of Proposals in eGrants (see Section 5.5) and New York State Supporting Documents (see Section 1.6)	10/7/2022 by 12:00 p.m. (noon) Eastern Time
Anticipated Notification of Award	No earlier than 11/1/2022
Anticipated Contract Start Date	No earlier than January 1, 2023

1.3 Programmatic/Technical Informational Meeting Sessions

The Commission is committed to providing the most current application information available and relies primarily on the Commission’s website (www.NewYorkersVolunteer.ny.gov) to keep applicants abreast of changes. It is the applicant’s responsibility to monitor this website frequently for updates to the application process, as well as training and technical assistance resources and other information.

Additionally, two (2) optional informational sessions will be held on the dates and times specified in [Section 1.2 Calendar of Events](#), please use the following access information to participate:

To join for both video and audio conference		
Session	Access link	Password
Programmatic and Evidence Info Session	Link	AmeriCorps2022
Technical Info Session	Link	

To join for audio conference only		
Session	Call in Number	Participant Code
Programmatic and Evidence Info Session	(518) 549-0500	161 596 9431
Technical Info Session		161 943 4053

The **Programmatic and Evidence Informational Meeting Session** will cover general AmeriCorps and National Service Programmatic information along with Evidence Information.

Participants are encouraged to review the [2022 Mandatory Supplemental Information](#) section on Evidence Tiers, pp. 3 – 4, before attending this session.

Participants are strongly encouraged to participate in AmeriCorps for National and Community Service's **Technical Assistance Calls & Webinars: Best Practices in Demonstrating Evidence** ([Webinar](#)).

The **Technical Requirements Informational Meeting Session** will cover the details of the application process, including basic eGrants navigation and use.

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

1.4 Submission of Written Questions

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

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

Note: Requests by current AmeriCorps grantees or subgrantees to submit additional projects (see Section 2.3) should be submitted as early as possible and no later than the recommended deadline date specified in [Section 1.2 Calendar of Events](#). The Commission must forward these requests to AmeriCorps, which has sole discretion to determine approval. The Commission cannot assure applicants that AmeriCorps will determine such requests before the Commission's deadline for submitting applications. The Commission will not publish responses to these requests but will notify applicants of AmeriCorps' determination.

1.5 Deadline for Prequalification in the Grants Gateway

Non-profit applicants are strongly encouraged to prequalify in the Grants Gateway by the date specified in the table in [Section 1.2 Calendar of Events](#), and **MUST** prequalify by the **deadline for submission of proposals in eGrants**. Please refer to [Section 3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS](#).

Note: Government entities are not required to prequalify in the Grants Gateway but **must register** to apply (see [Section 3.2 Prequalification Process](#) for additional information).

1.6 **Submission of Proposals**

eGrants

All proposals must be submitted electronically through AmeriCorps’s web-based system, [eGrants](#). The Commission recommends applicants draft the application as a Word document and copy and paste the text into the appropriate eGrants fields. The Commission also recommends that applicants create an eGrants account and begin the application creation process as soon as possible.

Evidence Studies and Evaluation Reports

See the [2022 AmeriCorps State and National Grants Notice of Funding Opportunity \(NOFO\) E.1.e. Evaluation Plan](#), p. 27 for evaluation plan submission requirements and instructions. All documents **MUST** be emailed to americorps.rfp@newyorkersvolunteer.ny.gov.

Note: If the Commission recommends your application to AmeriCorps, you may be required to provide additional documents such as: 1) Labor union concurrence; 2) Federal debt delinquency; 3) [Financial Management Survey \(FMS\)](#); 4) [Diversity Questionnaire](#); and/or 4) other required documents.

All applicants recommended to AmeriCorps by the Commission are required to complete and submit their Financial Management Survey. The Commission recommends that applicants begin working on their FMS in anticipation of being funded. Please see **p. 19 of the [2022 AmeriCorps State and National Grants Notice of Funding Opportunity \(NOFO\)](#)**. You will be provided with more detailed instructions by the Commission if your proposal is recommended to AmeriCorps for funding.

New York State Supporting Documents

The following documents are required for applications. Email the documents to AmeriCorpsRFP@ocfs.ny.gov by the date specified in [Section 1.2 Calendar of Events](#). These documents are considered part of your proposal, and failure to submit them by the specified date may disqualify your application from further review. In the subject heading of the email, please write **“RFP# 1099 NYS AmeriCorps 2022-2023 Formula Pool Required Bid Documents”** and please include your organization’s name and application number.

- A. [OCFS-2633, MacBride Fair Employment Principles Certification Form](#)
- B. [OCFS-2634, Non-Collusive Bidding Certification](#) (Required by section 139d of the State Finance Law)
- C. [Attachment A-2, Federal Assurances and Certifications](#)
- D. For complete proposal and contract requirements for the Minority- and Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) requirements, refer to Section 7.10. The following are forms to be completed and submitted with your Administrative Proposal and can be found [here](#):
- **OCFS-4629, Project Staffing Plan Form**
 - **OCFS-3460, Minority- and Women-Owned Business Enterprises (MWBE) Equal Employment Opportunity (EEO) Policy Statement.**
- E. [OCFS-2647, EO 177 Certification](#) (See Section 7.15 for more information).
- F. [OCFS-4821, CMS User Authorization](#) (Please note, the authorization form is not required at the time of application submission. However, the form is needed for contract development)
- G. [Attachment 1 – Statement on Sexual Harassment](#) (See Section [10](#)).
- H. Confirmation of **completion** of the vendor responsibility process should be submitted with your proposal. This confirmation can take the form of registration in the VendRep System or by submitting your completed hardcopy questionnaire. To submit this confirmation with your application, go to the bottom of your certified questionnaire and click the button called, “Form Overview” (See Section 3.3 for more information).

Proposal Due Date

All proposals submitted in response to this RFP are due in the eGrants system by the date specified in [Section 1.2 Calendar of Events](#) of this RFP.

Supporting documents must be emailed to AmeriCorpsRFP@ocfs.ny.gov by the date specified in [Section 1.2 Calendar of Events](#).

1.7 OCFS Reserved Rights

OCFS reserves the right to

1. Place a monetary cap on the funding amount made in each contract award
2. Change any of the schedule dates stated in this RFP before the due date for the submission of proposals
3. Reject any or all proposals received in response to the RFP
4. Withdraw the RFP at any time at the agency's sole discretion
5. Make an award under the RFP in whole or in part
6. Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP
7. Reject any proposal if, in the sole discretion of OCFS, it determines the bidder is not a responsible vendor
8. Seek clarification and revisions of proposals. Request bidders to present supplemental information clarifying their proposals either in writing or by formal presentation. Other than the requested clarification and supplemental information, submission of new information is not permitted
9. Require that bidders demonstrate, to the satisfaction of OCFS, any feature(s) present as a part of their proposal, which may include an oral presentation of their proposal. Any such demonstration or presentation may be considered in the evaluation of the proposal
10. Amend any part of this RFP before opening of bids, with notification to all bidders, and direct all bidders to prepare modifications addressing RFP amendments, if necessary. Expenses incurred in the preparation of any proposals or modifications submitted in response to this RFP are the sole responsibility of the bidder or other party and will not be incurred or reimbursed by OCFS
11. Make funding decisions that maximize compliance with and address the outcomes identified in this RFP

12. Fund only one portion, or selected activities, of the selected bidder's proposal and/or adopt all or part of the selected bidder's proposal based on federal and state requirements
13. Eliminate any RFP requirements that cannot be met by all prospective bidders upon notice to all parties that submitted proposals
14. Waive procedural technicalities or modify minor irregularities in proposals received after notification to the bidder involved
15. Correct any arithmetic errors in any proposal or make typographical corrections to proposals with the concurrence of the bidder
16. Negotiate with the selected bidder(s) before contract award
17. Conduct contract negotiations or award a contract to the next highest bidder if contract negotiations with the selected bidder(s) cannot be accomplished within an acceptable time frame. No bidder will have any rights against OCFS arising from such actions
18. Award contracts to more than one bidder or to other than the lowest bidder
19. Require that all proposals be held valid for a minimum of 180 days from the closing date for receipt of proposals, unless otherwise expressly provided for in writing
20. Fund any or all the proposals received in response to this RFP. However, issuance of this RFP does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted and reserves the right to withdraw or postpone this RFP without notice and without liability to any bidder or other party for expenses incurred in the preparation of any proposals submitted in response to this RFP and may exercise these rights at any time
21. Use the proposal submitted in response to this RFP as part of an approved contract. At the time of contract development, awardees may be requested to provide additional budget and program information for the final contract
22. Utilize any and all ideas submitted in the proposals received where an award is ultimately made
23. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation

24. Make additional awards based on the remaining proposals submitted in response to this RFP and/or provide additional funding to awardees if such funds become available
25. Make inquiries of third parties, including but not limited to, bidder's references, with regard to the applicant's experience or other matters deemed relevant to the proposal by OCFS. By submitting a proposal in response to this RFP, the applicant gives its consent to any inquiry made by OCFS
26. Require contractors to participate in a formal evaluation of the program to be developed by OCFS. Contractors may be required to collect data for these purposes. The evaluation design will maintain confidentiality of participants and recognize practical constraints of collecting this kind of information
27. Consider statewide distribution and regional distribution in evaluating proposals (see [Section 6.2, Review Process](#) for more information)
28. Rescind awards for failure of awardees to meet time frames that OCFS is required by statute to meet for contract development and approval
29. Cancel this RFP, in whole or in part, at any time and to reject any and all proposals when appropriate in the best interests of the state
30. Make adjustments to the funding amount requested based on program need and based on the total dollar value of the applications submitted
31. Reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their proposal(s). This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s)

