

**Food Stamp Employment & Training Venture III  
Request for Proposals  
(Questions and Answers, 73 + HRA Support Process)**

**\* New York City Bidder Notification \***

HRA has scheduled a meeting for prospective bidders planning to serve any NYC area. Please be advised that this meeting will be held from 3:00 to 5:00 PM on Monday, May 7, 2012 at 180 Water Street, 12th floor cafe.

HRA also has a strict process for bidders to receive a letter of support. Please see the outlined process on the last page of these Questions and Answers (Pg. 19)

**Question 1 What agencies currently operate an FSET Venture II program?**

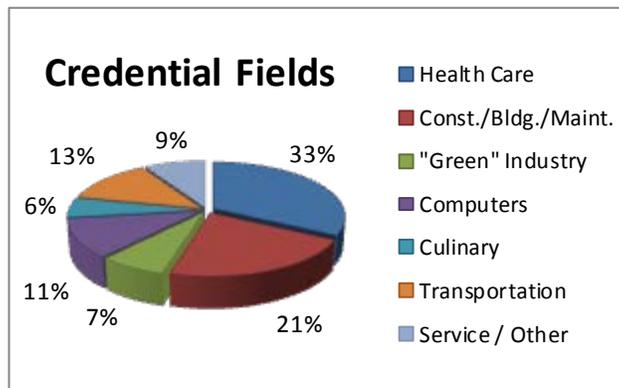
Answer: The following chart lists the current FSET Venture II contractors.

<b>Agency</b>	
Agudath Israel of America Community Services	Manhattan EOC
Altamont Program, Inc.	Mohawk Valley Community College, Center for Corporate and Community Education
Buffalo City School District	Northern Manhattan Improvement Corporation
CAMBA, Inc.	Opportunities for a Better Tomorrow
Cayuga-Onondaga BOCES	Orleans-Niagara BOCES
Center for Employment Opportunities, Inc.	Oswego County Opportunities, Inc.
Central Queens YM & YWHA	Paraprofessional Healthcare Institute, Inc.
Challenge Industries, Inc.	Per Scholas
Chinatown Manpower Project, Inc.	RF of CUNY/Kingsborough
East Harlem Employment Services d/b/a/ STRIVE	RF of CUNY/LaGuardia
Edith and Carl Marks Jewish Community House of Bensonhurst	Rochester City School District
El Barrios Operation Fight Back, Inc.	St. Lawrence-Lewis BOCES
Erie – 2 Chautauqua Cattaraugus BOCES	St. Nicks Alliance
Fortune Society, Inc.	Schuyler-Steuben-Chemung-Tioga-Allegany BOCES
Henry Street Settlement	Sullivan County BOCES
Highbridge Community Life Center, Inc.	Ulster County BOCES
LEAP, Inc. d/b/a/ Brooklyn Workforce Innovations	Western Suffolk BOCES
Long Beach City School District	Year Up, Inc.

**Question 2** Is there a link you can provide so that we can see the milestones proposed by current FSET II vendors? Can examples of the types of Credential milestones current contractors are targeting be shared?

Answer: The first chart reflects the milestone goals in our contracts with FSET Venture II providers. The second chart lists the most popular industry fields.

FSET II Milestone Goals Per Agency				
FSET II Provider	Career Plan Plus 60 Instructional Hours	Educational Gains	Credentials	Job Entries & Retentions
Provider 1	95	80	65	140
Provider 2	0	165	90	150
Provider 3	106	75	46	40
Provider 4	120	32	30	72
Provider 5	100	40	75	35
Provider 6	100	88	16	94
Provider 7	80	80	80	160
Provider 8	220	175	30	80
Provider 9	7	2	3	7
Provider 10	0	300	0	150
Provider 11	150	180	40	55
Provider 12	125	134	114	85
Provider 13	82	63	53	68
Provider 14	25	36	10	12
Provider 15	150	112	80	59
Provider 16	125	138	30	46
Provider 17	53	37	48	50
Provider 18	200	0	75	130
Provider 19	80	30	36	77
Provider 20	59	80	54	40
Provider 21	160	0	100	145
Provider 22	100	19	50	53
Provider 23	175	0	50	175
Provider 24	64	10	50	100
Provider 25	100	50	44	85
Provider 26	158	116	56	71
Provider 27	75	110	37	30
Provider 28	36	30	20	12
Provider 29	126	0	104	159
Provider 30	200	82	72	105
Provider 31	87	42	38	47
Provider 32	120	0	200	90
Provider 33	134	0	83	158
Provider 34	145	130	50	125
Provider 35	65	60	58	90
Provider 36	117	0	150	129



