



**Office of Temporary
and Disability Assistance**

Request for Proposals

Refugee School Impact Program (RSIP)

Release Date: 12/28/2021
Submission Deadline: 2/8/2022

Bidders' Conference

Participation during the bidders' conference is voluntary. OTDA staff will entertain questions about the request for proposals (RFP) and its process during the conference. The following information is necessary to participate in the bidders' conference:

Bidders' Conference Date and Time: 1/12/2022 1:00 PM

Join the conference from the meeting link:

<https://meetny.webex.com/meetny/k2/j.php?MTID=t04902247d73a8b247adf60146cf265ab>

Join by phone: (518) 549-0500

Access Code: 161 350 7934

Session Password: iTKMKMKD942

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PART A. SUMMARY INFORMATION

I. Introduction

The Bureau of Refugee Services (BRS) of the New York State Office of Temporary and Disability Assistance (OTDA) issues this RFP to solicit applications from qualified applicants. The purpose of the Refugee School Impact Program (RSIP) is to promote the academic performance and successful integration of refugee youth and other eligible youth, particularly those who have recently arrived to New York State into the education system. In addition, awardees will empower families to be effective partners in the education of their children. Finally, RSIP is intended to support local school districts throughout New York State that are most heavily impacted by high numbers of eligible youth.

OTDA anticipates distributing approximately \$9,190,545 in RSIP funds for 60-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. RSIP funds are for activities that lead to the effective integration and education of eligible youth. Other costs, such as construction and renovation costs, are not allowable under this program.

NOTE: For the purpose of this RFP, eligible participants as defined in Section VIII will hereafter be referred to as “refugees” unless special circumstances apply.

If selected, the proposal and all parts of it submitted in response to this RFP may become part of a contract with OTDA, subject to approval by the New York State Attorney General and the Office of the New York State Comptroller. At the time of contract development, awardees will be required to submit additional performance-based budgets, program information and any revised 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 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 objectives and requirements.

II. Registration and Prequalification Requirements

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 Management website at <https://grantsmanagement.ny.gov/resources-grant-applicants>.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. Additional information on prequalification can be found on the [Grants Management website](#).

Register for the Grants Gateway (all applicants)

All organizations must be registered in the Grants Gateway to compete for New York State grants. Applicants are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity.

To register an organization, send a complete [Registration Form for Administrators](#) and accompanying documentation by email to grantsreform@its.ny.gov. Complete instructions on how to register are found on the [Grants Management website](#).

In addition to the support resources available to Grants Gateway users on the [Grants Management website](#), such as manuals, videos, webinars, and FAQs, Grants Management provides live help desk support for Grants Gateway users.

Hours: Monday – Friday 8:00 a.m. to 4:00 p.m.

Phone: (518) 474-5595

Email: grantsgateway@its.ny.gov

Prequalification (Nonprofit organizations)

Nonprofit organizations must prequalify to do business with New York State agencies before they can compete for State grants. The process allows nonprofits to address questions and concerns prior to entering a

competitive bid process. Nonprofits are strongly encouraged to begin the Prequalification process as soon as possible.

Grant proposals received from nonprofit applicants that are not Prequalified in the Grants Gateway at the application due date and time will not be evaluated. Such proposals will be disqualified from further consideration.

To become prequalified, a nonprofit must first register with Grants Gateway. Once registered, nonprofits complete an online Prequalification application. This includes completing a series of forms by answering basic questions regarding the organization, and uploading key organizational documents. Complete instructions on how to prequalify are found on the [Grants Management website](#).

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 Management Team at grantsgateway@its.ny.gov.

III. Procurement Schedule/Submission Guidelines

(OTDA reserves the right to modify the dates)

- Release Date of the Request for Proposals: 12/28/2021
- Bidders' Conference Call: 1:00pm on 1/12/2022
- Deadline for Written Questions: 1/19/2022
- Response to Questions: 1/26/2022
- Due Date and Time for Proposals: 2:00pm on 2/8/2022
- Anticipated Notification of Awards: 2/23/2022
- Anticipated Contract Start Date: 1/1/2022

Questions and Answers Regarding this RFP

Prospective applicants may submit questions via email to Denis Misticic at Denis.Misticic@otda.ny.gov. Questions must be submitted no later than 1/19/2022.

OTDA will respond to questions by 1/26/2022. 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 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 2/8/2022. 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 on the application due date there will be 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. OTDA will not accept mailed proposals, faxed proposals, or proposals sent via electronic mail.

IV. Federal Authority

The federal Office of Refugee Resettlement (ORR) is authorized to grant funds to states for RSIP, a Refugee Support Services set-aside program, pursuant to the Refugee Act of 1980, under the authority of Sections 412(c) (1) (A) of the Immigration and Nationality Act (INA) (8 U.S.C. 1522(c) (1) (A)), as amended (Public Law 96-212) and further amended by the Refugee Assistance Amendments of 1982 (Public Law 97-363) and Title 45 of the Code of Federal Regulations, parts 400 and 401. The Refugee School Impact 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 - State Administered Programs. Refugee

School Impact Program funding must be used to promote positive civic and social engagement and support individual educational and vocational advancement.

More information can be found at the following website:

<https://www.acf.hhs.gov/orr/policy-guidance/refugee-school-impact-program>

V. Program Description

RSIP has the following key objectives:

- Provide specialized services and support for eligible refugee youth;
- Other support for families learning to navigate the U.S. education system; and
- Develop capacity for school systems, including education and training for staff around the unique and varied needs of refugees, and access to necessary resources.

VI. Eligible Grant Applicants

Only proposals submitted by Eligible Grant Applicants, as defined below, will be accepted for review. Proposals submitted by ineligible applicants will not be reviewed.

Eligible applicants include non-governmental organizations: nonprofit corporations, including charitable organizations incorporated, registered and in good standing with the Charities Bureau of the Attorney General in the State of New York; faith based organizations; and educational institutions.

Eligible nonprofit applicants must be prequalified in Grants Gateway as outlined in Section II.

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>.

VII. Service Strategy

RSIP consists of the following deliverables:

- Refugee Academy
- Refugee Mini-Academy
- Academic Coaching (Individual/Group)
- School Staff Orientation, Family Orientation and Family Activities and
- Translation and Interpretation Services

A. Refugee Academy

Using the [Welcome to Our Schools curriculum](#) developed by BRS and augmented locally as necessary, the contractor will provide at least one summer school/orientation program, called a Refugee Academy during the summer recess, per budget period.

Each Refugee Academy will be for a minimum of two weeks, for a total of 50 hours. Each Refugee Academy will be divided into elementary, middle and high school classrooms. Past practice suggests that it may be beneficial to further divide the elementary school group into children from grades kindergarten through second grade and from third grade to fifth grade. Likewise, it may be beneficial to divide the high school group into sub-groups based on student academic, social, and language mastery characteristics.

OTDA requires that each Refugee Academy serve at least 45 students.

Coordination among the local school district, resettlement agency(ies) and/or other community-based and nonprofit organizations should occur well before the Refugee Academy begins, so that the school is aware of any new students and is prepared for them.

The Refugee Academy must include videos, games, individual and group exercises, art/music projects, English as a Second Language lessons, field trips, recreational activities and other approaches suggested by the

contractor and approved by OTDA BRS. Refugee students children will tour all aspects of their schools, meet school staff and learn their roles.

In addition to registering for school, immunization records will be reviewed to ensure the child can begin school on time or as soon as possible. Any transportation issues will be resolved. Also, children will be tested and assigned to the proper classroom and any other appropriate in-school program, including Special Education or after school programs.

Through the Academy, refugee students are expected to have a more positive first experience entering the American school environment.