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

2.0 EXECUTIVE OVERVIEW

2.1 Introduction/Description of Program Objectives and Background

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

AmeriCorps is a federally funded service program that provides citizens the opportunity to engage in full- or part-time service to their communities. New York State AmeriCorps subgrants are awarded to public or private nonprofit organizations (including faith-based), other community organizations, Native American tribes, institutions of higher education, local governments, state agencies or other non-federal governmental entities within states or territories (e.g., cities, counties), labor organizations, partnerships and consortia, and intermediaries that will operate solely in New York State and focus on one (1) or more of the six (6) focus areas identified by the [Edward M. Kennedy Serve America Act](#). These focus areas are the following:

1. Disaster services
2. Economic opportunity
3. Education
4. Environmental stewardship
5. Healthy futures
6. Veterans and military families

For this ARPA initiative, the Commission has selected the focus areas of **Education** and **Healthy Futures**. All applicants must select one or both focus areas and disregard all other selections in eGrants.

Each of the subgrantees, in turn, is expected to use AmeriCorps funding to recruit, place, and supervise AmeriCorps members who engage in intensive service to address the pressing community problems outlined as the subject matter of this RFP.

After successful completion of their terms of service, AmeriCorps members may earn a [Segal AmeriCorps Education Award](#) that may be used to pay for college or graduate school at Title IV eligible schools, or to repay qualified student loans. Most AmeriCorps members receive a modest living allowance and health care benefits and may be eligible for childcare assistance during their terms of service.

2.2 OCFS Statewide Considerations

See **Section 4.1.a Funding Priorities**.

2.3 Purpose and Funding Availability

To maximize the impact of the public investment in national service, the Commission will recommend applications for funding that demonstrate community impact and the ability to solve community problems using an evidence-based or evidence-informed approach (e.g., performance data, research, Theory of Change).

All awards made under this RFP have two components:

1. Operating funds; and
2. AmeriCorps member positions

Pursuant to the [2022 AmeriCorps State and National Grants NOFO](#), p. 3, 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. Award amounts vary both in the level of operating funds and in the type and amount of AmeriCorps member positions, as determined by the scope of the projects. Please see RFP **Section 5.1 Technical Proposal Content/Work Plan, 4. Member Experience** and the NOFO, page 21, for additional proposal submission information.

AmeriCorps has certain responsibilities related to the federal awards it makes. Title 2 of the Code of Federal Regulations (CFR) §200.210 of the “Information Contained in a Federal Award” provides the federal award information that must be provided to each subrecipient of a federal award.

Note: The Commission has determined that awardees under this procurement are deemed “subrecipients” as described in 2 CFR §200.330 for the purpose of carrying out a portion of a federal award. The Commission will be providing this information to awardees in accordance with federal regulatory requirements and to assist awardees in meeting their federal regulatory requirements as subrecipients.

NYS ARPA Formula Allocation

Each state received an American Rescue Plan Act AmeriCorps Formula allocation of federal funds to use in accordance with its state’s strategic priorities, as identified by the governor and the Commission. The Commission was allocated \$10,695,082 in ARPA Formula AmeriCorps funding. The Commission has designated its ARPA allocation for the following program:

The New York State Student Support Corps

The Commission will dedicate approximately \$10 million in (ARPA) funding to create a Student Support Corps (SSC), which will address the impact the COVID-19 pandemic has had on children and teens in New York State. The Commission seeks applications from consortia (defined as lead applicant with one or more partners in the project – see details below) that intend to meet the needs of K-12 students affected by the pandemic, including learning loss, mental wellness, nutrition, arts and/or recreation. This funding will support proposed two-year AmeriCorps programs, beginning no earlier than January 1, 2023, and extending no later than August 31, 2025.

Approximately 170 AmeriCorps Member Service Years (MSYs) per program year will be funded throughout the state (please see below regarding regional consortia requirements). The Commission hopes to fund at least one application to cover each region of New York State (see the map, **Section 4.1**) and requires applicants to apply as one or more regional consortia, identifying the entity that will be the lead applicant. Each consortium proposal must include a school, school district, or Board of Cooperative Educational Services (BOCES) as one of its consortium partners. The lead agency must meet the eligibility requirements to run an AmeriCorps program (see **Section 3.0**) and satisfy all NYS contracting requirements (see **Section 7.0**).

Special NYS Student Support Corps Grant Instructions

The Commission sees an important role for AmeriCorps members and programming in helping NYS students who have fallen behind. AmeriCorps members often create a bridge between students and professionals in a school setting. This bridge can serve to help “the whole child” while assisting with academic progress. AmeriCorps members can facilitate/refer and/or provide students the services they need. Suggested activities that can be coordinated and provided by AmeriCorps members may include¹:

- **Tutoring** – The NYS School Boards Association has determined that high-dose tutoring provided by trained individuals is the best method to counter the learning loss that has occurred because of the pandemic. If AmeriCorps members will be providing tutoring services to students, that service must meet AmeriCorps requirements. AmeriCorps has a definition and specific requirements for tutoring programs ([CFR 45 §2522.940](#)), and applicants intending to use tutoring as a learning tool must demonstrate that their plan adheres to those requirements.

¹ This is not an exhaustive list and applicants may choose to propose other activities for funding, based on documented community needs and established research.

- **Integrated Student Supports** – Case management of high-needs students, including referral to services based on need.
- **Expanded learning time** – Including after-school and weekend sessions to enable students to catch up with homework assistance and social/emotional development.
- **Family and community engagement** – Student stress is often indicative of family stress. Referral to services and involvement in the family development/learning process can serve the student.

Applicants are encouraged to design programs that meet the needs of their local student populations. Applicants may propose programs that cover grades K-12, or those that cover specific grades or student populations (e.g., special education). Applicants must document the need(s) to be met and the activities proposed. Applicants must demonstrate a plan and the ability to recruit AmeriCorps members from the community being served.

AmeriCorps members serving in SSC programs will be trained to identify and recognize special needs of individual students and will be able to offer referrals to appropriate sources of support. Applicants must describe how members of their consortium and other partners will train and support these AmeriCorps members.

2.4 Term of Contract

Awards in response to this RFP will result in multiyear contracts for a term of no more than twenty-seven (27) months from the contract start date, which consists of two (2) 15-month contract periods. Applicants who receive awards of federal funding under this RFP will be subject to all applicable state and federal laws, rules and regulations, to include AmeriCorps program regulations found under [45 CFR Part 2522](#), see [Section 5.4 Key Concepts](#).

The 15-month contract periods allow the contractor a covered period to recruit members and remain compliant with federal regulations, which provide full-time AmeriCorps members up to twelve (12) months to complete their terms of service, only AmeriCorps member costs can be paid in months 13-15 of each period. In addition, programs must budget money for National Service Criminal History Checks (NSCHCs) and may expend the NSCHC funds for staff or members recruited during the contract period. The contract start date must be in accordance with the anticipated contract start date stated in **Section 1.2 Calendar of Events**. The start date for the first 15-month contract period may be no earlier than January 1, 2023, and no later than June 1, 2023. Expenses incurred in a 15-month contract period may only be reimbursed with funds granted for that same 15-month contract period.

In approving a multiyear project, AmeriCorps will approve initial funding for the first 15-month contract period. Continuation funding for a second year is not guaranteed. Applicants who are awarded a multiyear AmeriCorps grant **must** submit continuation requests subject to AmeriCorps approval for the subsequent program year. Contracts awarded from this RFP to applicants who do **NOT** reapply will be terminated at the end of their 15-month period. Factors considered in awarding continuation grants include satisfactory performance of the contractor.

All awards made as a result of this RFP are conditioned upon the continued availability of federal funds. The Commission and AmeriCorps reserve the right to adjust the amount of an award made under this RFP or elect not to continue funding for subsequent years.

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

3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS

3.1 Minimum Qualifications

- New York State AmeriCorps grants are awarded to public or private nonprofit organizations including, but not limited to, faith-based, other community organizations, institutions of higher education, state agencies or other non-federal governmental entities within states or territories (e.g., cities, counties), Native American tribes, labor organizations, partnerships and consortia, and intermediaries that will operate solely in New York State. For the purposes of this RFP, applicants must apply as a consortium. Each consortium must include one or more local school districts and/or BOCES, plus at least one or more additional partners. **See Section 4.1 for additional information.**
- Applicants must submit a completed **Attachment 2 – New York State Student Support Corps Consortium Agreement** signed by all parties that the applicant is proposing to be a part of their consortium
- Applicants **must** be prequalified, if not exempt, in the New York State Grants Gateway on the application deadline. See **Section 3.2 Prequalification Process** for additional information.

All applications must include an **Employer Identification Number (EIN)**, and a **Unique Entity Identifier (UEI)**, associated with their registration with System for Award Management (SAM), and maintain an active SAM

registration until the application process is complete. See [2022 AmeriCorps State and National Grants NOFO](#) p.9 for additional information.

