

Responses to Questions for RFP # 1009
Empire State After-School Program Bidder's Webinar

Q1	In the amended RFP Section 5.2, page 26, the instructions indicate, “An applicant’s proposed use of an indirect cost rate of up to 15% will not be considered in evaluating an application.” Question: May applicants ADD 15% to the SUM of \$1,600 per student, OR is this allowance for indirect costs to be included in the sum-total of \$1,600 per student?
A1	No, the 15% is part of the \$1,600 cost/student for which the award is calculated.
Q2	Please further define "When classes are in session." Is it the same as "When School is in session?"
A2	Not necessarily. The “when classes are in session” is intended to reference the regular school day schedule.
Q3	In the amended RFP Section 5.2, page 30, regarding “2. Travel” in the budget, the instructions indicate that travel expense “Includes staff travel only [vs. consultant travel]”. Our question is: should travel for dozens of STUDENTS, with accompanying staff, (such as our plan to rent busses to take them on field trips for an afternoon or weekend day) be included in this Travel category of the budget, or should such combined student and staff travel be listed and explained in another cost category such as “Other Expenses”?
A3	Travel category is reserved for “Staff travel” (staff training, program related travel, such as conferences). Student transportation for field trips belongs in “Other Expenses”. If busses are being rented, these expenses belong in the “Contractual/Consultant” category.
Q4	In the amended RFP, Section 5.2, pages 34-35, re: Indirect Cost Rate Calculation or applicants who are not Covered Providers under Executive Order 38 who “must use the Indirect Cost Rate Calculation, [instead of the Administrative Cost Rate method]” our QUESTION is: are such providers expected to include ONLY TWO specifically named line-items / bulk quantities in the “B.8 Other Expenses” column entitled “Items” (i.e., one item named “Total MTDC” and the second item named simply “Indirect Cost @ 15%”)? Or, is OCFS requesting such applicants to add more sub-items and enumerate a further breakdown of the constituent components of Indirect Cost? (If this latter, then what other sub-categories or “Items” would you like to see listed as required component parts of the 15% Indirect Cost)?
A4	If providers are using the i. Indirect Cost Rate Calculation on pages 34 and 35, then in the Other Expenses section of their budget they are expected to label a line in the “Item” column of the budget titled “Total MDTC” and put the amount of their total MDTC in that same column. If the providers are claiming 15% of the MDTC, they should provide the name of each expense in the “Item” category and put the amount being requested from OCFS in the “OCFS Funds” column. The total of the items claimed must equal the 15% of their total MTDC amount. Some examples of MTDC expenses include accounting, legal, personnel not directly charged to the contract (like an Executive Director), operations and maintenance expenditures, equipment, capital improvement.
Q5	Do you have suggested data sources for homeless children, children affected by violence, and children involved in gangs?
A5	Not at this time.
Q6	If an applicant will be charging families a nominal fee for participation in the program, must the proceeds from these fees be listed in the “Local Share” column of one or

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	more sections of the budget (and if so, which sections of the budget should such proceeds be listed under)?
A6	No local match is required under this procurement, however, if an applicant charges a nominal fee and chooses to fill out the "Local Match" section of the budget, then they should include the amount under D. Fees for Service. Please see section 5.2 of the RFP for additional information.
Q7	Where do we upload the letter for school district working with non-for-profit CBO?
A7	All of the required documents must be uploaded as attachments in the NYS Grants Gateway in either the " Program Specific Questions " or " Pre-Submission Uploads " section of your online application as part of your response to applicable questions. If additional upload slots are desired, it is permissible to upload documents to the " Grantee Document Vault " of your online application. Please ensure all documents uploaded are clearly labeled, refer to section 5.4 of the RFP for additional information.
Q8	Can we offer both activities open to all students and match specific activities to specific students based on their needs (e.g., homelessness, ELLs) and interests (e.g., STEAM)?
A8	Yes.
Q9	Do students need to participate 5 days a week or can they participate for fewer days as long as they total at least 15 hours a week?
A9	Participants are expected to attend daily, however, there is no mandated number of hours/student. There is a mandated number of operating hours/week for the program (15 hours per week). Please see section 4.1 of the RFP for additional information.
Q10	Can we include programs that run both during the school-year and during the summer?
A10	Yes. However, summer school students cannot be counted toward the required daily attendance for which an award made under this RFP is calculated. Please see section 2.3 and the Program Requirements under section 4.1 of the RFP for additional information.
Q11	Are non-profits allowed to use grant funds to subsidize the participation cost for families so they only have to pay a small fee for entry?
A11	NO, ESAP funding is intended to offer FREE after-school programming and no child can be refused if the family is unable to afford the fee.
Q12	In NYC, who is authorized to sign the partnership agreement for the school? The Principal or Superintendent?
A12	The School district is responsible for determining who is authorized to sign the Attachment 4 – Partnership Agreement on their behalf. Please note, the partnership agreement <i>must</i> be signed to be considered as part of a complete submission.
Q13	If we plan to allocate \$500 every two months toward enabling varied special activities with students (activities to be chosen during the grant period with student and parent input), are we allowed to list this cost in the "Other Expenses" category of the budget even if some of the \$500 expenditures may go as a stipend to an outside expert facilitator (for example a biologist) ... or would such expenses need to go in the "Consultant/Contractor" category of expenses?
A13	If the special activities are not known at the time of application and based on student/parent input applicants should make their best guess at how these funds will be used. Any activity offered by an outside provider would be placed in the "Contractual and Consultant" category