During the Refugee Academy, all of the following must be directly provided or arranged for:

- Daily nutritious meals and snacks for Refugee Academy students
- Student school enrollment and registration for school breakfast, lunch and after school programs
- Coordination of student placement testing
- Immunization verification
- Refugee student orientation - school and classroom culture
- English as a Second Language
- Field trips and recreational activities
- Coordination to meet the students' other needs such as clothing and material needs, additional educational opportunities or special case management services

B. Refugee Mini-Academy

A Refugee Mini-Academy is an abbreviated version of the Refugee Academy, with a duration of at least fifteen hours. The Mini-Academy will occur during the school year, primarily for students who arrived since the school year began but also for any other refugee students who would benefit from extra assistance. At least one Mini-Academy is required per budget period.

C. Academic Coaching (Individual/Group)

An academic coach is the resource for the child and their family and the liaison between the child, their family and school staff. The coach will assist in orienting the child and their family, addressing ongoing issues and serving as the bridge between school and family as often as needed.

OTDA expects each contractor to have at least two academic coaches.

The academic coach is required to meet with the parent or guardian of the child within 30 days of the first service provided to the child to complete an Application for Services/consent form for refugee school activities and to discuss the plan for the child's integration with the school.

The academic coach will assist in assuring appropriate class and grade-level school placements. In addition, the academic coach may assist refugee students to comply with school requirements for immunizations and physicals and obtain their resulting immunization records and health certificates. Coaches will also help prevent crisis situations through early identification of concerns and effective communication with the child, school staff and parents. The coach may make referrals as necessary to other service providers.

The academic coach provides supportive services to the students, such as individual orientation, mentoring, guidance and tutoring in at least one of the languages spoken by the targeted refugee student population. The relationship between the academic coach and student fosters effective coping skills for a school environment. The coach will help refugee students learn appropriate school behaviors, acquire time management and study skills, achieve a balance between home and school and increase understanding of educational requirements. The coach will introduce the student to all pertinent school staff and show the student how to access them.

The coach will assist a student in understanding cultural issues related to peer and school relationships so that students will be able to take advantage of opportunities to become leaders and guides to other newly arriving refugee students.

Mainstream after-school programs may not be appropriate to address the needs of refugee children, whose language and social skills may fall far behind their peers. Academic coaches may manage group activities such as after-school clubs for homework, tutoring and social activities. The clubs and programs will be accessible and culturally appropriate programs for refugee children.

Coaches will work with refugee children's families so that they obtain and understand information about their children's performances and behavior in school. Families will learn about topics such as school attendance, field trips, homework monitoring, the importance of parent/teacher conferences and understanding child and adolescent development as it relates to their adjustment to the U.S. Counseling may be provided as a supplement to the Family Orientation (described below) in the event the family requires reinforcement. The academic coach may also mediate between the child and family in the event of misunderstanding of school information and expectations.

Academic coaches interact with school staff by responding to questions, providing information or working together regarding matters related to refugee students. Topics may include academic performance, parent/family communication, health issues, cultural questions, behavioral concerns, special needs, prior experiences and service plans. In this way, teachers and other school staff have access to information about an individual refugee child and will be able to effectively meet that refugee child's needs by making informed decisions about the child's education. As a resource to the child, academic coaches can troubleshoot with teachers, administrators and school nurses. An academic coach makes recommendations for grade placement and school curriculum selection. At the same time, academic coaches can relay important information from the teachers to the families and attend parent/teacher conferences to ensure communication.

D. School Staff Orientations, Family Orientations and Family Activities

Contractors will provide a minimum of two group School Staff Orientations per budget period. Each orientation will include information on the cultures and languages of refugee students (and any other useful topic requested by the school) so that school staff can effectively respond to refugee students' varied needs and stages of adjustment in a culturally appropriate manner. In this way, refugee children can receive appropriate guidance and support throughout their school experience from all school staff. Lastly, teachers are able to help the non-refugee students and refugee students to understand each other and promote helpful relationships that can positively impact refugee students, both academically and socially. To assist with this, OTDA/BRS provides [instructional resources](#) as a complement to the Welcome to Our Schools curriculum.

Using the [curriculum](#) developed by BRS and augmented locally, contractors will also provide a minimum of four group Family Orientations at various times during each budget period, including summer, to new arrivals or as needed to previously resettled refugee families.

Family Orientations should include a general overview of U.S. schools, school and classroom culture, homework, regular attendance, immunization requirements, reporting student absences, parent/teacher conferences, school events, school rules and regulations. At the Family Orientations, this important information is communicated in a culturally appropriate manner. Refugee families have the opportunity to meet others with similar interests and concerns. Families will learn that their participation in their children's school activities at both home and school is wanted and needed. They will develop an understanding of the importance of participation in school events, such as chaperoning a field trip. Through the Family Orientations, the families are empowered to be active guides and participants in their children's education and can also be mentors to other newly arrived families.

Contractors will provide a minimum of four Family Activities per budget period. Family Activities consist of educational and/or social activities and trips for refugee families that introduce them to local areas of interest and things to do in their community.

E. Translation and Interpretation Services

Interpreters/translators will work on an as-needed basis with the refugee students and their families as they interact with school staff including teachers, guidance counselors, after-school program staff, administrators and any other staff as necessary. Interpreter/translators will also help students translate homework assignments, tests, readings and other written materials as appropriate including the immediate communication of meaning from one language into another. Interpreter/translators will be called upon when necessary, to provide interpretation services at all parent/teacher conferences, as requested by the school or family. All translation and interpretation services are for issues involving the refugee child's education.

VIII. Eligible Participants

In the event of federal regulation changes that affect the program eligibility, contractors will be notified of the change and required to comply with the new criteria for participant eligibility.

Eligible Immigration Status

1. Individuals paroled as refugees or asylees under § 212(d)(5) of the Immigration and Nationality Act (INA)
2. Refugees admitted under § 207 of the INA
3. Asylees whose status was granted under § 208 of the INA
4. Cuban and Haitian entrants, in accordance with the requirements in 45 CFR § 401.2
 - a. Any individual granted parole status as a Cuban/Haitian Entrant (Status Pending) or granted any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti, regardless of the status of the individual at the time assistance or services are provided
 - b. A national of Cuba or Haiti who was paroled into the United States and has not acquired any other status under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered
 - c. A national of Cuba or Haiti who is the subject of removal, deportation or exclusion proceedings under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered
 - d. A national of Cuba or Haiti who has an application for asylum pending with DHS/USCIS or Department of Justice (DOJ)/EOIR and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered
5. Certain Amerasians from Vietnam who are admitted to the United States as immigrants pursuant to § 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988 (as contained in § 101(e) of Public Law 100-202), as amended (8 U.S.C. § 1101 note).
6. Iraqi and Afghan Special Immigrants per section 1244(g) of Div. A of Pub. L. 110-181, as amended (8 U.S.C. § 1157 note) and section 602(b) (8) of Div. F of Pub. L. 118-8, as amended (8 U.S.C. § 1101 note).
7. Victims of a severe form of trafficking in persons per the Victims of Trafficking and Violence Protection Act of 2000, Pub. L. No. 106-386, as amended, 22 U.S.C. § 7105(b) (1) (A) and (C).
8. Lawful permanent residents provided the individuals previously held one of the statuses identified above (Note that this does not refer to Amerasians who are admitted as lawful permanent residents, or to Iraqi and Afghan Special Immigrants. See #6 and # 7).
9. Non-refugee children, including children who are United States citizens, per [45 CFR § 400.208 \(a\) and \(b\)](#).
10. Citizens or nationals of Afghanistan paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act between July 31, 2021 and September 30, 2022.
11. A spouse or child, as defined in section 101(b) of the INA (8 U.S.C. 1101(b)), of any Afghan humanitarian parolee described in number 10, who is paroled into the United States after September 30, 2022.
12. Afghan individuals who receive SI/SQ Parole.
13. Afghan individuals who receive Special Immigrant (SI) Conditional Permanent Residence.

