1. On page 17 of the RFP, applicants are instructed to download the Budget from the "Pre-Submissions Upload" section in your grant application. The budget that is located in that location should not be used because it does not include the Discretionary Budget Narrative Worksheet, as required for MWBE purposes. As part of the publication of these Q and As, potential applicants will be supplied with the correct budget, and instructed on how to submit it.

   ANSWER: Do not use the budget that is in the Pre-Submission Uploads section of the application because it does not include the Discretionary Budget Narrative Worksheet, which is Attachment B of the Budget Summary. We have posted the correct fillable PDF to the website with this Q and A response as well as in Excel format, in case the fillable PDF poses some problems for you. Please complete this budget, and upload it as instructed to the Pre-Submissions Upload section, or to the Grantee Document Folder of your application in the Grants Gateway.

2. My school district is not on the eligible list of schools that can apply. I am not sure exactly why we did not make this list, but was wondering if an application for this grant could still be submitted? How does a school get on the eligible list? Must a school district meet all 4 requirements in order to be eligible? Is there an appeals process for eligibility?

   ANSWER: There is no appeals process for eligibility. The eligibility criteria in the RFP were taken from the SFY 2017-18 Enacted Budget, which stated school districts were eligible if they were:
   - located in municipalities participating in the Empire State Poverty Reduction Initiative pursuant to Chapter 55 of the Laws of 2016; or,
   - located in counties or school districts with a child poverty rate in excess of 30 percent; or,
   - located in a school district with a child poverty count greater than 5,000 but less than 20,000, as determined by the 2015 small area income and poverty estimates (SAIPE) produced by the United States Census Bureau.

   Only proposals received from school districts meeting the above criteria will be reviewed.

   The sixteen municipalities included in the Empire State Poverty Reduction Initiative are: Albany, Bronx, Binghamton, Buffalo, Elmira, Hempstead, Jamestown, Newburgh, Niagara Falls, Oneonta, Oswego, Rochester, Syracuse, Troy, Utica and Watertown.

   The SAIPE information is available at https://www.census.gov/did/www/saipe/

3. If we propose to serve 200 students, and then only end up serving 150 students, is the grant amount award reduced proportionally?

   ANSWER: The Empire State After School Program funds are awarded based on $1,600 per student served. A school district will be reimbursed for the number of students it serves in the program. If a program has 150 children registered, then it is expected that the program would serve 150 children and be reimbursed for 150 children. However, if a program has 200 children registered and only 150 are served, then the program may be subject to budget reductions.

4. Another example, if our program targets 1,200 students at a cost of $1.6 million and we are awarded the grant and implement the program successfully, but only serve 1,000 students, will

our award amount remain $1.6 million or will it be lowered to an amount that is proportionally equal to the per pupil cost for the 1,200 proposed students?

ANSWER: The Empire State After School Program funds are awarded based on $1,600 per student served. A school district will be reimbursed for the number of students it serves in the program. Initially, awards to any single school district are capped at $1.6 million. A proposal seeking to serve 1,200 students would be seeking funding of $1,920,000. The school district would be reimbursed for the actual number of students served. For further information, see question #3 above.

5. An eligible school district will partner with a community-based organization and can the community-based CBO be the lead agency and submit and manage the grant?

   ANSWER: A community-based organization (CBO) cannot be the lead agency. If a school district wishes to utilize a CBO in this capacity, the district would need to sub-contract or collaborate with the CBO.

6. We are a not-for-profit currently working with 9 schools that are in 7 of the listed districts. Do we have to apply separately for each district?

   ANSWER: Only school districts are eligible to apply for the Empire State After School Program. Each district must apply separately.

7. We're a not-for-profit organization that runs a number of various after school programs all around NYC. We are submitting a proposal with one of our school districts and would like to know how the fund would be distributed if we are awarded a grant.

   ANSWER: Only school districts are eligible to apply for the Empire State After School Program. Funds will be distributed to the school district. Reimbursement is outlined in Section 2.3 of the RFP on pages 10-11.

8. If a community-based organization is the school district's partner, can they receive more than 25% that contractors are limited to? What is the maximum amount that a CBO partner can receive?

   ANSWER: In accordance with Section 2.3 of the RFP, the maximum advance to the school district will be 25% of the first year of the contract.