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	requiring the relevant signed agreement. Please see section 5.2 of the RFP for additional information
Q14	When you say statement do you mean clicking that assurance in the application or do you need an actual letter uploaded and if so where do you upload this letter.
A14	If it is a “yes” or “no” question in Section 5.4 of the RFP and/or the “Program Specific Questions” section of your online application in the Grants Gateway that you are referring to, then you would just click the assurance box to attest to the statement. However, if you are referring to some other requirement of the RFP, please note that such a document would need to be uploaded to the “ Grantee Document Folder ” section of the Grants Gateway. Please ensure your upload is clearly labeled.
Q15	If a nonprofit CBO will be serving two schools within the district and will therefore be uploading two signed, completed Partnership Agreements, is it acceptable to combine those and upload as a single PDF? (Or must we upload only one Agreement as part of question 3 and the other as part of the Grantee Document Folder uploads?) And do such signed agreements(s) need to be re-uploaded again in the “Attachment 4” / “Choose File” section of the Pre-Submission Uploads area?
A15	Yes, it is acceptable to scan in the two separately sign documents and to save them as a single PDF attachment. In that way you will have one uploaded document which include all required Partnership Agreements. Please note that the Grants Gateway will only allow one document to be attached and uploaded in response to each question. In the event you cannot combine multiple documents into a single PDF, it is permissible to make additional uploads to the “ Grantee Document Folder ” section of your online application. Please ensure all uploads are clearly labeled.
Q16	Do school districts have to get a SACC?
A16	No. However, please note that school districts have other requirements. Please see section 3.1, 4.0 and 5.4 of the RFP for additional information.
Q17	Does OCFS want the required Job Descriptions and Résumés to be appended to be uploaded in the Grantee Document folder, or elsewhere?
A17	All of the required documents must be uploaded as an attachment in the Grants Gateway in the “ Program Specific Questions ” or “ Pre-Submission Uploads ” section of the Grants Gateway System as part of your response to applicable questions.
Q18	If we'd like to upload a letter from a partnering law enforcement agency, where within Grants Gateway would you like us to upload this?
A18	All of the required documents must be uploaded as attachments in the NYS Grants Gateway in either the “ Program Specific Questions ” or “ Pre-Submission Uploads ” section of your online application as part of your response to applicable questions. If additional upload slots are desired, it is permissible to upload documents to the “ Grantee Document Vault ” of your online application. Please ensure all documents uploaded are clearly labeled.
Q19	If the headquarters of a nonprofit CBO applicant is not located in the eligible school district's geography, does that headquarters need to be listed in Grants Gateway as one of the site locations/addresses if only planning activities will occur at the headquarters and if all service delivery will occur at school addresses within the served district?
A19	No, the CBO's geographic headquarters is not relevant or a prohibitive issue.

