



Request for Proposals

# **Refugee Support Services Program (RSSP)**

Release Date: 09/11/2023  
Submission Deadline: 11/02/2023

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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 Request for Proposals (RFP) to solicit applications from qualified applicants. The purpose of the Refugee Support Services Program (RSSP) is to provide employability and other needed services to assist refugees and other eligible persons and their families in achieving economic and social self-sufficiency as soon as possible upon arrival in the United States.

OTDA anticipates distributing approximately \$76,000,000 in RSSP funds for 63-month contracts under this procurement. All 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. RSSP funds are for the provision of employment and supportive services to refugees. 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 (AG) and the Office of the New York State Comptroller (OSC). At the time of contract development, awardees may be required to submit revised 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;
- Waive procedural technicalities, or modify minor irregularities, in proposals received, after notification to the bidder involved; and/or
- Correct arithmetic errors in any proposal, or make typographical corrections to a proposal, with concurrence of the bidder.

## 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-profit organizations to register in 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](#).

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 Grants Gateway

Applicants must be registered in 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](mailto: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](mailto:grantsgateway@its.ny.gov)

Not-for-profit organizations must prequalify to do business with New York State agencies before they can compete for State grants. The process allows not-for-profit organizations to address questions and concerns prior to entering a competitive bid process. Not-for-profit organizations are strongly encouraged to begin the Prequalification process as soon as possible.

Grant proposals received from not-for-profit applicants that are not prequalified in 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 not-for-profit organization must first register with Grants Gateway. Once registered, not-for-profit organizations must 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 your agency representative or to the Grants Management Team at [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov).

### **III. Procurement Schedule/Submission Guidelines**

OTDA reserves the right to change any of the scheduled dates in this RFP.

- Release Date of the Request for Proposals: 09/11/2023
- Deadline for Written Questions 09/25/2023
- Response to Questions: 10/2/2023
- Due Date and Time for Proposals: 2:00 pm on 11/02/2023
- Anticipated Notification of Awards: 12/01/2023
- Anticipated Contract Start Date: 1/1/2024

### **Questions and Answers Regarding this RFP**

Prospective applicants may submit questions via email to Denis Mistic at [Denis.Mistic@otda.ny.gov](mailto:Denis.Mistic@otda.ny.gov). Questions must be submitted no later than 09/25/2023.

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/> by 10/2/2023.

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 11/02/2023. Applicants are strongly encouraged to complete the electronic application submission process several days before the application due date to allow enough time to enter submissions and ensure the application is error-free and successfully accepted by <https://grantsgateway.ny.gov>. Once the deadline has passed, the Grants Gateway system will no longer accept applications.

### **IV. Federal Authority**

Per Policy Letter 18-04, ORR is authorized to grant funds to states under the Refugee Support Services program which funds RSSP pursuant to 412(c)(1) of the Immigration and Nationality Act. Furthermore, the regulations at 45 C.F.R. 400 Subpart I Refugee Social Services state that the funding must be used for the

purpose of providing employment services and other needed services to enable refugees and other eligible persons and their families in achieving economic and social self-sufficiency.

More information can be found at the following website:

<https://www.acf.hhs.gov/orr/policy-guidance/refugee-support-services>

## **V. Program Description**

The purpose of RSSP is to provide employment and transitional support services to assist program participants and their families in achieving economic and social self-sufficiency as soon as possible after their arrival into the United States.

RSSP has the following key objectives:

- To enable refugees to obtain jobs within one year of becoming enrolled in services in order to achieve economic self-sufficiency as soon as possible.
- Assist refugees in retaining employment or obtaining better employment.

To accomplish these specific objectives, RSSP:

- Provides employment preparation services;
- Provides employment support to encourage job retention; and
- Provides transitional services that will address barriers to obtaining and maintaining employment and to promote progress towards self-sufficiency.

## **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: not-for profit corporations, including charitable organizations incorporated, registered and in good standing with the Charities Bureau of the AG in the State of New York; faith-based organizations; tribal organizations and educational institutions.

Eligible not-for-profit applicants must be prequalified in Grants Gateway as outlined in [Section II](#).

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

## **VII. Service Strategy**

In accordance with 45 CFR 400.147, awardees must plan their program and allocate RSSP funds in such a manner that services are provided to refugees in the following order of priority, except in certain individual extreme circumstances:

- Newly arrived refugees who apply for services during their first year in the U.S;
- Refugees who are receiving cash assistance;
- Unemployed refugees who are not receiving cash assistance; and
- Employed refugees in need of services to retain employment or to attain economic independence.

Successful RSSP proposals demonstrate the contractor's ability to provide comprehensive employment and transitional support services to assist program participants and their families in achieving economic and social self-sufficiency as soon as possible upon their arrival in the U.S. The services outlined in this RFP address both the employment needs and the barriers to employment that refugees typically face. Effective delivery of these services will result in a more substantial integration of refugees into the community.

The program design is sufficiently flexible to allow contractors to tailor services to the needs of the local populations they plan to serve. Contractors will be expected to provide a comprehensive RSSP program which will:

- Screen participants to confirm eligibility;
- Assess participant employability;
- Identify short and long-term goals and barriers hindering progress for participants;
- Provide Transitional Supports to address needs and barriers;
- Prepare individual employment plans;
- Provide Employment Preparation services;
- Assist participants to find appropriate jobs through outreach and employer contacts;
- Support the participants on the job so that they can remain employed;
- Continue to work with participants to achieve self-sufficiency;
- Provide follow-up assessments of progress at 6- and 12-months post-enrollment; and
- Assess and identifies primary goals and needs for all members of the participant household, including children and provides services and referrals to achieve stability, facilitate upward mobility, and support longer-term integration.

This last item reflects federal changes instituted via [ORR Policy Letter 21-06, Family Self-Sufficiency Plan Requirements to Promote Self-Sufficiency and Integration](#). In order to provide contractors with flexibility to provide supports to all family members, including children – not only to employable individuals – OTDA has adjusted this procurement to utilize an expenditure-based budget. This model allows contractors the option to budget for cost-based reimbursement of staff salaries and related operating costs. Also note that a portion of the expenditure-based budget will be based on achieving certain performance-based outcomes. See [Reimbursement Structure](#) for further details.

