

Refugee Support Services Program (RSSP) 2024 Questions and Answers

Program Description

1. What is the purpose of the Refugee Support Services Program (RSSP)?
 - Per page 5 of the RSSP Request for Proposals (RFP), the purpose of the RSSP is to provide employment and transitional support services to assist program participants and their families in achieving economic and social self-sufficiency as soon as possible after their arrival into the United States.

Contractual Services

2. Are applicants encouraged to apply as a consortium? Are there incentives to apply as a consortium?
 - A Consortium may apply. One lead agency is the applicant (prime contractor), and its consortium partner(s) are the subcontractor(s). In terms of scoring, group proposals do not give any advantage or disadvantage to the applicant.
3. If an applicant applies as a prime contractor with subcontractors, are the subcontractors identified in both the Work Plan and on the Subcontractor and Supplier Identification Form?
 - Yes. Per page 30 of the RFP, if a subcontractor will provide services, it is indicated in the Budget under Contractual Services and Work Plan under Project Summary. The roles of the prime and subcontractors should be clearly defined in the Project Summary section. The financial agreement between the prime contractor and a subcontractor should be made in a Memorandum of Understanding and/or subcontract agreement/contract, which The Office of Temporary and Disability Assistance (OTDA) may request. The OTDA will make payments to the prime contractor only.
 - Per page 35 of the RFP, subcontractor(s) should also be indicated on the Subcontractor and Supplier Identification Form which can be downloaded, completed, and uploaded on the Pre-Submission Uploads screen.
4. If an agency applies as the prime contractor for a consortium, can that lead agency and/or a consortium partner also apply as individual agencies?
 - Yes, both the lead agency and the consortium partner can apply individually.
5. What are the restrictions, if any, for subcontracting some of the required program services to other service providers? Is there a limit to the amount of the funding that can be used for this, or any limits/considerations imposed to subcontracting by the hybrid payment model?
 - The applicant and a subcontractor must have signed agreement enforceable by law. The OTDA/Bureau of Refugee Services (BRS) does not have any restrictions and/or percentage of the contracting obligations for subcontracting services.

Eligible Grant Applicants

6. Who are Eligible Grant Applicants?
 - Per page 5 of the RFP, eligible applicants include non-governmental organizations: not-for profit corporations, including charitable organizations incorporated, registered and in good standing with the Charities Bureau of the Attorney General (AG) in the State of New York; faith-based organizations; tribal organizations and educational institutions.
 - Eligible not-for-profit applicants must be prequalified in Grants Gateway and must be located in and do business in New York State.
7. Are new Not-for-Profit agencies able to participate in the bid?
 - Yes, per page 5 of the RFP, Not-for-Profit corporations may apply so long as they are registered and in good standing with the Charities Bureau of the Attorney General (AG) in the State of New York.
8. Ontario is not a county noted in the Rest of the State (ROS) section. Does this preclude us from applying? Or can we apply but need to support only refugees in Monroe County, or are we able to partner with a sister agency in Monroe County and then offer supports in both counties?
 - Applicants must be located and provide services in the designated regions and ROS counties stated on page 10 of the RFP. An agency may subcontract a portion of their funding to an agency outside of the designated regions or counties with the proper justification and demonstration of need to do so.
 - Eligible participants are required to be residents of NYS regardless of county.
9. Is our school eligible to apply for the grant if our vocational training school would be able to train refugees into assimilating into the workforce? Are school districts still required to do the prequalification process?
 - Per page 5 of the RFP, school districts are an eligible grant applicant if they are located in and do business in New York State and are prequalified in Grants Gateway. School districts are not required to be registered and in good standing with the Charities Bureau or complete the New York State Vendor Responsibility Questionnaire.
10. I recently reinstated our organization's tax-exempt status. However, the IRS said that it can take 180 days to process. Will the reinstatement hinder our chances for the grant? If, not where can I submit the receipt of reinstatement in the document vault? Also, the DBA I submitted is pending with the state. Will this be an issue as well?
 - Provided your organization meets the criteria of an eligible organization per page 5 of the RFP, your organization is an eligible grant applicant.
11. For the NYC region, is it required that the applicants provide services in all five outlined boroughs, or does the applicant have discretion in determining the service areas?
 - No, the applicant has discretion in determining the service areas.