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Q20	We currently operate an ExpandEd Program for 80 students and would like to provide 58 additional students programming through ESAP at the same site. We wanted to confirm that we could run the ESAP program at concurrent times after the school day ends, and would not be required to provide the ESAP students programming at a different time.
A20	This is acceptable. Based on your question, your application would be expected to propose to serve 58 new participants at an existing site. See Section 4.1.
Q21	1. Can we have overlapping hours of service to a different group of youth? and 2. must the hours of service be AFTER school (e.g. starting from 3 pm?)
A21	1. Yes. 2. No, per section 4.1 of the amended RFP, where an applicant already has a federal, state or local funded afterschool program, ESAP funds can be used to serve additional students at the current program OR expand the number of hours the program is operating. Please refer to the example provided in section 4.1 of the RFP.
Q22	For the Project Staffing Plan Form, is the applicant advised to use best guesses for positions that are to-be-hired? Or is there another suggested way to fill this form out?
A22	The Project Staffing Plan Form is required to be submitted with your proposal, so it must be completed to the best of your ability. The form may be revised during the contract development process, if needed, to include specific positions.
Q23	So you are not allowing to write See question B2 for response in any questions?
A23	This would be up to applicant, however, It is recommended that each question be answered completely and concisely to avoid the possibility of a reviewer not being able to locate an answer if it is embedded within another response.
Q24	If a school district is partnering with a CBO, is the money assigned to the CBO included in the MWBE requirement or is it non-discretionary
A24	The discretionary funds portion of the award are subject to the MWBE goal whether it is assigned to the School District or the CBO. It is important to note that the primary contractor will be responsible for tracking and reporting on any discretionary funds that their partner's/vendors are assigned or that they subcontract out.
Q25	What is the recommended phone number / email address for the Contract Compliance unit (for questions about MWBE)? Thanks!
A25	The contact information for the CCU is 518-486-7224 or mwbeinfo@ocfs.ny.gov . Please remember that during the bidding process, communication is restricted and questions regarding information specific to your proposal may not be answered. However, general guidance regarding contract compliance practices and policies may still be discussed.
Q26	Clarification needed to answer WORKPLAN questions appropriately: 1. Are these questions asking for a discussion on Theory of Change? A7, A9, A12 Are you expecting any other items to be included in this answer? 2. Is A11 asking for Strategies and Methods/Sources of Information? Are you expecting any other items to be included in this answer? 3. Is A13 asking for Strategies? Are you expecting any other items to be included in this answer? 4. What OBJECTIVES is C2 referring to? The Objectives in Section 2.1 OR the Outcomes/Performance Targets in Section 4.1? The remaining C questions will refer back to these.

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	<p>5. REGARDING C3, C4, C6: Please explain the DIFFERENCE between EXPECTED results, RESULTS that significantly contribute to achievement of objectives, and ACHIEVABLE results.</p> <p>6. For C7, is “task attainment” referring to the TASKS of data collection and outcomes analysis?</p>
A26	OCFS cannot advise how an applicant should respond to specific workplan questions.
Q27	Are we supposed to fill out the contract form prior to submitting this application?
A27	If you are referring to the “ Contract Document Properties ” section of your online application in the NYS Grants Gateway, this information is provided for your reference only. These are documents that will become a part of the executed contracts resulting from this procurement and do not need to be completed at this time. The forms listed under RFP Section 8.0 Contract Documents “Required with Bid Submission forms” are required at time of application and should be provided in the “ Pre-Submission Uploads ” section in the Grants Gateway.
Q28	Are you required to apply 15% to WBE and 15% to MBE or can it be any combination therefore, or all 30% to one?
A28	The requirement is to meet a 15% MBE and a 15% WBE goal, however, if there is justification, a waiver can be submitted to allow altering, combining or decreasing.
Q29	If an organization has an existing after-school program, can ESAP funds be used to enhance the existing program's services?
A29	Per Section 4.1 of the amended RFP, any ESAP funding must be used to serve a separate number of participants, OR provide services to the same group during a separate 3-hour session.
Q30	As per the use of veterans' owned businesses, is there a form that must be submitted?
A30	There are OCFS forms under development. As soon as they are implemented all awardees will be notified. It is suggested that awardees be mindful of the requirement when seeking vendors for subcontracting and keep records of searches and contacts to facilitate documenting. Information and lists of vendors can be found at https://ogs.ny.gov/veterans
Q31	Will another RFP open next year or the application process has a 3-year cycle?
A31	It is not known whether another Empire After-School Program RFP will be offered next year.
Q32	How should we reflect meeting the 6% requirement for SDVOB?
A32	Please see the response to question Q30, above.
Q33	If currently run an afterschool program not funded by any grants can we propose to serve these same students to be funded by Empire?
A33	Yes, as long as the current program is not funded through federal, state or local government funds.
Q34	How are institutions expected to document the 6% SDVOB requirement?
A34	Please see response to question Q30, above.
Q35	If a school has the recent advantage after school program with CBO can another CBO with the same school apply for the EMPIRE grant
A35	Yes, however, per Section 4.1 of the amended RFP, they must serve additional participants or expand the hours of operation of the current afterschool program.
Q36	Are you required to use a specific attendance tracking system for the ESAP? If so, is this system provided to all grant recipients at no charge to the program or should it be included in the budget? (youthservices.net, etc.)