Age

RSIP funds may be used only for services targeting youth ages 5-21 and their families. Youth older than 18 are eligible if the person is enrolled in high school or a high school equivalent GED program.

Length of Time in the U.S.

Contractors may provide services to ORR-eligible youth within the first 60 months of their arrival but contractors should prioritize services to youth who have been in the United States for one year or less. Note: As of this writing, ORR has instituted program flexibilities in response to COVID-19. There is currently a waiver of the 60-month eligibility requirement in effect until September 30, 2021.

IX. Funding Limitations And Provisions

Available Funds

The highest percentages of eligible school age children in NYS arrive in five upstate counties and the five boroughs of New York City. Therefore, OTDA intends to fund projects located in Erie, Monroe, Onondaga, Oneida and Albany counties and New York City. Awards for Budget Period (BP) 1 will be made from OTDA's FY 2021 RSIP award and FY 22 Afghanistan Supplemental Appropriation, Afghan Refugee School Impact award.

Anticipated allocations and subsequent budget periods are subject to continued availability of federal funds and state appropriation of the funds thereof. Only federal funds designated for the RSIP are available through this RFP. It is estimated that \$1,838,109 per budget period may be available through this procurement for the 60-month contract term. However, the amount of funding may be adjusted annually based on federal funding availability.

Distribution of Funds

The federal award to New York State will be divided among the six impacted areas. For Budget Period 1, no one applicant will be awarded more than 25% of the funds available. Only one applicant will be funded per impacted area.

Contract Term and Budget Periods

This RFP governs the provision of funds for the anticipated 60-month contract term, January 1, 2022 to December 31, 2026.

During the course of the contract, funds will be made available to the contractor for each pre-established budget period. A 12-month Attachment B-2 Performance Based Budget Summary will be required from the contractor for each budget period. OTDA anticipates that there will be five budget periods within the contract term:

Budget Period 1: January 1, 2022 to December 31, 2022

Budget Period 2: January 1, 2023 to December 31, 2023

Budget Period 3: January 1, 2024 to December 31, 2024

Budget Period 4: January 1, 2025 to December 31, 2025

Budget Period 5: January 1, 2026 to December 31, 2026

X. 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 documented deliverables. Documentation of the provision of a required or allowable "task" (service) or number of tasks to a participant allows a contractor to claim an achieved deliverable. The contractor is paid for the deliverables at the established rate, as defined in the contract.

Payment for deliverables are derived from unit rates proposed in each application. The applicant's award request is calculated by multiplying the rates for each deliverable by the units to be achieved per deliverable.

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

Payment Rates

Completing a line-item budget demonstrates how program costs generate the unit cost (rate) of each deliverable of the program. The completion of an electronic budget (e-budget) for a twelve month period is required. E-budget instructions begin on page 25.

Deliverables, Definitions, Allowable Services, and Documentation

The parameters and documentation requirements of each deliverable are provided on the following chart. The applicant should use this information to project service levels and allocate funds to each deliverable. All required and allowable tasks an applicant proposes to provide must be described in the Work Plan per instructions in Part C, Instructions for Completing the Application in Grants Gateway.

Applicants are required to provide all deliverables with the exception of the Translation and Interpretation.

In the event of federal statutory, rule, regulation, policy, guidance or programmatic changes that affect the deliverables in the chart below, contractors will be notified of the change(s) and required to comply with the new requirements.

| Deliverable | Objective | Task(s) | Documentation Required |
|----------------------|--|--|--|
| Refugee Academy | <p>A minimum of a two week summer school/orientation program (50 hours) divided into elementary, middle and high school classrooms. Further divisions may be proposed by the applicant.</p> <p>A minimum of one Refugee Academy per budget period is required. A Refugee Academy must serve at least 45 students.</p> <p>Refugee Academy is a non-client specific deliverable.</p> | <p>Each Refugee Academy will directly provide or arrange for all eight required services:</p> <p>Required Services:</p> <ol style="list-style-type: none"> 1.1 Daily nutritious meals and snacks for students attending Refugee Academy 1.2 Student school enrollment and registration for breakfast, lunch and after school programs 1.3 Coordination of student placement testing 1.4 Immunizations verification 1.5 Refugee student orientation - school and classroom culture 1.6 English as a Second Language 1.7 Field trips, recreational activities 1.8 Coordination to meet other needs such as clothing and material needs, additional educational opportunities, special case management services | <p>Daily attendance log</p> <p>Log of daily lesson plans and actual activities</p> <p>Within 30 calendar days of the first service to the student, the following are required:</p> <p>Application for Services/ Consent form signed and dated by parent/guardian, agency representative and agency supervisor</p> <p>Copy of the child's immigration status documentation as described in the ORR Policy Letters 16-01 and 22-02</p> |
| Refugee Mini-Academy | <p>An abbreviated version of the Refugee Academy (minimum of 15 hours) to occur during the school year, divided into elementary, middle and high school classrooms. Further divisions may be</p> | <p>Each Refugee Mini-Academy will directly provide or arrange for all eight required services:</p> <p>Required Services:</p> <ol style="list-style-type: none"> 2.1 Daily nutritious meals and snacks for students attending Mini-Academy 2.2 Student school enrollment and registration for breakfast, lunch and after school programs 2.3 Coordination of student placement testing | <p>Daily attendance log</p> <p>Log of daily lesson plans and actual activities</p> <p>Within 30 calendar days of the first service to the student, the following are required:</p> <p>Daily attendance log</p> |

| Deliverable | Objective | Task(s) | Documentation Required |
|---------------------------------------|--|--|---|
| | <p>proposed by the applicant.</p> <p>A minimum of one Mini-Academy per budget period is required.</p> <p>Refugee Mini-Academy is a non-client specific deliverable.</p> | <p>2.4 Immunizations verification</p> <p>2.5 Refugee student orientation - school and classroom culture</p> <p>2.6 English as a Second Language</p> <p>2.7 Field trips, recreational activities</p> <p>2.8 Coordination to meet other needs such as clothing and material needs, additional educational opportunities, special case management services</p> | <p>Log of daily lesson plans and actual activities</p> <p>Within 30 calendar days of the first service to the student, the following are required:</p> <p>Application for Services/ Consent form signed and dated by parent/guardian, agency representative and agency supervisor</p> <p>Copy of the child's immigration status documentation as described in the ORR Policy Letters 16-01 and 22-02</p> |
| <p>Academic Coaching (Individual)</p> | <p>Services that benefit the child's education and transition to school are provided on an individual basis to the student, their family and/or school staff.</p> <p>There is no payment limit per individual per budget period.</p> | <p>Providing one allowable service to the student, family and/or school staff allows a contractor to claim one Academic Coaching - Individual deliverable.</p> <p>Allowable Services:</p> <p>3.1 Mentoring</p> <p>3.2 Guidance</p> <p>3.3 Advocacy</p> <p>3.4 Mediation</p> <p>3.5 Orientation (individual)</p> <p>3.6 Classroom/grade level placement assistance</p> <p>3.7 Immunizations/physical assistance</p> <p>3.8 Counseling</p> <p>3.9 Problem solving</p> <p>3.10 Crisis intervention</p> <p>3.11 Homework assistance/tutoring (individual)</p> <p>3.12 Parent Teacher Conference</p> <p>3.13 Classroom Support (Individual)</p> | <p>Within 30 calendar days of the first service to the student, the following are required:</p> <p>Application for Services/ Consent form signed and dated by parent/guardian, agency representative and agency supervisor</p> <p>Copy of the child's immigration status documentation as described in the ORR Policy Letters 16-01 and 22-02</p> <p>Detailed case note entry of services provided to the individual and any other such</p> |