Eligible Participants

12. Can we assist clients who reside in other counties and areas outside the designated regions or counties?
- Per page 10 of the RFP, eligible participants are required to be residents of NYS regardless of county.
13. The Service Strategy lists “newly arriving refugees during their first year in the U.S...” as the first priority for service, per 45 CFR 400.147. For asylees, does “during their first year” refer to the date of entry to the U.S. or the date asylum was granted?
- Per page 9 of the RFP, it refers to the date that asylum status was granted to an asylee.
14. We are the area’s largest homeless shelter, and we help many Asylum Seekers with emergency shelter programming, healthcare, food, and shelter. I was wondering if this grant for (refugees) would support this population as well?
- The list of eligible immigration statuses is on pages 8 & 9 of the RFP. The status of Asylum Seeker is not an eligible immigration status for the RSSP.

Matching Grant Restriction

15. Can clients be enrolled simultaneously in the RSSP and Matching Grant?
- No, per page 10 of the RFP, to prevent duplication of services and reimbursement from federally funded programs, participants enrolled in the RSSP cannot be enrolled in the Matching Grant employment program.
16. Aside from the ORR-funded Matching Grant, are there any other co-enrollment restrictions (such as the ORR-funded Preferred Communities programs, etc.)?
- Contractors must ensure that there is no duplication of services of any kind when clients are co-enrolled in multiple programs.

Distribution of Funds

17. How were the percentages of New York State’s refugee resettlement calculated?
- Per page 10 of the RFP, for each budget period, the allocation for each region will be based on its percentage of New York State’s eligible population who arrived plus other eligible individuals served during the two previous Federal Fiscal Years (FFY). The budget period 1 allocations will be based on those who arrived and were served between October 1, 2020, and September 30, 2022
18. Should applicants base their award request on \$20 million?
- Per page 10 of the RFP, \$20,000,000 will be available for the first budget period so applicants should base their award request on their region or county’s allocation of the \$20 million dollars.

19. Will the overall budget be reduced in subsequent budget periods? If yes, what is the anticipated budget in subsequent years?
- Per page 3 of the RFP, OTDA anticipates approximately \$76,000,000 in RSSP funds for 63-month contracts. Per page 10 of the RFP, anticipated allocations and subsequent budget periods are subject to continued availability of federal funds and state appropriation of the funds thereof; however, OTDA Bureau of Refugee Services (OTDA/BRS) does not anticipate RSSP funding to continue at \$20,000,000 per budget period during the entire contract term.
20. Could you provide the anticipated total participant count for the NYC regions? In the event that multiple applicants receive awards in this region, could you also specify the expected participant allocation for each awardee? Additionally, will there be a defined participant count by borough?
- Per page 10 of the RFP, NYC is a region covering Bronx, Brooklyn, Manhattan, Staten Island, and Queens. For purposes of distribution of funding NYC is not broken down by county or borough and NYC applicants will be awarded subject to NYC allocation. Per page 10, OTDA intends to award more than one applicant in NYC. One or more awards will be made to the highest scoring qualified applicant in each region. Awarded proposals may not receive the entire requested amount.
21. How many total program participants does OTDA expect to be served in the first year with the total amount allocated for the NYC region?
- OTDA does not provide an estimation of clients to be served. Applicants must indicate their capacity to serve eligible clients in their proposals.

