Office of Temporary and Disability Assistance

Release Date: 4/6/2016

Request for Proposals

Services to Older Refugees Program

Submission Deadline: 5/20/2016

Bidders' Telephone Conference

Participation during the bidders' telephone conference is voluntary. BRIA staff will entertain questions about the RFP and its process during the teleconference. The following information is necessary to participate in the bidders' telephone conference:

Conference Call Date and Time	4/20/2016 at 1:30 PM
Conference Call-In Number	1.866.394.2346
Conference Code	9832145369

Table of Contents

PART A - SUMMARY INFORMATION

I. INTRODUCTION

The New York State Office of Temporary and Disability Assistance (OTDA) Bureau of Refugee and Immigrant Assistance (BRIA) issues this Request for Proposals (RFP) to select agencies to provide assistance to older refugees age 60 and above for the purpose of accessing available services.

OTDA/BRIA anticipates distributing $364,500 in Services to Older Refugees Program (SORP) funds for 36-month contracts under this procurement. All program funds allocated for the administration of the program are received from the federal Office of Refugee Resettlement (ORR) and subject to continued availability and State appropriation thereof. Use of these funds must relate to the provision of social and supportive services to older refugees. Other costs, such as construction and renovation costs, are not allowable under this program.

NOTE: For the purpose of this RFP, eligible persons as defined in Part A. Section VII will hereafter be referred to as “refugees” unless special circumstances apply. **This RFP reflects a change regarding the eligibility of refugees who have been in the country longer than 60 months for certain services; these refugees are only eligible for limited services (see pages 12-15)**. In the event of federal regulation changes that affect the type of immigration status eligible for these services, contractors will be notified of the change and required to comply with the new criteria for participant eligibility.

If selected, the proposal and all parts of it submitted in response to this RFP may become part of a contract with OTDA/BRIA, subject to approval by the New York State Attorney General and the Office of the State Comptroller. At the time of contract development, awardees will be required to submit additional performance-based budgets, program information and any revised M/WBE forms and documents for the final contract. Successful grantees will be required to submit all final contract documents, narratives and budgets in Grants Gateway. OTDA/BRIA reserves the right to negotiate any aspect of a proposal other than rates of payment in order to ensure that the final agreement meets OTDA/BRIA objectives and requirements.

PREQUALIFICATION REQUIREMENT

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

Proposals received from not-for-profit applicants that have not registered and are not prequalified in the Grants Gateway on the proposal due date of 2:00 pm on 5/20/2016 cannot be evaluated. Such proposals will be disqualified from further consideration.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The New York State Prequalification System for Grants Contract Vendors Prequalification Manual (A Resource Manual and User's Guide for Not-for-profit Vendors) on the Grants Reform Website details the requirements and Streamlining State Grant Processes an online tutorial are available to walk users through the process.

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

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

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

2) **Complete your Prequalification Application.**

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

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

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

- Specific questions about the prequalification process should be referred to the OTDA prequalification representative, Rick Umholtz at Richard.Umholtz@otda.ny.gov or to the Grants Reform Team at grantsreform@budget.ny.gov.

3) Submit Your Prequalification Application

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

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

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

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

II. PROCUREMENT SCHEDULE/SUBMISSION GUIDELINES

(OTDA/BRIA reserves the right to modify the dates)
Release Date of the Request for Proposals……………..…………..4/6/2016
Bidders' Conference Call ..…………………………………………… **1:30pm on 4/20/2016**
Deadline for Written Questions…………..………………………………4/21/2016
Response to Questions…………………….………………………….4/28/2016
Due Date and Time for Proposals.……………………......…………2:00pm on 5/20/2016
Anticipated Notification of Awards………………………………….……9/1/2016
Anticipated Contract Start Date………………………………………..1/1/ 2017

QUESTIONS AND ANSWERS REGARDING THIS RFP

Prospective applicants may submit questions via fax, email or written correspondence to the individual and address below. Questions must be submitted no later than 4/21/2016 to:

Linda Veraska
New York State Office of Temporary and Disability Assistance
Bureau of Refugee and Immigrant Assistance
40 North Pearl Street, 10th Floor, Section C
Albany, New York 12243-0001
Fax: (518) 408-3029
Email: Linda.Veraska@otda.ny.gov

OTDA/BRIA will respond to questions by 4/28/2016. Questions and answers will be posted on OTDA's website on the *Contracts and Grants Opportunities* web page, located at http://otda.ny.gov/contracts/

OTDA/BRIA reserves the right to respond to questions submitted after the deadline.

PROPOSAL SUBMITTAL

Applications must be submitted electronically via Grants Gateway at https://grantsgateway.ny.gov by 2:00pm on 5/20/2016. Applicants are strongly encouraged to complete the electronic application submission process several days before the application due date to ensure the application is successfully accepted by https://grantsgateway.ny.gov. Applicants should consider that the application due date will have a high volume of submissions, which may slow down State systems and increase the time needed for applications to be received by https://grantsgateway.ny.gov. Applicants must take this processing time into consideration by allowing enough time to enter submissions so that the application is submitted error-free by the deadline.

Any proposal received after the deadline may be reviewed at the discretion of OTDA/BRIA. OTDA/BRIA will not accept mailed proposals, faxed proposals, or proposals sent via electronic mail.

In order to be notified of future requests for proposals, individuals must sign-up on the Grants Gateway website. Complete instructions on how to sign-up and update your preferences can be found under "Notifications" at the following website: http://www.grantsgateway.ny.gov.

New York State vendors are required to file a Vendor Responsibility Questionnaire available through the New York State VendRep System. Instructions on how to complete and file the questionnaire can be found on the VendRep website www.osc.state.ny.us/vendrep. Vendors may contact the Office of the State Comptroller's (OSC) Help Desk with any questions at 518-408-4672, 1-866-370-4672 or ciohelpdesk@osc.state.ny.us.

III. FEDERAL AUTHORITY

The federal Office of Refugee Resettlement (ORR) is authorized to fund the Services to Older Refugees Program opportunity pursuant to §412(c)(1)(A) of the Immigration and Nationality Act (INA), 8 U.S.C.§1522(c)(1)(A), as amended. The Services to Older Refugees Program is found under Catalog of Federal Domestic Assistance (CFDA), No. 93.566, of the Department of Health and Human Services (DHHS) program title, Refugee and Entrant Assistance Discretionary Grants. ORR State Letter 15-10 describes the Services to Older Refugees Program and classifies it as a Social Services Set-Aside for FFY2016, based on an ORR formula allocation. Under §412(c)(1)(a) of the INA, Services to Older Refugees funding is to be used primarily to ensure the provision of social and supportive services to older refugees and other ORR-eligible populations age 60 and above.

Services to refugees must be provided in accordance with 45 C.F.R. Part 400 Subpart 1 Refugee Social Services, §400.154 Employability Services, §400.155 Other Services, and §400.152 (b) Time limitation.

More information can be found at the following websites:

http://www.acf.hhs.gov/programs/orr/resource/state-letter-15-10
http://www.acf.hhs.gov/programs/orr/resource/federal-guidance-and-authority

IV. PROGRAM DESCRIPTION

PURPOSE

The purpose of the Services to Older Refugees Program is to provide social and supportive services that assist older refugees in gaining access to mainstream services within their respective communities so that they may live independently for as long as possible. Awardees under this program will be required to implement comprehensive programs that pursue the following four objectives:

1. **Mainstream Outreach** – Establish and/or expand working relationships with the Local Office for the Aging (OFA) as well as other relevant local service provider(s) to ensure older refugees will be linked to available services and providers as well as domestic seniors in the community;
2. **Service Enhancement** – Assess the needs of older refugees and provide them with appropriate direct services that are not currently offered, and connect them with available services to effectively meet the needs identified;
3. **Independent Living** – Create opportunities to enable older refugees to live independently as long as possible; and
4. **Naturalization** – Develop services for or link older refugees to naturalization assistance, especially for those who have lost or are at risk of losing Supplemental Security Income and other federal benefits.

BACKGROUND

Bureau of Refugee and Immigrant Assistance

BRIA is a State level entity located in the Center for Specialized Services within the Office of Temporary and Disability Assistance (OTDA) and is responsible for the implementation of services to refugees in New York State.

The federal Refugee Act of 1980 incorporated a co-existing array of private refugee resettlement agencies and public agencies serving refugees into a national Refugee Resettlement Program under the shared jurisdiction of the U. S. Department of State and the Office of Refugee Resettlement (ORR) within the U. S. Department of Health and Human Services. Under the Act, each state participating in the program is represented by a State Refugee Coordinator. In New York State, the position of State Refugee Coordinator is synonymous with the position of BRIA Director.

BRIA's mission is to direct resources to local entities that assist refugees and their families in achieving early economic and social self-sufficiency, help repatriated citizens return home safely, assist victims of human trafficking, and assure proper foster care for unaccompanied refugee minors. BRIA administers several state and federally funded programs to achieve this mission.

New York State Office for the Aging

The New York State Office for the Aging (NYSOFA) is a state agency that administers programs and services statewide that help older adults maintain their independence with programs such as personal care, home and congregate meals, transportation assistance, caregiver assistance and health promotion and prevention programs. It also administers programs that help older New Yorkers navigate the long term services and supports system, understand their Medicare benefits and other important benefits and assist them by providing objective information that enables informed choices to be made. NYSOFA administers programs that help to identify fraud and abuse in the health care system, work with nursing home residents and administrators to solve problems and advocate strongly for opportunities for older adults to volunteer and be more civically engaged and to live healthier lifestyles.

Within each New York county, NYSOFA oversees the delivery of services through designated Area Agencies on Aging (AAA), also known as Local Offices for the Aging (OFA), which are county-based agencies. Many local OFAs, in addition to providing direct services, also contract with community-based not-for-profits for the provision of services. The total of these agencies is known as the Aging Services Network. Within each county, there is a local network of senior services and many also have relationships that are regional.

New York's Aging Refugee Population

There is a very sizable population of older persons in New York State of which refugees make up only a small percentage. According to data provided by ORR and supported by our BRIA Information Network (BIN) System and refugee provider network, there are over 2,200 older refugees that have resettled in New York State since 2006.