3.2 Prequalification Process

New York State has instituted key reform initiatives to the grant contract process that require non-profit organizations to complete the Vendor Prequalification process for proposals to be evaluated. Non-profit organizations must prequalify once every three (3) years and are responsible for keeping their information current throughout the three-year period.

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

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

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

3.2.1 Register for the Grants Gateway

- On the Grants Reform website, download a copy of [the Registration Form for Administrator](#). A signed, notarized original form must be sent to the New York State Division of Budget at the address provided in the instructions. You will be provided with a username and password allowing you to access the Grants Gateway.
- If you have previously registered and do not know your username, email grantsgateway@its.ny.gov. If you do not know your password, click the [Forgot Password](#) link from the main log in page and follow the prompts.

3.2.2 Complete Your Prequalification Application

- Log into the [Grants Gateway](#). If this is your first time logging in, you will be prompted to change your password at the bottom of the “Profile” page. Enter a new password and click “SAVE.”
- Click the “Organization(s)” link at the top of the page and complete the required fields including selecting the state agency

with which you have the most grant contracts. If you currently do not have any contracts with New York State, select OCFS. This page should be completed in its entirety before you click “SAVE.” A “Document Vault” link will become available near the top of the page. Click this link to access the main “Document Vault” page.

- Answer the questions in the “Required Forms” and upload “Required Documents.” This constitutes your “Prequalification Application.” “Optional Documents” are not required unless specified in this RFP.
- Specific questions about the prequalification process should be directed to the agency contact listed in [Section 1.1 Procurement Contact](#) or to the Grants Gateway Team at grantsgateway@its.ny.gov.

3.2.3 Submit Your Prequalification Application

- After completing your prequalification application, click the “Submit Document Vault” link located below the “Required Documents” section to submit your prequalification application for state agency review. Once submitted, the status of the document vault will change to “In Review.”
- If expedited review of your prequalification application is desired, please send an email request to the agency contact listed in [Section 1.1 Procurement Contact](#) and identify your organization by including your Grants Gateway Document Vault (GDV) number, organization name, and federal EIN or SFS Vendor ID. It is advised that you submit this request before, or as soon as possible after, the **Recommended Deadline to Prequalify in the Grants Gateway** noted in [Section 1.2 Calendar of Events](#).
- Your document vault will be assigned to a prequalification specialist for review. If your prequalification specialist has questions or requests modifications, you will receive an email notification from the GGS.
- Once your prequalification application has been approved, you will receive an GGS notification that you are now prequalified to do business with New York State.

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

3.3 Vendor Responsibility Requirements

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

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

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

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

Vendors opting to complete a paper questionnaire can access the questionnaire by clicking the following link: [Paper Questionnaire](#). Please note that there are separate questionnaires depending on the contractor status. Non-profit vendors must use the *Vendor Responsibility Questionnaire Non-Profit Business Entity* form. For-profit vendors must use the *Vendor Responsibility Questionnaire For-Profit Business Entity* form.

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

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

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

The New York State VendRep System offers the following benefits:

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

Note: The *Vendor Responsibility Questionnaire* must be dated within six months of the proposal due date. Any subcontractors under that proposed contract must also complete a *Vendor Responsibility Questionnaire* when the value of the subcontract is projected to be \$100,000 or more for the contract term.

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

4.0 PROGRAM REQUIREMENTS

4.1 Desired Outcomes and Program Requirements

Funding Priorities – NYS Student Support Corps

The Commission seeks to fund regional consortia that serve each region of the state and that will reach those students who have fallen the furthest behind during the pandemic. Consortia of all varieties and sizes will be considered, including multi-school or multi-school districts, multi-regional consortia, and public-private partnerships serving students in rural, urban, or other areas. **Each consortium must include one or more local schools or school district(s) and/or BOCES, plus at least one or more additional partner(s)** as the applicants see fit, and that will increase the chances of student success² Suggested partners include nonprofits, private funders, institutes of higher education, etc. The Commission encourages creativity and outreach by those interested in applying for this funding, to serve the needs of your communities and as many students as possible given the consortium's capacity.

Based on scoring and funding availability, the Commission may fund any of the following: multi-regional consortia, one region consortia, a regional consortium with multiple school districts, or any other combination that meets its goal of one consortium over each region.

Each application must identify the lead agency for the initiative that will act as an intermediary and fiscal agent. The Commission and OCFS will contract with that agency, which must meet both the federal and New York State eligibility requirements to receive an AmeriCorps grant (see **Section 3.0**).

The Commission believes that COVID-19 has adversely affected children throughout the state and in each of the economic development regions of the state (see map below). The Commission prefers to award at least one ARPA grant to each region of the state, and thus requires the formation of regional consortia to allow sharing of scarce resources in regions and giving the awarded programs the highest chances of success. However, the quality of the application is paramount, and the Commission reserves the right to not award a grant to every region. Applicants must demonstrate a desire and the ability to recruit AmeriCorps members from the community being served.

New York State Economic Regions

² Consortia need not cover an entire region and/or may cover more than one region.

For purposes of organizing regional consortia, the Commission presents the following map and information indicating the 10 economic regions and counties within each region:



The ten (10) New York State economic regions are organized as follows:

Western New York: Allegany, Cattaraugus, Chautauqua, Erie, Niagara

Finger Lakes: Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, Yates

Southern Tier: Broome, Chemung, Chenango, Delaware, Schuyler, Steuben, Tioga, Tompkins

Central New York: Cayuga, Cortland, Madison, Onondaga, Oswego

Mohawk Valley: Fulton, Herkimer, Montgomery, Oneida, Otsego, Schoharie

North Country: Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, St. Lawrence

Capital Region: Albany, Columbia, Greene, Saratoga, Schenectady, Rensselaer, Warren, Washington

Mid-Hudson: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester

New York City: Bronx, Kings, New York, Richmond, Queens

Long Island: Nassau, Suffolk

In its [Statewide Service Plan for 2021-2023](#), the Commission stated the following:

“The Commission believes that systemic and institutional racism exists within our society, and we pledge to view our responsibilities through that lens, and strive toward ensuring equity in our own programs, initiatives and services. Our aim is to focus on advancing racial equity and justice.”

While almost all students in our state have been adversely affected by the pandemic, academic and social/emotional progress has most severely impacted communities of color and those in low-income communities. According to this [2021 report](#), “The impact of the pandemic on K–12 student learning was significant, leaving students on average five months behind in mathematics and four months behind in reading by the end of the school year. The pandemic widened preexisting opportunity and achievement gaps, hitting historically disadvantaged students hardest. In math, students in majority Black schools ended the year with six months of unfinished learning, students in low-income schools with seven.”

Given the Commission’s commitment to racial equity, the Commission believes that it has a special responsibility to encourage organizations that are led by Black, Indigenous and Persons of Color (BIPOC) individuals to participate in this program and will award extra points to consortia with such organizations as partners (See **Section 5.2**).

4.2 Program Requirements

A. Overview

The Commission has determined that the NYS Student Support Corps programs will be structured as cost-reimbursement grants (not fixed-cost grants) and that an AmeriCorps program under this RFP must propose a minimum of five (5) MSYs. For more information, see [2022 Mandatory Supplemental Information](#) for the definition of MSY.

New Applicants

The Commission encourages organizations that have never received AmeriCorps funding to participate in a consortium and apply for the funding described in this RFP. See the [2022 AmeriCorps State and National Grants NOFO, Type of Award](#), pp. 6 and 7, for the member slot types chart.

New or Additional Proposal

Current and previous grantees may not operate a new project without the prior written approval of AmeriCorps.

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, or
- utilize the same sites.

AmeriCorps will consider a project to be “new” or “additional” if there is a meaningful difference between it and previous projects in a comparison of several characteristics.

Please see [2022 Mandatory Supplemental Information](#) “Same Project” on p. 8-9 for a full description of criteria.

To request permission to apply for a new or more than one (1) project, the Commission requires that applicants complete [this request form](#) and email to the Commission at AmeriCorps.RFP@newyorkersvolunteer.ny.gov.

AmeriCorps requires applicants to request new projects “significantly in advance” of the application deadline date specified in [Section 1.2 Calendar of Events](#). Please submit your requests as early as possible.

The Commission will forward these requests to AmeriCorps, which has sole discretion to determine approval. The Commission cannot assure applicants that AmeriCorps will determine such requests before the Commission’s deadline for submission of applications as stated in the Calendar of Events. The Commission will not publish responses to these requests but will notify applicants directly of AmeriCorps’s determination.

B. Member Living Allowance

The applicant’s proposed budget must include an annual living allowance for full-time members. 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.

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-Time	1,700	\$16,502	\$33,004
Three Quarter-Time	1,200	n/a	\$23,103
Half-Time	900	n/a	\$16,502
Reduced Half-Time	675	n/a	\$12,542
Quarter Time	450	n/a	\$8,581
Minimum Time	300	n/a	\$6,931
Abbreviated Time	100	n/a	\$1,980

Member Living Allowance is not a salary or a wage. Funded organizations are responsible for withholding income tax and FICA. In accordance with the New York State Department of Labor’s memorandum issued in 1995, which clarified that service with AmeriCorps is not covered employment in New York State, funded organizations do not withhold unemployment insurance premiums for AmeriCorps members. (See [2022 AmeriCorps State and National Grants NOFO](#) pp. 15 D.6.a.1 Member Living Allowance for more information and exceptions to requirements.)