9. What is OCFS's selection and training process for its reviewers to minimize the bias of human subjectivity?

   ANSWER: Each proposal will be scored by one reviewer from OCFS and one reviewer from the New York State Education Department. Evaluations will be conducted in accordance with RFP Section 6.0 Minimum Criteria/Evaluation Process.

10. How will OCFS resolve any and all circumstances of reviewers providing comments, as evidence of their scores, that are outside of or not well-aligned to the rubric?

ANSWER: Two reviewers will score each proposal. Consistent with Section 6.2, if the two scores vary by more than 10 points, a third reviewer will be brought in, and all three scores will be used to compute the average.

11. It appears that OCFS's debriefing process will provide the reasons that the proposal submitted by the unsuccessful offeror was not selected; the qualitative and quantitative analysis employed by OCFS in assessing the relative merits of the proposal; the application of the selection criteria to the unsuccessful offeror's proposal; and the reasons for the selection of the winning proposal, bid or offer. Does this explicitly mean that the unsuccessful offeror will get the specific scores and comments by each reviewer for each section of the proposal OR will the offeror have to submit a Freedom of Information request (FOIL) for such information?

    ANSWER: OCFS's debriefing process does not include providing the specific scores and comments from each reviewer.

12. Can a school district that operates a UPK program, use funds from Empire State After-School Program to provide after-school programs for Pre-K children?

    ANSWER: A school district may use funds from the ESAP Program to provide after-school programs for Pre-K children provided that the Pre-K program is a full-day program located in the same school that the ESAP Program will be operating. A school district may not transport Pre-K children to a CBO or another building in the school district to an after-school program or use ESAP funds for this purpose. A school district may use ESAP funds to transport Kindergarten through grade twelve students to a CBO or another district building where the after-school program will be operating.

13. Is a charter school located within an eligible school district eligible to submit a proposal for the ESAP? Is a charter school located within an eligible school district eligible to submit a proposal for the ESAP in partnership with a local nonprofit organization?

    ANSWER: Only school districts are eligible to apply for the Empire State After School Program. Charter schools are not eligible to submit a proposal for the ESAP. A school district can choose to include a charter school as part of their proposal.

14. What are the formatting specifications? Document length? Line spacing? Font type and size? Are charts and graphs, allowed?

    ANSWER: As long as the responses typed into these fields are accepted by the system, then that formatting is ok. There is a maximum of 4,000 characters per response. Any responses in excess of this limit can be uploaded as a file to the Grantee Document Folder. All graphs and charts that are necessary to answer any of the questions can be uploaded to the Grantee Document Folder in the application. Please be sure to properly label each attachment so that it corresponds to the applicable question.

15. I am unable to access the appendix 1 which is referred to multiple times throughout the document. Where can I find this document?

    ANSWER: Appendix 1 is provided as a separate attachment to the RFP, and can be found in the Pre-Submission Uploads section of the Grants Gateway System application, on the [Contract Reporter website](#) and on the [OCFS website](#).

16. Can we upload addendum pages (with info such as Job Descriptions)?

    ANSWER: Yes, please refer to question number 14 above for instructions. Please be sure to properly label each attachment so that it corresponds to the applicable question.

17. Can Section 3 (Objectives, Tasks and Performance Measures) be formatted as a chart or is a text version required?

    ANSWER: A chart format is acceptable.   Please be sure to properly label each attachment so that it corresponds to the applicable question.

18. On pp. 20 & 21, under the Contractual/Consultant Services section, the RFP states, "if a subcontractor or consultant expense is more than $15,000, three written bids are required." If we (the school district) partner and collaborate with a not-for-profit Community-Based Organization to provide direct enrichment services to students and the amount exceeds $15,000, are we required to follow the bidding procedures?

    ANSWER: The school district would not have to bid out direct enrichment services provided by a not-for -profit Community-Based Organization (CBO). However, any supplies, materials or travel of the CBO would need to be bid out.

19. On pg. 21, under Travel, the RFP explains the guidelines around staff travel but doesn't reference student travel. With a recommended program length of three hours after school, there will be an additional cost for bus transportation, as the bus contractor will have to pay their staff overtime. Is the additional cost to transport students home from the program an allowable expense? If so, is this cost also considered non-discretionary (as it is to pay for staff salaries and benefits)?

