



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Acting Commissioner

Making a Connection Program (MAC) 2024

All Applicant Notice

- ✓ Submission Deadline: 2:00 pm on May 28, 2024.
- ✓ All applicants must be Prequalified in the Statewide Financial System (SFS) in order for OTDA to review the application. Completed applications from organizations that are not prequalified by 2:00 pm on May 28, 2024, will not be reviewed.
- ✓ The SFS helpdesk hours are 8:00 am - 5:00 pm, Monday – Friday. Contact information for SFS assistance is as follows: 518-457-7737 helpdesk@sfs.ny.gov
- ✓ All pieces of the application should be submitted in SFS. Answer all questions.
- ✓ Applicants are strongly encouraged to finish the application and submit it well before the deadline. It is recommended that applicants allow enough time to check for errors. Typical errors are not answering required questions or not uploading required documents. The system will not accept applications submitted after 2:00 pm on May 28. Note when the clock turns 2:00 pm you will be unable to submit the MAC application.

Questions and Answers

Eligible Grant Applicants

1. I saw the announcement for the new MAC cycle. I know a provider in my area that has had MAC this last round. We are considering applying for it, but I'm curious if it's super competitive. I wouldn't want to potentially take funding away from the current provider and would be more enthusiastic if I knew we could do something closer to double programming instead of halving it.
 - Response - Per Page 6 of the Request for Proposal, proposals will be accepted from all eligible grant applicants.

Service Strategy

2. Can our agency bill for Mentor Recruitment and Training for existing program mentors if they continue to serve as mentors in the new contract period?
 - Response - As per page 13 of the Request for Proposal, the Mentor Recruitment and Training deliverable can only be claimed once per recruited mentor per the contract term.
3. If a student is enrolled in RSIP and MAC, how do we determine which contract to submit deliverables under?
 - Response - Students may be enrolled in both programs. However, deliverables and how to claim would be determined by the deliverables described in your agency's work plan.
4. Is there an advised amount per incentive offering (tuition, costs for educational or vocational programs, and career development activities)- perhaps in amounts advised per participant?
 - Response – OTDA has not predetermined incentive amounts.

5. Must each participant have the same mentor, or can they be assigned more than one?
 - Response - Participants can be assigned more than one mentor.
6. Can one mentor be a mentor for multiple participants?
 - Response - Mentors can be a mentor for multiple participants if they can provide adequate time and attention to each participant and ensure that the required program elements are met, as described on pages 6-10 of the Request for Proposal.
7. If a mentor exits the program, can a participant be reassigned a mentor and how/does that affect the tracking of deliverables?
 - Response - Yes. Participants can be reassigned to new mentors. The reassignment of mentors doesn't affect the tracking of deliverables. Per page 13 of the Request for Proposal, the Mentor Recruitment and Training deliverable can only be claimed once per recruited mentor per the contract term.

Selection Process

8. Does the Maintenance of effort clause apply to existing MAC contract holders? (Can new MAC funds be used to 'replace' old MAC funds?)
 - Response - Please refer to the description of Maintenance of Effort as described on page 17 of the RFP which states, "However, once a new or increased level of service meets the above standards, MAC funds may be used to continue funding that service in subsequent years."
9. Part of the scoring of the award is based on academic payment points- Is the priority of this grant academic support?
 - Response – No, the Academic Support deliverable is used to develop a cost per unit for the purpose of evaluating the budget proposal.
10. Regarding the MAC RFP, would you please clarify this statement on Pg. 17, in section XI. Selection process: Budget (25 points) Proposals will be rated based on the budget period 1 funds requested, divided by the proposed units of Academic Support. Is this to say that you would like the emphasis to be on Academic Support deliverables?
 - Response – No, the Academic Support deliverable is used to develop a cost per unit for the purpose of evaluating the budget proposal.

Program Information

11. Can our agency submit other tasks approved by BRS under the health and financial literacy payment points? Or can we only voucher for the payment points in the RFP under these categories?
 - Response - No. Per page 15 of the Request for Proposal, agencies can only provide and voucher for any of the four allowable tasks that are listed under the Health and Financial Deliverable.

Award Procedures

12. Is a line-item budget (like the previous Grants Gateway budget) required for the grant submission.
 - Response - No. Per page 12 of the Request for Proposal contracts resulting from this procurement will be performance-based and per page 18 of the Request for Proposal, successful applicants will be requested to submit a performance-based budget.

Reports and Record Keeping

13. What financial reporting and audits will be required?
 - Response - Please refer to the Reporting and Vouchering Requirements section on page 19 of the Request for Proposal.

Funding and Budget

14. What are the obligation dates that the contractor must adhere to in terms of expenses incurred for this contract? For example, can the contractor continue to accrue expenses against the BP1 award during BP2?
 - Response - FFY 23 and 24 funds support BP 1 and should be liquidated by 9/30/2026. If, by the end of BP 1, a contractor has not completed all of its BP 1 deliverables, the contractor may complete and claim the BP 1 deliverable in BP 2.
15. If funding is expected to decrease in subsequent budget periods, can we rollover spending and deliverables to the next budget period?
 - Response - Unexpended funds and unused deliverables can be rolled over to the subsequent budget period.

Part C – List of Forms to Upload

16. In the Event Comments and Attachments section of the portal, there is no General Information Form, which is required for the application. Can MAC-OTDA please provide that Attachment?
 - Response - The General Information Form is now available in SFS.

Registration and Prequalification

17. What happens if my agency is not prequalified?
 - Response - Per pages 4 and 5 of the Request for Proposal, Not-for-profit organizations must prequalify to do business with New York State agencies before they can compete for State grants. Grant proposals received from not-for-profit applicants that are not prequalified in SFS at the application due date and time will not be evaluated. SFS may not allow such proposals to be submitted and they will be disqualified from further consideration. Information on prequalification can be found here: [Get Prequalified | Grants Management \(ny.gov\)](#)