**Question 3** Is there a one provider per county limit for FSET III?

Answer: There is no longer a one provider per county limit.

**Question 4** I have completed an application form for the OTDA's official bidder's list on-line. How can I be sure that our organization is now registered?

Answer: A representative from OTDA will contact any applicant who does not appear on the bidders list, and assist them with the registration process.

**Question 5** If we submit a grant proposal for FSET as a consortium, do all members need to be on the official bidder's list, or just the lead agency?

Answer: Only the lead agency must be on the bidders list.

**Question 6** The first full paragraph on page 10 of the RFP states "Applicant organizations should contact their LDSS early in the planning process to learn what elements the program design must include to support participation by eligible food stamp participants. Eligible must also have in place a \_\_\_\_." This sentence is incomplete.

Answer: The partial sentence was included in error and should have been removed. Please disregard.

**Question 7** If a current FSET Venture II provider is submitting a Venture III proposal for increased funding, should they assume that the readers of the proposal will have some familiarity with the program being described and thus focus more on changes/modifications/improvements to the program? Or should a description similar to the one submitted in response to the FSET II program be submitted?

Answer: Applicants should not assume that the reviewers are familiar with their agency or the programs they operate. Applicants should review the FSET III RFP for the description of the services being sought, and follow the proposal preparation guidelines in Section IV.

**Question 8** If multiple organizations form a consortium, is the page limit for the narrative still 8 pages or does each agency have 8 pages for the narrative?

Answer: The limit is 8 pages in total for the narrative.

**Question 9** The RFP sets an 8-page maximum for the narrative length. Will the number of attachments (letters of support, etc.) be subject to any limit? As a follow-up inquiry, will the attachment of letters of support be weighted or affect our proposal submission in any way?

Answer: Attachments do not count toward the 8-page limit. Please note that any attachments submitted that were not specifically requested in the RFP will not be reviewed and carry no weight in the scoring of the proposal.

**Question 10** Is the 50% reimbursement column the column that reflects the milestone reimbursement that we will receive from OTDA?

Answer: Yes. The 50% federal reimbursement column in the Cost-Based Budget section reflects how you will use the funds earned through milestone reimbursement to meet the program expenses that are needed to help participants achieve successful program outcomes. It reflects the total amount you can earn if the performance milestones listed in the Reimbursement Based Budget section are met.

**Question 11** Applicants must submit a 4 year projected budget. Is the agency that is providing non-federal matching funds required to commit to providing these matching funds beyond the first contract year?

Answer: Only a first year commitment is required for application purposes. Funding for any subsequent year is always contingent upon the availability of federal FSET funds and the contractor's contribution of non-federal funds.

**Question 12** If a program requests less than \$300,000 for the first year and sees that it can meet all performance objectives and more, can we request additional funds in subsequent years of this contract?

Answer: If a program has identified additional eligible local funds in a subsequent contract year, it may request additional FSET funds to support program expansion. Approval of this request would be contingent on performance, the availability of additional FSET funds, and would be subject to approval by OTDA, the NYS Division of the Budget and the Office of the State Comptroller.

**Question 13** Does a \$300,000 budget, for example, include both OTDA's performance payments and the organization's 50% match, or does the budget request reflect just the performance payments?

Answer: A total budget of \$300,000 would include \$150,000 in eligible non-federal funding supplied by the organization to support the program, and the \$150,000 in federal funding that OTDA will reimburse the organization for meeting performance milestones.

**Question 14** On the Reimbursement Tab in the Budget, should we estimate the annual number of milestones or the number of milestones for the four-year grant period? For example, if we expect to get 100 job entries annually, do we put 100 in the Job Entry cell or 400?