Selection Process

22. How will be proposals be evaluated?
- Per page 17 of the RFP, OTDA will review proposals based on several considerations. The points assigned are reflective of the importance of each item as it relates to the total score. Eligible applicants should answer all questions and submit any forms required by this RFP. Failure to submit all required forms and answer all required questions may adversely affect the proposal's competitive score or make the proposal ineligible.
23. Is there is a defined number of awards that OTDA intends to make in any of the regions?
- Per page 10 of the RFP, OTDA intends to fund more than one applicant in NYC and may potentially fund more than one applicant in the Metro region and in each Rest of State (ROS) county.
24. What criteria will be used to determine how awards are divided within the same region if multiple agencies are awarded contracts?
- Per page 17 of the RFP, proposals will be reviewed in accordance with the scoring criteria. Scores will be averaged, and the averaged scores will be ranked from highest to lowest. Proposals to provide services in a particular region or county will only be reviewed competitively with other proposals to provide services in that area.

25. Will awards within each region be based on arrival numbers from the previous federal fiscal year?
- Per page 10 of the RFP, for each budget period, the allocation for each region will be based on its percentage of New York State's eligible population who arrived plus other eligible individuals served during the two previous FFYs
26. If there are multiple resettlement agencies in a county, is there any cap to the number of agencies awarded contracts?
- No. Per page 18 of the RFP, awards will be made to the highest scoring qualified applicants until funding is exhausted. Per page 10 of the RFP, OTDA/BRS intends to fund more than one applicant in NYC and may potentially fund more than one applicant in the Metro region and in each ROS county.
27. In our previous RSSP bid, we submitted more competitive values for each payment point than other applicants, but the award was divided evenly between us and the other applicants. Is there any incentive for us to provide competitive numbers, or is the only result that we will be paid less for providing the same service?
- Per page 18 of the RFP, the operating budget will be examined to determine the extent to which expense projections are reasonable, necessary, and allowable for delivery of services. Priority will be given to budgets that minimize administrative costs in favor of direct program costs.
28. How will OTDA determine award amounts between qualifying applicants within the same region if more than one applicant scores high enough to be over the threshold for gaining an award?
- Per page 18 of the RFP, one or more awards will be made to the highest scoring qualified applicant in each impacted area. Awarded proposals may not receive the entire requested amount. Awards may be reduced or increased based on availability, to provide statewide coverage and to address State priorities and needs. If, after making awards, there is a balance of available funding, BRS may proportionally award the balance to the awardee(s) based on the requested amount. BRS reserves the right to increase an award in order to distribute the entire funding allocation.

MWBE Requirements

29. Within the M/WBE Policy Statement, what are the expected percentages for M/WBE Contract Goals (M/WBE participation; MBE participation; WBE participation)?
- Per page 25 of the RFP, OTDA has established an overall goal of 30% for MWBE participation, 15% for New York State-certified Minority-owned Business Enterprise (MBE) participation and 15% for New York State-certified Women-owned Business Enterprise (WBE) participation.
30. Are MWBE forms required for submission with applications if the proposed budget is 100% performance based?
- Per page 34 of the RFP, you must complete all required pre-submission forms.

Program Information

31. How is the RSSP reimbursement structured?

- Per page 11 of the RFP, new for this procurement, a combination of expenditure-based (up to 60%) and performance-based (a minimum of 40%) reimbursement will be used. The contracts will utilize expenditure-based budgets that will reflect a hybrid of expenditure-based and performance-based reimbursement. Applicants have flexibility to shape the budget and reimbursement structure to best meet their needs in operating RSSP.

32. What are performance-based Outcomes?

- Per pages 12-14 of the RFP, outcomes achieved by participants are Job Placement, 90-Day Retention, Self-Sufficiency, Family Self Sufficiency Plan (FSSP) 6-month Follow-Up and FSSP 12-month Follow-Up.
- Per page 12 of the RFP, applicants are required to provide all performance-based Outcomes.

33. What are Expenditure Budget Categories?

- Per pages 16 and 17 of the RFP, Expenditure Budget Categories are Personal Services (Personal Services Salary and Personal Services Fringe) and Non-Personal Services (Contractual Services, Travel, Equipment, Space/Property and Utilities, Operating Expenses and Other Expenses).