The majority of the older refugees are from Azerbaijan, Belarus, Bhutan, Burma, Iran, Iraq, Liberia, Russia, Somalia, Ukraine, and Uzbekistan. Although the refugees have resettled from various countries, many experience similar obstacles. Many of these older refugees are unfamiliar with services that are available through local service providers and the Aging Services Network because they are new to the U.S. or may have difficulty accessing services due to language and cultural barriers.

Older refugees often present with the following issues:

- Inability to advocate for themselves due to language and cultural barriers;
- Loneliness and depression because of family and friends left behind or who have passed away;
- Extended families no longer able to care for elderly refugees leaving the elderly refugees to live on their own which is not consistent with many cultural beliefs;
- Poor nutrition due to the inability to purchase or prepare appropriate meals;
- Lack of transportation which limits their ability to go to health care appointments, the supermarket, or participate in activities within their local community;
- Medical needs that have gone untreated prior to, during, or after their arrival in the U.S.;
- Planning for long term health care as their health deteriorates which requires assistance making the appropriate long term health care choices;
- Lack of understanding on how to access resources that help plan for end of life issues;
- Inability to perform daily living activities such as laundry, basic housecleaning, and other basic chores;
- Lack of awareness of mainstream services that are available. Cultural norms and practices as well as language barriers can limit access to entitlements and/or public benefits; and
- Risk of losing or loss of SSI and/or other federal benefits due to Social Security Administration (SSA) time limits on eligibility due to immigration status.

Many of the issues that the older refugees face are very similar to those experienced by domestic individuals 60 years of age and older. However, it is difficult for the Aging Services Network to effectively serve this small, but important group. The refugee population may be hesitant to access local services because of cultural and linguistic barriers, and thus the needs of the older refugee population sometimes go unmet. For example, written mainstream services information and outreach materials are not always available in languages spoken by the older refugees making it difficult for them to know what exists in their communities. Conversely, local service providers may have little working knowledge of the unique needs of the older refugee population or may not be equipped to provide services in the languages spoken by the local refugee population.

As a result of this RFP, the entity/agency entering into the contract with OTDA (SORP Provider) will be afforded the opportunity to provide more comprehensive case management services to the older refugee population and well as initiate a more community-based effort in conjunction with other local service providers in order to effectively to address their needs.

V. ELIGIBLE GRANT APPLICANTS

Only proposals submitted by Eligible Grant Applicants, as defined below, will be accepted for review.

Eligible applicants include public agencies, county or municipal governments, or any subdivision; not-for-profit corporations, including charitable organizations incorporated, registered and in good standing with the Charities Bureau of the Attorney General in the State of New York; and faith based organizations and educational institutions.

Eligible applicants must be located in and do business in New York State.

Prospective applicants who want to verify their status as a charitable organization should contact the Office of New York State Attorney General, Charities Bureau at 1(800)771-7755 or on the internet at http://www.charitiesnys.com/home.jsp.

VI. SERVICE STRATEGY

The Services to Older Refugees Program will consist of the following deliverables/outcomes:

- Cross Training
- Community Education Workshops
- Assessment
- Case Management Services
- Services to Older Refugees Five-Years Post Arrival

The SORP Provider will be responsible for providing comprehensive case management to older refugee participants and collaborating with other local service providers to ensure that older refugee participants are receiving the services needed to live independently in their homes and community.

The SORP Provider must also demonstrate that they have the capacity to (1) engage the refugee communities most in need of services; and (2) ensure that outreach and case management services are provided in a culturally and linguistically appropriate manner.

Cross Training

Cross Training is the collaboration between the SORP Provider and local service providers at the discretion of the SORP Provider, whereby capacity building between them occurs in order to effectively serve this small but important group of older persons in New York State.

Cross training will encourage and provide a structure for regular and frequent collaboration between these agencies within the community. The ongoing communication between the agencies will result in the identification of older refugees in the community who are in need of existing services offered locally. Efficient referral methods will be established as a result of the Cross Trainings. Ultimately, the older refugee will be linked with the appropriate services, in his or her own language, which will result in the enrollment in, participation in or receipt of the program or service. In addition, these meetings will create an avenue to, for example, review outreach materials and publications that can be translated to better serve the community.

BRIA intends that the Cross Trainings, which are required deliverables, will occur on a *bi-monthly* basis.

Community Education Workshops

It is expected that Community Education Workshops will be hosted collaboratively by the SORP Provider and other local service providers at the discretion of the SORP Provider, in the primary languages of the target population, to educate the older refugees about the resources offered locally, including naturalization outreach. The workshops will also be an avenue to disseminate any informational resources that have been translated. The workshops may be the first step in identifying the older refugees who are not currently receiving services and scheduling intake appointments to assess their needs.

Likewise, the agencies will facilitate workshops for domestic senior groups that provide information regarding newly arriving refugee groups, such as their countries of origin, refugee camps, what languages they speak, their dietary preferences, and common health issues, etc. It is through these workshops that neighbors will meet and welcome their new neighbors. These workshops will help to address misconceptions that domestic seniors may have about their refugee peers.

Community Education Workshops will be hosted at venues convenient to the target population. For example, they may be hosted at a refugee service provider site, the local OFA, English as a Second Language (ESL) classes, senior nutrition sites or public libraries.

BRIA intends that Community Education Workshops, which are required deliverables, will occur *quarterly* and will result in older refugees being identified for assessments of their needs for mainstream senior services.

Assessment

Assessment comprises determining the scope of needs of the older refugee, developing a plan of action to meet those needs, and preparing a case management plan which will include all the services that are planned for the older refugee. Following Assessment, the SORP provider will provide case management services and update and adjust the participant's case management plan as needed. However, recognizing that the needs of an older refugee participant may change significantly in a short period of time, SORP providers may provide up to three assessment deliverables to an individual during the 36-month contract term to account for major events, such as a stroke or other significant life changes, that have considerably altered the needs of the older refugee resulting in the necessity for a new case management plan.

Case Management Services

Following Assessment, the SORP provider must manage the older refugee's progress and assist him/her to access one or more services identified in the case management plan by providing Case Management Services. Case management is a multi-step process to ensure access to and coordination of mainstream senior services to promote and support self-sufficiency and independence for as long as possible. This process may include the provision of services directly by the SORP provider or referrals and facilitated engagement in programs and/or services from an outside agency for identified service needs. Additionally, as services are provided, the SORP provider assesses whether the case management plan needs to be adapted. This allows for service delivery that is built upon objective presenting needs, input from the older refugee, and adaptation to changing circumstances. All services provided must address needs documented in the Case Management Plan.

Bilingual staff will assist with Case Management Services as needed. BRIA/OTDA expects the SORP Provider to assess the older refugee's needs and provide services and/or referrals in the following categories:

1. Housing Assistance
2. Public Benefits Application Assistance
3. Medical/Mental Health Care and Counseling
4. Supportive Services
5. Legal Services
6. Food and Nutritional Assistance
7. Naturalization Assistance
8. Other Identified Service Needs as approved by OTDA/BRIA

Housing Assistance

The SORP provider may need to assist older refugees in securing or maintaining safe housing and/or living arrangements to promote their independence for as long as possible. The SORP provider must demonstrate the experience and ability to provide housing assistance to older refugees which may include services such as eviction and homelessness prevention; assistance with finding affordable and/or accessible housing; and assistance with long term care placement.

Public Benefits Application Assistance

Older refugees may be eligible for public benefits, but need information and assistance in applying for them. SORP providers should be prepared to assist all eligible participants in obtaining the benefits to which they are entitled and ensuring that they maintain their eligibility for important benefits such as Supplemental Nutrition Assistance Program (SNAP) and Supplement Security Income (SSI).

Medical/Mental Health Care and Counseling

There are many different kinds of health services that are available and essential to the aging population in New York State. The SORP provider must demonstrate the ability to provide or connect older refugees with these services in order to address health concerns, provide education, and promote a healthy lifestyle and disease prevention. Types of services may include routine health screening; physical fitness programs; mental health screening and counseling services; medications management screening and education; and chronic disease self-management education programs.

Supportive Services

Supportive services are designed to support and empower older refugees to be as independent as possible for as long as possible through advocacy on behalf of them and their families/caregivers by the SORP provider. Supportive Services may include arranging for access to senior community centers; participation in intergenerational activities; arranging for home care; adult day care; respite care; nursing home ombudsman services; transportation; interpretation; translation; and elder abuse prevention.

Legal Services

Many older refugees are unaccustomed to the laws and their legal rights and responsibilities in the United States and/or cannot afford the costs of legal assistance to address particular legal issues or problems. The SORP provider must demonstrate its experience and capacity to provide legal services. Legal Services may include assessment, advice and counsel or connection to a community-based legal services program, to address issues such as estate planning; healthcare proxy; advance health care planning; living will; Grandparents' Rights; identity theft; and consumer fraud. BRIA expects SORP providers to comply with all applicable statutes, regulations and ethics opinions governing immigrant consultants and the authorized practice of law.

Food and Nutritional Assistance

Older refugees may be unfamiliar with how to obtain and/or prepare meals in the United States, or they are unable to prepare meals for themselves and do not have a caregiver to assist them. SORP providers must demonstrate the ability to provide access to and education about food and nutrition to older refugees by providing services such as arranging for congregate nutrition services (community dining); meal delivery for homebound participants; and nutrition education and counseling.

Naturalization Assistance

Naturalization assistance is essential for refugees who have lost or are at risk of losing SSI and other Federal benefits. Allowable activities include ELS/Civics instruction specifically tailored to older refugees to help them prepare for the English and/or U.S. history and civics portions of the naturalization test; naturalization counseling to provide information and determine eligibility; and application completion for the forms N-400, N-648, and I-912 and any other applicable waivers. Application fees for naturalization are not allowable using SORP funds.

Other Identified Service Needs

The SORP provider may suggest the need for any other specific services not listed.

Services to Older Refugees Five-Years Post Arrival

SORP may provide limited services for older refugees who have resided in the U.S. for longer than 5 years. With the exception of interpretation and naturalization assistance which may be provided directly, SORP providers may only make referrals to outside programs or agencies for services. Assessments and Case Management Services may not be claimed for an older refugee who has resided in the U.S. for longer than 5 years.

VII. ELIGIBLE PARTICIPANTS

Only proposals that serve Eligible Participants, as defined below, will be accepted for review.