| Deliverable | Objective | Task(s) | Documentation Required |
|--|--|--|---|
| | | 3.14 Other services or activities that have been approved by OTDA in writing | documentation as required by OTDA |
| Academic Coaching (Group) | Services that benefit the child's education and transition to school are provided in a group setting to students. | <p>Providing one allowable service in a group setting to the student allows a contractor to claim one Academic Coaching - Group deliverable.</p> <p>Allowable Services:</p> <p>4.1 Homework club</p> <p>4.2 After school social activity</p> <p>4.3 Group educational activity</p> | <p>Within 30 calendar days of the first service to the student, the following are required:</p> <p>Application for Services/ Consent form signed and dated by parent/guardian, agency representative and agency supervisor</p> <p>Copy of the child's immigration status documentation as described in the ORR Policy Letters 16-01 and 22-02.</p> <p>Attendance log</p> <p>Brief written description of the activity (post activity)</p> |
| School Staff Orientation, Family Orientation and Family Activities | <p>School staff orientation is an event to orient school staff to the refugee experience.</p> <p>(A minimum of two per budget period is required).</p> <p>Family orientation is an event to orient refugee families to their child's school experience.</p> <p>(A minimum of four per budget period are required).</p> <p>Family activities are education and/or social activities and trips for refugee</p> | <p>Providing one allowable service allows the contractor to claim one Group Event deliverable.</p> <p>Allowable Services</p> <p>5.1 School staff orientation</p> <p>5.2 Family orientation</p> <p>5.3 Family activity</p> | <p>Copy of the event's agenda</p> <p>Copy of the participant attendance sign-in sheet that includes date, time, location and staff person</p> <p>Brief written description of the event (post event)</p> |

| Deliverable | Objective | Task(s) | Documentation Required |
|--------------------------------|---|--|---|
| | <p>children and their families.</p> <p>(A minimum of four per budget period are required).</p> <p>Group Events are non-client specific deliverables.</p> | | |
| Translation and Interpretation | <p>Services provided to the student, their family and/or school staff that benefit the child's education and transition to school.</p> <p>Interpretation is defined as oral translation for parties conversing in different languages, including the immediate communication of meaning from one language into another. Translation is defined as the act or process of converting written words from one language into their complete, accurate and intended meaning in another language resulting in a written document in the other language.</p> <p>There is no payment limit per individual per budget period.</p> | <p>Providing one service allows the contractor to claim one Translation or Interpretation deliverable.</p> <p>Allowable Services</p> <p>6.1 Translation, including, but not limited to sight translations of a written document orally into another language</p> <p>6.2 Interpretation</p> | <p>Within 30 calendar days of the first service to the student, the following are required:</p> <p>Application for Services/ Consent form signed and dated by parent/guardian, agency representative and agency supervisor</p> <p>Copy of the child's immigration status documentation as described in the ORR Policy Letters 16-01 and 22-02</p> <p>Detailed case note entry of services provided to the individual and any other such documentation as required by OTDA</p> |

Additional Deliverable Information

- Completion of a Refugee Academy or Refugee Mini-Academy is not mandatory as a prerequisite for clients to receive services under other deliverables.
- The student is the applicant under the client-specific deliverables, Academic Coaching and Translation and Interpretation. However, the student's parent or guardian will sign the Application for Services/Consent Form.

COVID-19 Response

OTDA recognizes that as a result of the COVID-19 pandemic, in-person contact should be minimized to ensure the safety and health of participants. During this time, contractors and, if applicable, subcontractor(s) are required to adjust activities. OTDA will exercise maximum flexibilities, as needed. Contractors' public-facing

proposed activities must include modifications that are responsive to the CDC COVID-19 recommendations that can be found at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>. Modifications must include safeguards to prevent the spread of COVID-19. This includes, but is not limited to social distancing strategies (e.g., remote case management and use of video and audio conferencing) and planning for staffing absenteeism and shortages.

XI. 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. Proposals to provide services in a particular impacted area will be reviewed competitively with other proposals to provide services in that area. For example, Erie County applications will be compared only with other Erie County applications.

Regardless of score, OTDA reserves the right to fund or not fund an application based on other relevant information, such as the occurrence of RSIP funds supplanting existing funds, an applicant's financial position, an applicant's prequalification status in Grants Gateway, vendor responsibility determination and the status of the applicant's NYS Office of the Attorney General Charities Registration filing.

OTDA reserves the right to conduct site visits and solicit the opinion of applicants' other funding sources prior to making a funding decision.

Evaluation Criteria

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

Program Specific Questions and Pre-submission Uploads (25 points)

The applicant's comprehensive explanation of why the program is needed; how it will meet the special needs of the target population; potential barriers and how they will be addressed; how the applicant's other programs and services will enhance the proposed program; and relationships with community service providers and the resources that the target population will gain.

Budget (25 points)

Proposals will be rated based on the BP 1 funds requested, divided by the proposed units of Academic Coaching.

Work Plan (50 points)

The applicant's high-level overview of the project, including overall goal and desired outcomes. A detailed description of the location of the project, target population, overall number of persons to be served, service strategy and hours of operation. Applicants will also be scored on their method of service delivery for the Deliverables as described in the Objectives and Tasks section of the application. Also, the applicant's relevant experience, staffing, qualifications, language capacity and ongoing staff development/training activities.

Award Methodology

- 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.
- Initial contract awards to successful applicants and the corresponding award for the first budget period are the result of this competitive procurement.

- During the contract term, however, subsequent budget period awards may be based on one or more of the following factors:
 - Available funding
 - State needs and priorities
 - Demographic data
 - 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 to an underperforming contractor and reallocate the funds to a satisfactory or over performing contractor(s).
 - Adjust budget period awards to further the State’s priorities and needs.

Maintenance of Effort

Funds awarded through RSIP 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 RSIP funds to replace existing government or non-profit funding of services. However, once a new or increased level of service meets the above standards, RSIP funds may be used to continue funding that service in subsequent years.

XII. Award Procedures

It is the policy of OTDA to provide all program applicants with an opportunity to resolve complaints or inquiries related to bid solicitations or pending contract awards administratively. OTDA encourages all Applicants to seek resolution of complaints concerning the contract award process through consultation with OTDA. All such matters will be accorded impartial and timely consideration. Detailed procedures are provided on OTDA website at Contracts & Grant Opportunities <http://otda.ny.gov/contracts/>. OTDA continues to encourage all successful or unsuccessful applicants who desire a debriefing to contact OTDA directly.

An appeal may be requested by following the protest procedures established by the Office of the New York State Comptroller (OSC). These procedures can be found in the OSC Guide to Financial Operations at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp>. Go to Chapter XI Procurement and Contract Management, 17. Protest Procedures for further information.

Contract Development Process

OTDA will begin the contract development process with successful applicants when 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, and the claiming process. Successful applicants will be asked to provide current proof of NYS Worker’s Compensation and Disability Insurance before the contract is executed. 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 and will be in effect for the full period of the contract term.

Payment

The contractor will not be reimbursed for line item expenses. Under performance-based contracts, the contractor will be paid for achieving specified deliverables described herein. Payment will be made only for deliverables 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 (signed and approved by OTDA, the State Attorney General and the Office of the New York State Comptroller), OTDA may, at its discretion, advance up to 25 percent of the first budget period amount, if requested and if deemed appropriate by OTDA. There will

be no advances for subsequent budget periods. Contractors will work at their own risk if they conduct program activities before the contract is executed.