## **Required RSSP Elements**

### **Assessment and Enrollment**

Each individual who receives services under RSSP must complete all enrollment steps, including:

- Assessment of immigration documentation to determine eligibility;
- Completion of an Application for Services and;
- Completion of a Family Self-Sufficiency Plan (FSSP) in conjunction with the participant and family members, including children.

The FSSP serves as the foundation and outline for all proposed services and:

- Compares the household's current monthly income to expenses and determines a projected income goal to attain self-sufficiency based on 125% of the federal poverty guidelines;
- Identifies the participant's educational background, employment history, strengths, skills, barriers to employment, immediate steps, and long-term goals to obtain employment; and
- Assesses English ability, education level, employment status and goals for all members of the participant's household, including children.

More information about FSSP requirements can be located in [ORR Policy Letter 21-06, Family Self-Sufficiency Plan Requirements to Promote Self-Sufficiency and Integration](#). A blank FSSP and Application for Services can be downloaded via the Pre-Submission Uploads screen in Grants Gateway.

## **Deliverables and Outcomes**

### **a. Job Development**

Contractors are expected to incorporate job development strategies into the services they provide. Through outreach and research into employers and the local employment sector, job development results in the identification and/or creation of job openings suitable for refugees. A major factor in achieving program success is recruiting prospective employers who are willing to invest the time, effort, and resources to integrate refugees into the workforce. To promote long-term job retention for employable participants, care must be taken in identifying such suitable employment placements in organizations that can accommodate a refugee's particular needs and match their career goals and interests. An integral part of job development is to maintain contact with the employers to assess their satisfaction with refugee employees and determine if additional assistance is needed to strengthen the employer/employee relationship.

## **b. Employment Preparation**

Contractors may provide employment preparation services to employable participants on an individual basis or in groups. The provision of employment preparation services must be based on individual participant needs as identified and documented during the initial assessment for employment services and/or during ongoing contact with the participant. Employment preparation services should be provided concurrently with job placement activities.

Employment Preparation includes pre-employment services such as:

- Employment skills preparation;
- Interviewing skills preparation;
- Job readiness training;
- Job orientation;
- Training enrollment;
- Introduction to U.S. workplace expectations and norms;
- Development of participant resumes; and
- Assistance with job applications.

## **c. Job Search and Job Placement**

Contractors are required to provide job search and job placement services to participants on an individual basis. Participants must have access to the tools and materials they need to engage in job search including virtual tools such as websites, portals or web applications. Contractors must provide meaningful guidance and support to participants in their job search activities.

Based on local employment opportunities and a participant's education, skills, and employment experience, contractors will help participants secure job interviews and obtain employment. Gross starting wages must be in accordance with the Fair Labor Standards Act and must be equal to or greater than the equivalent of 30 hours per week at NYS minimum wage. The employment must be unsubsidized which means the employer is responsible for payment of wages and standard payroll deductions and does not receive a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing an individual.

## **d. Job Retention**

To promote job retention, the contractor must follow-up with the employer and/or participant who has been placed in employment. Follow-up may be conducted at any time during the first 90-days of employment to determine if the participant is still employed, identify any potential problems or needs, and provide services and support to the employer and/or the participant to resolve the problems or need. Participants are considered to have retained employment once the 90<sup>th</sup> day of continuous employment has been reached.

## **e. Transitional Supports**

Transitional support services are designed to help participants obtain and retain their employment and/or obtain and maintain self-sufficiency, family stability and/or community integration. Examples include case management services, assisting the participant in obtaining childcare, transportation, orientation to public

transportation, a driver's license, translation, interpretation, social adjustment services, English language instruction, application assistance for adjustment to legal permanent resident status, citizenship and naturalization preparation services and referrals to outside agencies for services.

#### **f. Follow-Up Assessments of Participant Progress**

Per [ORR Policy Letter 21-06, Family Self-Sufficiency Plan Requirements to Promote Self-Sufficiency and Integration](#) contractors are required to have regular contact with participants and must complete follow-up assessments at 6 and 12 months from the date of enrollment in RSSP services. Follow-up assessments of participant progress ensure that a family is actively engaged and working toward meeting the goals established in the FSSP. It also enables a contractor to monitor the impact of the referrals and/or services provided, and the family's progress toward self-sufficiency.

#### **Program Administration**

BRS requires contractors to:

- Proactively monitor program goals on a regular basis;
- Meet regularly to review refugee needs, employer needs and employment opportunities so that service delivery remains current and effective;
- Perform data entry of all participant services into the BRS Information Network (BIN) system and also document them in client case files;
- Use the BIN-generated reports to review quarterly, annual and overall program performance;
- Submit quarterly vouchers on a timely basis;
- Review participant files on a timely basis.

### **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. 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);
6. 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 #7 and # 8 below.);

7. 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);
8. 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);
9. Non-refugee children of refugee parent(s), including children who are United States citizens, per [45 CFR § 400.208 \(a\) and \(b\).](#);
10. Afghan individuals with SI/SQ Parole (aka Afghan Special Immigrant Parolee);
11. Afghan individuals with Special Immigrant Conditional Permanent Residence (SI CPR);
12. 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, 2023;
13. 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 above, who is paroled into the United States after September 30, 2023;
14. Ukrainian Humanitarian Parolees:
  - a. Citizens or nationals of Ukraine who the Department of Homeland Security (DHS) has paroled into the United States between February 24, 2022, and September 30, 2023, due to urgent humanitarian reasons or for significant public benefit, known as Ukrainian Humanitarian Parolees (UHPs);
  - b. Non-Ukrainian individuals who last habitually resided in Ukraine, who DHS has paroled into the United States between February 24, 2022, and September 30, 2023, due to urgent humanitarian reasons or for significant public benefit;
  - c. A spouse or child of an individual described in section 14(a) or 14(b) of this paragraph who is paroled into the United States after September 30, 2023;
  - d. A parent, legal guardian, or primary caregiver of an unaccompanied refugee minor or an unaccompanied child described in section 14(a) or 14(b) of this paragraph who is paroled into the United States after September 30, 2023.