    ANSWER: If the school district is transporting the children with staff, the personal service costs would be an allowable expense and should be included in the A-1 Summary of Personnel costs and they would be excluded from the discretionary portion. If the district is hiring a bus contractor, that would fall under the "Contractual/Consultant" line and the costs, including overtime, would be allowable but would be subject to the MWBE goals as a discretionary item.

20. Our understanding is the documents listed under Section 7.0 ("Mandatory Contracting Requirements") are only required if we are awarded a grant. Is that correct?

    ANSWER: That is correct.

21. I see the space allowed for budget narrative details appears to be unlimited; is there a max number of words or character you recommend?

    ANSWER: Per section 5.2 of the RFP, respondents are required to download and complete the budget form, and upload back to the "Pre-Submission Uploads" section of the application. The budget narrative is to be answered as part of question #16 in Grants Gateway, and is subject to the 4,000 character limit.

22. The RFP (section 5.2, page 17) says we should upload the "Budget" form to the Pre-Submissions Upload section of Grants Gateway. What then should we upload to the "Program Specific Questions" section of Grants Gateway, under question #16?

    ANSWER: Please see answer to question #21.

23. What information do you want included in question #16 under the "Program Specific Questions" section of Grants Gateway? And, what info do you want included in the narrative sections of the "Budget" form itself?

    ANSWER: Please see answer to question #21.

24. Section 2.4 "Term of Contract" on page 11 of the RFP mentions that it is five years of funding, but also that future funding may not be available. Should the proposed budget be for one year, or for all five years?

    ANSWER: The proposed budget should be for one year.

25. Do we get extra points if we meet the suggested 6% use of SDVOB mentioned on section 7.11 on page 43 of the RFP?

    ANSWER: No extra points will be awarded for meeting the recommendations under this section.

26. What expenses do you include under the category of "operating expenses" in the chart on top of page 20?

    ANSWER: Examples of operating expenses are insurance, bonding, photocopying and advertising expenses.

27. While the Work Plan template is not where you indicate, I did locate it and downloaded it. Is this to be solely saved for future reference or should it be uploaded in the Gateway as part of our submission? If so, please indicate where it should be uploaded.

    ANSWER: The work plan template can be found in the Pre-Submission Uploads section of the application. As indicated in section 5.1 of the RFP, the work plan document is to be used to assist with the application before answering the program specific questions directly in the Grants Gateway System, and it should also be saved for use later on if needed for contract development, but it should not be uploaded in the Gateway.

28. Can we use grant funds for snacks for students?

    ANSWER: Yes. Snacks/meals are an allowable expense.

29. Can we use grant funds to purchase food for visiting parents/guardians?

    ANSWER: Yes. This would be considered an allowable expense.

30. I see that section 4.0 on page 12 of the RFP recommends programming be held at least five days per week for three hours per day. A couple related questions:
    a. Can we instead elect to offer the same number of hours total, but in fewer days per week?
    b. Can the program be offered only during the summer and during vacations?
    c. Will our application be ranked higher if it follows the recommended schedule?
    d. Will our application be ranked higher if it offers students more hours than the recommended schedule?

    ANSWER: The five-day-a-week/three-hour-a-day schedule is a recommendation. The program should operate a minimum of 15 hours per week. The program must operate during the school year, with the option of offering summer, vacation, and/or weekend programming. Applications will not be ranked higher for exceeding the recommended schedule.

31. How can we indicate if our need is greater than $1.6 million? In what section of the application should we tell you what we would do with additional funding, and what additional children we would serve (with such funding)?

    ANSWER: The amount of funding requested should be based on the number of children a program is able to serve, multiplied by $1,600 per child. Initial awards are limited to $1.6 million. If there are additional funds remaining after all passing proposals are funded, additional awards will be made based on the amounts requested and the scores of the proposals.

    The proposed budget (pg. 28 of the RFP) should be submitted for the total amount that the school district would like to be awarded and the number of students the district would serve in the budget narrative. The $1,600/student cost is the same regardless of the amount requested.

32. RFP page 10, section 2.3, paragraph 7 that begins with "Initial awards…": The information indicates that leftover funding may be distributed based on amounts requested by the highest-scoring applicants. If we wanted to take advantage of this and receive up to 40 percent of the total funding available, where in the application would we indicate our desire to do this and how would we present a budget for this? Along the same lines, if we wanted to go for those additional funds, would the $1,600/student maximum still come into play?

    ANSWER: See answer to #31.

33. On page 27 of the RFP, question #2, it refers to Program Standards of Excellence and questions #15 refers to OCFS school-age standards. Where can we find those standards?