C. Maximum Cost per Member Service Year (MSY)

The maximum cost per MSY is **NOT** to be confused with the maximum Member Living Allowance (see Section 4.2 C, above).

AmeriCorps cost per MSY is determined by dividing AmeriCorps share of budgeted grant costs by the number of MSYs requested; it does not include childcare or the value of the education award a member may earn. The maximum amount an applicant may request from AmeriCorps per MSY is determined on an annual basis. The maximum costs per MSY for this funding opportunity are set forth in the [2022 AmeriCorps State and National Grants NOFO](#) FEDERAL AWARD INFORMATION, Maximum Cost per Member Service Year, page 16.

Grant Program	Maximum
Cost-Reimbursement Grantee	\$28,800 cost per MSY

The per member per year service cost for each member must be charged within the 15-month contract period that the member was enrolled in.

D. Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant and will be pro-rated to the number of hours in a successfully completed term of service. A member has up to seven (7) years after his or her term of service to use the Education Award. AmeriCorps will provide the updated education award amounts at the time of grant award.

E. Cost Sharing or “Match” Requirements

AmeriCorps requires that applicants submit their applications with the required match and any alternate match schedule.

Cost Reimbursement Grants

Applicants for the SSC are required to match funds at a rate of no less than 24%. The applicant’s match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission.

For the purposes of this RFP, successful new applicants for a cost-reimbursement grant are required to match at 24% for each period of the 27-month contract term. See chart for programs that are not “new.”

Match Replacement: For SSC funding, federal ARPA funds may serve as “match replacement” in your AmeriCorps budget. Federal funds may be requested on the grantee share of your proposed budget, to enable applicants to meet the matching requirements. The maximum allowable cost/MSY will consist of BOTH federal funds requested as “CNCS Share” and those requested as match replacement, which should appear as “Grantee Share,” and combined must not exceed the maximum cost/MSY (see **Section 4.2, Subsection C** above).

Note: FEDERAL FUNDS AS MATCH³: Section 121(e)(5) of NCSA (42 U.S.C. 12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to AmeriCorps.

Awardees who use federal funds not awarded by AmeriCorps as match will be required to submit documentation of approval from the other federal funding agency(ies) before reimbursement and report the sources and amount on the expenditure claim(s). All New York State AmeriCorps grantees and subgrantees must report this match to the Commission on a schedule included in their OCFS contract.

Organizations awarded funding through this RFP must provide written permission from federal agencies other than AmeriCorps to use such funds as program operating costs match on the AmeriCorps grant. All applications recommended to AmeriCorps by the Commission must provide proof of this in writing to the Commission upon the Commission’s request.

Note: The United States Department of Education has issued a [blanket authorization](#) for AmeriCorps programs that wish to use Elementary and Secondary School Emergency Relief Fund (ESSER) funds as match for ARPA funding. For more information on ESSER funding, please see [OESE.ed.gov](#).

Alternative Match

Under certain circumstances, [See [2022 AmeriCorps State and National Grants NOFO FEDERAL AWARD INFORMATION, Cost Sharing or Matching, pp. 10 - 11 for qualifications](#)], applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in 45 Code of Federal Regulations CFR 2521.60(b).

³ “Match Replacement” funds described above are not considered “other” federal funds and do not require prior approval.

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 [2022 AmeriCorps Application Instructions](#) (Attachment G: *Alternative Match Instructions*, p. 33).

Applicants that qualify should email a request for Alternative Match along with their application to AmeriCorpsRFP@ocfs.ny.gov by the Deadline for Submission of Proposals specified in [Section 1.2 Calendar of Events](#).

AmeriCorps and not the Commission will make the final determination as to alternative match schedules.

F. Indirect Costs

Applicants' budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally approved indirect cost rate, a 10 percent de minimis rate of modified total direct costs, or may claim certain costs directly, as outlined in **2 CFR 200.413**. States, local governments, and Indian Tribes may use previously approved indirect cost allocation plans. All methods must be applied consistently across all federal awards.

Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent de minimis rate must enter that information in the Organization section in eGrants. **However, under Section 121(d) of the NCSA and AmeriCorps' regulations at 45 CFR 2521.95 and 2540.110, no more than 5 percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants.** For definition and available options, please see **Attachment B. Section III. Administrative/Indirect Costs** [2022 AmeriCorps Application Instructions](#) on pp. 21-22.

G. Performance Measures

The Commission recommends that applicants use the National Performance Measures as part of their comprehensive performance measurement strategy if the National Performance Measures are part of the applicant's Theory of Change. All applicants should use both performance and evaluation data to assess their work and be prepared to make tactical and strategic adjustments to achieve their goals. For more information, please refer to the [2022 AmeriCorps State and National Grants NOFO, National Performance Measures, p. 22](#) and [2022 Performance Measures Instructions](#).

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

Additional performance measures, including output-only National Performance Measures, may be included if desired; however, all performance measures must be consistent with the program's Theory of Change and represent significant program activities.

For this RFP, the Commission recommends that applicants choose from the following Education and/or Healthy Futures Performance Measures (depending on program model).

Education Performance Measures

ED1A (output) Number of individuals served

Individuals: recipients of AmeriCorps-supported services related to education; may include students enrolled in grades K-12, out-of-school youth, preschool age children, and/or individuals pursuing postsecondary education

Served: substantive engagement of individuals with a specific education-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.

ED5A (outcome) Number of students with improved academic performance

Students: those reported in ED1A

Improved academic performance: an improved demonstration of skill or knowledge in one or more academic subjects

How to Measure/ Collect Data

Standardized test, report card grade, or other instrument capable of measuring changes in academic performance at the individual beneficiary level. When possible, pre- and post-assessments should be utilized.

ED6 (outcome) Number of students with increased school attendance

Students: those reported in ED1A

Increased school attendance: higher rate of presence and/or on-time arrival at school as compared to a previous comparable time period

How to Measure/Collect Data

School/district/classroom attendance records or other instrument capable of measuring changes in attendance at the individual beneficiary level

ED27C (outcome) Number of students with improved academic engagement or social and emotional skills

Students: those reported in ED1A

Improved academic engagement or social and emotional skills: A positive change in student skills, attitude, and/or mindset that is likely to contribute to increased educational success. May include increased interest in school, improved perspective on school climate, increased attachment to school, and/or increased educational aspirations.

How to Measure/Collect Data

Survey, observation, or other instrument capable of measuring changes in academic engagement or social and emotional skills at the individual beneficiary level. When possible, pre- and post-assessments should be utilized.

Healthy Futures Performance Measures

H4A (output) Number of individuals served

Individuals: recipients of AmeriCorps-supported services related to improving health related outcomes

Served: substantive engagement of individuals with a specific health-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.

How to Measure/Collect Data

Tracking mechanism that ensures an unduplicated count of individuals who have received services

H17 (outcome) Number of individuals with increased health knowledge

Individuals: those reported in H4A

How to Measure/Collect Data

Survey, test, or other instrument capable of measuring changes in knowledge at the individual beneficiary level. When possible, pre- and post-assessments should be utilized.

H18 (outcome) Number of individuals reporting a change in behavior or intent to change behavior to improve their health

Individuals: those reported in H4A

How to Measure/Collect Data

Survey, interview, or other instrument capable of measuring changes in behavior at the individual beneficiary level. When possible, pre- and post-assessments should be utilized.

H19 (outcome) Number of individuals with improved health

Individuals: those reported in H4A

How to Measure/Collect Data

Assessment by a healthcare professional, survey, or other instrument capable of measuring changes in health condition at the individual beneficiary level. When possible, pre- and post-assessments should be utilized.

H20 (outcome) Number of individuals with improved access to medical care

Individuals: those reported in H4A

How to Measure/Collect Data

Survey, interview, caseworker assessment, or other instrument capable of measuring changes in health care access at the individual beneficiary level. When possible, pre- and post-assessments should be utilized.

H. National Service Criminal History Check

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. The law requires grantees, including any subgrantees funded through this RFP, to conduct and document NSCHCs on designated persons.

- In general, award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on, the award.
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements. NSCHC regulations and guidance: [National Service Criminal History Checks](#)

- AmeriCorps strongly encourages funded applicants to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs. See: [Using AmeriCorps Approved Vendors Fieldprint and Truescreen for NSOPW, State and FBI Checks](#)
- Failure to conduct a compliant NSCHC may result in significant disallowed costs.
- The cost of conducting NSCHC is an allowable expense under the award and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

NSCHC consists of a check of the following:

1. National Sex Offender Public website through NSOPW.gov (nationwide check);
2. State criminal history record repository or agency-designated alternative for the individual's state of residence and State of service; and
3. Fingerprint-based check of the FBI criminal history record database through the state criminal history record repository or agency-approved vendor.

All checks must be conducted, reviewed, and an eligibility determination made before the individual begins work or service.

An individual is not eligible to serve or work in a position subject to the NSCHC requirements if:

- The individual refuses to consent to a criminal history check;
- Makes a false statement in connection with a criminal history check; or
- Is registered or is required to be registered on a state sex offender registry or the National Sex Offender Registry; or has been convicted of murder.