34. Can you explain what Performance Based Reimbursement means?

- Per page 11 of the RFP, applicants' reimbursement structure must consist of a minimum of 40% performance-based reimbursement. Applicants will earn the performance-based portion of the awards after participants achieve the five Outcomes (Job Placement, 90-Day Retention, Self-Sufficiency, FSSP 6-month Follow-Up and FSSP 12-month Follow Up).

35. What is included in Other Expenses?

- Per page 17 of the RFP, Other Expenses include:
 - i. Participant Reimbursements - expenses provided to program participants such as transportation and clothing allowances, program supplies and transitional housing assistance;
 - ii. Performance Component – the reimbursement schedule for the performance-based portion of this contract (minimum of 40%);
 - iii. Administrative Costs – non-personal services directly related to administering RSSP (maximum of 15%).

36. Can performance-based vs expenditure-based breakdown change year to year, depending on the needs of our community?

- Per page 11 of the RFP, expenditure-base vs performance-based breakdown may change in subsequent budget periods. Performance-based section of the budget must always consist of a minimum of 40% of the award.

37. Will we be capped at what we can do for each performance-based outcome?
- Budgets may consist of 100% performance-based outcomes, however, you will be capped per the number of units you included in your budget. It is possible to make budget modifications if necessary.
38. In the budget narrative, do we need to include a calculation for the performance-based expenditure?
- No. Per the instructions on pages 29 and 32 of the RFP, the calculations will be completed on the Performance-Based Worksheet.
39. Can we charge job and/or employer development training and/or job and employer development curriculum and any other trainings and/or curriculum for service provider staff to stay abreast of refugee resettlement, integration, etc. etc. issues and trends. I imagine this would go in the expenditure base budget.
- Staff training which is related and included as part of a staff member's duties delivering RSSP services is an allowable expense. Per page 29 of the RFP, you need to have staff included in Personal Services/Salary part of the budget.
40. Are ride shares an allowable expense for client transportation?
- Yes.
41. As an eligible organization, are we able to provide employment and transitional support services (Job Placement and Retention and Advance Training Classes) exclusively in construction and building restoration or does this grant want more of a comprehensive, intensive case management approach to provide a broad array of employment and transitional support services to all demographics of refugees not only those interested/capable of learning construction and obtaining specific certifications in the field?
- Per page 6 of the RFP, the intent of the program is to serve all eligible clients in the area with all required RSSP deliverables and outcomes, with an emphasis on identifying suitable employment placements in organizations that can accommodate an individual's particular needs and match their career goals and interests. Therefore, it is the expectation of OTDA that contractors would work to place eligible participants in a range of jobs in order to ensure retention.
42. Do 100% of eligible participants must have work authorization? I have read the Eligible Participants section, but I do not understand many of those categorizations.
- No. Per pages 8 and 9 of the RFP, eligible participants must have one of the eligible immigration statuses; however, eligible participants may need assistance in obtaining Work Authorization. As a Transitional Support Service, contractors may assist participants in obtaining their Employment Authorization Document.
43. Does OTDA/BRS have any guidelines for how transitional housing assistance be prioritized or distributed? The ORR Policy Letter 16-07 provides very limited information.
- The applicant should describe how transitional housing services will be prioritized and provided in the Work Plan of their proposal.