    ANSWER: The Program Standards of Excellence include standards of program staffing, general staff behavior, program activities, serving special populations, health and safety, environment (space and equipment), youth involvement, parent participation, school-community collaboration and program leadership and management. These standards have been posted to the OCFS website (http://ocfs.ny.gov/main/bcm/rfp.asp) and the Contract Reporter website (https://www.nyscr.ny.gov/agency/adsView.cfm?numID=2033836&page=Open%20Ad) as Appendix 2. School-age standards are located in 18 NYCRR 414 and can be reviewed at the following link: http://ocfs.ny.gov/main/childcare/regs/414-SACC.pdf

33. We understand there could be a delay between awarding of grants and the signing of a contract, which could prevent programming from starting in September. This could impact our ability to reach program objectives, outcomes and performance targets in year 1; could we still be penalized and awarded less funding in year 2?

    ANSWER: Factors such as what is pointed out in this question may be considered when determining awards for Year 2.

34. Is there a minimum attendance requirement for students to "count" toward having attended? Could our funding be cut if students attend less than that amount of time?

    ANSWER: There is no established minimum attendance requirement. However, this program is not intended to be a "drop-in" program. Awards are based on the number of students an applicant expects to serve.

35. Do the individual students need to be consistent throughout the contract period? If there is attrition, may those students be replaced by other students from the same population?

    ANSWER: It is recommended that students be consistent throughout the contract period. If there is attrition, students may be replaced.

36. I would like to confirm that only school districts are eligible to apply and non-profits and Institutions of Higher Education are ineligible.

    ANSWER: Correct.

37. RFP page 6, section 2.1, paragraph 1: will expansion projects be looked upon more favorably than newly developed programs?

    ANSWER: Proposals will be scored based on the factors referenced in Section 5.4.

38. RFP pages 10-11, section 2.3, last paragraph on page 10 into first paragraph on page 11: Are we understanding the text correctly in that 25 percent of project awards will be awarded to cover such expenses as start-up costs and all other funding will be given on a reimbursement basis only?

    ANSWER: That is correct. An advance payment of up to 25 percent may be available upon approval of the contract. All other payments will be made on a reimbursement basis.

39. RFP page 13, section 4.0, paragraph in middle of page beginning with "Finally, as a condition….": can you provide a link to the "approved quality indicators" that would be acceptable as valid and reliable measures of environmental quality; quality of staff-student interactions and student outcomes?

    ANSWER: The three indicator categories presented in the RFP are the only predefined categories for this program. It is the applicant's responsibility to identify and propose indicators to address these categories, as well as any additional indicator categories the applicant deems appropriate to their proposal. At minimum, awardees must propose and adopt indicators to

address the three categories indicated in the RFP. All indicators proposed in a funded applicant's narrative are subject to approval by OCFS.

One resource that may be consulted for assistance in indicator development is available at the following link: http://www.qualitystarsny.org/pdf/QUALITYstarsNY_School-age-Standards_DRAFT_2012.pdf

40. Question 12 of "Project Specific Questions, also referred to in Section 5.4 of the RFP as Work Plan Question No 1, indicates that the description should include "Activities & staffing patterns are representative of the community, culture & languages of those receiving services." [emphasis added] Question 13 of "Project Specific Questions, also referred to in Section 5.4 of the RFP as Work Plan Question No 2, asks us to "Describe how the staffing pattern of the ESAP is representative of the community, cultures, and languages of those who are targeted to receive services." [emphasis added] Given that there are tight character limitations on the answer to each question, is the repetition of culturally appropriate staffing patterns necessary or would one lose points for not providing that information as part of the answer to both questions?

ANSWER: Each question needs to be answered separately with the information requested.

41. The budget form indicates columns in which to enter "Private Match" and to calculate the percentage of the budget for this match. Is a match required?

ANSWER: A Local Match is not required.

42. Budget, travel: On page 22 Section 5.2/B/2 of the RFP you state that the Travel category should be used only for staff travel and that "Client travel should be shown under the "Other Expenses" category. If students will need to be bused to an outside activity, should those costs be included under Travel, Contractual/Consultant Services, or "Other Expenses"?

ANSWER: See answer to #19.

43. RFP page 13, section 4.0, last paragraph (just before section 5.0): If school districts are using grant funds to serve children over the age of 13, are they required to obtain a SACC registration? If so, how does a school go about doing that?