Answer: The reimbursement schedule of the budget should reflect the milestones expected to be achieved during the first year of the contract. In response to the example in your question, you would enter 100. In the 4 year projected budget you would enter 400 for the 4 year goal.

**Question 15** What is the actual value of an anticipated contract (is it \$300,000 that OTDA will fund with a match of \$150,000 from a prospective bidder)?

Answer: The contract value will equal the amount of Federal FSET funds awarded. In your example, the contract would be written for \$150,000. The FSET Reimbursement Schedule included in the contract would consist of the Federal FSET funds and the non-federal contribution, or \$300,000 in this case.

**Question 16** Our agency intends to apply for \$300,000. Does that mean that \$150,000 (50%) will be comprised of eligible funding sources, or that our agency can be awarded \$300,000 from OTDA and that we will have to provide an additional \$300,000 from eligible funding sources?

Answer: If your agency applies for \$300,000 in Federal FSET funds, it would need to contribute \$300,000 from eligible non-federal sources toward the total project budget of \$600,000. If your agency applies for only \$150,000 in Federal FSET funds, then only a \$150,000 contribution from eligible non-federal sources are needed for a total budget of \$300,000.

**Question 17** As a state funded Displaced Homemaker Program (DHP), could we use any of these funds as the local funding requirement under FSET III?

Answer: Yes, you may use only the **State** portion of these funds to the extent they will be used to serve food stamp recipients. Your proposal must include a cost allocation methodology for determining what portion of the state funds are being used to serve food stamp recipients in your DHP.

**Question 18** Does the 50% local funding requirement have to be exclusively available to serve only the FSET III population?

Answer: Yes. The local funding must be used to serve only FSET III participants. If, for example, the local funding being used pays for a teacher's salary who instructs both FSET III and non-food stamp students, only the portion devoted to FSET III participants could be counted toward the local funding requirement. A cost allocation methodology (i.e., student counts) would need to be developed to justify the amount to be used for FSET III purposes.

**Question 19** What in-kind non-federal contributions are eligible for use by community-based, not-for-profit applicants to meet the 50% local funding requirement?

Answer: In-kind non-federal contributions may be used **ONLY** by government agencies to satisfy all or part of the local funding requirement. Non-governmental non-profit agencies must provide cash donations from non-federal third parties.

**Question 20 What types of non-federal contributions are acceptable? Please provide examples.**

Answer: Page 5 and 6 of the RFP discusses the local funding requirement and includes examples.

**Question 21 If a nonpublic/nonprofit is a subcontractor, must their contribution towards the local funding requirement be in the form of cash?**

Answer: Yes. The non-federal funds being contributed on behalf of a proposal from a group of non-profit agencies must be in the form of cash. Whether some or all of the agencies contribute is up to the lead applicant agency.

**Question 22 Can donations be considered toward the local funding requirement?**

Answer: Yes. Cash donations from non-federal third parties are acceptable. However, cash donations from an individual are not. Please see section II. D. 1. a. of the RFP for more information.

**Question 23 Can funds from the following sources be used as the local contribution?**

- Employment Preparation Education (EPE)
- State Adult Literacy Education (ALE)
- Workforce Investment Act (WIA)
- State Workforce Education Program (WEP)

Answer: Since WIA funds come from a federal source, they could not be used toward the local contribution. While ALE, EPE and WEP are comprised of State funds, most of these funds are already being used as a match to leverage federal funds for other programs. If the non-federal funding you are proposing to use is already used as a match, as stated in section II.D.2. (Page 6) of the RFP, this would preclude its use for the FSET III program. There are however, portions of these funds that are not currently used as a match. We suggest you contact your representative at the State Education Department for direction in this area.

**Question 24** Is a 501(c) 3 CBO considered a public entity for the purposes of leveraging in-kind contributions in combination with other non-federal funds?

Answer: No. Your designation as a non-profit agency does not make you a public agency.

**Question 25** Can contributions made by check or credit card to a CBO be used toward the local funding requirement?

Answer: The manner in which eligible contributions are made to the CBO is up to the contributing agency.