See **45 CFR 2540.200-2540.207** and National Service Criminal History Check Resources for complete information and FAQs.

Note: Failure to conduct compliant NSCHCs may result in significant disallowed costs.

I. Official Guidance

All AmeriCorps active Guidance is available on the federal agency's Guidance webpage: <https://www.americorps.gov/about/agency-overview/official-guidance>. The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents

are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

4.3 Accessibility of Web-Based Information and Applications

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

5.0 PROPOSAL CONTENT AND SUBMISSION

5.1 Technical Proposal Content/Work Plan⁴ **AMENDED 9/1/2022**

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

A. Proposal Content

- In [eGrants](#), AmeriCorps’s web-based management system, applicants will enter the following components to ensure a complete application: See [2022 AmeriCorps State and National Grants NOFO, D. 7. a. Electronic Application Submission in eGrants pp. 17](#). Applicants should contact the AmeriCorps Hotline at (800) 942-2677 or via [eGrants Questions](#) if they have a problem when they create an account, prepare, or submit the application. For AmeriCorps hotline hours go to <https://questions.americorps.gov/app/ask>.

Standard Form 424 (SF-424), *Face Sheet*, is automatically generated when applicants complete the data elements in the system:

- **Narrative Sections:**
 - Executive Summary: This is a brief description of the proposed program.
 - Program Design
 - Organizational Capability
 - Cost-Effectiveness and Budget Adequacy
 - Evaluation Summary/Plan
- **Logic Model**
- **Performance Measures**
- **Standard Form 424A Budget**
- **Clarification**
- **Authorization, Assurances, and Certifications**⁵

B. Page Limits for Application Submissions

Note: The length of a document in Word processing software may be different than what will print out in AmeriCorps’ web-based system. Submitted material that exceeds the page limits in the printed report will not be considered during proposal review. The system will not prevent an applicant from entering text that will exceed page

⁴ These terms correlate to the “Narrative” section of the eGrants application.

⁵ <https://egrants.cns.gov/cnsmisc/ECERTS.HTM>.

limitations. This applies to both the Narrative page limit and the Logic Model page limit.

When determining compliance for page limits, the Commission and Corporation will only consider the number of pages printed out from the “Review” tab in AmeriCorps’s web-based grant management system (where you see the “View/Print Your Application” heading) for each section defined in the [2022 AmeriCorps State and National Grants NOFO Page Limits p. 12](#). AmeriCorps will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. The application page limit does not include the Budget, Narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable. The Narrative and Logic Model have individual page limitations.

The Commission strongly encourages applicants to print out the sections of the application from the “Review” tab before submission to check that each individual section subject to page limitations does not exceed that section’s page limit. Neither AmeriCorps nor the Commission will consider the results of printing using any alternative formats when determining if application sections comply with the page limits. Reviewers will not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.

Narrative Page Limitations

Applications must not exceed twelve (12) pages.

The application sections that count towards the narrative page limit are:

- SF-424, *Face Sheet*
- Executive Summary
- Program Design, Organizational Capability, and Cost-Effectiveness and Budget Adequacy narratives.

The application page limit does not include the Budget, Performance Measures, or any required additional documents.

Logic Model

The Logic Model may not exceed three (3) pages when printed with the application from the “Review” tab in AmeriCorps’ web-based management system.

The length of the application as a Word processing document may differ

from the length of the document printed out from eGrants. AmeriCorps and the Commission strongly encourage applicants to print out the application from the “Review and Submit” tab in eGrants before submission in order to confirm that the Logic Model does not exceed the page limit.

Neither AmeriCorps nor the Commission will consider the results of any alternative printing methods when determining if application sections comply with the page limit. Reviewers will not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.

1. Criteria for Evaluating Grants

Categories/Subcategories	Points
Executive Summary	0
Program Design	44
Theory of Change and Logic Model	24
Evidence Quality	8
Member Experience	12
Organizational Capability	36
Organizational Background and Staffing	11
Compliance and Accountability	11
Culture That Values Learning	4
Member Supervision	6
Racial Equity and Justice	4
Cost Effectiveness & Budget Adequacy	20

A. Executive Summary (Required - 0 points)

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

The [Name of the lead organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage, [number of **leverage volunteers**, (see [2022 AmeriCorps State and National Grants NOFO](#) page 10, G3) if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

The applicant’s program will focus on the AmeriCorps focus area(s) of

[Education and/or Healthy Futures]. The AmeriCorps investment of \$[amount of request]⁶ 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.

B. Program Design (44 points)

SPECIAL CONSORTIUM INSTRUCTIONS:

Applicants are required to submit a partnership agreement (~~Attachment 3~~) (~~Attachment 2~~), including the following information

- a) Name of Consortium (this will become your “program name” in eGrants)
- b) Lead Agency of the Consortium
- c) Partners in the Consortium
- d) NYS Region Served.

Reviewers will consider the quality of the application’s response to the criteria below. Do not assume all sub criteria are of equal value. Please ensure that the Theory of Change and Logic Model incorporate the funding priorities listed above, for example supporting communities that were historically excluded and/or underserved from receiving government services; addressing structural and institutional inequities; or increasing opportunities to achieve sustainable change in communities.

1. Theory of Change and Logic Model (24 points)

The Theory of Change shall address the following:

- The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
- The proposed intervention is responsive to the identified community problem.
- The applicant’s proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s Theory of Change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant

⁶ Please do not include the value of Segal Education Awards in this request.

contributions to existing efforts to address the stated problem.

The Logic Model shall depict the following:

- A summary of the community problem including the role current or historical inequities faced by underserved communities may play in contributing to the problem
- The inputs or resources that are necessary to deliver the intervention, including but not limited to
 - locations or sites in which members will provide services,
 - number of AmeriCorps members who 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, types and number of activities conducted). 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. Identify which National Performance Measures will be used as outcome indicators.

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

In the application narrative, applicants should discuss the community need as it relates to the CDC's Social Vulnerability Index: <https://www.atsdr.cdc.gov/placeandhealth/svi/index.html>.

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

Rationales and justifications should be informed by the

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

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

2. Evidence Quality ~~(12 points)~~ (8 points)

The quality of the applicant's evidence and the degree to which it supports the proposed program design will be assessed and scored.

Applicants who have outcome or impact evaluation reports of the same intervention described in the application (see [2022 Mandatory Supplemental Information](#) for a definition of "same intervention") may submit up to two (2) reports. The intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

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

Additional documents that are not consistent with the guidance and requirements described will not be reviewed.

In the Evidence Quality section of the application narrative, applicants must (1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must describe in the Evidence Quality section of the application narrative how the intervention described in the submitted reports supports or complements their proposed intervention(s) is the same as the intervention described in the application (see [2022 Mandatory Supplemental Information](#)).

Applicants should provide citations for the studies they describe.

Reviewers will score the submitted evaluation reports using the following standards:

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

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design.

- The described evidence is relatively recent, preferably from the last six years (6).

- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one (1) key outcome of interest.⁷

3. Member Experience (12 points)

In this section, please describe how your program will be structured to meet the following criteria:

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

⁷ All applicants are required to enter text in the Evaluation Summary or Plan field of the application (see **Section E. Evaluation Plan**).

- learning and effective service delivery.
- The applicant's organization and/or program has a diversity, equity, and inclusion initiative that seeks to diversify its staff and board and create a supportive and safe environment as well as ensure that its programming is culturally and community appropriate.

C. Organizational Capability (36 points)

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 (11 points)

- The lead organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.
- One of the partner organizations has facilitated, partnered, or participated in educational or workforce development programs (i.e., pre-apprenticeship/registered apprenticeship, work experience, and job training programs, etc.).
- The consortium has a stated commitment and a plan to advance diversity, equity, and inclusion (DEI) throughout its mission, for example by using a DEI council or strategic plan.

2. Compliance and Accountability (11 points)

- The lead organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations, including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The lead organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, such as appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.
- The lead organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to the Commission and to both the AmeriCorps Office of Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.

3. Culture That Values Learning (4 points)

- The lead agency's and consortium partners' boards, management, and staff collect and use information, including performance data, for learning and decision-making.

- The lead agency's and consortium partners' boards, management, and staff collect and use information to determine its programmatic effectiveness in serving in a community with members that are diverse.

4. Member Supervision (6 points)

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

5. Racial Equity and Justice (4 points)

The Commission believes that systemic and institutional racism exists within our society and pledges to view responsibilities through that lens, striving toward ensuring equity in our programs, initiatives, and services.

- Explain the level of the lead agency and consortium partners' organizational capacities currently devoted to diversity, equity, and inclusion activities.
- Outline plans of the consortium for increasing and/or creating capacity devoted to diversity, equity and inclusion activities.
- Demonstrate how the specific proposed intervention(s) and action(s) will advance the cause of racial justice and equity and fight racism.

D. Cost Effectiveness and Budget Adequacy (20 points)

Reviewers will assess the quality of the application's budget to the following criteria below. Do not assume all sub-criteria are of equal value. **Refer to [Section 5.3 Proposed Budget](#) for Instructions.**

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

1. Cost Effectiveness and Budget Adequacy (20 points)

- Budget is submitted without mathematical errors.
- Proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is equal to or more than the required match for the given program year.