ANSWER: Programs operated by a school district are not required to obtain a SACC registration. However, they are required to comply with the SACC requirements even if the school is directly operating the program.

44. RFP page 13, section 4.0, last paragraph (just before section 5.0): How do after-school programs that will be operated by a not-for-profit go about obtaining a SACC registration? If a school district is operating the program but some of the students under the age of 13 will spend time engaged in activities at the location of a not-for-profit organization because of the facilities available at that location, does the not-for-profit need to obtain SAAC registration? If so, must they obtain this a) before grant submission, b) before program commencement if the grant is awarded, or c) on some other schedule?

ANSWER: Only programs operated by CBOs will need to be SACC-registered. Information is available at: http://ocfs.ny.gov/main/publications/Pub5177.pdf

Programs needing to obtain a SACC registration will need to obtain such registration before program commencement.

45. Budget Form: Page 26 Section 5.2/B/6 of the RFP reminds the applicant that the budget document must be converted to a PDF before it can be uploaded to the system, and that the document must be uploaded to the "Uploads Properties" section of the Gateway system. Are you aware that the document regarding Budget provided in the "Pre-Submission Uploads" section of the Gateway (the only place I found to download documents for our use) is a PDF form? It does not seem possible to enter text or dollar amounts into the fields in the document except as a Text block if one has the proper software – but this will not activate any totals that would seem to have been automatically calculated in whatever document this PDF was originally based upon. How would you like us to complete the budget documents? Is there an Excel version we can access and then convert to PDF for upload? I converted the PDF to an Excel document but in some cases (Personnel – title, roles, and responsibilities) I do not think that the cells/fields/ align the way you would wish to see them. Please advise. There is no section in the Gateway system called "Uploads Properties".

   ANSWER: We are aware that this is a PDF, however, it is a **"fillable PDF."** As a result, while a PDF file is normally locked, unless you add some special text boxes, our fillable PDF is one that accepts entries/figures without the addition of added text boxes. All entries/figures that are entered have formulas in the cells, and all math calculations will function properly. Please use the new "fillable PDF" budget form or the Excel version posted to the OCFS website at http://ocfs.ny.gov/main/bcm/rfp.asp and the Contract Reporter website at https://www.nyscr.ny.gov/agency/adsView.cfm?numID=2033836&page=Open%20Ad.

46. RFP page 17, section 5.1F, last bullet: the bullet asks for an organizational chart and that this document be updated in the Grants Gateway Document Vault. How would the applicant do this? What if there is no current organizational chart to be updated? You state that the Organizational Chart should be uploaded to the applicant's Document Vault. Since this chart would be specific to this project as opposed to all operations of the applicant, is that the appropriate place for it? Might we submit this document to the section entitled "Grantee Document Folder" on the Forms menu?

   ANSWER: If your school district has an active document vault, then follow the instructions in the RFP. If your school district does not have an active document vault, you can upload the document to the Grantee Document Folder.

47. Is the final PDF version of the budget to be uploaded under "Interactive PDF Budget Form" or under Question #16 in Project Specific Questions? There is no section in the Gateway system called "Uploads Properties". What narrative response is requested for Question #16 (also Section 5.4 Budget Question 1, page 28 in the RFP)? Do you want something in addition to the uploaded budget? If so, what information do you seek?

   ANSWER: Please refer to Question #21.

48. Project Specific Questions #17 and 18 – in the RFP, page 29, Section 5.4 "Bonus Points" Questions 1 and 2 - both reference the # of additional points an applicant would get based on the Need (Economically Disadvantaged and English Language Learner) as shown in Appendix

A. An applicant can determine how many of the 4 additional points they may earn by referencing the %-ages of needs in Appendix A or on page 29 and entering the corresponding number of points in the space provided for each of these questions. Is that what you are looking for in that space as a response? Both of those questions also have a button to allow one to choose a file for an upload; what is to be uploaded in those spaces?

ANSWER: Input the corresponding number of points from Appendix 1, not Appendix A. There is nothing else to be uploaded.

49. RFP page 18, section 5.2, paragraph on non-allowable costs, first bullet point: what would you consider to be "major" capital expenses?

ANSWER: As referenced in the RFP, examples of major capital expenditures include acquisition, construction, or renovation costs of facilities.