XIII. Reports and Record Keeping

Record Keeping

The Contractor must maintain current and accurate fiscal and accounting controls to support the claims for deliverables 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 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 determines that such records possess long-term or historic value, they must be transferred, upon request, to OTDA.

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.

Reporting and Vouchering Requirements

The BRS 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:

- Web browsers Microsoft Edge and Google Chrome. These are free and can be downloaded from their respective websites.
- Internet service (via DSL, Cable Modem, Dial-up, etc.)
- Desktop computer(s) or laptop computer(s) with internet access
- Laser Printer

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 in the performance based budget summary. Additional reporting, as may be determined by OTDA, may also be required. Participant-specific deliverables require a Social Security Number (SSN) to be entered into BIN to claim deliverables 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 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. Individuals who will be authorized to access BIN, or who will otherwise have access to Protected Information, as that term is defined in Attachment A-1, will be required to sign the standard Non-Disclosure

Agreement (NDA), which is available for review in Grants Gateway and is attached at the end of this RFP. Applicants are encouraged to review the Master Contract for Grants, all Attachments thereto, and the NDA prior to submitting a proposal.

Dates of Service in BIN should be consistent with the actual service dates, as noted in the detailed case notes, as required.

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 OTDA 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 at any time.

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

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

Case Records

The contractor must adhere to OTDA instructions regarding case records as stated in the contract and in related OTDA manuals, directives, and other forms of notification. The dates of service recorded in BIN must be consistent with the actual service dates recorded in the case record.

Monitoring

OTDA will monitor awardees 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 determine whether the terms of the contract are being met and to provide technical assistance, where necessary, to help the contractor meet these terms. OTDA 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. Selected contractors are expected to provide services consistent with the goals of this program. OTDA will monitor services provided for enrolled participants to assess the extent to which services provided are necessary and appropriate.

Amendments to the Contract

Amendments and modifications of executed contracts are sometimes necessary to accommodate the needs of both the contractor and OTDA. 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 with the approval of the Attorney General and the Office of the New York State Comptroller.

XIV. General Terms and Conditions

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

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 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 requirements or instructions given in the RFP, including time frames for submission thereof.

OTDA reserves the right to award contract(s) to as many or as few applicants as it may select.

OTDA 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 of third parties with regard to the applicant's experience or other matters deemed by OTDA to be relevant to the proposal. OTDA 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 with reliance on additional information requested. Such information may include budget justification, program information, operation details, personnel information, or other funding source information.

OTDA 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 offeror's proposal and/or to determine an offeror's compliance with the requirements of the solicitation.

OTDA 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 reserves the right to use any and all ideas submitted in the proposals received. Funds awarded for this project shall be used only for the conduct of the project as approved.

If additional funding becomes available, OTDA reserves the right to redistribute among any or all of the contract awardees and/or 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. OTDA also reserves the right to issue a new RFP to solicit new proposals.

NYS OTDA 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 or at the time of termination 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 New York State Attorney General's Office and by the Office of the New York State Comptroller.

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.

Subject to the availability of funds, 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.

OTDA reserves the right to award contract(s) to as many or as few applicants as it may select, and to reject all proposals that do not conform to the requirements of the RFP.

OTDA reserves the right to reject any or all proposals received in response to the RFP. OTDA reserves the right to make an award under the RFP in whole or in part.

This RFP and any contract resulting from this RFP is subject to all applicable laws, rules, regulations, policies, guidance, and programmatic requirements 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, regulations, policies, guidance, and programmatic requirements. The contractor must also comply with applicable New York State Executive Orders.

The terms and conditions for all funded awardees 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 New York State Comptroller before any work is to begin or payments are made. The successful applicant will be sent the complete standard contract for execution. Before submitting the application, the Applicant is encouraged to

review sections of the contract that are available to download from the Contract Document Properties section of the Forms Menu in the Grants Gateway grant opportunity.

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: Attachment A-1 (Program Specific Terms and Conditions)

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

Applicants must review the Attachments, as successful applicants will be expected to comply with the terms and conditions specified therein. These Attachments will become a part of any contract that is developed with successful applicants as a result of this RFP.

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 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 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 OTDA 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 protected information, as that term is defined in Attachment A-1, 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.

XV. Participation Opportunities For New York State Certified Service-Disabled Veteran-Owned Businesses

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOBs"), thereby further integrating such businesses into New York State's economy. The OTDA recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of OTDA contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders/Contractors are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

For purposes of this procurement, OTDA conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors,

service providers, and suppliers to Contractor. Nevertheless, Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at: <https://ogs.ny.gov/veterans/>.

Bidder/Contractor is encouraged to contact the Office of General Services' Division of Service-Disabled Veteran's Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss methods of maximizing participation by SDVOBs on the Contract.

XVI. Executive Order Number 38: Limits On State-Funded Administrative Costs and Executive Compensation

Funds requested in support of administrative personnel are subject to Executive Order #38. Pursuant to this order, grant funds may not be used to support the salaries of administrative personnel that receive compensation in excess of \$199,000 without an approved waiver. OTDA may adjust the compensation cap annually based on appropriate factors and with the approval of the Director of the Division of Budget.

On January 18, 2012, Governor Andrew M. Cuomo issued Executive Order Number 38, "Limits on State-Funded Administrative Costs and Executive Compensation," which required that certain State agencies, including those involved in this RFP, promulgate regulations limiting State reimbursement for administrative expenses and executive compensation of service providers. Any contract awarded through this RFP will be subject to the EO 38 regulations if the awardee is a "covered provider" within the meaning of those regulations. Important Legal Notice: Based upon the April 8, 2014 decision in *Agencies for Children's Therapy Services, Inc. v. New York State Department of Health, et al.* ("ACTS"), covered providers conducting business in Nassau County need not file Executive Order 38 disclosures. For purposes of this notice, "conducting business" means having a place of business within Nassau County, providing program services or administrative services involving the use or receipt of State funds or State-authorized payments within Nassau County, or otherwise conducting business within Nassau County in relation to which executive compensation is paid. Please note that the ACTS decision is under appeal. Those affected by the ACTS decision should periodically check the EO 38 website for updates regarding any changes to this notice. <http://executiveorder38.ny.gov/>

XVII. Executive Order No. 190: Incorporating Health Across All Policies into State Agency Activities

Per Executive Order 190, this RFP incorporates the New York State Prevention Agenda and the World Health Organization (WHO) Eight Domains of Livability to further the Health Across All Policies initiative.

The New York State Prevention Agenda is the blueprint for action to improve the health of New Yorkers and become the healthiest state for people of all ages. The five priority areas of the New York State Prevention Agenda are:

- Preventing Chronic Diseases
- Promoting a Healthy and Safe Environment
- Promoting Healthy Women, Infants and Children
- Promoting Well-Being and Preventing Mental Health and Substance Use Disorders
- Preventing Communicable Diseases

The WHO Eight Domains of Livability include:

- Outdoor Spaces and Buildings
 - Providing safe, accessible places for the public to gather indoors and out. Ensuring that parks, sidewalks, safe streets, outdoor seating, and accessible buildings can be used and enjoyed by people of all ages.
- Transportation

- Increasing the accessibility, availability, and affordability of public transit options, as well as ensuring safe roadways.
- Housing
 - Expanding affordable housing options for varying life stages, and enacting programs that help people remain in their homes longer to age in place.
- Social Participation
 - Increasing access to affordable and community-based social activities can help address loneliness and isolation.
- Respect and Social Inclusion
 - Increasing the availability of intergenerational activities and programs.
- Civic Participation and Employment
 - Provide ways that all people, including older people, can, if they choose to, work for pay, volunteer their skills, and be actively engaged in community life.
- Communication and Information
 - Providing information through a variety of means and in a culturally competent manner, recognizing that not everyone has a smartphone or internet access.
- Community and Health Services
 - Ensuring accessible and affordable health services in every community.