## Age

To receive employment services (ex. Employment Preparation, Job Placement, 90-Day Retention) under RSSP, participants must be 16 years of age or older and not full-time students in elementary or secondary school, except that such a student may be provided employment services in order to obtain part-time or temporary (e.g., summer) employment. Eligible participants of any age may receive Transitional Supports regardless of school enrollment status.

## Eligibility Period

For participants with the eligible immigration statuses described in numbers 1 through 14 above, services may be provided to those who have been in the U.S. for up to 60 months (five years) from the date of arrival or from the date the eligible immigration status is granted. Eligibility for services will expire on the last day of the 60th month following:

- The refugee's date of arrival into the United States;
- The date that asylum status is granted to an asylee;
- The date that a trafficking victim is certified by the Office of Refugee Resettlement or the date that status is granted to the certain family members of the certified trafficking victim; or
- The date that a parolee was granted parole.

For participants with the eligible immigration statuses described in 12 and 13, please see [ORR Policy Letter PL 22-01](#) for information on the eligibility period for those statuses.

For participants with the eligible immigration statuses described in 14, please see [ORR Policy Letter PL 22-13](#) for information on the eligibility period for those statuses.

## Matching Grant Restriction

In order to prevent duplication of services and reimbursement from federally funded programs, participants enrolled in RSSP cannot be enrolled in the Matching Grant employment program. For more information on Matching Grant, see the ORR website: <http://www.acf.hhs.gov/programs/orr/programs/matching-grants>

## Residency Requirements

Eligible participants are required to be residents of NYS regardless of county.

## IX. Funding Limitations and Provisions

### Available Funds

Awards for budget period 1 of RSSP will be made from OTDA's federal fiscal year (FFY) 2023 Refugee Support Services grant award. Anticipated allocations and subsequent budget periods are subject to continued availability of federal funds and state appropriation of the funds thereof. OTDA reserves the right to increase or decrease funding for the program subject to availability of federal funds. Only federal funds designated for the RSSP are available through this RFP. It is estimated that \$20,000,000 will be available for the first budget period; however, OTDA/BRS does not anticipate RSSP funding to continue at such a level during the entire contract term.

### Distribution of Funds

The budget period 1 allocation of \$20,000,000 will be initially divided among the three regions of New York State as indicated below.

For each budget period, the allocation for each region will be based on its percentage of New York State's eligible population who arrived plus other eligible individuals served during the two previous FFYs. The budget period 1 allocations will be based on those who arrived and were served between October 1, 2020, and September 30, 2022.

- Metro Region (Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk, Ulster, Westchester) 3%
- New York City (Bronx, Brooklyn, Manhattan, Staten Island, Queens) 19%
- Rest of State 78%

The Rest of State (ROS) region is further divided by county using the same methodology as described above. Of the 78% of the total funds allocated to the ROS region, allocations will be made to the following counties:

- Albany 14%
- Broome 0.5%
- Erie 33%
- Monroe 16%
- Niagara 0.5%
- Oneida 10%
- Onondaga 26%

OTDA intends to fund more than one applicant in NYC and may potentially fund more than one applicant in the Metro region and in each ROS county.

Contractors providing services in a particular region will receive funds allocated only to that region or county within the ROS region. For example, contractors providing services in the New York City region will receive funds only from the New York City allocation.

Contractors who wish to provide services in more than one region or county must submit separate proposals for each region or county.

Based on State needs, OTDA reserves the right to reallocate funds from one region to another. OTDA also reserves the right to reallocate funds within the ROS region from county to county.

## Contract Term and Budget Periods

This RFP governs the provision of funds for the anticipated 63-month contract term, January 1, 2024, to March 31, 2029.

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-1 Expenditure-Based Budget 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, 2024, to December 31, 2024
- Budget Period 2: January 1, 2025, to December 31, 2025
- Budget Period 3: January 1, 2026, to December 31, 2026
- Budget Period 4: January 1, 2027, to December 31, 2027
- Budget Period 5: January 1, 2028, to December 31, 2028

Note: The contract expires on March 31, 2029, making the total contract term 63 months. However, service delivery is expected for only the first 60 months. The last three months of the contract term are restricted for the achievement of specific contract Outcomes (90-day Retention and Self Sufficiency) that occur as a result of contractor activities during the first 60 months.

## X. Program Information

### Reimbursement Structure

New for this procurement, a combination of expenditure-based and performance-based reimbursement will be used. The contracts will utilize expenditure-based budgets that will reflect a hybrid of expenditure-based and performance-based reimbursement. Applicants have flexibility to shape the budget and reimbursement structure to best meet their needs in operating RSSP. Related details can be found in [Part B: Instructions for Completing the Application in Grants Gateway](#) and under [Reporting and Vouchering Requirements](#).

**Expenditure-Based Reimbursement:** Up to 60% of program costs may be reimbursed for approved expenditures associated with the delivery of program services such as salary, fringe, administrative costs, equipment, travel, property, utilities, and operating expenses.

**Performance-Based Reimbursement:** Applicants' reimbursement structure must consist of a minimum of 40% performance-based reimbursement. Applicants will earn the performance-based portion of the awards after participants achieve the five Outcomes below. Applicants may elect to utilize 100% performance-based reimbursement.

### Payment Rates

The following chart provides the maximum rates OTDA will reimburse per Outcome achieved by participants under this RFP. The maximum rates have been determined using historical data. Applicants must propose rates that do not exceed the maximum rates listed.

Outcome	Maximum Rate
Job Placement	\$1,600

90-Day Retention	\$3,500
Self-Sufficiency	\$3,500
FSSP 6-month Follow-Up	\$300
FSSP 12-month Follow-Up	\$300

### Performance-based Outcomes

The parameters and documentation requirements of each reimbursable Outcome are provided on the following chart. Applicants are required to provide all the below Outcomes as part of the performance-based section of their budget.