- The cost per MSY is equal to or less than the maximum cost per MSY.

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

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

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

E. Evaluation Plan (Required for recompeting grantees - 0 points)

All applicants who currently hold AmeriCorps grants must enter an evaluation plan in this field; others should enter “N/A” in the “Evaluation Summary or Plan” field of the Narrative.

F. Amendment Justification (0 points)

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

G. Clarification Information (0 points)

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

H. Continuation Changes (0 points)

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

5.2 Bonus Points (Possible 15 bonus points total):

Equity in Leadership (4 points total) The Commission will award four (4) bonus points for each application that demonstrates that the consortium applying has at least one partner organization led by Black, Indigenous, or Persons of Color (BIPOC), including one or more such persons in professional or lay leadership.

Please indicate each individual's name, title, length of service in the position, and a brief description of that individual's professional or volunteer experience with your organization.

Neediest Students/School Districts (9 points): The Commission will award no more than a total of nine (9) bonus points for each application that demonstrates that the consortium applying will serve one or more of the school districts listed on either or both of these New York State Education Department (NYSED) indices:

- (a) those in a "High Need" category (High N/RC) on the [NYSED Need/Resource Capacity Index](#), and/or
- (b) those identified as [NYSED Target Districts in New York's school accountability system](#).

The Need/Resource Capacity Index identifies 233 districts with a high ratio of poverty to wealth. In New York's school accountability system, 215 Target Districts have been identified for the low performance of one or more groups of students, either within one or more particular schools or at the district level. Please note that several districts appear in both indices.

AmeriCorps Experience (2 points): The Commission believes that prior experience with AmeriCorps or other national service grants is a contributing factor to program success. As the NYS Student Support Corps is an intensive, time-limited initiative, consortia should benefit from including a partner or individual staff member who has experience with AmeriCorps. Accordingly, we will award two (2) bonus points to each consortium applicant that demonstrates such experience.

Please indicate which consortium partner(s) or staff member(s) has prior experience with AmeriCorps or other national service programming and meets requirements by listing the partner entity or individual, including the prior experience and associated dates (e.g., lead agency, staff member, AmeriCorps member, host site, private funder, local government funder, etc.).

5.3 Proposed Budget

All New York State AmeriCorps programs applying for the SSC are required to budget at least \$2,000 for travel to attend the annual AmeriCorps New York Service Summit (location and date to be announced) and to work collaboratively with other national service programs in their region on national and New York State service days, including but not limited to: 1) September 11 National Day of Service and Remembrance, 2) Martin Luther King Jr. Day of Service, and 3) “I Love My Park Day” (first Saturday in May of each year). The Commission may announce additional federal or state service days throughout the life of any grant awarded.

Matching funds of at least 24% are required for all applicants, and federal funds may be used as “match replacement” (See Section 4.2.E). For specific instructions and regulations on match requirement, please see the [2022 AmeriCorps State and National Grants NOFO](#), Cost Sharing or Matching, p. 10.

Please see [2022 AmeriCorps Application Instructions](#) for overall budget instructions. The attachments included in the instructions can be found on the pages referenced below.

Attachment B: *Detailed Budget Instructions for Cost-Reimbursement Grants*, pp.19-23

Attachment C: *Budget Worksheet*, pp.24-27

Attachment F: *Budget Checklist*, pp.31-32

These attachments to the 2022 application instructions are worksheets only. All information must be entered in eGrants.

Non-Allowable Costs

Programs must comply with all applicable federal laws, regulations, and the requirements of the Omni Circular. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as audit requirements. The OMB Omni Circular can be found on-line at:

https://www.ecfr.gov/cgi-bin/textidx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

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

Local Match

AmeriCorps requires that 2022 AmeriCorps applicants submit their applications with the required match and any alternate match schedule. If applicable, AmeriCorps will note any match waiver on any Notice of Grant Award it issues.

There is a required local share match of the grant award for cost reimbursement grants, per Section 4.1 Desired Outcomes and Program Requirements.

AmeriCorps permits the use of non-AmeriCorps federal funds as match for the applicant share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency before submitting your application. Section 121(e)(5) of the National Community Service Act requires that awardees who use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to AmeriCorps. If you use other federal funds as match, you must ensure you can meet the requirement and purpose of both grants. Awardees who use federal funds as match will be required to submit documentation of approval from the other federal funding agency(ies) before reimbursement and report the sources and amount on the expenditure claim. The applicant must report the use of these funds to AmeriCorps in accordance with 42 U.S.C. 12571(e).

Note: The United States Department of Education has issued a blanket authorization to use ESSER funds as match for AmeriCorps ARPA funds (**See Section 4.2.E**).

The local share match may be reflected in any budget category. It does not need to be in the same category as the required AmeriCorps funds.

Applicants to the SSC can use federal funds as “match replacement” (see Section 4.2.E).

The local match can be cash or in-kind.

5.4 Key Concepts

This section is intentionally omitted. For definitions relevant to this RFP, see [2022 Mandatory Supplemental Information](#)

5.5 Proposal Submittal Process

How to Submit a Proposal

NOTE: Before submitting a proposal, non-profit organizations must prequalify in the Grants Gateway per [Section 3.2 Prequalification Process](#). If you are not already registered, register with the Grants Gateway at <http://grantsreform.ny.gov>.

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

Grants Reform Videos (includes a document vault tutorial and an application tutorial) are available on YouTube:

<http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

Grants Gateway Help Desk: 518-474-5595

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

Proposal Submission

Proposals must be submitted online via the eGrants website (<https://egrants.cns.gov/espan/main/login.jsp>) by the deadline for submission of proposals posted in RFP [Section 1.2 Calendar of Events](#).

Supporting Documents

All supporting documents must be emailed to AmeriCorpsRFP@ocfs.ny.gov by the date specified in RFP [Section 1.2 Calendar of Events](#). See RFP [Section 1.6 Submission of Proposals](#) for additional information.

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

Submission of Proposals Outside of eGrants

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

eGrants Technical Issues: All applicants are required to submit their proposals electronically utilizing eGrants; however, the Commission recognizes that technical issues may arise. For the Commission to accept your application outside of eGrants, applicants must first make at least one attempt to submit via eGrants. If a technical issue with the eGrants system is discovered on or before the proposal due date, the applicant must immediately contact the National Service Hotline at 800-942-2677 or <https://questions.nationalservice.gov/app/ask> to secure a Ticket Number (National Service Hotline hours can be found at the link above). Be prepared

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

If the issue cannot be resolved after contacting the National Service Hotline, the following materials must be sent by email to AmeriCorpsRFP@ocfs.ny.gov **and arrive at the email address no later than the deadline for submission of proposals posted in [Section 1.2 Calendar of Events](#)**. The following must be included with your submission: (1) the National Service Hotline Ticket Number and a brief paragraph explaining the technical issues that prevented submission of your application in eGrants by the deadline for submission of proposals; (2) a complete copy of the applicant's 2022-23 State AmeriCorps Application including all Application Components and Required Application Forms. Due to file size limitations, it may be necessary to email a compressed zip file or utilize multiple emails, all of which must be received by the deadline for proposal submission.

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

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

All applications must arrive no later than the deadline for submission of proposals posted in [Section 1.2 Calendar of Events](#).

6.0 MINIMUM CRITERIA/REVIEW PROCESS

6.1 Minimum Criteria (Pass/Fail Review Criteria)

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

6.2 Review Process

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

1. If a proposal meets the minimum qualifications to propose, it will be reviewed and scored by independent reviewers selected by the Commission. The reviewers will review the proposal as a team to agree on a consensus score. A structured evaluation instrument will be used to score proposals. The evaluation instrument will align with the requirements, outline, and point values specified in this RFP.

2. The role of the Commission staff is to facilitate the best possible review by the reviewers through training, technical assistance, and support. Commission staff will be available to the reviewers for such support throughout the review process but do not score applications.
3. At the conclusion of the review process, the reviewers will submit their consensus score sheets for each application to the Commission and the applications will be ranked according to consensus score from highest to lowest.

Post-Review Procedure:

1. The Commission will consider and act upon which applications to recommend to AmeriCorps for funding. Decisions will be based upon an applicant's score. **Applications scoring below a total of 60 points will not be recommended for funding.**
2. For this procurement, the Commission will award funds based on NYS regional alignments. All applicants scoring 60 or above will be ranked by score. The Commission will then consider each applicant's region and reserves the right to omit recommending funding for a higher-scoring applicant to allow funding for a lower-scoring applicant in a different region.

The following provides a hypothetical example of how the funding process will work:

Rank	Applicant	Score (out of a possible 115)	Region	Round	Funded? Y/N
i.	ABCD Consortium	107	A	One	Y
ii.	LMN Consortium	103	A	One	N
iii.	QRS Consortium	98	B	One	Y
iv.	XYZ Consortium	89	D	One	Y
v.	Green Consortium	85	C	One	Y
vi.	Orange Consortium	78	A	One	N
vii.	Purple Consortium	63	H	One	Y
ii.	LMN Consortium	103	A	Two	Y

vi.	Orange Consortium	78	A	Two	N
-----	-------------------	----	---	-----	---

Table item “vi.” above represents the point at which all available funds have been awarded. Notice that two applicants from Region A, both of which have scored higher than applicants from other regions, are omitted from the first round of funding to fund a larger number of regions. The Commission will use as many rounds of funding as necessary to fund applicants in as many regions as possible provided that they score 60 or above in the consensus scoring. Regions that have no eligible applicants will not be awarded funds.