SORP funds must be used for services for persons who are eligible based on their immigration status, age and their length of stay in the United States or length of time in status, as follows:

- A refugee, admitted under Section 207 of Immigration Naturalization Act (INA);
- An asylee, granted asylum status under Section 208 of INA;
- A Cuban or Haitian entrant (as defined in subdivision (e) of Section 501 of the Refugee Education Assistance Act of 1980);
- An alien admitted into the United States as an Amerasian immigrant as described in Section 402(a) 2 (A) (I) (V) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (8 USC. 1612 (a) 2 (A);
- A Certified Trafficking Victim who has received a certification or eligibility letter from the federal Office of Refugee Resettlement (ORR);
- Certain family members of a victim of severe form of trafficking who have been awarded a T-visa are also eligible to the same extent as refugees;
- A citizen or national of Iraq granted special immigrant status described in Section 101(a)(27) of the INA for a period of ninety days from the date of entry to the US;
- A citizen or national of Afghanistan granted special immigrant visa (SIV) status described in Section 101 (a) (27) of the INA for a period of ninety days from the date of entry to the US.

Length of Time in the U.S.

- Eligibility for services will expire on the last day of the 60th month following the refugee's date of arrival into the United States or the date that asylum status is granted to an asylee, with the exception of the *Services to Older Refugees Five-Years Post-Arrival* Deliverable (see pages 15).

Age

- Refugees must be 60 years of age or older in order to be eligible to receive services.

VIII. FUNDING LIMITATIONS AND PROVISIONS

AVAILABLE FUNDS

The ORR formula allocation uses older refugee arrivals from Fiscal Year (FY) 2013 and FY2014 as a qualifying basis for the SORP set-aside allocation. All States with total arrivals in FY2013 and FY2014 in excess of 30 older arrivals (refugees, asylees, SIV holders, Cuban and Haitian Entrants) qualify for funding.

Anticipated allocations and continuations of the contract are subject to continued availability of federal funds and state appropriation of the funds thereof. Only federal funds designated for the SORP are available through this RFP. It is estimated that $121,500 per budget period will be available through this procurement for the 36-month contract term.

DISTRIBUTION OF FUNDS

OTDA/BRIA intends to award two contracts of approximately $60,750 each for Budget Period 1.

Initial contract awards to successful applicants and the corresponding award for Budget Period 1 are the result of this competitive procurement. During the contract term, however, subsequent budget period awards will be based on available funding, continuing need, and satisfactory contractor performance, as evidenced by voucher claims and program monitoring.

When making subsequent budget period awards, OTDA reserves the right to do any of the following:

- Reallocate funding from contractor to contractor
- Suspend a budget period award to an underperforming contractor
- Award a lesser budget period award than was awarded in a previous budget period(s) to an underperforming contractor
- Award a higher budget period award than was awarded in a previous budget period(s) to an over-performing contractor

CONTRACT TERM and BUDGET PERIODS

This RFP governs the provision of funds for the anticipated 36-month contract term, January 1, 2017 to December 31, 2019. A Work Plan will be required for the 36-month term. The contract will initially require two Attachment B-2 Performance Based Budget Summaries; one for the contract's full 36-month term and one for the first 12-month budget period.

During the course of the contract, funds will be made available to the contractor for each pre-established budget period. A twelve-month Attachment B-2 Performance Based Budget Summary will be required from the contractor for each budget period. BRIA anticipates that there will be three budget periods within the contract term:

- Budget Period I: January 1, 2017 to December 31, 2017
- Budget Period II: January 1, 2018 to December 31, 2018
- Budget Period III: January 1, 2019 to December 31, 2019

IX. PROGRAM INFORMATION

PERFORMANCE BASED CONTRACTS

Contracts resulting from this procurement will be performance-based. Under this contract, contractors are not reimbursed for line-item expenses. Compensation is directly tied to the completion of deliverables/outcomes. Documentation of the completion of an allowable task or a number of tasks allows a contractor to claim an achieved deliverable/outcome. The contractor is paid for the deliverable/outcome at the established rate, as defined in the contract.

The applicant's award request is calculated by multiplying the rates for each deliverable/outcome by the units to be achieved per deliverable/outcome.

The Contractor's performance data, along with allocation data such as award amount, contract period, program sites, service locations, and spending information may be posted on OTDA's web site as required.

PAYMENT RATES

The following chart provides information regarding the payment caps for the deliverables/outcomes that your agency will provide. These are the maximum rates per deliverable/outcome that OTDA will reimburse for services under this RFP. The maximum rates have been determined using historical data.

DELIVERABLE/OUTCOME	MAXIMUM RATE
Cross Training	$600
Community Education Workshops	$1,500
Assessment	$200
Case Management Services	$500
Services to Older Refugees Five-Years Post Arrival	$500

The applicant must propose rates for the deliverables/outcomes that do not exceed the maximum rates.

PAYMENT LIMITATIONS

OTDA/BRIA limits the number of specific deliverables/outcomes per participant. **<u>Assessment is limited to three per participant per contract term.</u>**

DELIVERABLE/OUTCOMES: Definitions, Allowable Services, and Documentation

The parameters and documentation requirements of each deliverable/outcome are provided on the following charts. The applicant should use this information to project service levels and allocate funds to each deliverable/outcome.

Applicants are required to provide all Deliverables/Outcomes with the exception of Services to Older Refugees Five-Years Post Arrival.

Deliverable/ Outcome	Objective	Task(s)	Documentation Required
Cross Training	Bi-monthly meetings between the SORP Provider and other relevant service providers to develop and increase capacity resulting in more collaboration to benefit older refugees. *A minimum of six (6) Cross Trainings per budget period is required.* *Cross Training is a non-participant*	Completing one meeting allows the contractor to claim one **Cross Training** deliverable. **Required Tasks** 1. Hold Cross Training meeting	• Copy of the agenda • Sign-in sheet that includes date, time, location of the training, and the name (s) of the person (s) conducting the meeting • Summary of the meeting on file

	specific deliverable.		
Community Education Workshops	Conduct workshops that target older refugees and domestic senior groups which: 1. Promote awareness in refugee communities of services offered by the SORP Provider and other relevant service providers *and* 2. Promote cultural awareness about refugee communities throughout the Aging Services Network. *A minimum of four Community Education Workshops per budget period are required.* *Community Education Workshops are a non-participant specific deliverable/outcome.*	Completing one Community Education Workshop allows the contractor to claim one **Community Education Workshops** deliverable. **Required Tasks** 1. Hold a Community Education Workshop	• Copy of the agenda • Sign-in sheet that includes date, time, location of the workshop, and the name(s) of the person(s) conducting the workshop • Summary of the workshop on file
Assessment	The provider meets with the eligible participant to assess the participant's needs. In conjunction with the participant, the contractor creates a case management plan. *Assessment is a participant-specific deliverable/outcome.* The **Assessment** deliverable is a pre-requisite to the Case Management	Providing the required services below allows the provider to claim one **Assessment** deliverable. **Required Tasks** 1. Schedule intake with eligible participant 2. Assessment of needs 3. Create case management plan	• Proof of Immigration status • Application for Services – signed and dated by both the participant and agency representative once the application is complete and prior to services being provided. The agency supervisor must

	Services deliverable.		sign and date the application within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier • Case management plan • Corresponding case note documentation
Case Management Services	The provider manages the participant's progress throughout the service provision process, updates the Case Management Plan, adjusts as needed, and provides any and all services in the Case Management Plan. *Case Management is a participant-specific deliverable/outcome.*	Providing the required tasks below allows the provider to claim one **Case Management** deliverable. Required Tasks: 1. Provide services in the case management plan within one of the following categories: o Housing Assistance o Public Benefits Application Assistance o Medical/Mental Health Care and Counseling Supportive Services o Legal Services o Food and Nutritional Assistance o Naturalization Assistance o Other Identified Service Needs as approved by OTDA/BRIA 2. Update and adjust case management plan	• Proof of Immigration status • Application for Services – signed and dated by both the participant and agency representative once the application is complete and prior to services being provided. The agency supervisor must sign and date the application within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier; • Case Management Plan • Corresponding case note documentation of

			services and/or referrals provided to the participant and any other such documentation as required by OTDA
Services to Older Refugees Five-Years Post Arrival	The provider assists an older refugee participant who has been in the United States 61 months or longer to access services. *Services to Older Refugees Five-Years Post Arrival is a participant-specific deliverable/outcome.*	Providing one allowable services below allows the provider to claim one **Services to Older Refugees Five-Years Post Arrival** deliverable. Allowable Tasks 1. Interpretation and Translation 2. Naturalization Assistance 3. Referral	• Proof of Immigration status; • Application for Services – signed and dated by both the participant and agency representative once the application is complete and prior to services being provided. The agency supervisor must sign and date the application within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier; • Case note documentation of services and/or referrals provided to the participant and any other such documentation as required by OTDA

ADDITIONAL DELIVERABLE/OUTCOME INFORMATION

Case Management Services

The Assessment deliverable is a pre-requisite to providing any allowable tasks under Case Management.

All tasks provided under Case Management Services should be identified in the participant's Case Management Plan in the participant case file. A Case Management task may be claimed only when the participant has completed the task. Completion is defined as the provision of the task in a manner that has addressed the need identified in the Case Management Plan. Case notes documenting the Case Management Services must contain enough detail to demonstrate how the provision of the service has addressed the need identified in the Case Management Plan.

A referral to an outside agency other than the provider for a Case Management Service may be claimed only when the participant has accepted the referral and the outside agency's provision of the service has addressed the need identified in the Case Management Plan.

Services to Older Refugees Five-Years Post Arrival

Services to Older Refugees Five-Years Post Arrival is not a required deliverable under SORP.

A referral to an outside agency under Services to Older Refugees Five-Years Post Arrival may be claimed only when the participant has accepted the referral and commenced the service. Case notes documenting the Services to Older Refugees Five-Years Post Arrival must contain enough detail to demonstrate the participant accepted and commenced the service.

X. SELECTION PROCESS

EVALUATION PROCESS

Each proposal will be read and scored by at least two reviewers from OTDA. Proposals will be reviewed in accordance with the scoring criteria referenced below. Scores will be averaged and the averaged scores will be ranked from highest to lowest.