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

Outcome	Objective	Requirements	Documentation Required
Job Placement	<ul style="list-style-type: none"> <li>The participant obtains unsubsidized employment for which the gross starting wages for the job must be equal to or greater than the equivalent of 30 hours per week at NYS minimum wage.</li> <li>Unsubsidized employment means a paid position in which the employer is responsible for payment of wages and standard payroll deductions. and does not receive a subsidy from TANF or other public funds to offset some or</li> </ul>	<ul style="list-style-type: none"> <li>The contractor provides an Employment Preparation service to the participant.</li> <li>The participant obtains a job within 90-days of the last employment preparation service that was provided by the contractor to the participant.</li> </ul>	<ul style="list-style-type: none"> <li>Proof of immigration status;</li> <li>Application for Services - signed and dated by both the participant and agency representative once the application is complete and prior to tasks being provided. The agency supervisor must sign and date the application within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier;</li> <li>Family Self Sufficiency Plan - signed and dated by both the participant and agency representative within 30 days of enrollment in the program and prior to tasks being provided. The agency supervisor must sign and date the FSSP within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier;</li> <li>Case note documentation of an employment preparation service(s) provided by the</li> </ul>

Outcome	Objective	Requirements	Documentation Required
	all of the wages and costs of employing an individual.		<p>contractor within 90-days prior to the participant obtaining an employment;</p> <ul style="list-style-type: none"> <li>• BIN data entry of employment preparation service(s);</li> <li>• Case file documentation indicating employment, start date, hourly wage and hours per week expected to work.</li> </ul> <p>Documentation may include:</p> <ul style="list-style-type: none"> <li>○ A wage stub</li> <li>○ An employer statement; or</li> <li>○ A case note documenting contact with the employer via phone, fax, email, or site visit verifying the necessary information.</li> </ul>
90-Day Retention	<ul style="list-style-type: none"> <li>• The participant obtains unsubsidized employment as defined in the Job Placement Outcome and has continued employment for 90 consecutive days from the start date.</li> </ul>	<ul style="list-style-type: none"> <li>• The contractor provides employment support by following-up with the participant and/or employer during the 90-day period to promote job retention;</li> <li>• The participant reaches 90 consecutive/continuous days of employment;</li> <li>• The contractor provides Transitional Supports to the participant if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Case note documentation of employment support;</li> <li>• Case note documentation in case files and data entry of all Transitional Supports services in BIN, if applicable;</li> <li>• Case file documentation verifying client has been employed for at least 90-days, hourly wage and hours per week expected to work. Documentation may include: <ul style="list-style-type: none"> <li>○ A wage stub</li> <li>○ An employer statement; or</li> <li>○ A case note documenting contact with the employer via phone, fax, email, or site visit verifying the necessary information.</li> </ul> </li> </ul>
Self-Sufficiency	<ul style="list-style-type: none"> <li>• The cash assistance enrolled, or cash assistance eligible participant obtains unsubsidized employment and has been employed 90 consecutive days or more and the total monthly earnings from the job(s) and other household income, excluding</li> </ul>	<ul style="list-style-type: none"> <li>• The contractor must verify proof of income once the participant has been employed for 90 consecutive days;</li> <li>• The contractor must show calculation of household income to be at or above the 125% poverty level for the household size.</li> </ul>	<ul style="list-style-type: none"> <li>• Case file documentation verifying client has been employed for at least 90-days, hourly wage and hours per week expected to work. Documentation may include: <ul style="list-style-type: none"> <li>○ A wage stub</li> <li>○ An employer statement; or</li> <li>○ A case note documenting contact with the employer via phone, fax, email, or site visit verifying the necessary information.</li> </ul> </li> <li>• Calculation to demonstrate household income to be at or</li> </ul>

Outcome	Objective	Requirements	Documentation Required
	cash grants from local social service districts and SSI, are equal to or greater than 125% of the poverty guidelines chart for that household size at that time.		above the 125% poverty level for the household size.
FSSP 6- and 12-Month Follow-Up Assessments	<ul style="list-style-type: none"> <li>Complete follow-up assessments at 6 and 12 months from the date of enrollment in RSSP employability services. Follow-up assessments of participant progress ensure that a family is actively engaged and working toward meeting their goals.</li> </ul>	<ul style="list-style-type: none"> <li>The contractor must complete follow-up assessments at 6 and 12 months from the date of enrollment in RSSP services.</li> </ul>	<ul style="list-style-type: none"> <li>BIN data entry of 6 and 12-month follow-up assessments;</li> <li>Case note documentation of the outcomes of the 6- and 12-month follow-up assessments;</li> <li>Revised FSSP, if appropriate.</li> </ul>

All references to “the contractor” in the Requirements column refer to the contractor or subcontractor.

### Additional Outcome Information

- Job Placement**

- Work based on commissions is allowed only if the participant receives a base salary paid by the employer that is equal to or greater than the equivalent of 30 hours per week at NYS minimum wage, and the base salary is in addition to any commission.
- A Job Placement may be claimed for a participant who has two part-time jobs. The combined gross starting wages for the jobs must be equal to or greater than the equivalent of 30 hours per week at NYS minimum wage.
- Job Placements with temporary employment agencies may occur when there is no other means of placing a participant directly with a particular employer. The temporary employment agency is considered the participant’s employer.

- 90-Day Retention**

- A 90-Day Retention must be related to a Job Placement, regardless of whether or not the contractor received or requested reimbursement for the Job Placement or reported the Job Placement in BIN.
- In the event that the participant has more than one job during the 90-day period, as long as the participant remains employed and there is no gap in employment, the 90-day period starts with the transition or hiring date of the first job.
- If a participant works Monday – Friday, loses the job on a Friday and begins a new job on Monday, this is not considered a gap in employment.

- d. If there is a gap in employment, the 90-day period will start with the hiring date of the subsequent job.
- e. If a participant is temporarily laid off, the 90-day period will be interrupted by the lay off period but may resume the day the participant returns to the same job.

- **Self-Sufficiency**

- a. Self-Sufficiency is based on receipt of or eligibility for cash assistance only (not Supplemental Nutrition Assistance Program [SNAP] or Medicaid receipt or eligibility).
- b. Per 45 CFR Section 400.2, cash assistance is defined as financial assistance to refugees, including Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Refugee Cash Assistance (RCA), and general assistance.
- c. For Self-Sufficiency calculations, household size shall have the same meaning as family unit as defined in 45 CFR Section 400.2:
  - Family unit means an individual adult; married individuals without children; or parent(s) or custodial relative(s) with minor children who are not eligible for TANF, who live in the same household.
- d. Based on the family unit definition, ORR stipulates the use of the following Public Assistance household definition to determine who must be included in the household as part of the family unit.