3. The Commission reserves the right to adjust the funding amount requested based on program need and the total dollar value of the applications submitted.
4. If your proposal is selected for recommendation, you may be asked to work with Commission staff to make technical and other minor changes to your proposal so that it adheres to all applicable laws, rules, and regulations, including AmeriCorps statutes and regulations. You may be asked to clarify areas of the proposal that are vague, or confusing. No changes made during this period will affect the recommendations as previously determined by the Commission. You will be asked to enter any changes to your proposal into eGrants by a date specified by the Commission.

You may be required to provide additional documents such as: 1) Labor union concurrence, 2) Federal debt delinquency, 3) [Financial Management Survey](#) (FMS), 4) [Diversity Questionnaire](#), and/or 5) other required documents. All applications recommended to AmeriCorps by the Commission are required to complete and submit their Financial Management Survey directly to AmeriCorps. The Commission recommends that applicants start working on their FMS in anticipation of being funded. Please see p. 19 of the [2022 AmeriCorps State and National Grants NOFO](#). You will be provided with more detailed instructions by the Commission staff if your proposal is recommended to AmeriCorps for funding.

5. The Commission will determine, within its discretion, the number of proposals it will recommend to AmeriCorps, the amount of funding requested in total and for any one (1) proposal it recommends, and any technical or other minor changes it determines are necessary before a proposal is recommended to AmeriCorps. After the Commission determines its recommendations, the Commission staff will notify applicants via email if their applications will be forwarded to AmeriCorps.
6. If your application is recommended for funding, you will be required to submit an [Operational and Financial Management Survey \(OFMS\)](#).

7. The Commission will not submit an application to AmeriCorps for review if the applicant does not have an active SAM registration, unless The Office of Management and Budget authorizes an extension for upcoming SAM.gov registration expirations.
8. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. Please note SAM.gov has a new login process. Please go to the General Services Administration (GSA) SAM Update page for more information: <https://www.sam.gov/SAM>
9. If your proposal is accepted by AmeriCorps for funding, you will receive an award letter from OCFS and be contacted by the Commission to begin contract development. All final grant determinations are subject to the issuance of a final award letter by AmeriCorps.
10. AmeriCorps has no process for appeals of its funding decisions.

6.3 OCFS Procedure for Handling Debriefing Requests

Debriefing Request

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

1. OCFS will provide notice in writing or electronically to all unsuccessful offerers that the offerer will not receive a funded award under the RFP. AmeriCorps does not allow for an appeal of the denial of an award. An unsuccessful offerer wanting a debriefing must request a debriefing in writing, within 15 calendar days of receipt of the notice from OCFS that the offerer's proposal did not result in an award. There are no appeal rights with respect to the decisions to deny funding made by AmeriCorps.
2. OCFS, upon receipt of a timely written request from the unsuccessful offerer, will schedule the debriefing to occur within a reasonable period of time following the receipt of such request. Debriefings will be conducted in-person, unless OCFS and the offerer mutually agree to utilize other means, including, but not limited to, telephone, video-conferencing, or other types of electronic communications.
3. Such debriefing will include: (a) the reasons that the proposal, bid time frame or offer submitted by the unsuccessful offerer was not selected

for an award; (b) the qualitative and quantitative analysis employed by OCFS in assessing the relative merits of the proposals, bids or offers; (c) the application of the selection criteria to the unsuccessful offerer's proposal; and (d) when the debriefing is held after the final award, the reasons for the selection of the winning proposal, bid or offer. The debriefing will also provide, to the extent practicable, general advice and guidance to the unsuccessful offerer concerning potential ways that their future proposals, bids or offers could be more responsive.

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

7.0 MANDATORY CONTRACTING REQUIREMENTS (Post Award)

7.1 Contract Readiness

New York State's Prompt Contracting laws require all state agencies to complete contract development and the signatory process within statutorily prescribed time frames. Awardees must be available and prepared to respond within the required time frames. If selected, awardees may be required to travel to Rensselaer, New York, for contract development and will be expected to cover the costs of that travel. OCFS may rescind the awards of awardees who cannot satisfactorily complete the contracting process in order to commence services by the anticipated contract start date. Please see Section 2.4 for discussion of the start date.

7.2 Standard Contract Language

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

7.3 Workers' Compensation Insurance and Disability Benefits Coverage

Sections 57 and 220 of the Workers' Compensation Law (WCL) and section 142 of the State Finance Law require that businesses contracting with New York State have and maintain and provide evidence of appropriate workers' compensation and disability benefits insurance coverage. If an award is made from this RFP, updated proof of coverage must be provided during

contract development. Failure to submit the proof will delay the contract development process, and may result in the award being rescinded. Municipalities are not required to show proof of coverage.

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

A. Proof of Workers' Compensation Coverage

To comply with coverage provisions of the WCL, the Workers' Compensation Board requires that a business seeking to enter into a state contract, or contract renewal, submit appropriate proof of coverage to the state contracting entity issuing the contract. To prove the awardee has appropriate workers' compensation insurance coverage, submit ONE of the following four forms:

<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 Fund³; or
- **Form SI-12⁴** - *Certificate of Workers' Compensation Self-Insurance*; or **Form GSI-105.2⁵** *Certificate of Participation in Workers' Compensation Group Self-Insurance*; or
- **CE-200⁶** - *Certificate of Attestation of Exemption* from New York State Workers' Compensation and/or Disability Benefits Coverage.

B. Proof of Disability Benefits Coverage

To comply with coverage provisions of the WCL regarding disability benefits, the Workers' Compensation Board requires that a business seeking to enter into a state contract, or contract renewal, submit appropriate proof of coverage to the state contracting entity issuing the contract. To prove the awardee has appropriate disability benefits insurance coverage, submit ONE of these three forms:

<http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

- **Form DB-120.1³** - *Certificate of Disability Benefits Insurance*; or
- **Form DB-120.2** – *Certificate of Participation in Disability Benefits Group Insurance*; or
- **Form DB-155⁷** - *Certificate of Disability Benefits Self-Insurance*; or
- **CE-200⁶** - *Certificate of Attestation of Exemption* from New York State Workers' Compensation and/or Disability Benefits Coverage.

Please Note: ACORD is not considered an acceptable proof of coverage.

7.4 Confidentiality and Awardee, Contractor, Employee, and Volunteer Background Checks

OCFS is responsible for maintaining the safety of the youth served by OCFS programs.

7.4.1 **Confidentiality** - New York State law requires that any client identifiable information be kept confidential. Any awardee, or contractor, employee, or volunteer of the awardee, who will be provided with confidential information of recipients served by the awardee must complete and sign form OCFS-4715, *Confidentiality Non-Disclosure Agreement*. This form must be completed before the start date of the contract and before any such awardee, contractor, employee, or volunteer is permitted access to youth served by an awardee or to any financial or client identifiable information concerning such youth. For additional information see Attachment A-1, **Section 7 Confidentiality and Protection of Human Subjects**, located at the link to a standard contract listed in Section 7.2 above.

7.4.2 **Criminal History Background Checks** - Any awardee, or contractor, employee, or volunteer of the awardee, who will have the potential for regular and substantial contact with youth in care or receiving residential services must be subject to background screening before hire or utilization in a position paid through this award. The screening must include a review of individuals' backgrounds through the following three (3) services: New York State Justice Center for the Protection of Persons With Special Needs Staff Exclusion List (SEL), New York Statewide Central Register of Child Abuse and Maltreatment (SCR), and a criminal history background check via a vendor that will submit information to both the New York State Division of Criminal Justice Services and the Federal Bureau of Investigation. Additional information regarding all three (3) services will be provided upon the grant of an award. Please note that the grant of an award may be negatively impacted if background checks reveal that an individual proposed to provide services is on the SEL, is the subject of any indicated reports of child abuse and maltreatment or has convictions for one or more prior criminal offenses. Awardees are responsible for notifying OCFS if a background check reveals that a contractor, employee or volunteer of the awardee proposed to provide services has a criminal history. Any criminal history revealed as a result of such screening will be evaluated by OCFS pursuant to

Correction Law Article 23-A, section 752, on a case-by-case basis taking into consideration the duties of the position and those factors set forth in Correction Law Article 23-A, section 753. OCFS will evaluate the results of the screening in accordance with Correction Law Article 23-A and notify the awardee of its determination. The awardee shall be responsible for the cost associated with any required background screens of the individuals identified in this section.

7.5 Charities Registration (non-profit AmeriCorps only)

Non-profit vendors must be registered with the New York State Office of the Attorney General as a charitable organization, and the registration must be up-to-date at the time of contracting. Vendors must be sure all their documents are up-to-date and comply with the vendor responsibility requirements as outlined below. To determine the status of your Charities registration information, contact:

https://www.charitiesnys.com/RegistrySearch/search_charities.jsp.