**Question 26** Are administrative costs allowable as local contribution, provided they are not paid for with federal money?

Answer: Subject to the limitations outlined in the RFP (page 20, Section B.1.), costs related to the administration of the FSET III program can be used to help satisfy the local funding requirement.

**Question 27** Does the 15% limit on non-program expenses include indirect costs?

Answer: The value of the indirect costs applied to non-program expenses would be counted towards the 15% limit.

**Question 28** Once payment has been received for a milestone, will there be follow-up on how the money is spent?

Answer: Reimbursement earned must be used to meet expenses outlined in your line item budget. The manner in which reimbursement is used is subject to state/federal review.

**Question 29 Are there any restrictions on when the money can be spent?**

Answer: Reimbursement earned is used to support the operational expenses outlined in your line item budgets. It is understood that reimbursement is received for services after the line item budget expenses providing those services have been provided and paid. It is therefore recognized that monies received through OTDA for reimbursement have been spent. OTDA and USDA reserve the right to audit any program to ensure program funds are used in an appropriate manner.

**Question 30 Can an organization submit more than one application, each proposing a different model (and a possibility of different partners)?**

Answer: The lead organization should submit one proposal and describe the varying roles of the partner agencies and the different employment strategies to be used.

**Question 31 In a consortium model, does a single consortium member act as the lead agency, contract with OTDA directly, and disperse funding not to exceed \$300,000 (not including the non-federal match) to individual consortium members?**

Answer: Correct.

**Question 32 Are there specific requirements for forming a consortium?**

Answer: If selected for funding, formal contracts between the lead agency and its members must be developed to outline individual responsibilities, payment terms, etc.

**Question 33 If a single member acts as lead agency is that lead agency responsible for procuring other consortium members, or does the specific reference and inclusion of these other consortium members in the RFP response constitute satisfactory procurement?**

Answer: OTDA does not require that the lead agency conduct a competitive bid process to select its members. We would defer to the lead agency's by-laws or local procurement rules in deciding how consortium members are to be selected.

**Question 34** If we are applying as a consortium, can the lead agency provide all of the local contribution? For example: If three agencies are applying as a consortium for a total of \$900,000, can the lead agency provide the entire \$900,000 local contribution or must each member supply \$300,000?

Answer: The lead agency can provide all or part of the local contribution.

**Question 35** Can an organization be a lead agency in one proposal and a consortium member in another?

Answer: Yes. As long as the combined federal FSET funding requested by that agency does not exceed \$300,000.

**Question 36** The NYC Department of Education's Office of Adult and Continuing Education consists of 9 regions. Can we apply as a consortium of these nine regions, or must we apply as a single entity?

Answer: The fact that the NYC Department of Education's Office of Adult and Continuing Education has multiple locations would not qualify them to apply as a consortium.

**Question 37** May two community-based organizations apply for this funding in a joint application and provide the program's partnership?

Answer: Yes. One CBO needs to be designated as the lead.

**Question 38** Page 6 of the RFP states that providers should coordinate services with the local social services district (LSSD) to determine the extent to which participation in FSET III will satisfy any work requirement that may be required by the district. Since food stamp recipients who also receive TANF-funded assistance are not eligible for FSET III, to whom does this policy apply?

Answer: Non-public assistance food stamp recipients (NPA-FS) and food stamp recipients who receive public assistance under the Safety Net category can participate in the FSET III program.

**Question 39** For those food stamp recipients who also receive public assistance benefits, how do we distinguish those who receive TANF (federal funds) from those who receive Safety Net (non-federal funds)? Is that distinction made on their PA cards?

Answer: Selected organizations should work with their local DSS to develop a process for the identification and referral of appropriate FS individuals.

**Question 40** Please clarify whether eligible individuals are those receiving food stamps directly, or whether they can reside in a household that receives food stamps.

Answer: A FSET III participant MUST be in receipt of food stamps, or have submitted an application for food stamps benefits.

**Question 41** Can undocumented immigrants that reside in a household that receives food stamps be enrolled in FSET III?

Answer: See answer to Question 40.