- i. **Public Assistance household definition**

18 NYCRR 352.30 reads as follows:

352.30 Persons included in the budget.

- (a) For budgetary purposes, the numbers of persons in the public assistance household are those persons who the applicant, recipient or a representative indicates wish to receive public assistance and who reside together in the same dwelling unit. The applicant or recipient must include his or her minor dependent children in the application. When a minor dependent child is named as an applicant for public assistance, his or her natural or adoptive parents and blood-related or adoptive brothers and sisters (who are also minor dependent children) must also apply for public assistance and have their income and resources applied toward the public assistance household if they reside in the same dwelling unit as the applying minor dependent child. A person required to be added to the public assistance household is deemed to be included in the application already on file as of the date the person joins the household, either by birth, adoption, or by moving into the dwelling unit of the existing public assistance household. For the purposes of this subdivision, a minor dependent child is a child who is under 18 years of age. Subject to section 352.2(b) of this Part, parents and siblings who are SSI recipients, stepbrothers and stepsisters, ineligible sponsored aliens, aliens who fail to meet the citizenship and alienage requirements in section 349.3(a) of this Title, individuals ineligible due to the lump sum provision of section 352.29(h) of this Part, or children who are receiving adoption subsidies which are exempt under section 352.22(p) of this Part are not required to apply in accordance with this subdivision. The public assistance household may also include persons who are temporarily absent from such household, such as children or minors attending school away from home whose full needs are not otherwise met.
- e. Based on the household definition above, ORR stipulates that an SSI recipient in the household must be included on the Application for Services.
- f. When the SSI recipient is a family member, the SSI recipient is not counted and his or her income is disregarded when determining self-sufficiency.
- g. Likewise, if the SSI recipient is the applicant, the recipient's SSI income is disregarded when determining self-sufficiency.

- h. If your county's standard of need is less than 125% of the Federal Poverty Level, based on the submitted proof from your local social service district of its lower standard of need, BRS will pay contractors for self-sufficiency Outcome when the participant's earnings exceed the county's standard of need.

The Bureau of Refugee Services will notify contractors of the new Poverty Guidelines annually.

- **FSSP 6- and 12-Month Follow-Up Assessments**

Follow-up assessments completed in BIN will include:

- a. An assessment of the progress and Outcomes towards meeting the previously established short- and long-term goals. The participant's status at 6 and 12 months (in relationship to the initial primary goal identified upon enrollment) will fall into one of the following categories:
  - i. Initial primary goal met;
  - ii. Initial primary goal not met, progressing within initial referral to service(s);
  - iii. Initial primary goal not met, additional referral(s) provided; or
  - iv. Unable to provide information (for participants who are unreachable or unwilling to participate in follow-up activities).
- b. Identification of any new barriers hindering participant progress and goal(s) necessary to achieving self-sufficiency.
- c. New referrals made, if applicable.
- d. Employment status for individuals 16 years of age and older. If the participant was employed at any time during the first 12 months from the date of enrollment, the assessment must include:
  - i. Number of months employed full-time;
  - ii. Number of months employed part-time;
  - iii. First employment date;
  - iv. Best hourly wage earned.

## **Expenditure Budget Categories**

The definitions for each allowable budget category are as follows:

### **Personal Services**

- **Personal Services – Salary** – The annual salaries of the staff that will be working on the project and corresponding Full Time Equivalent (FTE) value.
- **Personal Services – Fringe** – The fringe benefits associated with the staff salaries, including any social security, workers' compensation, unemployment insurance, disability insurance and other insurance programs the applicant organization provides.

### **Non-Personal Services**

- **Contractual Services** – Includes institutions, individuals, or organizations external to the contractor which have entered into an agreement with the contractor to provide any services outlined in or associated with the contract, and whose services are to be funded under the contract.
- **Travel** – Staff travel necessary to attend meetings or trainings associated with the implementation of RSSP.
- **Equipment** – This category includes purchase, rental, and leasing of equipment. Equipment is any non-consumable, tangible property having a useful life of more than one year.
- **Space/Property and Utilities** – Necessary and reasonable real estate rental and utilities costs required for the operation of the program.

- **Operating Expenses** – Other items not included under any of the categories listed above. Includes supplies, postage, printing/ photocopying, advertising and telephones.
- **Other Expenses** – Includes participant support services, participant payments and the performance component as explained below:
  - Participant Reimbursements – Expenses for items that will be made available to program participants such as: transportation allowances, clothing allowances and program supplies. Per [ORR Policy Letter 16-07](#), this RSS federal funding may be used for transitional housing assistance, aimed at supporting economic self-sufficiency.
  - Performance Component – The reimbursement schedule for the performance-based portion of this contract.
  - Administrative Costs – a maximum of 15% of the award amount may be allocated for administrative costs. Administrative costs are considered to be non-personal services and are those costs directly related to administering RSSP.

## **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 region or county will only be reviewed competitively with other proposals to provide services in that area. For example, NYC applications will be compared only with other NYC applications, Albany County applications will be compared only with other Albany 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 RSSP 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 AG 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. Eligible applicants should complete and submit all answers to questions and submit any forms required by this RFP. Failure to submit all required forms and answer all required questions may adversely affect the proposal's competitive score or make the proposal ineligible.

### **Program Specific Questions and Pre-Submission Uploads (25 points)**

The applicant's comprehensive explanation of why the program is needed; recruitment of participants; their special needs; potential barriers and how they will be addressed; and relationships with local social services district and other community service providers that are relevant to proposed program.

### **Budget (25 points)**

The operating budget will be examined to determine the extent to which expense projections are reasonable, necessary, and allowable for delivery of services. Priority will be given to budgets that minimize administrative costs in favor of direct program costs.

## **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 Outcomes as described in the application. Also, the applicant's relevant experience, staffing, qualifications, language capacity and ongoing staff development/training activities.