EVALUATION CRITERIA

OTDA/BRIA will select contractors based on several considerations. The points assigned are reflective of the importance of each item as it relates to the total technical score.

1. Program Specific Questions and related uploads (40 points)

The applicant's comprehensive explanation of why the program is needed, recruitment of participants, relationships with local service providers and other points that are relevant to proposed program.

2. Budget and related uploads (20 points)

The applicant's cost effectiveness, determined by the following: Proposals will be rated based on the total funds requested divided by the proposed number of Case Management Services.

3. Work Plan (40 points)

The applicant's detailed description of the target population, their special needs, potential barriers and how they will be addressed, the agency's relevant experience, the proposed service delivery method, the staffing, including qualifications and language capacity.

AWARD METHODOLOGY

Awards will be made to the two highest scoring qualified applicants.

- If, after making awards, there is a balance of available funding, BRIA will proportionally award the balance to the awardee(s) based on the requested amount.
- OTDA/BRIA reserves the right to increase an award in order to distribute the entire funding allocation.

MAINTENANCE OF EFFORT

Funds awarded through SORP must be used by an applicant for a new service or a quantifiable increase in the level of service above that provided during the immediately previous 12-month period. This provision prohibits using SORP funds to replace existing government or non-profit funding of services. However, once a new or increased level of service meets the above standards, SORP funds may be used to continue funding that service in subsequent years.

XI. AWARD PROCEDURES

CONTRACT DEVELOPMENT PROCESS

OTDA/BRIA will begin the contract development process with successful applicants when the awards are announced. The successful applicants may be asked to provide updated work plans and performance based budget summaries that specify the services to be delivered, project goals, deliverables/outcomes, claiming process, and other information. The contract will include standard terms and conditions such as confidentiality of records, publications, and contract termination. The contract will constitute a legal agreement between the selected applicant and OTDA/BRIA and will be in effect for the full period of the contract term.

The contracts will have a term of 36-months and will contain work plans and performance based budget summaries reflecting goals for a 36-month time period and a performance based budget summary for each 12 month budget period.

PAYMENT

The contractor will not be reimbursed for line item expenses. Under performance-based contracts, the contractor will be paid for achieving specified deliverables/outcomes described herein. Payment will be made only for deliverables/outcomes for which outcomes are documented and for which vouchers are submitted by the required due date.

No payments will be made until the contract is fully executed and signed by the State Comptroller and the State Attorney General. Once the contract has been fully executed by OTDA/BRIA (signed and approved by OTDA/BRIA, the State Attorney General and the Office of the State Comptroller), OTDA/BRIA may, at its discretion, advance up to 25 percent of the first budget period amount, if requested and if deemed appropriate by OTDA/BRIA. There will be no advances for subsequent budget periods. No payments will be made until the contract is fully executed and signed by the State Comptroller and the State Attorney General. Contractors will work at their own risk if they conduct program activities before the contract is executed.

XII. REPORTS AND RECORD KEEPING

RECORD KEEPING

The Contractor must maintain current and accurate fiscal and accounting controls to support the claims for deliverables/outcomes claimed under the contract. Records must adequately identify revenue sources and expense items for all contract activities. Accounting records must be supported by clear documentation for all funds received and disbursed. Records must be retained and be accessible for a period of six years from the end of the contract or last payment or last contract transaction.

However, if any claim, audit, litigation, or State/Federal investigation is commenced before the expiration of the aforementioned record retention period, the records must be retained by the contractor until all claims or findings regarding the records are finally resolved. OTDA/BRIA or its designee shall have access to any records relevant to the project (including but not limited to books, documents, photographs, correspondence, and records), for audits, examinations, transcripts, and excerpts. If OTDA/BRIA determines that such records possess long-term or historic value, they must be transferred, upon request, to OTDA/BRIA.

If the Contractor expends $750,000 or more in Federal funds during any one fiscal year, the Contractor will be subject to the Audit Requirements and provisions of OMB Super Circular, found in Federal regulations at 2 CFR Part 200 (Subparts A – F) - *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;* and, all other audit requirements determined applicable by the OTDA. The audit shall be completed on an annual basis and the audit report submitted within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period, unless a longer period is agreed to in advance by the OTDA. The audit shall be conducted in accordance with generally accepted government auditing standards by an independent auditor and submitted in a form determined by the OTDA. The OTDA will report its findings and any recommendations to the Contractor and may impose any sanctions as determined appropriate. The cost of audits made in accordance with these provisions are allowable charges to the Contract, charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable OMB cost principles circulars.

REPORTING AND VOUCHERING REQUIREMENTS

The BRIA Information Network (BIN) is the required method to be used by contractors to report individual participant data and contract performance, and to prepare claims for payment.

The contractor must have sufficient equipment and a system environment to use the BIN system, as follows:

- The WEB browser Microsoft Internet Explorer (version 6.0 or greater). This is free and can be downloaded from the Microsoft website
- Internet service (via DSL, Cable Modem, Dial-up, etc.)
- Desktop computer(s) or laptop computer(s) with internet access
- Laser Printer

Contractor staff, including fiscal staff, should have computers capable of accessing BIN.

Reports and vouchers must be submitted by the contractor on a quarterly basis during the contract term, unless otherwise specified. Payments will be based on vouchers and any necessary documents that support the deliverables/outcomes in the performance based budget summary. Additional reporting, as may be determined by OTDA/BRIA, may also be required. Participant-specific deliverables/outcomes require a Social Security Number (SSN) to be entered into BIN to claim deliverables/outcomes for allowable services provided to a participant.

Final reports and vouchers, known as “close-out” vouchers, are due within 60 days after the completion of, or termination of, the contract.

BIN provides contractors and subcontractors access to individual participant application for services, family self-sufficiency, and individual service plan screens for the purposes of screening and enrolling applicants, establishing financial targets for employment outcomes (if applicable), and developing service plans. A participant’s service history with any OTDA/BRIA contractor will be made available to contractor/subcontractor intake staff to assist in data collection and in determining the potential for payment for service outcomes for the participant.

The contractor must enter performance information into BIN as participant outcomes are achieved. The contractor may review and approve subcontractor's performance information in the BIN system.

After the end of a contract quarter, the contractor generates from BIN voucher forms with the payment claims amount for contractor review and subsequent submission to BRIA for payment. In addition to BIN generated reports, backup documentation must be maintained on site by the contractor and must be accessible for review by OTDA/BRIA at any time.

BIN generates the Claim for Payment, Program Service Report, and Comprehensive Program Report, all of which must be submitted to OTDA/BRIA on a quarterly basis.

Contractors will be expected to comply with Grants Gateway quarterly reporting.

CASE RECORDS

The contractor must adhere to OTDA/BRIA instructions regarding case records as stated in the contract and in related OTDA/BRIA manuals, directives, and other forms of notification. Dates of Service in BIN should be consistent with the actual service dates, as noted in the detailed case notes, as required.

MONITORING

OTDA/BRIA will monitor projects on a regular basis throughout the life of the contract. Monitoring may include site visits, regular telephone contact and/or discussions of monthly progress reports. The goals of project monitoring are to ensure that the terms of the contract are being met and to provide technical assistance, where necessary, to help the contractor meet these terms. OTDA/BRIA reserves the right to conduct site visits and make telephone contact to subcontractors as a means of monitoring the prime contractor's performance.

Monitoring activities will concentrate on proper documentation of claims in the contractor's case records for each participant or service claimed.

AMENDMENTS TO THE CONTRACT

Amendments and modifications of executed contracts are sometimes necessary to accommodate the needs of both the contractor and OTDA/BRIA. Any significant revision of the contract must be requested in writing by the contractor prior to enactment of the change. These changes, which must be by mutual written agreement, may include modification to reimbursement schedules, time and money amendments, or no-cost extensions as necessary. Contract modifications, including amendments and no-cost time extensions, will be made at the discretion of the OTDA/BRIA with the approval of the Attorney General and the Office of the State Comptroller.

XIII. GENERAL TERMS AND CONDITIONS

This RFP does not commit OTDA to award any contracts to pay the costs incurred in the preparation of a response to this RFP, or to procure or contract for services.

OTDA/BRIA reserves the right to amend, modify or withdraw this RFP and to reject any proposals submitted, and may exercise such right at any time without notice and without liability to any applicant or other parties for any expenses incurred in the preparation of a proposal.

OTDA reserves the right to accept or reject any or all proposals that do not completely conform to the instructions given in the RFP, including time frames for submission thereof. OTDA/BRIA reserves the right to award contract(s) to as many or as few applicants as it may select.

OTDA/BRIA reserves the right to conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder.

Submission of a proposal will be deemed to be the consent of the applicant to any inquiry made by OTDA/BRIA of third parties with regard to the applicant's experience or other matters deemed by OTDA to be relevant to the proposal. OTDA/BRIA reserves the right to request and consider additional information from any applicant beyond that presented in the initial proposal. The award of the contract, if any, may be made in reliance on additional information requested. Such information may include budget justification, program information, operation details, personnel information, or other funding source information.

OTDA/BRIA reserves the right to seek clarifications and revisions of proposals and to 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.

OTDA/BRIA reserves the right to use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP. OTDA/BRIA reserves the right to use any and all ideas submitted in the proposals received. Funds granted for this project will be used only for the conduct of the project as approved.

If additional funding becomes available, OTDA/BRIA reserves the right to subsequently reconsider eligible proposals submitted in response to this RFP at that time, using the same scoring criteria and award methodology in lieu of releasing a new RFP, if deemed to be in the best interest of the State. Updated information may be requested as deemed necessary by OTDA/BRIA. OTDA/BRIA also reserves the right to issue a new RFP to solicit new proposals.

NYS OTDA/BRIA reserves the right to terminate in whole or in part, or modify the contract at its discretion or due to the unavailability of funds. Such termination shall not affect obligations incurred under the contract prior to the effective date of such termination.

When funds are advanced any unexpended balance or funds unaccounted for at the end of the approved period must be returned.

Any contract awarded pursuant to this RFP will be subject to the Office's processing procedures for contracts of this type, including approval as to form by the State's Attorney General, and as to award by the NYS Division of Budget and by the NYS Office of the State Comptroller.

The terms and conditions for all funded projects are specified in a detailed contract which must be signed by OTDA and approved by the New York State Attorney General Office and the Office of the State Comptroller before any work has begun or payments are made. The successful applicant will be sent the complete standard contract for execution. The Applicant is encouraged to review sections of the contract that are attached before submitting an application.