7.6 Federal Requirements

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

7.7 Required Electronic Payments and Substitute Form W-9

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

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

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

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

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

<http://osc.state.ny.us/vendors/epayments.htm>

<http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>

(Guide to Financial Operations)

7.8 Iran Divestment Act

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

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

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

7.9 Statewide Financial System

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

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

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

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

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

7.10.2 MWBE Business Participation Opportunities – OCFS Established Goals

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

The respondent understands that only sums paid to MWBE for the performance of a commercially useful function, as that term is defined in

5 NYCRR § 140.1, may be applied toward the achievement of the applicable MWBE participation goal. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract.

7.10.3 Contract Compliance

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

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

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

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

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

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

- B. If a notice of deficiency is issued, the respondent will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to the OCFS a written remedy in response to the notice of deficiency to contractcompliance@ocfs.ny.gov. If the written remedy that is submitted is not timely or is found by OCFS to be inadequate, OCFS shall notify the respondent and direct the

respondent to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

OCFS may disqualify a respondent as being non-responsive under the following circumstances:

- a) If a respondent fails to submit an MWBE Utilization Plan
- b) If a respondent fails to submit a written remedy to a notice of deficiency
- c) If a respondent fails to submit a request for waiver
- d) If OCFS determines that the respondent has failed to document good faith efforts

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

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

7.10.4 Equal Employment Opportunity (EEO) Requirements

By submission of a bid or proposal in response to this solicitation, the respondent agrees with all the terms and conditions of Appendix A – Standard Clauses for All New York State Contracts, including Clause 12 - Equal Employment Opportunities for Minorities and Women. The respondent is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the respondent, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods,

or services unrelated to the Contract; or (ii) employment outside New York State.

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

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

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

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

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

7.11 Service-Disabled Veteran-Owned Business (SDVOB)

[The Service-Disabled Veteran-Owned Business Act](#), signed into law by Governor Andrew M. Cuomo on May 12, 2014, allows eligible veteran business owners to become certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB) in order to increase the participation of such businesses in New York State's contracting opportunities. The SDVOB Act, which is codified under Article 17-B of the Executive Law, acknowledges that SDVOBs strongly contribute to the economies of the state and the nation. Therefore, and consistent with its Master Goal Plan, OCFS strongly encourages vendors who contract with OCFS to consider the utilization of certified SDVOBs that are responsible and responsive for

at least **six (6) percent** of discretionary non-personnel service spending in the fulfillment of the requirements of their contracts with OCFS. Such partnering may include utilizing certified SDVOBs as subcontractors, suppliers, protégés, or in other supporting roles to the maximum extent practical, and consistent with the legal requirements of the State Finance Law and the Executive Law. Certified SDVOBs may be readily identified through the: [directory of certified businesses](#).

7.12 Omnibus Procurement Act

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

1. The contractor has made reasonable efforts to encourage the participation of New York State business enterprises as suppliers and subcontractors on this project, and has retained the documentation of these efforts to be provided upon request to the State of New York; and has
2. Documented their efforts to encourage the participation of New York State business enterprises as suppliers and subcontractors by showing that they have done the following:
 - Solicited bids, in a timely and adequate manner, from ESD business enterprises, including certified minority/women-owned businesses; or
 - Contacted ESD to obtain listings of New York State business enterprises and MWBE; or
 - Placed notices for subcontractors and suppliers in newspapers, journals or other trade publications distributed in New York State; or
 - Participated in bidder outreach conferences; and
 - Provided a statement indicating the method by which they determined that New York State business enterprises are not available to participate on the contract as subcontractors or suppliers, *if the contractor has determined such*; and
 - Provided a statement verifying no intention of using subcontractors *if the contractor has no such intention*.
3. The contractor has complied with the federal Equal Opportunity Act of 1972 (P.L. 92-961), as amended.
4. The contractor will be required to notify New York State residents of employment opportunities by listing any such positions with the Community Services Division of the New York State Department of

Labor, providing for such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The agency agrees to document these efforts and to provide said documentation to OCFS upon request.

5. Bidders located in a foreign country are notified that the state may assign or otherwise transfer offset credits to third parties located in New York State, and the bidders shall be obligated to cooperate with the state in any and all respects in making such assignment or transfer, including, but not limited to, executing any and all documents deemed by the state to be necessary or desirable to effectuate such assignment or transfer, and using their best efforts to obtain the recognition and accession to such assignment or transfer by any applicable foreign government.
6. Bidders are hereby notified that state agencies and authorities are prohibited from entering into contracts with businesses whose principal place of business is located in a “discriminatory jurisdiction.” Discriminatory jurisdiction is defined as a state or political subdivision that employs a preference or price distorting mechanism to the detriment of or otherwise discriminates against a New York State business enterprise in the procurement of commodities and services by the same or a nongovernmental entity influenced by the same. A list of discriminatory jurisdictions is maintained by the commissioner of the New York State Empire State Development AmeriCorps.

7.13 Executive Order Number 175 (If Applicable)

In accordance with the requirements of Executive Order No. 175, the contractor will be expected to adhere to net neutrality principles in the provision of internet services under any Contract entered into as a result of this RFP, regardless of delivery method unless the director of contracts, or his/her designee as noted in [Section 1.1 Procurement Contact](#), determines that adherence to net neutrality principles for a particular purpose is not in the best interests of the state. Nothing in this provision supersedes any obligation or authorization a provider of broadband internet access service may have to address the needs of emergency communications or law enforcement, public safety, or national security authorities, consistent with or as permitted by applicable law, or limits the provider’s ability to do so. As used herein, “net neutrality” means that a contractor will not block, throttle, or prioritize internet content or applications or require that end users pay different or higher rates to access specific types of content or application. For the purposes of this contract, the prohibition against blocking or throttling of internet content or applications does not apply to reasonable network management practices.

7.14 Executive Order Number 14, 16 & 177

Executive Order No. 14, dated February 27, 2022, requires State agencies to terminate any contracts and to refrain from entering into any new contracts with an institution or company that is determined to be a Russian or Russia supporting entity.

Executive Order No. 16, dated March 17, 2022, requires State agencies to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.

Executive Orders 14 and 16 include the following definitions:

- “Russian entity” means an institution or company that is headquartered in Russia or has its principal place of business in Russia.
- “Supporting entity” means any institution or company providing assistance to the Russian government in its campaign to invade the sovereign country of Ukraine, either through in-kind support or for-profit.
- “Entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

By submission of a response to this solicitation the offerer certifies that the Offeror:

- a. is not a Russian or Russia supporting entity, as those terms are defined in the Executive Order No. 14 (dated February 27, 2022).
- b. is not an entity conducting business operations in Russia, as those terms are defined in the Executive Order No. 16 (dated March 17, 2022).

Executive Order No. 177, dated February 3, 2018, directs New York State agencies and authorities not to enter into any contracts with entities that have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected basis. The contractor must provide the EO 177 certification statement before any award being made by OCFS.

7.15 State Finance Law §139-I; Statement on Sexual Harassment in Bids

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

7.16 Other Requirements

Not Applicable.

8.0 CONTRACT DOCUMENTS

The contract documents consist of the documents listed below.

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

New York State Standard Terms and Conditions (State of New York Master Contract for Grants) is located in the **New York State Grants Gateway System (GGS)** at the following link:

<https://grantsmanagement.ny.gov/system/files/documents/2018/09/sample-complete-nys-mcg.pdf>

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

- A. [OCFS-2633, *MacBride Fair Employment Principles Certification Form*](#)
- B. [OCFS-2634, *Non-Collusive Bidding Certification*](#) (Required by Section 139d of the State Finance Law)
- C. [Attachment A-2, *Federal Assurances and Certifications*](#)
- D. For complete proposal and contract requirements for the Minority- and Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) requirements, refer to [Attachment MWBE](#) that is referenced in Section 7.10. The following are forms to be completed and submitted with your Administrative Proposal:
 - [OCFS-4629, *Project Staffing Plan Form*](#)
 - [OCFS-3460, *Minority- and Women-Owned Business Enterprises \(MWBE\) Equal Employment Opportunity \(EEO\) Policy Statement*](#)
- E. [OCFS-2647, *EO 177 Certification*](#) (See Section 7.15 for more information.)
- F. [OCFS-4821, *CMS User Authorization*](#) (Please note, the authorization form is not required at the time of application submission. However, the form is needed for contract development)
- G. **Attachment 1 – *Statement on Sexual Harassment*** (See Section 10.)

9.0 GLOSSARY OF OUTCOME-BASED CONTRACTING TERMS⁸

Fiscal Documentation: Documentation necessary for payment.

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

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

⁸ For the purposes of this RFP, these standard contracting terms should not be substituted for definitions contained elsewhere in this RFP, the [2022 Notice of Funding Opportunity](#), [2022 AmeriCorps & National Mandatory Supplemental Information](#), and [2022 AmeriCorps Application Instructions](#).

Legal Documents: Legally required application/contract components.

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

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

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

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

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

Program Budget: Definition of program expenditures and funding sources.

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

Project Work Plan: Steps necessary to implement a program.

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

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

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

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

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

10.0 PROGRAM-SPECIFIC REQUIREMENTS AND FORMS

Attachment 1 – Statement on Sexual Harassment

Attachment 2 – New York State Student Support Corps Consortium Agreement

Attachment 3 – New York State Student Support Corps Resource Guide