## **Award Methodology**

- One or more awards will be made to the highest scoring qualified applicant in each impacted area. Awarded proposals may not receive the entire requested amount.
- Awards may be reduced or increased based on availability, to provide statewide coverage and to address State priorities and needs.
- If, after making awards, there is a balance of available funding, BRS may proportionally award the balance to the awardee(s) based on the requested amount.
- BRS reserves the right to increase an award in order to distribute the entire funding allocation.
- 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; and
  - Satisfactory contractor performance, as evidenced by voucher claims and program monitoring.
- When making subsequent budget period awards, OTDA reserves the right to do any of the following:
  - Reallocate funding from contractor to contractor
  - Suspend a budget period award to an underperforming contractor;
  - Award a lesser budget period award to an underperforming contractor and reallocate the funds to a satisfactory or over performing contractor(s); or
  - Adjust budget period awards to further the State's priorities and needs.

## **Maintenance of Effort**

Funds awarded through RSSP 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 RSSP funds to replace existing government or non-profit funding of services. However, once a new or increased level of service meets the above standards, RSSP 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 the 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 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 after awards are announced. The successful applicants may be asked to provide updated Work Plans and budget summaries that specify the services to be delivered, project goals, Outcomes, 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.

The contracts will have a term of 63 months and will contain work plans reflecting goals for a 63-month period and a budget summary for each 12-month budget period.

## **Payment**

The contractor will be reimbursed for eligible expenses as outlined in their contract. For other Outcomes described herein, payment will be made only for Outcomes for which Outcomes are documented and for which vouchers are submitted by the required due date.

No payments will be made until the contract is fully executed and signed by the AG and OSC. Once the contract has been fully executed (signed and approved by OTDA, the AG and the OSC), 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 submitted for Outcomes achieved 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 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

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:

- Desktop or laptop computer(s) with internet access;
- Web browsers Microsoft Edge and Google Chrome. These are free and can be downloaded from their respective websites; and
- Internet service.

The contractor must use BIN and maintain the confidentiality and privacy of data submitted through BIN in conformity with the obligations more fully spelled out in the handbook which can be found at <https://otda.ny.gov/programs/bria/documents/RS-Service-Provider-Handbook.pdf>.

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 contract 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.

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 Outcomes in the expenditure-based budget summary. Additional reporting, as may be determined by OTDA, may also be required.

After the end of a contract quarter, the contractor must generate 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.

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 Plan, Individual Service Plan and 6 and 12-month Follow-up screens for the purposes of screening and enrolling applicants, establishing financial targets for employment Outcomes (if applicable), and developing service plans.

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

## Case Files

The contractor must adhere to OTDA instructions regarding case files 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 file.

## **Monitoring**

OTDA will monitor awardees on a regular basis throughout the life of the contract. Monitoring may include site visits, regular telephone and email 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 to contact subcontractors via telephone, email, and/or web conference as a means of monitoring the prime contractor's performance.

Monitoring activities will concentrate on proper documentation of claims in the contractor's case files 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 OTDA with the approval of the AG and OSC.

## **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 by the AG and OSC.

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 AG and the OSC 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:

- NYS Master Contract for Grants Face Page;
- NYS Master Contract for Grants (Terms and Conditions);
- Attachment A-1 (Program Specific Terms and Conditions);
- Attachment A-2 (Federal Terms and Conditions);
- Attachment B-1 (Expenditure-Based Budget);

- Attachment C (Work Plan); and
- 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, Outcome 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. Limits on State-Funded Administrative Costs and Executive Compensation**

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.

## **XVII. Executive Order Number 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 subcontractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

## PART B – Instructions for Completing the Application in Grants Gateway

Please read pages 1-27 of the Request for Proposals carefully before completing the application. The entire Refugee Support Services 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 51-69 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 Support Services Program and click on the blue link.
- Click the “Apply for Grant Opportunity” button.
- From the “Forms Menu”, complete the forms described in the below 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 contains useful information.
- Helpdesk information
  - Hours: Weekdays 8:00 am - 4:00 pm
  - Email: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov)
  - Phone: 1-518-474-5595

Screens in the Forms Menu in Grants Gateway should be completed as follows:

### Contract Documents

**Contract Document Properties** - 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 28-36 of this RFP.
- Application Versions: There is nothing to do on this screen. Once you have submitted your application, you can return to this screen to click on a system generated link to view or save a copy of your completed application for your records

## Program Information

### Project Site Address

- 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 Support Services Program”. Answer all questions in this section. Narrative answer spaces are limited to maximum of 4,000 characters and OTDA expects answers to be concise.
- Click “Save” frequently to avoid losing your work.
- Text of the Program Specific Questions is available in [Part D](#).

## Expenditure Budget

- To accommodate the parameters of the Grants Gateway system, applicants will complete only an expenditure-based budget on the budget screens. For the performance-based outcomes, applicants must complete the Performance-Based Worksheet form, which will be downloaded Pre-Submission Uploads screens, and use that information to complete the expenditure budget per the instructions below.
- **Expenditure-Based Reimbursement:** Up to 60% of the award will be reimbursed for approved expenditures associated with the delivery of program services such as salary, fringe, administrative costs, equipment, travel, property, utilities, and operating expenses.
- **Performance-Based Reimbursement:** Contractors will earn at least 40% of the award after participants achieve the five Non-Personal Services Outcomes below.
  - Please closely review the instructions for the **Other Expenses** screen. This is where applicants will include the performance component of the budget based on their completed Performance-Based worksheet.
- All costs must be reasonable, necessary and allowable for the delivery of services. Only use whole dollar amounts for funds requested for the first budget period.
- A brief explanation of all expenses is required to be provided in the Work Plan section of the application. See instructions in the [Project Summary](#) section.

## PERSONAL SERVICES

### Personal Services – Salary

- An entry must be made for each direct services employee who will be paid in full or in part from contract funds (Salaries for employees with an administrative function will be included as Administrative Costs under Other Expenses).
- For each salary funded by RSSP, complete all text boxes except two related to Match Funds. Type “N/A” in the Role/Responsibility text box.
- “STD Work Week (hrs)” means number of hours the employee works in a standard work week (e.g., 35, 40).