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

The contract award will be made to the applicants whose proposals are determined to best meet the criteria for proposal evaluation and selection set forth in this RFP.

This RFP and any contract resulting from this RFP is subject to all applicable laws, rules and regulations promulgated by any Federal and State authority having jurisdiction over the subject matter thereof.

The contractor will be required to comply with all applicable Federal and State laws and regulations.

The proposal of the successful applicant will serve as the basis for the contract, the terms of which will be modified within the context of this RFP. The following will be incorporated into any contracts resulting from this RFP:

- NYS Master Contract Terms and Conditions
- Attachment A-1, (Program Specific Terms and Conditions)
- Attachment A-2 (Federally Funded Grants)
- Attachment B-2, (Performance-based Budget)
- Attachment C (Work Plan)
- Attachment D (Payment and Reporting Schedule)

All plans and working documents prepared by the applicant under the contract to be awarded will become the property of the State of New York. OTDA/BRIA reserves the right to use any and all ideas submitted in the proposals received.

All products, deliverable items, and working papers resulting from this contract will be the sole property of OTDA/BRIA and the applicant is prohibited from releasing these documents to any persons other than the Commissioner of the Office of Temporary and Disability Assistance or his/her designee unless authorized by the Office to do so.

All reports of investigations, studies, and publications made as a result of this proposal must acknowledge the support provided by OTDA.

All personal information concerning individuals served or studies conducted under the project are confidential and such information may not be disclosed to unauthorized persons, corporations, or agencies.

OTDA reserves a royalty free non-exclusive license to use and to authorize others to use all copyrighted material resulting from this project.

Successful applicants will be subject to the State's prompt contracting law.

The proposal shall be signed by an official authorized to bind the applicant and shall contain a statement to the effect that the proposal is a firm offer for a 180-day period. The proposal shall also provide the name, title, address, telephone number, and area code of individuals with authority to negotiate and contractually bind the corporation or municipality and who may be contacted during the period of proposal evaluation.

XIV. CONTRACTOR REQUIREMENTS AND PROCEDURES FOR BUSINESS PARTICIPATION OPPORTUNITIES FOR NEW YORK STATE CERTIFIED MINORITY-AND WOMEN-OWNED BUSINESS ENTERPRISES AND EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND WOMEN

NEW YORK STATE LAW

Pursuant to New York State Executive Law Article 15-A and 5 NYCRR 140-145 OTDA recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority and women owned business enterprises and the employment of minority group members and women in the performance of OTDA contracts.

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

Business Participation Opportunities for MWBEs

For purposes of this solicitation, OTDA hereby establishes an overall goal of 0% for MWBE participation, 0% for New York State certified minority-owned business enterprises ("MBE") participation and 0% for New York State certified women-owned business enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs). A contractor ("Contractor") on the subject contract ("Contract") must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and the Contractor agrees that OTDA may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: https://ny.newnycontracts.com. For guidance on how OTDA will determine a Contractor's "good faith efforts," refer to 5 NYCRR §142.8.

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

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

By submitting a bid or proposal, a bidder on the Contract ("Bidder") agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs 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 Bidder may arrange to provide such evidence via a non-electronic method by contacting their contract manager. Please note that the NYSCS is a one stop solution for all of your MWBE and Article 15-A contract requirements. For additional information on the use of the NYSCS to meet Bidder's MWBE requirements please see the attached MWBE guidance, "Your MWBE Utilization and Reporting Responsibilities Under Article 15-A."

Additionally, a Bidder 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 the 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 OTDA.

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

B. If a notice of deficiency is issued, the Bidder will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to the OTDA, address phone and fax information], a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OTDA to be inadequate, OTDA shall notify the Bidder and direct the Bidder 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.

OTDA may disqualify a Bidder as being non-responsive under the following circumstances:
a. If a Bidder fails to submit a MWBE Utilization Plan;
b. If a Bidder fails to submit a written remedy to a notice of deficiency;
c. If a Bidder fails to submit a request for waiver; or
d. If OTDA determines that the Bidder has failed to document good faith efforts.

The Contractor 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 OTDA, but must be made no later than prior to the submission of a request for final payment on the Contract.

The Contractor will be required to submit a Contractor's Quarterly M/WBE Contractor Compliance & Payment Report to the OTDA, 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.

Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the Bidder/Contractor agrees with all of 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 Contractor is required to ensure that it and any subcontractors awarded a subcontract over $25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, 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 Bidder will be required to submit a Minority and Women Owned Business Enterprises and Equal Employment Opportunity Policy Statement, Form OTDA 4970, to OTDA with their bid or proposal.

For purposes of this solicitation, OTDA hereby establishes an Equal Employment Opportunity participation goal of 20%. To ensure compliance with this Section, the Bidder will be required to submit with the bid or proposal an Equal Employment Opportunity Staffing Plan (Form OTDA 4934 - Staffing Plan) identifying the anticipated work force to be utilized on the Contract and if awarded a Contract, will, on a quarterly basis or upon request, submit an Equal Employment Opportunity Workforce Employment Utilization Compliance Report identifying the workforce actually utilized on the Contract, if known, through the New York State Contract System; provided, however, that a Bidder may arrange to provide such report via a non-electronic method by contacting their contract manager.

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 sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), 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.

PART B – Instructions for Completing the Application

Please read Pages 1-24 of the Request for Proposals carefully before completing the application. The entire Services to Older Refugees Program Application must be submitted in Grants Gateway. Read and follow all instructions while completing the screens in Grants Gateway. A printed version of the application appears in Part D.

Completing the Application

Here are some general guidelines for navigating the Grants Gateway System:

- **Log into Grants Gateway as a Grantee, Grantee Signatory or Grantee System Administrator.**
- **Click the** VIEW OPPORTUNITIES **button.**
- **From the "search by funding agency" drop-down menu, select Office of Temporary and Disability Assistance. Click** SEARCH**.**
- **Locate Services for Older Refugees Program and click on the blue link.**
- **Click the** APPLY FOR GRANT OPPORTUNITY **button.**
- **From the** Forms Menu**, complete the forms described in these instructions. Screens from the Forms Menu do not have to be completed in any particular order. Certain forms may be left blank if they do not apply to your application, such as the budget items not requested. There will be a "global warning" error if you try to submit an application without completing required forms.**
- **You must** SAVE **YOUR WORK before moving onto a new screen.**
- **If you do not complete the application in one session, it will be in your "tasks" box,** My Tasks**, labeled** Current Status Application in Process**. Another way to find an application in process is to click the** Applications **tab at the top of the screen.**

Please note: Although those logged in as Grantee may work on the application, only those logged in as a Grantee Signatory or a Grantee System Administrator can submit the application to the State.

When the application is ready for submission, click the Status Changes **tab then click the** APPLY STATUS **button under "application submitted".**

Other helpful information:

- There is a Grantee Application Tutorial Video available. After logging into Grants Gateway, click the Training Materials tab at the top of the screen.
- Helpdesk information: Monday thru Friday 8am to 8pm
  - Phone: 1-800-820-1890 Email: helpdesk@agatesoftware.com

Screens to complete in the Forms Menu in Grants Gateway are as follows:

Find VIEW OPPORTUNITIES Enter your search criteria then click SEARCH.
Click the link for your opportunity.
From the Forms Menu, complete the following Forms/Screens listed below. Sections from the **Forms Menu** do not have to be completed in any particular order. You must SAVE your work before moving onto a new screen. If you do not complete it all in one session, search for the application in progress from the application link at the top of the screen when you return. After each section is completed and saved, return to the Forms Menu and click on the next section to be completed.

<u>**Project Site Address Screen-**</u> Enter all the site addresses, one site per screen, including agency specific regional information. Regional council is n/a.
Click SAVE.
Click ADD for additional screens.

Program Specific Questions- Follow the instructions at the top of the screen. Answer all questions in this section. Narrative answer spaces are limited to maximum of 4,000 characters text and OTDA expects answers to be concise. Upload forms when required. Upload optional forms when applicable or write n/a in the narrative answer space.
Click SAVE.

Performance Based Budget Summary Screens-

- Complete the Performance Based Budget Summary screen for **ANNUAL** grant funds requested for the first budget period.
- Complete the Performance Budget by clicking ADD in the top right corner of the screen.
- Under "Details" in the textbox next to "Deliverable/Outcome" type the deliverable/outcome (ex. Case Management Services) that your agency will provide.
- Under "Financial", using the maximum payment rates on page 12 of the RFP as a guide, complete "Total Amount Per Unit" and "Grant Amount Per Unit".
- The same number should be in both boxes.
- Under "Number of Units" include the **ANNUAL** units of the deliverable/outcome your agency is proposing.
- Under "Total Grant Funds" put the amount per unit multiplied by the number of units to get the total amount being requested for the deliverable/outcome.
- Click SAVE
- Repeat this process for each deliverable/outcome your agency will provide in your proposed Work Plan.
- Only use whole dollar amounts for funds requested.

Performance Based Budget Summary- Summarization of all Performance Budget Detail items for the first proposed budget period. You do not make any changes to the budget here.

Work Plan: Grant Opportunity Defined Screens- Section consists of the work plan overview form, deliverables/outcomes, tasks and performance measures.

Work Plan Overview Screen- This section should be completed from an annual perspective. Therefore the first annual Work Plan should be January 1, 2017 – December 31, 2017.

Follow the instructions on the screen. Additionally, your response should address the following:

1. In the Project Summary section:

- Describe the eligible target populations in your community(ies) including their countries of origin, any special needs or unique circumstances, and/or barriers that may affect their ability to live independently and state how these issues will be addressed by the proposed program.
- Include a list of proposed partners and/or subcontractors, including agency name, contact person, address, phone number and the specific deliverable/outcomes or services they will provide.
- Describe in detail your agency's service delivery strategy in accordance with the Section VI. Service Strategy in the RFP, including the following points:
    - Describe the agency's goals for Cross Training. State which types of agencies your agency proposes to collaborate with and what gaps or needs you hope to address with the proposed collaboration.
    - Describe the topics and issues your agency proposes to address within the Community Education Workshops. State which needs and barriers you hope to address in these workshops.
    - Define the proposed service delivery strategy for Assessment, including a description of any assessment tools your agency proposes to use.
    - Define the proposed service delivery strategy for each of the Case Management Services categories: Housing Assistance; Public Benefits Application Assistance;

Medical/Mental Health Care and Counseling Supportive Services; Legal Services; Food and Nutritional Assistance; Naturalization Assistance; Other Identified Service Needs as approved by OTDA/BRIA. Include descriptions of the specific services that may be available within each category and any current or proposed relationships with other service providers who may work with your agency to coordinate Case Management Services.
  - If applicable, define the proposed service delivery strategy for Services to Older Refugees Five-Years Post Arrival. Include current or proposed relationships with other service providers or programs where you will refer older refugees who have been in the U.S. more than 60 months.