The Health Across All Policies initiative is a collaborative approach that integrates health considerations into policymaking across all sectors to improve community health and wellness. To successfully improve the health of all communities, health improvement strategies must target social determinants of health and other complex factors that are often the responsibility of non-health partners such as housing, transportation, education, environment, parks, and economic development.

Consistent with Executive Order 190, where requested in this RFP, applicants must describe how their proposals can improve community health and wellness through alignment and coordination with the New York State Prevention Agenda priorities and the WHO Eight Domains of Livability.

XVIII. 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

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

Business Participation Opportunities for MWBEs

For purposes of this solicitation, OTDA hereby establishes an overall goal of 30% for MWBE participation, 15% percent for New York State-certified Minority-owned Business Enterprise (“MBE”) participation and 15% percent for New York State-certified Women-owned Business Enterprise (“WBE”) participation (based on the current availability of MBEs and WBEs). A contractor (“Contractor”) on any contract resulting from this procurement (“Contract”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this RFP, the respondent agrees that OTDA may withhold payment pursuant to any Contract awarded as a result of this RFP 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 evaluate a Contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The respondent understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. [FOR CONSTRUCTION CONTRACTS – The portion of a contract with an MWBE serving as a supplier that shall be deemed to represent the commercially useful function performed by the MWBE shall be 60 percent of the total value of the contract. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be the monetary value for fees, or the markup percentage, charged by the MWBE]. [FOR ALL OTHER CONTRACTS - The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract]

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

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to 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 respondent agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a respondent may arrange to provide such evidence via a non-electronic method by contacting the Contract’s program manager at OTDA.

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

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

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

- If a notice of deficiency is issued, the respondent will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to the OTDA 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 respondent and direct the respondent to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

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

- If a respondent fails to submit an MWBE Utilization Plan;
- If a respondent fails to submit a written remedy to a notice of deficiency;
- If a respondent fails to submit a request for waiver; or
- If OTDA determines that the respondent has failed to document good faith efforts.

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

The successful respondent will be required to submit a quarterly M/WBE Contractor Compliance & Payment Report to OTDA, by the 8th 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 respondent 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 OR Authority equivalent to Appendix A]. The respondent is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the respondent, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The respondent will be required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, Form OTDA-4970, to OTDA with its bid or proposal.

If awarded a Contract, respondent shall submit a Workforce Utilization Report, Form OTDA-4971, and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by OTDA on a QUARTERLY basis during the term of the Contract.

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 - E-Budget Worksheet

As noted on page 10 of this RFP, the RSIP contracts will be performance based. Compensation is directly tied to the completion of documented deliverables. However, the electronic line-item budget (E-budget) is used to develop the rates per deliverable for your proposal. These instructions should be used to complete the E-budget. You must download the E-Budget template from the Pre-submission Uploads screen from the Forms Menu. See pages 66-67 of the [Grants Gateway Vendor User Manual](#) for further details about this screen.

The E-budget is an Excel spreadsheet that contains preset formulas which perform calculations and transfer data to the summary sheet. When developing the E-budget, you must include all expenses necessary for administering the program as proposed in the Work Plan for a 12-month period.

Instructions for Completion of the E-Budget

Although it is a template, the E-Budget works like any other spreadsheet (e.g., to move among worksheets, click on the tabs containing the worksheet names on the bottom of the screen, entries need to be saved, etc.). Data entry is only permitted in the yellow cells. Data from each worksheet will populate on to the Summary Sheet and once complete, will tabulate the "Rate Per Unit" for each deliverable that will be used to complete the Performance Budget in your RSIP application.

You should take into consideration the number of deliverables that your agency can reasonably achieve, thereby ensuring that you will earn the contract value in a timely manner. Discuss your proposed program costs with your fiscal office staff to jointly develop a realistic view of your organization's financial needs and capacity to provide the proposed services.

After completing the E-Budget please upload it to your Grants Gateway application in the Pre-submission Uploads screen under "E-budget".

Summary Sheet

Budget Expense Summary

You will not be entering any data in this section. The cells will populate once worksheets 1A. through 1I. are completed. Worksheets 1A. through 1I. are also referred to as "Expense Details." The total amount allocated to each expense category is calculated by completing each Expense Detail worksheet and will populate in the corresponding budget line in the Budget Expense Summary.

Rate Per Unit

In this section, enter the number of units for each deliverable your agency is proposing to achieve in a 12-month period. After doing so, the rate of reimbursement per unit of each deliverable is generated when all other worksheets have also been completed. The rates per unit are what will be entered in your Grants Gateway application on the Performance Based Budget screen under "Total Amount Per Unit" and "Grant Amount Per Unit" for each deliverable.

Worksheets 1A through 1I

On the Expense Detail worksheets (1A through 1I), you will provide the formula to compute each expense and the methodology used to allocate individual costs to your proposed program. Computations and hourly wages may have cents in them, however, round figures to the nearest dollar.

In Expense Details 1A-1I, complete the yellow Explanation sections with narrative descriptions of the individual costs in each expense category and how these costs relate to the proposed program.

1A. Personnel Expenses:

Employees who will be paid in full or in part from this contract should be included.

For the purpose of this contract, a Salaried Employee is a person whose pay is determined on a basis other than hourly, e.g., weekly, biweekly, monthly or annually. An Hourly Employee is a person whose pay is determined on an hourly basis.

To complete the worksheet:

- In the “Explanation” section, please provide a brief description of each position funded by the proposed program.
- List the titles of each applicable salaried employees.
- Enter each employee’s total annual salary in the corresponding cell of the “Total Annual Salary” column.
- Enter the percentage of time each salaried employee will spend providing each deliverable in the corresponding cell of the “% of time on deliverable” column under each of the six deliverables.
- List the “Titles” of the applicable hourly employees.
- Enter the number of hours each hourly employee works per week in the corresponding cell of the “Hours Per Week” column.
- Enter the amount each employee is paid per hour in the corresponding cell of the “Hourly Wage” column.
- Enter the percentage of time each hourly employee will spend providing each deliverable in the corresponding cell of the “% of time on deliverable” column under each of the six deliverables.

Once you have completed the worksheet, Excel will calculate the totals and transfer the “Total Personnel Expenses” (Salary Total + Hourly Employee Total) to Section 1: Budget Expense Summary on the Summary Sheet.

1B Fringe Benefits Expense Detail:

For all employees, both salaried and hourly, you are required to pay mandatory employer payroll taxes: Social Security (FICA), NYS Unemployment Insurance (SUI), NYS Disability Insurance and Workers’ Compensation. You may provide additional fringe benefits such as pension, health, life or dental insurance.

To complete the worksheet:

- Please provide a list of all fringe benefit categories and percentage value in the “Explanation” section.
- The employee titles will be carried over from worksheet 1A. Enter each employee’s “Fringe Percentage” into the corresponding cell of the column.

The fringe benefits per employee per deliverable will be automatically calculated in the “Deliverable” columns and the total per employee in the “Total Fringe” column.

Once you have completed the worksheet, Excel will calculate the totals and transfer the “Fringe Benefit Expenses” (Salary Total + Hourly Employee Total) to Section 1: Budget Expense Summary on the Summary Sheet.

1C Consultant Expense Detail:

Consultants are self-employed individuals who are not supervised by your organization. They perform their jobs according to general descriptions provided in written agreements. Since they are not employees, they are responsible for their own mandatory fringe benefits, i.e., employer share of Social Security, Workers’ Compensation and SUI, and are responsible for remitting their own State and Federal Income Taxes. Other consultant expenses, such as travel, should be included in the consultant rate.