44. ORR Policy Letter 16-07 states that: “ORR interprets the additional services described at 45 CFR 400.155(h) to include services, such as transitional housing assistance, aimed at supporting economic self-sufficiency on occasions when there is an increased number of new arrivals in the fourth quarter of a fiscal year, such as the one projected for this year.” Does this mean that housing assistance is limited only to the fourth quarter of the federal fiscal year?
- No, Transitional Support services can be provided in all four quarters of the budget period.
45. Are all services listed under 45 CFR 400.155(h) such as citizenship and naturalization services, daycare for children, and outreach services eligible costs for this grant?
- Yes, they are all eligible services.
46. How do we itemize the performance component under the Other Budget category? Do we just list the number and type of performance points as the cost, or should our expenses be divided based on whether the costs will be reimbursed based on reimbursement vs. earning payment points? If we wanted to cover half an employment specialist’s salary on the reimbursement side and half on performance components, do I list half of that individual’s salary under personnel and half under Other?
- Per page 28 of the RFP, detailed instructions how to complete the budget are included in the RFP under PART B – Instructions for Completing the Application in Grants Gateway.
47. Can we propose buying or leasing property to use for transitional housing?
- Purchasing property is not an allowable expense under RSSP, however, property lease is allowable only for the percentage of space used to provide RSSP services.
48. Could funds be utilized to supplement staff time for case managers who provide core R&P services?
- Per page 16 of the RFP, for staff salaries, the budget should be calculated by the annual salaries of the staff that will be working on the project and corresponding Full Time Equivalent (FTE) value according to the time they will spend working on RSSP.
49. Can RSSP funds be utilized for housing, transportation support, and childcare during a client’s 90-day period to utilize their case balance towards other costs not covered by RSSP or would we only be able to provide support once the entire case balance has been drawn down/after 90 days?
- Eligible participants may be enrolled in RSSP once initial R&P funds are fully exhausted to ensure there is no duplication or supplantation of funds or services.
50. Can hotel stays be covered upon a client’s arrival to the U.S. before their local department of social services (LDSS) benefits start? These sometimes cost more than a client’s entire R&P balance, so there is typically no federal funding available to cover the cost.
- RSSP funds may be used to support short and long-term housing for eligible participants after the R&P funding has been exhausted.

51. Regarding the Job Placement Outcome, will more than one provider be able to claim the same job placement if they both provided employment preparation services within 90 days of placement?
- No, that is considered a duplication of services. Only one provider can claim the Job Placement. Contractors who are providing services to the same client must coordinate in order to avoid duplication of services and double claiming.
52. Will a provider be able to claim more than one job placement for single client in a vouchering period (quarter)?
- Yes, participants can achieve more than one Job Placement in a vouchering period.
53. Regarding Job Retention, can more than one provider claim a retention point if they both provided follow-up services for the same client and job placement?
- No, only the provider who claimed Job Placement can claim the 90 Day Retention. Contractors who are providing services to the same client must coordinate in order to avoid duplication of services and double claiming.
54. Could the provider achieve the retention if they did not achieve the placement milestone?
- No, the Provider must achieve a Job Placement to claim a 90 Day Retention.
55. The Solidarity Group Inc. provides OSHA certification classes to vulnerable refugee communities. Does the above-mentioned grant cover these trainings that aide the construction worker employable?
- Yes, that type of training is an allowable Employment Preparation service under RSSP.
56. What types of services are included in Employment Preparation and Transitional Supports?
- Per page 7 of the RFP, Employment Preparation includes pre-employment services such as: employment skills preparation, interviewing skills preparation, job readiness training, job orientation, training enrollment, introduction to U.S. workplace expectations and norms, development of participants resumes and assistance with job applications.
 - Per page 7 of the RFP, Transitional Supports are services designed to help participants obtain and retain their employment, self-sufficiency, family stability and/or community integration and include management services, assisting the participant in obtaining housing, childcare, transportation, orientation to public transportation, a driver's license (standard or commercial), translation, interpretation, social adjustment services, English language instruction, application assistance for adjustment to legal permanent resident status, citizenship and naturalization preparation services and referrals to outside agencies for services.
57. How do we voucher for Transitional Support Services?
- Transitional Supports are no longer individually reimbursed. Instead, costs associated with providing Transitional Supports should be added to the Expenditure Budget under the appropriate category. Applicants must define their own Transitional Support services per pages 7 and 8 of the RFP in the Deliverables and Outcomes section of their Work Plan per page 33 of the RFP.