2. In the <u>Organizational Capacity</u> section:
- Describe staff language capacity and how services will be provided in a culturally and linguistically appropriate manner. Also describe how staff will assist members of the target population for whom the agency has no language capacity.
- Describe other programs or services that your agency operates that will enhance the effectiveness of your proposed program.
- Describe how your agency will utilize its current expertise and capacity to implement the services under the SORP Program.
- Describe how staff will receive regular training and updates on the latest immigration issues, especially those that affect older refugees.

<u>Deliverables/Outcomes and Tasks Screen</u>-
- Each deliverable/outcome will appear on its own screen.
- To start, select the deliverable/outcome you want to work on from the drop down and click GO (Example: Case Management).
- Next to the required and/or allowable task you want to work on, click View/Add under Performance Measure (Example: Provide services in the case management plan).
- In the Performance Measure Name field, enter your first task.
- This field allows for very few characters (Example: Case Management Services: Direct Services).
- In the Narrative field briefly describe your agency's process (who, what, where, when) for providing the required and/or allowable tasks in order to achieve the deliverable/outcome. Include the number of staff and each staff persons' role and responsibilities in providing required and/or allowable task.
- SAVE
- Using Case Management Services as an example, if you have more than one performance measure, click ADD at the top of the screen and enter a different performance measure (Example: Case Management Services: Referral to Outside Program), and complete the Narrative field.
- SAVE.
- There is a 1,000 character limit for each performance measure narrative.
- Pay special attention to whether or not a particular task is "allowable" or "required" as outlined on pages 12-15 of the RFP. Failure to define the method of service for a required task may result in the loss of points for the overall score of your proposal.
- Although not required, examples of the referral forms, outreach flyers, sample agendas, etc. may be attached.

If a subcontractor will provide a required and/or allowable task, indicate such.

Cross Training
- Describe your agency's process for holding a Cross Training.

Community Education Workshops

- Describe your agency's process for holding a Community Education Workshop.

Assessment

- Describe and define your agency's process for scheduling an intake with an eligible client.
- Describe your agency's process for performing an assessment of needs**.**
- Describe your agency's process for creating a Case Management Plan.

Case Management

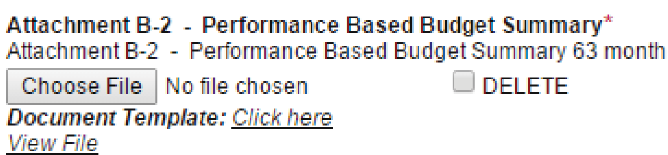
- Describe your agency's process for providing services in the Case Management Plan.
- Describe your agency's process for updating and adjusting the Case Management Plan.

Services to Older Refugees Five-Years Post Arrival

- Describe your agency's process for providing interpretation to older refugees who have been in the U.S. over 60 months.
- Describe your agency's process for providing Naturalization Assistance to older refugees who have been in the U.S. over 60 months.
- Describe your agency's process for making referrals for older refugees who have been in the U.S. over 60 months.

Pre-Submission Upload Screen- Download all forms by following the links available on the Upload Screen, or print the forms from Section B of this application. Upload all required forms in the places designated throughout the application. If required information is not available or cannot be produced, an explanation must be uploaded.

- In the Pre-Submission Uploads section of the forms menu, there is an Excel document of Attachment B-2 Performance Based Budget Summary form on which the applicant must indicate the funds requested for the 36-month contract term



- This form should correlate with the 12-month budget developed on the Performance Budget screens.

PART C – Forms to Upload

Upload all required forms in the places designated throughout the application:

- **General Information -** Complete all applicable sections and upload with the application.
- **Agency Organizational Chart -** Upload your agency’s organizational chart.
- **Participant Flow Chart -** Upload a participant flow chart that depicts how the program will connect and help the older refugee access needed services.
- **Key Personnel Profile -** Upload a chart that depicts the staff involved with the project. For each staff member listed, include the person's name and job title, the responsibilities of the person, the required qualification for the position, the name and title of the supervisor, and the full time equivalent (FTE) of the person's position within the scope of the proposed project.
- **Attachment B-2 Performance Based Budget for 36 Month Contract Term -** Complete and upload the performance budget for the 36-month contract term based on the unit rates established on the annual budget completed on the Performance Based Budget Summary screens. IMPORTANT: Do not leave any fields blank. Put a zero in any field that is blank.
- **Agency Agreement Form -** Sign, complete and upload with the application.
- **Subcontractor and Supplier Identification Form -** Complete all applicable sections and upload with the application.
- **Equal Employment Opportunity Staffing Plan-** Complete all applicable sections and upload with the application.
- **M/WBE – EEO Policy Statement -** Complete all applicable sections and upload with the application.
- **Proof of Disability Insurance** (DB-120.1) - Certificate of Insurance Coverage Under The NYS Disability Benefits Law. The DB-120.1 must be completed by either the NYS statutory disability benefits insurance carrier, or a licensed NYS insurance agent of that carrier. Please have this form completed and upload it with the application. See the OSC website for more information: http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XI/18/G.htm
- **Proof of Worker’s Compensation** (C-105.2) - Certificate of NYS Workers' Compensation Insurance Coverage. Employers must obtain this form from either their NYS workers' compensation insurance carrier or a licensed NYS insurance agent of that carrier. Please have this form completed and upload it with the application. See the OSC website for more information: http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XI/18/G.htm

The **New York State Grants Gateway Vendor’s Quick Start Guide** can be downloaded via the Pre-Submission Uploads screen in Grants Gateway or found online at http://grantsreform.ny.gov/sites/default/files/grantee_quick_start_guide.pdf.

GENERAL INFORMATION
SORP APPLICANT PROJECT INFORMATION
INDICATE TYPE OF ORGANIZATION CARRYING OUT THE ACTIVITY:

☐ **PUBLIC AGENCY** ☐ **FAITH BASED NON-PROFIT** ☐ **OTHER NON-PROFIT**

APPLICANT NAME:____

EXECUTIVE DIRECTOR: ____

BUSINESS ADDRESS: ____

CITY_____________________ STATE ______________________ ZIP CODE_________________________

PHONE: (____) ________________________________ FAX :(____) _________________________________

Email Address: ____

PROJECT ADDRESS (if other than business address):

____

PROGRAM CONTACT: ____

ADDRESS____

CITY____________________________ STATE _____________________ ZIP CODE___________________

PHONE: (____) ________________________________ FAX :(____) __________________________________

Email Address:

____

What is your organization's Federal Employer Identification number? _____________________________

Applicant Fiscal Year: (Example: July 1 - June 30)? ____

Please provide the following identifying information regarding the project:

Community District(s) *NYC only*: Federal Congressional District(s):

________________________________ ____________________________________

State Assembly District(s): State Senate District(s):

________________________________ ____________________________________

What is your organization's **six digit** State Registered Charitable Organization number? __ __ __ __ __ __
Is your organization current with the NYS Office of the Attorney General Charities registration filing requirements? ______ YES ______ NO
If not, why? ____

COUNTY/ COUNTIES (WHERE SERVICES ARE TO BE PROVIDED) _____________________________

ACCESSIBILITY DETERMINATION

Is project site: wheelchair accessible? ☐ Yes ☐ No

Does your agency conform with Title III ADA requirements? ☐ Yes ☐ No

If facilities are not accessible to persons with disabilities, state what physical changes will be made to conform to the Americans with Disabilities Act of 1990 and the regulations promulgated thereunder, and the expected completion date for any such physical changes.

____
____
____
____
____
____

Are materials available in alternative formats for persons with disabilities? (i.e. Braille, Audio Recording etc.)

☐ Yes ☐ No

No further entries on this page.

Attachment B-2 Performance-Based Budget

ATTACHMENT B-2 - PERFORMANCE BASED BUDGET
SUMMARY

PROJECT NAME: Services to Older Refugees

CONTRACTOR SFS PAYEE NAME: ______________________

CONTRACT PERIOD: From: 01/01/2017

To: 12/31/2019

#	DELIVERABLE/OUTCOME	TOTAL AMOUNT PER UNIT	GRANT AMOUNT PER UNIT	NUMBER OF UNITS	GRANT FUNDS	MATCH FUNDS	MATCH %	OTHER FUNDS	TOTAL
1	Cross Training				$0.00		%		$0.00
2	Community Education Workshops				$0.00		%		$0.00
3	Assessment				$0.00		%		$0.00
4	Case Management				$0.00		%		$0.00
5	Services to Older Refugees 61+ Months				$0.00		%		$0.00
				Subtotal	$0.00	$0.00		$0.00	$0.00
				Available Bonus					
				TOTAL	$0.00	$0.00		$0.00	**$0.00**

Contract Number: #______________________
Page 1 of 1, Attachment B-2 – Performance Based Budget

AGENCY AGREEMENT

It is understood and agreed to by the applicant that (1) This RFP does not commit the New York State Office of Temporary and Disability Assistance (OTDA) to award any contracts, pay the costs incurred in the preparation of response to this RFP, or to procure or contract services. (2) OTDA reserves the right to amend, modify or withdraw this RFP and to reject any proposals submitted, and may exercise such right at any time and without notice and without liability to any Offeror or other parties for their expenses incurred in the preparation of a proposal or otherwise. Proposals will be prepared at the sole cost and expense of the Offeror. (3) OTDA reserves the right to accept or reject any or all proposals that do not completely conform to the instructions given in the RFP, including time frames for submission thereof. (4) Submission of a proposal will be deemed to be the consent of the applicant to any inquiry made by OTDA of third parties with regard to the applicant's experience or other matters deemed by OTDA relevant to the proposal. (5) Funds granted for this project will be used only for the conduct of the project as approved. (6) The contract may be terminated in whole, or in part, by OTDA. Such termination shall not affect obligations incurred under the contract prior to the effective date of such termination. (7) When funds are advanced any unexpended balance or funds unaccounted for at the end of the approved period must be returned. (8) Any significant revision of the approved project proposal must be requested in writing by the contractor prior to enactment of the change. (9) Progress reports must be submitted as required by OTDA. The final program and financial reports must be submitted within a specified time period after the project terminates. Necessary records and accounts including financial and property controls will be maintained and made available to OTDA for audit purposes. (10) All reports of investigations, studies, and publications made as a result of this proposal must acknowledge the support provided by OTDA. (11) All personal information concerning individuals served or studies conducted under the project are confidential and such information may not be disclosed to unauthorized persons, corporations, or agencies. (12) OTDA reserves a royalty free non-exclusive license to use and to authorize others to use all copyrighted material resulting from this project. (13) Successful applicants will be subject to the State's prompt contracting law. (14) Selected contractors agree to be bound by the Minority and Women-Owned Business Enterprises/Equal Employment Opportunity anti-discrimination provisions as more fully set forth in this RFP..