**Question 42** Are food stamp recipients referred to FSET III programs upon food stamp enrollment?

Answer: Recipients are not automatically referred to a FSET III program. Agencies should meet with their respective social services districts to establish a referral process.

**Question 43** Must food stamp applicants become recipients before being enrolled in FSET III? Please describe what services are allowable for food stamp applicants.

Answer: Both food Stamp applicants and recipients can participate in FSET III and are eligible for the same set of services. However, we recommend that agencies wait until an applicant becomes a food stamp recipient before making any long-term training commitments.

**Question 44 How do providers document the eligibility of food stamp applicants?**

Answer: The client (head of household) can obtain information showing applicant status through [mybenefits.ny.gov](http://mybenefits.ny.gov) if they applied for food stamps using myBenefits. If the client applied using a paper application, providers can obtain supporting documentation from the client or contact their local DSS for information on whether a food stamp application has been filed.

**Question 45 Our county has a waiver so that food stamp only recipients are not required to participate in work activities. Would these food stamp recipients be eligible under this grant?**

Answer: Yes. They would be considered volunteers under FSET III.

**Question 46 What is the definition of a volunteer under this program's service intent?**

Answer: Any food stamp applicant or recipient who is determined to be exempt from participation in FSET activities but chooses to participate in FSET III would be considered a volunteer.

**Question 47 Are food stamp work registrants eligible for participation in FSET III?**

Answer: Yes.

**Question 48 Does a proposal have to include all the milestones? For example, can an organization propose ESL exclusively where Educational Gains will be proposed as an outcome, but Credentials will not be achieved in such a model? Will OTDA favor proposals that include all the milestones?**

Answer: It would be acceptable for an agency that only offers ESL not to propose any goals in the Credential category. We recommend that you review the Budget Evaluation criteria on page 27 (Section V.C.2) to ensure that you have a correct understanding of how the budget proposal is scored.

**Question 49 Is the National Work Readiness Credential acceptable as an initial certification?**

Answer: No.

**Question 50 There is an entry-level certification in the practical use of computers and computer applications. Can we offer that and then a Microsoft Office certification as the advanced job skills training?**

Answer: If you are referring to Microsoft Digital Literacy, we would not accept that as a certification. Although Digital Literacy has important benefits to anyone who is learning computers, and does aid in developing skills and concepts in the use of technology, we do not feel it rises to the level of the milestone credential.

With technology based credentials it is easy to start splitting up components into smaller credentials of their own such as Microsoft Office into Excel, Word, and Power Point etc. This is **not** the intent of the credential milestone. The credential milestone is aimed at providing a useful and in demand skill that will benefit the client in the workforce. In our example with Microsoft Office, although each component is valuable, OTDA would require the Microsoft Office credential for reimbursement and not a combination of PowerPoint, Excel, etc. for submission of multiple milestones.

For credentials to be approved it is important for applicant organizations to use their program narrative to outline the training curriculum, required hours, competencies/skills to be gained, the type of certificate earned and the authority under which the issuing agency can authorize.

OTDA reserves the final decision of approval over all credentials offered through the FSET program.

**Question 51 Will OTDA allow an Eligible Training Provider to confer a certificate to an FSET III participant, or must the certification come from a government or NYS agency?**

Answer: The job skills program must be approved by the LWIB, and we prefer that the certificate be issued by an accredited State or Federal agency. However, we understand that certificates conferred by non-State/Federal agencies may also be appropriate under the FSET Ventures program. To be considered, applicants must use their program narrative to outline the training curriculum, required hours, competences/skills to be gained, the type of certificate earned and the authority under which the issuing agency can authorize.

**Question 52** Are Job Skills Trainings that conclude with a certificate or credential but are not included on the New York State Workforce Eligible Training Provider List (ETPL) allowable under FSET III?

Answer: As stated in Section D.1.c. of the RFP, training courses must be listed on the ETPL.

**Question 53** Can OTDA be more specific on how to access the online application for a training program to be included on the ETPL website?

Answer: Go to the NYS Department of Labor webpage at <https://applications.labor.ny.gov/ETPL/> and click on the Provider Home Page. Step by step instructions are provided. Your local One-Stop may also be of assistance.