58. Are client housing, transportation and childcare costs allowable?
- Yes, per page 17 of the RFP, housing, transportation and childcare are allowable costs that may be included under Participant Reimbursements or Other in the Other Expense Detail section of the budget.
59. Do I have to have a space locked in before October 10th?
- No, you can indicate TBD on your application, but the location of the provider should be operational by the beginning of the contract term which is January 1, 2024.
60. What is the reason to determine eligibility as a last step of client's enrollment in Bureau of Refugee Services Information Network (BIN) if we don't claim voucher. Can we as the last step just complete the FSSP and Application for Services (AS)?
- By determining eligibility, BIN will list all BRS programs for which the client is eligible. To enroll a client in RSSP, you must determine that client is eligible to participate in RSSP.
61. Is it mandatory to require the client's signature for the updated BIN FSSP and AS in the situations when there is a change in the client's address, significant income, or household size?
- The BIN FSSP and AS cannot be edited once signed. A new FSSP and AS are not required if the participant changes an address but are required when the participant changes immigration and/or marital status, household size or household income.
62. Could we receive the client's agreement over the phone and make the according note on BIN FSSP and AS?
- Enrollment can be completed remotely but must be followed-up with a signature within 90-days.
63. Can we change the percentage split between cost and performance after the first year?
- Yes, the breakdown of an applicant's costs may change from budget period to budget period or by executing an amendment, as long as the changes are within the required at least 40% is performance and maximum of 60% is expenditure based.
64. Please confirm that providers are no longer required to schedule interviews directly with potential employers in order to achieve a job placement outcome.
- Correct, scheduling a job interview is no longer required. The requirements to achieve a Job Placement Outcome are detailed on page 12 of the RFP.
65. As the applicant and contractor for this funding award, could a conflict of interest arise if we refer and employ participants through our organization?
- It is acceptable if the organization employs RSSP participants.

66. For participants who have obtained multiple job placements totaling thirty hours or more, with one or more of those placements not facilitated by the applicant/contractor, will these hours still be considered towards fulfilling the required thirty-hour requirement?
- Per page 12 of the RFP, to claim a Job Placement deliverable, the contractor must provide an Employment Preparation service to the participant and the participant must obtain a job within 90-days of the last employment preparation service. Additionally, per page 14 of the RFP, One Job Placement deliverable may be claimed for a participant who has two part-time jobs. The combined gross starting wages for the jobs must be equal to or greater than the equivalent of 30 hours per week at NYS minimum wage.

Completing the Application

67. Are there character limits in every section of Application in Grants Gateway?
- Per page 29 of the RFP, there is a 4,000 character limit for each Program Specific Question response. Additionally, Grants Gateway has character limits set at 250 for the Objective and Task Description fields, 50,000 for the Project Summary and 4,000 for Organizational Capacity respectively.
68. Are we able to submit letters of support? If so, where do we include them in Grants Gateway?
- Letters of support can be uploaded in the Grantee Document Folder. The Grantee Document Folder can be accessed from the Forms Menu under File Folder(s).
69. I would like to know how to proceed to be able to submit our project.
- Per page 28 of the RFP, please follow the instructions included in the RSSP RFP (PART B – Instructions for Completing the Application in Grants Gateway).
70. As a School District are we exempt from having to 'Match Funds'? Will we be able to complete the budget upload if we leave the 'Match Funds' fields blank?
- RSSP does not require applicants to complete Match Funds fields for any expenses in the budget. Per the instructions on page 29, 30, 31 and 32 of the RFP, please leave text boxes related to Match Funds blank.
71. Please confirm that if an applicant is requesting 100% performance-based reimbursement, then the only Grants Gateway screen requiring completion is the "Other Expenses" screen, where applicants will input the required information (proposed outcomes, number of units and dollar amounts) as outlined on p. 32 of the RFP, under "Performance component".
- Yes. Per page 31 of the RFP, please complete the application as it pertains to your proposed program.
72. Please confirm that the General Information Form should include the proposed award amount and signatures from each authorized signatory.
- Yes, please include the proposed award amount.