OTDA reserves the right, if funds become available, to reconsider additional proposals submitted in response to this RFP at that time, using the same scoring criteria and award methodology, in lieu of releasing a new RFP, if deemed to be in the best interest of the State.

OTDA anticipates making an award to administer projects for thirty-six (36) months. Projects may be renewed for additional periods depending on continued need for the services, achievement of anticipated outcomes, continued availability of funding and at the sole discretion of OTDA. For those applicants selected as a result of this Request for Proposals (RFP), subsequent year's funding may be at a decreased level.

The applicant certifies that to the best of his/her knowledge and belief the information in this application is true and correct, that he/she will comply with the above agreement if the grant is received, and that this constitutes a firm offer for 180 days.

____

(Signature of official with authority to negotiate and contractually bind the organization who is authorized to sign for applicant) and (Date)

____

(Type name, title and include an address and telephone number)

SUBCONTRACTOR AND SUPPLIER IDENTIFICATION FORM

INSTRUCTIONS: This form must be submitted with any bid, proposal, or proposed negotiated contract . This identification form must contain a detailed description of the supplies and/or services to be provided by each subcontractor or supplier under the contract. Offerors must indicate by checking the box(es) below which business designation(s) each listed Subcontractor/Supplier meets. Attach additional sheets if necessary.

Offeror's Name:

Address:

City, State, Zip Code:

Region/Location of Work:

Federal Identification Number:

Telephone Number:

Email:

Will New York State businesses be used in the performance of this contract? **YES** **NO**

1. Subcontractors/Suppliers Business Name, Address, Email Address, Telephone No.	2. Service/Product Provided	3. Federal ID No.	4. BusinessDesignation Check all that apply	5. Dollar Value of Subcontracts/Supplies/Services over the term of the contract
A.			MBE WBE NYS Business** NYS Small Business**	
B.			MBE WBE NYS Business** NYS Small Business**	
C.			MBE WBE NYS Business** NYS Small Business**	
D.			MBE WBE NYS Business** NYS Small Business**	
E.			MBE WBE NYS Business** NYS Small Business**	

Please Identify **ALL** subcontracting and supplier purchasing opportunities.

NOTE: Any Subcontractor or Supplier purchases in excess of $100,000 must comply with NYS Vendor Responsibility Requirements.

**New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses, consistent with current State law.

Utilizing New York State businesses in State contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its New York State business partners. New York State businesses will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated procurements.

Public Procurements can drive and improve the State's economic engine through promotion of the use of New York businesses by its contractors. The State therefore expects bidders/proposers to provide maximum assistance to New York businesses in their use of the contract. The Potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.

NAME AND TITLE OF PREPARER (Print or Type):

Signature:
Authorized Signature

Date:

Telephone Number:

EMAIL Address:

Office of Temporary and Disability Assistance
40 North Pearl Street, Albany, NY 12243-0001
Phone Number | email
www.otda.ny.gov

STAFFING PLAN

Submit with Bid or Proposal – Instructions on page 2

Solicitation No.:	**Reporting Entity:**	**Report includes Contractor's/Subcontractor's:** ☐ Work force to be utilized on this contract ☐ Total work force
Offeror's Name:		☐ Offeror ☐ Subcontractor **Subcontractor's name**________________
Offeror's Address:		

Enter the total number of employees for each classification in each of the EEO-Job Categories identified

EEO-Job Category	Total Work force	Work force by Gender		Work force by Race/Ethnic Identification													
		Total Male (M)	Total Female (F)	White (M)	White (F)	Black (M)	Black (F)	Hispanic (M)	Hispanic (F)	Asian (M)	Asian (F)	Native American (M)	Native American (F)	Disabled (M)	Disabled (F)	Veteran (M)	Veteran (F)
Officials/Administrators																	
Professionals																	
Technicians																	
Sales Workers																	
Office/Clerical																	
Craft Workers																	
Laborers																	
Service Workers																	
Temporary /Apprentices																	
Totals																	

PREPARED BY (Signature):	**TELEPHONE NO.:** **EMAIL ADDRESS:**	**DATE:**
NAME AND TITLE OF PREPARER (Print or Type):	**Submit completed with bid or proposal**	

Office of Temporary and Disability Assistance
40 North Pearl Street, Albany, NY 12243-0001
Phone Number | email
www.otda.ny.gov

General instructions: All Offerors and each subcontractor identified in the bid or proposal must complete an EEO Staffing Plan (OTDA – 4934.1) and submit it as part of the bid or proposal package. Where the work force to be utilized in the performance of the State contract can be separated out from the contractor's and/or subcontractor's total work force, the Offeror shall complete this form only for the anticipated work force to be utilized on the State contract. Where the work force to be utilized in the performance of the State contract cannot be separated out from the contractor's and/or subcontractor's total work force, the Offeror shall complete this form for the contractor's and/or subcontractor's total work force.

Instructions for completing:

1. Enter the Solicitation number that this report applies to along with the name and address of the Offeror.
2. Check off the appropriate box to indicate if the Offeror completing the report is the contractor or a subcontractor.
3. Check off the appropriate box to indicate work force to be utilized on the contract or the Offerors' total work force.
4. Enter the total work force by EEO job category.
5. Break down the anticipated total work force by gender and enter under the heading 'Work force by Gender'.
6. Break down the anticipated total work force by race/ethnic identification and enter under the heading 'Work force by Race/Ethnic Identification'. Contact the OM/WBE Permissible contact(s) for the solicitation if you have any questions.
7. Enter information on disabled or veterans included in the anticipated work force under the appropriate headings.
8. Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in the designated boxes.

RACE/ETHNIC IDENTIFICATION

Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this form, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The race/ethnic categories for this survey are:

- **WHITE** (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- **BLACK** a person, not of Hispanic origin, who has origins in any of the black racial groups of the original peoples of Africa.
- **HISPANIC** a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- **ASIAN & PACIFIC ISLANDER** a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
- **NATIVE INDIAN (NATIVE AMERICAN/ ALASKAN NATIVE)** a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

OTHER CATEGORIES

- **DISABLED INDIVIDUAL** any person who:
  - has a physical or mental impairment that substantially limits one or more major life activity(ies)
  - has a record of such an impairment; or
  - is regarded as having such an impairment.
- **VIETNAM ERA VETERAN** a veteran who served at any time between and including January 1, 1963 and May 7, 1975.
- **GENDER** Male or Female

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Phone Number | email
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MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES – EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

M/WBE AND EEO POLICY STATEMENT

I, _________________________, the (awardee/contractor)____________________ agree to adopt the following policies with respect to the project being developed or services rendered at

____

M/WBE This organization will and will cause its contractors and subcontractors to take good faith actions to achieve the M/WBE contract participations goals set by the State for that area in which the State-funded project is located, by taking the following steps:

(1) Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to M/WBE contractor associations.

(2) Request a list of State-certified M/WBEs from AGENCY and solicit bids from them directly.

(3) Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs.

(4) Where feasible, divide the work into smaller portions to enhanced participations by M/WBEs and encourage the formation of joint venture and other partnerships among M/WBE contractors to enhance their participation.

(5) Document and maintain records of bid solicitation, including those to M/WBEs and the results thereof. Contractor will also maintain records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.

(6) Ensure that progress payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation.

EEO (a) This organization will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on state contracts.

(b) This organization shall state in all solicitation or advertisements for employees that in the performance of the State contract all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex disability or marital status.

(c) At the request of the contracting agency, this organization shall request each employment agency, labor union, or authorized representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of this organizations' obligations herein.

(d) This organization will include the provisions of sections (a) through (c) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract

Agreed to this _______ day of ____________________, 20___________

By ____

Print: _____________________________________ Title: _____________________________

<u>Minority Business Enterprise Liaison</u>

_________________________________is designated as the Minority Business Enterprise Liaison
(Name of Designated Liaison)

responsible for administering the Minority and Women Owned Business Enterprises Equal Employment Opportunity (M/WBE-EEO) program.

<u>M/WBE Contract Goals</u>

________% Minority Business Enterprise Participation

________% Women's Business Enterprise Participation

<u>EEO Contract Goals</u>

________% Minority Labor Force Participation

________%Female Labor Force Participation

____
(Authorized Representative)

Title: ____

Date: ____

No further entries on this page.

PART D - Printed Version of Grants Gateway Application

PROJECT/SITE ADDRESSES

Instructions:

1. Please complete all required fields.
2. If Project Statewide is "Yes", do not enter Address information. If Project Statewide is "No", Address information is required.
3. Select the **Save** button above to save your work frequently.
4. Click Forms Menu to return to the navigation links.

Name/Description:

Project Statewide

Address 1

Address 2 **City**

County

State NY

Zip

Regional Council:

Agency Specific Region:

PROGRAM SPECIFIC QUESTIONS

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.

Project Title

Please title the project Services to Older Refugees Program (SORP).

1 Provide a statement of need and include specific data indicators that demonstrate the local community's need for the Services to Older Refugees Program. Explain why existing resources are unable or insufficient to address this need.