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A36	No, we do not require use of a specific attendance tracking system. If you opt to utilize this type of service, it can be included in the budget in the Contractual/Consultant category-. Please see section 5.2 of the RFP for additional information.
Q37	Can a program be primarily community center-based instead of primarily school-based?
A37	Yes, however, the site location can be in a community center, provided the location choice can be justified and is within the school district's parameters. Please see section 5.1 of the RFP for additional information.
Q38	If we are applying for funding for 500 students, do each of the 500 enrolled students have to attend for the full 3 hours per day for 5 days per week or can individual students attend for less than the 3 hours per day or less than 5 days per week.
A38	Please see response to question Q9, above.
Q39	Are there any required conferences for ESAP? i.e. ANYSYB Conference, etc.
A39	No. There are no required conferences for ESAP.
Q40	Can ESAP funds be used to support activities in the summer and during school recess periods?
A40	See response to Question 10.
Q41	NYC District 75 is not listed in the "Eligible School District," would it suffice to say that students attending D75 are eligible for the grant as these students live in the mentioned Geographic Districts?
A41	As long as the NYC District 75 school that the applicant is proposing to serve falls within one of the eligible NYC Geographic districts referenced in Attachment 3 – List of Eligible School Districts, then the school would be eligible.
Q42	The RFP indicates an overall goal of 30% for MWBE participation. On slide 20 of webinar, it indicated a breakdown of 15% WBE, 15% MBE and 6% with SDVOBs. Is the MWBE goal requirement 30%?
A42	Yes, the overall goal is 30% for MWBE's; that is broken down into a mandated 15% with MBEs and a mandated 15% with WBEs (Article 15-A). There is an additional, separate 6% mandated for with SDVOBs (Article 17-B).
Q43	Does OCFS have any suggestions with regards to gang prevention curricula?
A43	No. OCFS is not able to make any such recommendations as part of this RFP process.
Q44	Is there a special form concerning the sexual harassment policy that agencies should use for the upload?
A44	No, there is no special form or upload required. The Applicant must certify as part of their response to the questions asked in the Grants Gateway, that they are in compliance with State Finance Law section 139-l. Please see section 7.16 of the RFP for additional information.
Q45	You just used "school is in session," since I am asking for clarification of "classes are in session," I think there is some need for clarification.
A45	Please see the response to question Q2 above.
Q46	Can bookkeepers be paid as consultants instead of in Administrative costs?
A46	Yes, as long as the costs are external to the agency. The position still must delineate between administrative and program cost (per section 5.2 of the RFP).
Q47	Going back to District 75, would one application suffice for the schools located in various schools throughout NYC?

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A47	No, a separate application is needed to serve schools located in separate NYC geographic districts as outlined in Attachment 3 – List of Eligible School Districts. See section 2.1 for more information.
Q48	I'm confused about the contract start date (9/1/19) and the award date (10/4/19). 1. Are we still required to operate 28 weeks/15 hours a week for the first year? 2. Are summer hours allowable?
A48	1. Yes, 2. Yes, but are not counted toward the requirements listed in section 4.1 of the RFP. See A 10
Q49	How do we access today's Chatbox Q&As?
A49	The Questions and Answers from the Informational Meeting/Bidders Conference Webinar, held on September 6, 2019, will be posted on the Contract Reporter, Grants Gateway and OCFS' website. Please see section 1.3 of the amended RFP for additional information.
Q50	Are we expected to have partnership agreements/solidified arrangement with multiple schools within our district, or will one main partner school suffice?
A50	A CBO must partner with the school(s) or district where you plan to operate the program or the school(s) or district that will provide the participants for programs that propose to operate in a non-school setting. Per section 3.1 of the RFP, a <u>separate</u> Attachment 4 – Partnership Agreement will be required for <u>each</u> site an applicant proposes to serve.
Q51	If we do not understand a question in the narrative section, who can we speak to for clarification?
A51	OCFS cannot provide any additional guidance outside this Q&A. Per section 1.2 of the RFP, the deadline for submission of written questions has passed.