**Question 54** If an agency has begun the process to be on the NYS Workforce Eligible Training Provider List but has not been listed yet, can they still apply for job training through FSET III?

Answer: Yes. Please note this on your proposal narrative.

**Question 55** Must participants attend a training program that offers a credential, or can they go from an ESOL program that focuses on language proficiency and world-of-work preparation directly into job entry and retention?

Answer: There is no requirement that a participant attend training. A participant should be involved in those activities that allow for the acquisition of skills needed to become employed or qualify for a better position.

**Question 56** Is it required that test information, such as TABE and/or Best Plus test scores, be reported to NRS?

Answer: OTDA does not require that test scores be reported to NRS. However, some organizations are meeting the local funding requirement using funds or in-kind contributions from sources that require NRS reporting. We recommend that you seek clarification from your funding agency.

**Question 57** On page 15, it states that any other test approved by the New York State Education Department (SED) is acceptable for documenting the educational gain milestone. If we have NYSED approval to do so, can we use the CASAS test to measure NRS gain instead of using TABE and Best Plus?

Answer: It is our understanding that the CASAS test is now being piloted in a certain area of New York State. Once the pilot is completed and approved by SED, we will consider accepting this test for FSET Venture III purposes.

**Question 58** Are ESOL classes an allowable component of FSET III?

Answer: ESOL classes are an allowable component.

**Question 59** Page 8 of the RFP states that training that results in a credential that is marketable is required. Would ESOL count toward this requirement?

Answer: ESOL instruction can result in an Educational Gain, but is not considered a credential. ESOL would fall under Educational Instruction Related to Employment. See page 11, section III. D. 1. b.

**Question 60** The RFP states that one week (seven calendar days) of active enrollment in a SED-approved Distance Learning Program counts as six instructional hours. Must the seven calendar days be consecutive?

Answer: OTDA and SED think this question is incomplete and/or phrased incorrectly. We suggest that you go to the following website: <http://www.acces.nysed.gov/aepp/manuals.html> for directions regarding distance learning and the definition of an active student. The Program Manager and Instructor Guide for Distance Learning provide a general overview. The EPE Manual, in particular section 303.01, defines active enrollment.

**Question 61** If an agency is proposing to provide distance learning, do we need an approval letter from NYSED?

Answer: No. The program narrative should indicate when the program was last approved and who at NYSED we can contact to verify this.

**Question 62 How many participants per year should typically be served during the grant term?**

Answer: The number of participants served would depend on the amount of funding awarded, agency capacity, local resources and the types of activities to be offered.

**Question 63 If a program serves more participants under the Career Plan Plus 60 Instructional Hours milestone than they stated in their milestone reimbursement proposal, can the program be reimbursed for other milestones that the additional participants achieve?**

Answer: Yes. While the program could not receive reimbursement for the Career Plan Plus 60 achieved in excess of the contract goal, subsequent milestones achieved by these individuals may be reimbursed up to the contract limit for that milestone.

**Question 64 Has OTDA set expectations for a number or percentage of FSET III participants who will achieve job entry during the contract term?**

Answer: No. Each agency will set that goal with the submission of their budget.

**Question 65 Can job retention milestones be claimed for participants who were employed at intake?**

Answer: Yes. Provided that the job meets the milestone definition, the 90 day retention milestone can be claimed once the Career Plan plus 60 Instructional Hours milestone is achieved. Please see the chart on page 13 of the RFP.

**Question 66 What is the definition on “underemployed”?**

Answer: Underemployed is an individual who is working less than 30 hours per week.

**Question 67 Can hours of employment count toward the 60 Hours of Instruction requirement?**

Answer: In order to get the CP + 60, an employed applicant must complete the 60 hours training – no employment hours can count. If a participant is unemployed at the time of enrollment, but subsequently becomes employed, the hours of employment can count towards the 60 hours of instruction.

**Question 68 Is there a required ratio of the numbers of Career Plan Plus 60, Educational Gains, and Job Entries/Retentions in this performance-based contract?**

Answer: There is no required ratio.