Upload

2 Describe your agency's plan for recruiting eligible participants to be served under the proposed program.

Upload

3 Detail any plans your agency has to make materials, publications, and/or informational resources available that are culturally and linguistically appropriate for the target population.

Upload

4 Detail how each deliverable will be monitored to determine program effectiveness. Describe process and outcome measures that will demonstrate the impact of SORP activities on the target population, including a method of gathering feedback from the target population.

Upload

5 Describe your agency's working relationships with refugee providers, the aging services network, local social service district(s) (SSD) and other local agencies and community partners. What specific resources will your participants gain through these relationships?

Upload

6 Describe the operation and management within your agency. Specifically address how management will accomplish the following: 1) ensure that there is noduplication of services; 2) maintain agency and staff accountability; 3) ensure program information is communicated to program staff; 4) ensure that services are delivered in accordance with the contract; 5) ensure that case records are maintain appropriately; 6) facilitate timely data entry into the BRIA Information Network; and 7) supervise cash flow and ensure timely submission of reports and vouchers that are consistent with federal liquidation deadlines.

Upload

7 You may require a start-up period to hire personnel, purchase supplies, and/or train personnel. If a start-up period is required, please describe these tasks, as well as time frames for accomplishing them. Identify staff that will oversee these activities.

Upload

8 If applicable, describe your process for monitoring your subcontractors.

Upload

PERFORMANCE BUDGET

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once an deliverable/outcome item has been saved successfully, select the **Add** button above to add additional deliverable/outcome items.
4. Click Forms Menu to return to the navigation links.

When completing the Performance Based Budget columns **Deliverable/Outcome, Total Amount Per Unit** and **Number of Units** must be completed. **Total Match Funds** should be entered if there is a match/local share component to the program. **Line Total** and **Category Total** will populate automatically. Details

Deliverable/Outcome

Financial

Total Amount Per Unit

Grant Amount Per Unit

Number of Units

Total Grant Funds

Total Match Funds

Match % %

Other Funds

Line Total	**$0**
Categor	

Total $0	

Page ID

Click here to see a summary of the detail entered for this category.

CATEGORY TOTAL SUMMARY

PERFORMANCE SUMMARY

Instructions:

1. If an available bonus is applicable **Available Bonus** should be completed.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

The **Performance Budget Summary** is a summarization of all **Performance Budget Detail** items. You may view the individual detail items by selecting the **Performance Budget Detail Link** in the **Forms Menu** or **Navigation Links** at the bottom of the page.

	Grant Funds	Match Funds	Match Funds Calculated	Match % Calculated	Match % Required	Other Funds	Total
Subtotal	$0	$0	$0	%	%	$0	$0
Available Bonus							$0
TOTAL	**$0**	**$0**	**$0**	**%**	**%**	**$0**	**$0**
Period Total	**$0.00**						

WORK PLAN OVERVIEW FORM

Instructions:

The purpose of this form is to capture organizational information necessary for application processing, as well as a detailed accounting of the proposed or funded project. It is made up of three sections:

1. Project Summary
2. Organizational Capacity
3. Project Details - Objectives, Tasks and Performance Measures

If applicable, specific instructions/requirements for completing these sections may be found in the Grant Opportunity under which you are applying. Click Forms Menu to return to the navigation links.

Work Plan Period From To

Project Summary

Provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation.

Organizational Capacity

Describe the staffing, qualifications and ongoing staff development/training activities, and relevant experience of the provider organization to support the project.

OBJECTIVES AND TASKS

Instructions:

1. Select the **View/Add** link next to a Task to add or edit the Performance Measures for that Task.
2. Click Forms Menu to return to the navigation links.

Objective
Objective Name

Cross Training
Objective Description
Bi-monthly meetings between the SORP Provider and other relevant service providers to develop and increase capacity resulting in more collaboration to benefit older refugees. A minimum of six (6) Cross Trainings per budget period is required. Cross Training is a non-participant specific deliverable.

OBJECTIVES AND TASKS

Instructions:

1. Select the **View/Add** link next to a Task to add or edit the Performance Measures for that Task.
2. Click Forms Menu to return to the navigation links.

Objective
Objective Name
Community Education Workshops
Objective Description
Conduct workshops that target older refugees and domestic senior groups which: Promote awareness in refugee communities of services offered by the SORP Provider and other relevant service providers and promote cultural awareness about refugee communities throughout the Aging Services Network. A minimum of four Community Education Workshops per budget period are required. Community Education Workshops are a non-participant specific deliverable/outcome.

OBJECTIVES AND TASKS

Instructions:

1. Select the **View/Add** link next to a Task to add or edit the Performance Measures for that Task.
2. Click Forms Menu to return to the navigation links.

Objective
Objective Name
Assessment
Objective Description
The provider meets with the eligible participant to assess the participant's needs. In conjunction with the participant, the contractor creates a case management plan.
Assessment is a participant-specific deliverable/outcome. The Assessment deliverable is a pre-requisite to the Case Management Services deliverable.

OBJECTIVES AND TASKS

Instructions:

1. Select the **View/Add** link next to a Task to add or edit the Performance Measures for that Task.
2. Click Forms Menu to return to the navigation links.

Objective
Objective Name
Case Management Services
Objective Description
The provider manages the participant's progress throughout the service delivery process, updates the Case Management Plan, adjusts as needed, and provides any and all services within the following categories in the Case Management Plan: Housing Assistance,Public Benefits Application Assistance,,Medical/Mental Health Care and

Counseling Supportive Services,Legal Services,Food and Nutritional Assistance,Naturalization Assistance,Other Identified Service Needs as approved by OTDA/BRIA. Case Management is a participantspecific deliverable.

OBJECTIVES AND TASKS

Instructions:

1. Select the **View/Add** link next to a Task to add or edit the Performance Measures for that Task.
2. Click Forms Menu to return to the navigation links.

Objective
Objective Name
Services to Older Refugees Five Years Post Arrival
Objective Description
The provider assists an older refugee participant who has been in the United States 61 months or longer to access services. Services to Older Refugees Five-Years Post Arrival is a participant-specific deliverable/outcome.

DEFINE TASKS

Objective: Cross Training

Task

Prepare meeting agenda

DEFINE TASKS

Objective: Community Education Workshops

Task

Prepare workshop agenda

DEFINE TASKS

Objective: Assessment

Task

Schedule intake with eligible participant

DEFINE TASKS

Objective: Case Management Services

Task

Provide services in the case management plan within one of the categories

DEFINE TASKS

Objective: Services to Older Refugees Five Years Post Arrival

Task

Interpretation and Translation

DEFINE TASKS

Objective: Services to Older Refugees Five Years Post Arrival

Task

Referral

DEFINE TASKS

Objective: Case Management
Services Task
Update and adjust case management plan

DEFINE TASKS

Objective: Assessment
Task Assessment of
needs

DEFINE TASKS

Objective: Assessment
Task
Create case management plan

DEFINE TASKS

Objective: Services to Older Refugees Five Years Post Arrival
Task
Citizenship and naturalization services

PERFORMANCE MEASURE
Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:
Task:
Performance Measure Name
Narrative
Upload

PERFORMANCE MEASURE
Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:
Task:
Performance Measure Name
Narrative Upload

PERFORMANCE MEASURE

Instructions:

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2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:
Task:
Performance Measure Name
Narrative
Upload

PERFORMANCE MEASURE
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Objective:
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Performance Measure Name
Narrative
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Objective:
Task:

Performance Measure Name
Narrative
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Performance Measure Name
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Objective:
Task:
Performance Measure Name
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PERFORMANCE MEASURE
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Performance Measure Name
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PERFORMANCE MEASURE
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Objective:
Task:
Performance Measure Name
Narrative
Upload

PRE-SUBMISSION UPLOADS
Instructions:

1. Select the **Browse** button to locate an upload.
2. Select the **Save** button above to load it into the system.
3. If the Grant Opportunity you are applying for requires that a specific document be uploaded, a link to the Document Template will appear under the upload row. Click the link to download and save the Document Template to your computer. Once you have filled out the Document Template you can use the associated **Upload** row to upload the document as part of your application.

General Information *
Complete all applicable sections and upload with the application.

Document Template: *Click here*
Agency Organizational Chart *
Upload your agency's organizational chart.

Participant Flow Chart *
Upload a participant flow chart that depicts how the program will connect and help the older refugee access needed services.

Key Personnel Profile*
Upload a chart that depicts the staff involved with the project. For each staff member listed, include the person's name and job title, the responsibilities of the person, the required qualification for the position, the name and title of the supervisor, and the full time equivalent (FTE) of the person's position within the scope of the proposed project. **Attachment B-2 Performance Based Budget for 36 Month Contract Term***
Complete and upload the performance budget for the 36-month contract term based on the unit rates established on the annual budget completed on the Performance Based Budget Summary screens. IMPORTANT: Do not leave any fields blank. Put a zero in any field that is blank.

Document Template: *Click here*
Agency Agreement Form*
Sign, complete and upload with the application.

Document Template: *Click here*
Subcontractor and Supplier Identification Form *
Complete all applicable sections and upload with the application.

Document Template: *Click here*
Equal Employment Opportunity Staffing Plan*
Complete all applicable sections and upload with the application.

Document Template: *Click here*
M/WBE – EEO Policy Statement *
Complete all applicable sections and upload with the application.

Document Template: *Click here*
Proof of Disability Insurance (DB-120.1) *
Certificate of Insurance Coverage Under The NYS Disability Benefits Law. The DB-120.1 must be completed by either the NYS statutory disability benefits insurance carrier, or a licensed NYS insurance agent of that carrier. Please have this form completed and upload it with the application. See the OSC

website for more information:
http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XI/18/G.htm

Proof of Worker's Compensation (C-105.2) *

Certificate of NYS Workers' Compensation Insurance Coverage. Employers must obtain this form from either their NYS workers' compensation insurance carrier or a licensed NYS insurance agent of that carrier. Please have this form completed and upload it with the application. See the OSC website for more information: http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XI/18/G.htm

New York State Grants Gateway Vendor's Quick Start Guide

The New York State Grants Gateway Vendor's Quick Start Guide can be downloaded via the Pre-Submission Uploads screen in Grants Gateway or found online at
http://grantsreform.ny.gov/sites/default/files/grantee_quick_start_guide.pdf.

Document Template: *Click here*