- Click SAVE
- To add another expenditure, Click ADD in the top right corner of the screen. Repeat all steps listed above and click SAVE.

### **Personal Services – Fringe**

- Fringe Benefits should be budgeted in line with your organization's Standard Fringe Benefit Policy and/or Negotiated Bargaining Agreements and should not exceed the current NYS rate. Provide a brief explanation of the percentage and composition of the fringe benefit structure in the Fringe Type/Description field. If fringe is not applicable, leave this section blank.
- The rate for salary fringe is capped each State fiscal year and current rules may be found in the OSC Guide to Financial Operations. Contractors will be subject to rate limits that are in effect throughout the term of the contract.
- For all employees listed in the Personal Service - Salary screen, the following mandatory employer payroll taxes must be paid: Social Security (FICA), NYS Unemployment Insurance (SUI), NYS Disability Insurance and Workers' Compensation. Additional fringe benefits such as pension, health, life and/or dental insurance may be provided. If funds are being requested to cover these expenses, the total fringe benefit and payroll taxes chargeable to this program cannot exceed the OSC's rate, currently at 62.48%. No exceptions are granted to the maximum rate of 62.48%. You may allocate a lower percentage.
- Type "N/A" in the Justification text box.
- Click SAVE
- Leave all Narrative screens blank.

### **NON-PERSONAL SERVICES: Contractual, Travel, Equipment, Space/Property: Rent, Space/Property Own, Utilities, Operating Expenses**

- Non-Personal Services are costs associated with the provision of services to eligible participants.
- Costs for non-personal services are subject to compliance with OTDA's overall goal of 30% for MWBE participation. For additional details, see the [MWBE section](#) of this RFP or contact the program manager.
- For each screen complete all text boxes except the two related to Match Funds. Type "N/A" in the Justification text box.
- Click SAVE
- To add another expenditure, click ADD in the top right corner of the screen. Repeat all steps listed above and click SAVE.
- Leave all Narrative screens blank.

### **Contractual Services**

Costs for services rendered to the project under a formal or written agreement such as direct provision of services by contractual arrangement. Each type of contractual cost must be listed on its own screen. Only the pro-rated portion of the entire expenditure that is related to the proposed program is allowed. This line includes institutions, individuals, or organizations external to the contractor which have entered into an agreement with the contractor to provide any services outlined in or associated with the contract and whose services are to be funded under the contract budget. Consultant or subcontractor travel expenses should also be included in Contractual Services. All such agreements are to be bona fide written contracts; NYS OTDA reserves the right to request these documents at any time in the future.

### **Travel**

Staff travel necessary to attend meetings or trainings associated with the implementation of RSSP. All costs must be budgeted in line with standard organization travel policy or NYS OSC guidelines. Travel costs are reimbursed at State rates published by the OSC and only travel costs for personnel listed under staff salaries are acceptable. No out-of-state travel costs are allowed unless specifically detailed and approved.

## **Equipment**

Includes the reasonable cost of necessary tangible property, having a useful life of more than one year and an acquisition cost of \$500 or more per unit, which is required to operate the program and may be either purchased or rented, whichever is more economical. An inventory of all equipment purchased must be kept including a depreciation schedule when necessary. Justification for any exceptional equipment purchases and/or rental costs must be provided. All equipment purchases between \$500 and \$5,000 require three verbal estimates and any purchases over \$5,000 require three written estimates and prior approval by OTDA.

## **Space/Property – Rent/Own**

This section is used to itemize costs associated with Space/Property cost that the applicant uses to conduct business. Only the prorated portion of the entire expenditure that is related to the proposed program is allowed.

## **Utilities**

Expenses related to utilities needed to operate an agency facility such as phone, water, electricity, heating etc. Only the pro-rated portion of the entire expenditure that is related to the proposed program is allowed.

## **Operating Expenses**

Items necessary to operate the program such as food, insurance, postage, copies, or supplies.

## **Other Expenses Detail**

This section includes the mandatory performance component of RSSP, in addition to eligible items or services necessary to run the program which do not fall into any of the preceding lines in the budget, such as participant reimbursements. Complete all text boxes except the two related to Match Funds. Click SAVE after each step. If including administrative costs or indirect costs rate, please use prefix ADM when completing the Type/Description section (e.g., ADM-Executive Director, or ADM-ExDir Fringe). The administrative and/or indirect cost rate alone or a combination of both must not exceed 15% of the award total.

- **Administrative costs**

- Administrative expenses of up to 15% may be charged with an itemized listing of costs. Administrative costs are considered to be non-personal services. Allowable administrative costs are those costs directly related to administering RSSP. Some examples include the RSSP portion of associated payroll costs, preparing the program budget and schedule, monitoring program activities, and staff salary/fringe costs related to their percentage of time spent.
- Administrative costs must be itemized and sufficiently documented.

- **Indirect costs rate**

- Indirect costs rate of up to 15% of the grant request are permissible for agencies that have a federally approved rate. Any cost that is budgeted completely or partially in an itemized direct cost category may not be part of the budgeted indirect costs rate. Normally, indirect costs rate are those that may apply to several programs, areas or functions of the provider agency and are not readily or easily assigned to a specific program. The sub-division of such costs on a direct basis to each specific provider, service and operation may cause detailed accounting and is not desirable. For this RFP, an indirect costs rate of up to 15% may be charged with a federally approved rate. Documentation establishing the federal rate is

required to use an indirect costs rate. With the absence of a federally approved rate, and/or documentation establishing indirect costs rate, itemization is required.