To complete the worksheet:

- In the “Explanation” section, provide a brief description of each consultant’s role within the proposed program.
- Under “Consultant Type/Description” itemize each individual consultant.
- Under “Computation”, show the cost breakdown for each consultant in the corresponding cell (e.g., \$20/hour x 80 hours, or 6 days at \$75/day).
- Under each “Deliverable”, enter the cost allocated to that deliverable. The e-budget will reflect the total cost of each consultant in the “Total Contract” column.

Once you have completed the worksheet, Excel will calculate the totals and transfer the “Total Consultant Expenses” to Section 1: Budget Expense Summary on the Summary Sheet.

1D Travel/Per Diem Expense Detail:

Travel may be used in several different ways, e.g., to transport project participants to the project location(s), to send employees to different organization locations, for outreach purposes, etc.

New York State has travel rates established for its employees. The mileage rate is currently \$0.56 per mile for personal car. Hotel and per diem vary upon the destination.

To complete the worksheet:

- In the “Explanation Section”, section, please provide a brief description of each individual proposed travel expense. Consultant travel should not be included here but should be included in the consultant rate.
- Under “Travel/Per Diem Type/Description” itemize each individual travel expense.
- Under “Computation”, show the cost breakdown for each travel expense in the corresponding cell (i.e., $\$0.560 \times 100 \text{ miles} = \56.00 , or $100 \text{ bus tokens at } \$1.00 = \$100.00$).
- Under each “Deliverable”, enter the cost allocated to each deliverable for each travel expense.

Once you have completed the worksheet, Excel will calculate the totals and transfer the “Total Travel Expenses” to Section 1: Budget Expense Summary on the Summary Sheet.

1E Equipment Expense Detail:

Equipment is any non-consumable, tangible property having a useful life of more than one year.

To complete the worksheet:

- In the “Explanation” section, provide a brief description of each individual proposed equipment expense.
- Under “Equipment Type/Description” itemize each individual equipment expense.
- Under “Computation”, show the cost breakdown for each equipment expense in the corresponding cell.
- Under each “Deliverable”, enter the cost allocated to each deliverable for each equipment expense.
- Once you have completed the worksheet, Excel will calculate the totals and transfer the “Total Equipment Expenses” to Section 1: Budget Expense Summary on the Summary Sheet.

1F Supply Expense Detail:

Supplies are those items that will be consumed during the life of the project. They may include office supplies, program supplies, janitorial supplies, etc.

To complete the worksheet:

- In the “Explanation” section, provide a brief description of each individual proposed supply expense.
- Under “Equipment Type/Description” itemize each individual equipment expense.
- Under “Computation”, show the cost breakdown for each equipment expense in the corresponding cell. If you are buying large ticket items, please provide per item prices. If you are purchasing consumable supplies, you need not provide as much detail (for example, file folders, copy paper, pens, etc. may be grouped together and listed as Consumable Office Supplies, without the need for a per item cost).
- Under each “Deliverable”, enter the cost allocated to each deliverable for each supply expense.

Once you have completed the worksheet, Excel will calculate the totals and transfer the “Total Equipment Expenses” to Section 1: Budget Expense Summary on the Summary Sheet.

1G Contractual Expense Detail:

This section should include any costs that have a formal (written) or informal (oral) contract, other than consultant agreements. Examples include rental/lease of equipment, rental of real estate, insurance, printing, photocopying, payroll services, janitorial services, etc.

To complete the worksheet:

- In the “Explanation” section, provide a brief description of each contract and the services the contractor(s) will provide.
- Under “Contract Type/Description” itemize each individual contract.
- Under “Computation”, show the cost breakdown for each contract.
- Under each “Deliverable”, enter the cost allocated to each deliverable for each contract.

Once you have completed the worksheet, Excel will calculate the totals and transfer the “Total Contractual Expenses” to Section 1: Budget Expense Summary on the Summary Sheet.

1H Space/Other Expense Detail

This section should include any costs that do not fit into the other expense categories. Examples include postage, telephone, office space, utilities, conference fees, advertising, and stipends.

To complete the worksheet:

- In the “Explanation” section, provide a brief description of each individual expense.
- Under “Space/Other Type/Description” itemize each individual expense.
- Under “Computation”, show the cost breakdown for each expense.
- Under each “Deliverable”, enter the cost allocated to each deliverable for each expense.

Once you have completed the worksheet, Excel will calculate the totals and transfer the “Total Space/Other Expenses” to Section 1: Budget Expense Summary on the Summary Sheet.

1I Administrative Costs

Allowable administrative costs are those costs charged to each pertinent budget item for administering the program, and which are directly related to the service provided by the program. Allowable administrative costs are delineated in federal Office of Management and Budget (OMB) Circulars A-87, A-110, A-122, and A-133. The total should not exceed 15 percent of the budget total.

To complete the worksheet:

- In the “Explanation” section, provide a brief description of each individual administrative expense.
- Under “Administrative Type/Description” itemize each individual administrative expense.
- Under “Computation”, show the cost breakdown for each administrative expense.
- Under each “Deliverable”, enter the cost allocated to each deliverable for each administrative expense.

Once you have completed the worksheet, Excel will calculate the totals and transfer the “Total Administrative Expenses” to Section 1: Budget Expense Summary on the Summary Sheet.

PART C – Instructions for Completing the Application in Grants Gateway

Please read Pages 1-27 of the Request for Proposals carefully before completing the application. The entire Refugee School Impact Program Application must be submitted in Grants Gateway. Read and follow all instructions while completing the screens in Grants Gateway.

Completing the Application

Here are some general guidelines for navigating the Grants Gateway System. Please see pages 51-68 of the [Vendor User Guide](#) for detailed instructions on completing the application:

- 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 Refugee School Impact 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 click “Save” before moving onto a new screen.
- If you do not complete the application in one session, it will be in your “tasks” box, labeled “Application in Process”.
- Another way to find an application in process is to click the “Applications” tab at the top of the screen.

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.
- The New York State Grants Gateway Vendor User Guide can be downloaded via the Pre-Submission Uploads screen in Grants Gateway or found online at: [vendor-user-manual-3.2-5.7.20.pdf \(ny.gov\)](#).
- [Resources for Grant Applicants](#) page on the Grants Management website.
- Helpdesk information
 - Primary Help Desk
 - Hours: Weekdays 8:00 am - 4:00 pm
 - Email: grantsgateway@its.ny.gov
 - Phone: 1-518-474-5595
- After Hours Support
 - Hours: Weekdays 4:00 pm - 8:00 pm
 - Phone: 1-800-820-1890
 - Email: helpdesk@agatesoftware.com

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

Contract Documents

Contract Document Properties Screen- Click on “Sample Master Contract for Grants” to download a copy. To download copies of the Attachment A-1: Program Specific Terms and Conditions and Attachment A-2: Federal Specific Terms and Conditions click the “View File” link. You do not upload or complete anything on this screen.

Application Information

- Print Application: Click the link to download a PDF copy of the grant application.
- Full Version of RFP: Click the link to download a copy of this RFP.
- Application Instructions: Pages 29-33 of this RFP.
- Application Versions: There is nothing to do on this screen.

Program Information Screens

Project Site Address Screen-

- Enter all the site addresses, one site per screen, including agency specific regional information. Name/Description is the name of the office or location. Regional council is n/a.
- Click “Save”.
- Click “Add” for additional screens to add another site address.

Program Specific Questions

Follow the instructions at the top of the screen. Under Project Title, enter “Refugee School Impact Program”. 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. Click “Save” frequently to avoid losing your work.