73. I don't understand how to complete the Budget reflecting both the Expenditure (line-item portion) and the Performance Component. Should we list the Performance reimbursement schedule for each of the outcomes, i.e., one each line for Job Placement, 90-Day Retention, Self Sufficiency, and each of the Follow-ups. Or is this one-line item titled 'Performance Component' in Other Expenses with one short justification? And, then upload the Performance Based Worksheet reflecting the 5 required outcomes?
- For the performance-based outcomes, applicants must complete the Performance-Based Worksheet form, which will be downloaded Pre-Submission Uploads screens, and use that information to complete the expenditure budget. Per page 29 of the RFP, please closely review the instructions for the Other Expenses screen. This is where applicants will include the performance component of the budget based on their completed Performance-Based worksheet. To enter the expenses into the budget, please follow the bulleted instructions on page 32 of the RFP and repeat for all five Performance-based Outcomes.
74. For "Participant Reimbursements" in the Other Expenses of the Expenditure Budget, again is this just one line with a short justification and then described in detail in the Project Summary? Or do we list each of the items for Participants Reimbursements e.g., housing, childcare, transportation, etc.) separately in the Other Expenses category of the budget?
- Per page 32 of the RFP, Participant Reimbursement is just one line under Other Expenses described in detail in the Project Summary section.
75. Where are Administrative Costs (or Indirect rate with the absence of a federally approved rate) itemized – In the Justification section of the Other Expenses Category or in the Project Summary? Again, is each item listed separately and justified in the Other Expenses Category, or explained in detail in the Project Summary?
- Per page 31 of the RFP, all Administrative Costs must be listed individually in the Other Expenses and described in detail in the Project Summary, Budget Explanation section. It will be only one line if using Indirect costs rate.
76. For each staff member who will be working on the RSSP project: do they each have to be identified in the personal section of the Expenditure Budget, or just those that are not part of the Performance Reimbursement section of Other Expenses). Do we have to only describe salary for each staff that is part of the performance-based category? And then describe the staff who are part of the Performance Reimbursement section in the Project Summary only?
- Per page 29 of the RFP, in the Personal Services – Salary section, an entry must be made for each direct services employee who will be paid in full or in part from contract funds.
 - Per page 32 of the RFP, in the Project Summary section, under Grant Funded Positions, list all positions from Personal Services – Salary section and a brief description of each position.

77. We are applying as the lead agency of a consortium. Do we list each staff member who will be working on this project from sub-contractor partners? Again, do we only list the salary and details in Personal Services or just those partner agency staffs who will not be part of the Performance Reimbursement Category? We will, of course describe the partner staff in the Project Summary.

- Per page 30 of the RFP, the sub-contract must be listed under Contractual Services and the personnel involved and their duties must be described in the Project Summary section. You don't need list staff members from the sub-contractor under Personal Services-Salary.

78. In the Outcome and Task sections of the Work Plan Properties, when OTDA has already entered a description, is that sufficient or can we (or should we) add additional detail for the description.

- Per page 33 of the RFP, each of the five Performance-Based Outcome has been pre-entered on the Work Plan Properties screen under Objective. Each Task Name is also pre-entered, and you must complete Task Description box for all tasks.

Other

79. Will the awardees be provided with a system or documentation to support the participants, or will awardees have to create the documents and operational structure?

- The required enrollment forms, the FSSP and AS are generated in the BIN system. OTDA/BRS does not develop any materials to be used in the implementation of RSSP. That is the responsibility of the contractor.

80. Can you provide guidance on any considerations applicants for this award should keep in mind when planning and preparing the milestone reimbursement schedule? For example, are there any required maximum or minimum percentage thresholds for the retention and self-sufficiency milestones pursuant to the number of job placements we propose?

- Applicants should submit their proposals based on how many Objectives the applicants can achieve.

81. Are there any publicly available concept papers that OTDA or other government agencies have prepared regarding the provision of workforce development services to refugees? If so, can you please share the links or point us in the right direction?

- [Switchboard](#), funded by the federal Office of Refugee Resettlement, is a resource hub for refugee services providers in the United States. Their website contains a curated multimedia library of content, including resources for [employment](#) services.