- **Participant Reimbursements**

Allowable participant reimbursement costs include transportation costs, costs for clothing, equipment or tools required for a job, and laptops, tablets, and Wi-Fi connections necessary for program participation. Housing assistance is also allowable when necessary and in accordance with [ORR PL 16-07](#)

- **Other** – add any additional expenses that do not fall under the preceding budget lines.
- **Performance component** (Required)
  - A minimum of 40% of the budget amount must be allocated to the performance-based outcomes.
  - Applicants must download and complete the Performance-Based Worksheet from the Pre-Submission Uploads to determine how many of each Outcome (Job Placement, 90-Day Retention, Self-Sufficiency, FSSP 6-month Follow-Up and FSSP 12-month Follow-Up) the program will aim to achieve, and how much funding will be allocated to each Outcome. The Worksheet must be used to complete this section of the budget.
  - Determine the rate that the proposed program will utilize for each Outcome, up to the Maximum Rates listed in the [Reimbursement Structure](#) section of the RFP.
  - Enter the name of one Outcome in the Type/Description text box
  - Enter the number of units for that Outcome from Column 2 of the Performance-Based Worksheet in the Justification text box.
  - Enter the dollar amount for that Outcome from column 4 of the Performance-Based Worksheet in the Total Grant Funds box.
  - Leave the Total Match Funds text box blank
  - Click SAVE.
  - Repeat this process for all five Performance-based Outcomes.

## **Expenditure Summary**

Review this screen to make sure that the expenses requested on all previous budget screens are included and add up to the total amount you are requesting to operate RSSP.

## **Work Plan**

### **Work Plan Overview Form**

This section should be completed from an annual perspective. The Work Plan Period aligns with the budget period: January 1, 2024, to December 31, 2024.

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

Additionally, your response should address the following:

- **Project Summary** section:
  - Provide a narrative per the instructions above the Project Summary text box, in addition to the information requested below:
  - Describe your agency's strategy for job development including outreach and employer research as described on page 6 of the RFP.
  - If your organization will subcontract or partner with other agencies to provide services, describe their roles and responsibilities in the program.
  - Please include a section called **Grant Funded Positions**.
    - In this section, list all positions from your Personal Services – Salary section and a brief description of each position.

- Include a brief explanation for Personal Services – Fringe expenses.
- Please include a section called **Budget Explanation**.
  - In this section, please include a brief explanation of all other expenses of your Expenditure Budget.
- Please include a section called **Deliverables and Outcomes**:
  - In this section, include the number of staff and each staff person's role and responsibilities in providing each Deliverable/Outcome.
  - If a subcontractor will provide a Deliverable/Outcome, indicate such.
  - Please also include the following information:

**Deliverables:**

**a. Employment Preparation**

1. Describe the types of Employment Preparation services your agency proposes to provide. For each type of service, describe the method of service delivery (who, what, when, where, how) and how each task will be delivered (i.e., group or individually).

**b. Transitional Supports**

1. Describe the types of Transitional Support services your agency proposes to provide. For each type of service, describe the method of service delivery (who, what, when, where how) and how each will be delivered (i.e., group or individually).

**Outcomes:**

**c. Job Placement**

1. Describe your agency's process for verifying that the participant obtained a job within 90-days of the last employment preparation service that was provided by the contractor to the participant.
2. Describe your agency's process to verify proof of employment.

**d. 90-Day Retention**

1. Describe your agency's process to provide support to participants and employers within participants' first 90-days of employment.
2. Describe your agency's plan for verifying the participant's continued employment for 90 consecutive days.

**e. Self-Sufficiency**

1. Describe your agency's process to verify proof of income once the participant has been employed for 90 consecutive days.
2. Describe your agency's process to document calculation of household income to be at or above the 125% poverty level for the household size.

**f. FSSP 6-Month Follow-Up**

1. Describe the method of service delivery (who, what, when, where, how) for completing the follow-ups.

**g. FSSP 12-Month Follow-Up**

1. Describe the method of service delivery (who, what, when, where, how) for completing the follow-ups.

• **Organizational Capacity** section:

- In addition to the instructions above the Organizational Capacity text box, please 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 your organization's experiences in providing services to refugee and/or other eligible populations.
- Describe how staff will receive regular training and updates on the latest immigration issues and job market trends.

**Work Plan Properties (Objectives, Tasks, and Performance Measures)**

- Each of the five Performance-Based Outcome (Job Placement, 90-Day Retention, etc.) has been pre-entered on this screen under “Objective” and re-entered under the corresponding “Task.”
- Applicants are required to provide all five Outcomes in their RSSP programs, and therefore, all Objectives and Tasks must be completed.
- Starting with Objective number 1, Job Placement:
  - Under 1.1.1 enter “Job Placement” in the text box next to Performance Measure Name
  - Select “Integer” from the drop down next to Performance Measure Data Capture Type,
  - In the text box next to Performance Measure Integer, enter the number from column 2 of the Performance-Based Worksheet indicating the number of Job Placement Outcomes your agency proposes to achieve.
- Save.
- Repeat this process for all Objectives and Tasks.

## **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, that user will click on the “Applications” tab at the top of the screen and search for “Refugee Social Services Program” under Grant Opportunity Name.

Click “Status Changes” 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 C – List of Forms to Upload

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

- **General Information Form**  
Complete all applicable sections and upload with the application
- **Performance-Based Worksheet**  
Complete all applicable sections and upload with the application. Information on this form will also be entered in the B-1 Expenditure-Based Budget. See the [Performance Component](#) section for details on how to enter the information.
- **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 M/WBE Utilization Plan**  
Complete all applicable sections and upload with the application.
- **OTDA 4938 M/WBE Letter of Intent to Participate**  
Sign, 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 M/WBE Certification of Good Faith Efforts**  
Sign, complete and upload with the application.
- **EO 177 Certification**  
Sign, complete and upload with the application.
- **EO 16 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.

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](http://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>.

Blank **FSSP** and **Application for Services** forms can be downloaded via the Pre-Submission Uploads screen in Grants Gateway. These are for the applicant's reference only.

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 D - 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 Support Services Program

1. Describe in detail why the RSSP program is needed and how the services provided by your agency will meet the special needs of the target population, address barriers, and assist the target population to become self-sufficient.
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 established relationships with other community service providers and what specific resources RSSP participants will gain through these relationships.
4. Describe your agency's relationship with its local social services district (SSD) and how your agency and the local SSD maintain communication regarding a participant's RCA, Safety Net, TANF or Match Grant status. Include the title and phone number of your SSD contact(s).
5. Describe how your agency plans to recruit and serve participants who are newly arrived refugees during their first year in the U.S; participants who are receiving cash assistance; participants who are unemployed who are not receiving cash assistance; and employed refugees in need of services to retain employment or attain economic independence.