Performance Budget Screens

Prior to completing the Performance Budget, applicants must complete the E-Budget which derives the “Total Amount Per Unit” that will be entered in the application on these screens.

Performance Based Budget

- Complete the Performance Based Budget for annual grant funds requested for the first budget period.
- Under “Details” in the textbox next to “Deliverable/Outcome” type the deliverable (ex. Refugee Academy) that your agency will provide.
- Under “Financial”, using the rates per unit derived from the completed E-budget, 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 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.
- Click “Save”
- To add the next deliverable, click “Add” in the top right corner of the screen.
- Repeat this process for each deliverable your agency will provide in your proposed Work Plan.
- Only whole dollar amounts for funds requested may be used.

Performance 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:

Work Plan Overview Form

This section should be completed from an annual perspective. Therefore, the Work Plan Period should be from January 1, 2022 to December 31, 2022.

Follow the instructions on the screen (See page 59 of the [Vendor User Guide](#) for detailed instructions).

Additionally, your response should address the following:

- In the Project Summary section:
 - Describe in detail your agency’s planned partnership with the local school district or refugee resettlement agency(ies).
 - Describe how your agency plans to recruit newly arrived eligible school age refugee children ages 5 –21 and their families.

- In the high-level overview of the project, include any work to be done by subcontractors. Include the subcontractor's agency name, contact person, address, phone number and the specific deliverable(s) that each subcontractor will proposedly provide.
- In the Organizational Capacity 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 how staff will receive education, training and updates on the latest immigration issues, especially those that affect refugee youth.

Work Plan Properties-

- Each objective and its corresponding task(s) has been pre-entered on this screen. Applicants are required to provide all deliverables except for Translation and Interpretation. Please complete these screens while referring to the chart on pages 11-14 of the RFP where it indicates whether Tasks are required or allowable.
- Failure to define the method of service for a required task or deliverable may result in the loss of points for the overall score of your proposal.
- If your agency will not provide an allowable task or the Translation/Interpretation deliverable, select the "Remove" checkbox and "Save".
- If you delete an Objective or Task in error, you can add it back in, but please ensure that you do so in the proper place.
- Starting with Objective number 1, Refugee Academy, Task 1.1, Daily nutritious meals and snacks for students attending Refugee Academy, enter task description. Under 1.1.1 Performance Measure Name, enter your first performance measure (Example: Refugee Academy Breakfast).
- Under Performance Measure Data Capture Type, select Text (500 character limit) from the drop down
- Using Refugee Academy Breakfast as an example, in the Performance Measure Narrative field, define in sufficient detail the who, what, where, when, how for providing Refugee Academy Breakfast and if applicable, obtaining the required documentation in order to achieve the deliverable.
- For each performance measure narrative, include the number of staff and each staff person's role and responsibilities in providing the required and/or allowable task.
- If a subcontractor will provide a required and/or allowable task, indicate such.
- Save.
- Once saved, a new blank row called 1.1.2 New Performance Measure will be added. Using Daily nutritious meals and snacks as an example, if you have more than one performance measure for a task, enter the additional performance measure name (Example: Refugee Academy Lunch), and complete the Narrative field as described above.
- Save.
- There is a 500 character limit for each performance measure narrative.
- Although not required, relevant documents may be uploaded by clicking "Choose File" and attaching your file. Save.
- Repeat this process for all Objectives and Tasks your agency will provide.

For each performance measure narrative, include the number of staff and each staff person's role and responsibilities in providing the required and/or allowable task.

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

Pre-Submission Upload Screen

Follow the instructions on the screen and upload all required forms. Some forms have templates that must be downloaded, completed and saved before they are uploaded. Download the template by clicking “Click Here”: See pages 66-67 of the [Vendor User Guide](#) for detailed instructions.

See Part C of this RFP for a list of required uploads.

Grantee Document Folder

Nothing needs to be done on this screen.

Application Submission

When you have completed your application, click “Check Global Errors” located at the top-right of your screen. If you receive any error messages, all items must be addressed prior to submitting your application. The system will let you know when there are no outstanding items. See pages 74-75 of the [Vendor User Guide](#) for detailed instructions on application submission.

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 OTDA. To do so, the appropriate person must sign into Grants Gateway with their credentials. This is likely someone other than the person who created the application so at this juncture, log out.

Once the appropriate person logs in to submit the application, click on the “Applications” tab at the top of the screen and search for “Refugee School Impact Program” under Grant Opportunity Name.

Click “Status Chages” then “Apply Status” located under the “Application Submitted” heading.

Prior to submission, you will need to certify the agreement as stated. You must click “I agree” for your application to be submitted.

You will know your application has been submitted successfully if you hover your mouse over “Status Changes” and it shows “There are no available status options at this time”.

To check the status of your application, click on the “Details” link. After submitting your application, the status will say “Assignment of Reviewers.” This means you have successfully submitted the application.

PART D – List of Forms to Upload

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

- **Agency Organizational Chart**
 - Upload your agency’s organizational chart to show where RSIP is located.
- **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.
- **Agency Agreement Form**
 - Sign, complete and upload with the application.
- **Subcontractor and Supplier Identification Form**
 - Complete all applicable sections and upload with the application.
- **OTDA 4934 Equal Employment Opportunity Staffing Plan**
 - Complete all applicable sections and upload with the application.
- **OTDA 4937 MWBE Utilization Plan**
 - Complete all applicable sections and upload with the application.

- **OTDA 4970 M/WBE and EEO Policy Statement**
 - Complete all applicable sections and upload with the application.
- **OTDA 4976 MWBE Certification of Good Faith Efforts**
 - Sign, complete and upload with the application.
- **EO 177 Certification**
 - Sign, complete and upload with the application.
- **Non-Collusive Bidding Certification**
 - Sign, complete and upload with the application.
- **Offeror's Acknowledgment of Understanding of Post-Employment Provisions**
 - Sign, complete and upload with the application.
- **Offeror's Assurance of No Conflict of Interest or Detrimental Effect**
 - Sign, complete and upload with the application.
- **Sexual Harassment Prevention Certification**
 - Sign, complete and upload with the application.
- **Letter(s) of support**
 - Upload at least one letter demonstrating collaboration and partnership between the local school district and refugee resettlement agency(ies).
- **E-Budget**
 - Complete and upload E-Budget with the application.

Applicants are required to complete the **New York State Vendor Responsibility Questionnaire Not-For-Profit Business Entity**, but it is not a required upload in Grants Gateway. Instructions on how to complete and file the Questionnaire can be found on the VendRep website www.osc.state.ny.us/vendrep.

The **Grants Gateway: Vendor User Guide** can be downloaded via the Pre-Submission Uploads screen in Grants Gateway or found online at <https://grantsmanagement.ny.gov/system/files/documents/2020/05/vendor-user-manual-3.2-5.7.20.pdf>.

The **Confidentiality/Non-Disclosure Agreement** is not a required upload in Grants Gateway. Upon award and approval of a resulting contract, it will be required to be signed by each of the contractor's staff who have access to OTDA information. The contractor would keep the signed forms on file and would need to produce them upon request.

PART E - Printed Version of Program Specific Questions

Program Specific Questions

Instructions:

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

Project Title – Refugee School Impact Program

1. Describe in detail why RSIP is needed in your region, how your proposed program will meet the special needs of the target population, the potential barriers and issues that may affect the target population's successful integration into the American school system and how the potential barriers will be addressed
2. Describe other programs or services that your agency operates and how they will be used to enhance the effectiveness of your proposed program.
3. Describe your agency's relationships with other community service providers. What specific resources will your RSIP participants gain through these relationships?