**Question 69 If we are not subcontracting, can we put N/A on the M/WBE Subcontracting Utilization Form? Would that make the proposal ineligible?**

Answer: The submission of a MWBE utilization plan with N/A entered at the time of submission does not make the proposal ineligible. However, applicants should review Appendix Z which outlines the M/WBE program participation and goal requirements of all State contractors, and be familiar with State MWBE compliance requirements.

**Question 70 Can you define suppliers as it relates to this form?**

Answer: Suppliers are NYS Certified M/WBE vendors that you plan to contract with or purchase from for the delivery or in support of the FSET Venture III services outlined in your program narrative and budget.

**Question 71 If we are not sure of what services we will be purchasing, how do we fill out the M/WBE forms (Attachment B8)?**

Answer: Please see question 72 below.

**Question 72 Can we put “Undetermined” on this form if we do not know the extent of our subcontracting or use of M/WBE businesses at the time of the proposal submission?**

Answer: Yes. Please note that if selected for an award, prior to contract execution a Certification of Good Faith Efforts and M/WBE Subcontractor Utilization Plan must be completed to demonstrate how you plan to meet or exceed M/WBE participation goals.

**Question 73 If we purchase uniforms for students in training programs from a business which is owned by a woman, does that business have to complete Attachment B8-2, the supplier’s letter of intent, to participate?**

Answer: Attachment B8-2 would only be completed if the business is a NYS Certified Woman – Owned Business Enterprise, or has filed for certification and can provide documentation.

**PROCESS TO REQUEST  
LETTERS OF SUPPORT AND/OR PARTNERSHIP (COOPERATION)**

The City of New York Human Resources Administration/Department of Social Services (HRA/DSS) hereby notifies all organizations of the process to request a Letter of Support and/or Partnership from HRA/DSS. HRA/DSS gives each request serious consideration, paying particular attention to programmatic, fiscal, administrative, and legal aspects.

Requests for Letters of Support and/or Partnership (including the supporting documentation outlined below) must be submitted to HRA/DSS and received no later than two (2) weeks prior to the **deadline** for the solicited funding opportunity.

Except in extraordinary circumstances, HRA/DSS will not commit to perform any tasks (including participant referrals) **unless** it has been determined that the proposed program meets an unmet need, is innovative, and consistent with HRA/DSS' goals and objectives through discussions prior to the development of the proposal.

The following outlines the information that **must** be included in all requests for a Letter of Partnership and/or Support:

1. Cover letter with the following information:
  - Name of funding opportunity and grantor;
  - Brief description of the proposal, the objective and the issue to be addressed;
  - Total dollars requested, including any in-kind commitment to the program;
  - Target population and geographic area;
  - Number of clients to be served, including job placements if relevant;
  - Outcome measurements;
  - Reimbursement model (whether it is performance-based or cash-based);
  - Whether an evaluation of the program will be prepared and a report issued and if not, how you plan to determine the effectiveness of the program model;
  - Attestation that the organization's information on the Vendor Information Exchange System (VENDEX) is updated, valid, and there are no liens or caution concerns ([www.nyc.gov/vendex](http://www.nyc.gov/vendex));
  - Statement that a recent audit was conducted and there were no serious findings reported;
  - DUNS Number;
  - Tax Identification Number; and
  - Authorized contact person, telephone number and email address of the requesting organization.
2. Years the organization has experience providing this type of service and corresponding performance outcomes that support the organization's track record.
3. A substantially complete written proposal (excluding appendices).
4. A budget listing personnel, other than personnel services, and overhead costs associated with the program **in addition to** any budget forms deemed necessary by the grantor.
5. Listing of all New York City or other governmental contracts awarded (prime or sub-contractor).

Please send all of the above information **via email, mail or messenger**\* to:

Kathleen O'Hara  
Director, Office of Grant Administration  
NYC Human Resources Administration/DSS  
180 Water Street – Room 1116  
New York, NY 10038  
[oharak@hra.nyc.gov](mailto:oharak@hra.nyc.gov)

\* Hand-delivered requests should be taken to the mailroom located on the first floor (please retain receipt).