50. RFP page 21, section 5.2B1 Contractual/Consultant Services, first bullet on that page: If applicants are waiting to hear about the grant award before leasing space, it's likely there will be no lease or rental agreement to include; can they simply indicate this on the grant application in response to the question?

ANSWER: It is possible the applicant is already leasing the space proposed for the program. If that is the case, the lease agreement should be included. If not, they can indicate this on the grant application in response to the question.

51. RFP page 24, section 4d, second bullet: what would be the best way for an applicant to document three telephone bids on printing services since they would not be written, hard copy bids?

ANSWER: Provide documentation of date and time of call, name of agency, contact person, phone number, bid specifications required and pricing offered.

52. Despite your statement that the number of points allocated to each section is given in parentheses after each section, I do not see this after sections A-F on pages 14-17, but only after each of the Section 5.4 questions on pages 26-28. Is there any scoring of the Work Plan A-F questions and, if so, what values are placed on the responses?

ANSWER: The Work Plan will not be scored, but will become a part of any contract awarded as a result of this RFP. Only the Section 5.4 questions will be scored.

53. A few questions in regard to RFP page 24, section 4d, last bullet: (1) what will be the process for gaining prior approval from OCFS for printed materials? (2) How long will such approvals take? (3) We assume that since the RFP states that "materials printed using these funds must be pre-approved by OCFS," that materials printed and paid for by other funding streams do not need OCFS approval – is that correct?

ANSWER: Materials created for the purpose of promoting the after school program do not require prior OCFS approval. All other materials should be submitted to the OCFS program contact for prior approval per the contract. Approvals will not be unreasonably withheld or delayed. Printed materials referencing any other aspect of this program must have OCFS prior approval regardless of the funding source.

54. In the Grants Gateway system in the "Program Specific Questions," there is a section entitled "Letters of Support" and the instructions read "Please attach a copy of your organization's Letter of Support, in PDF format." There is no mention of letters of support in the RFP. Who should we be seeking letters of support from?

    ANSWER: The Pre-Submission Uploads section erroneously refers to this letter as a "letter of support." Section 5.4 of the RFP, Administrative Questions, requires the submission of a letter identifying the individual schools that will be served by the program and, if applicable, identifying the not-for-profit organization(s) the school district will be collaborating with. These letters should be uploaded in this section.

55. The RFP did not say an evaluator is needed. If the district wants an evaluation for the program is this an allowable cost?

    ANSWER: An evaluation would not be considered an allowable cost.

56. Are after school field trips an allowable cost?

    ANSWER: Yes.

57. Are professional development costs allowed?

    ANSWER: Yes.

58. Could you please clarify the relationship between the proposal questions in 5.1 and the work plan questions in 5.4? Which organizational structure—5.1 or 5.4--should the proposal follow? Which questions should the proposal address?

    ANSWER: Section 5.1 seeks to outline the content of the work plan with some Grants Gateway System instructions for accessing the work plan, which should be written to assist in answering the questions in Section 5.4 and will become part of any resulting contract awarded as a result of this RFP.   Section 5.4 seeks to provide guidance on what the proposal content should address and how the proposal content will be scored.

59. If the district currently has an afterschool program 5 days/week, can Empire State grant funds be used to support weekend or summer programming only for that same population?

    ANSWER: No, it is the intent of the ESAP that the program run during the school year with the option to extend programming into weekends and summer.

60. If the school district does not have an afterschool program in place, can Empire State grant funds be used to support weekend or summer programming only? Or, is a district required to put an afterschool program in place before extending to weekends or summers?

    ANSWER: See answer to #59 above.

61. Is there a specific attendance requirement or target number of students to be served?

    ANSWER: The Empire State After School Program funds are awarded based on $1,600 per student served. A school district will be reimbursed for the number of students it serves in the program. If a district is unable to serve the number of students indicated in its application, the program may be subject to budget reductions.

62. Section 2.2 of the RFP, p.7-9 (OCFS Statewide Considerations)—how much will these Statewide Considerations (i.e., Disconnected/High-Need Youth; Racial Equity and Cultural Competence; Disproportionate Minority Representation (DMR) in the Child Welfare and Juvenile Justice Systems) weigh into the scoring of the proposal?

    ANSWER: Scoring will be based on the responses to the questions in Section 5.4 as currently set up in the Grants Gateway.

63. How many awards are anticipated for both NYC and the Rest of State?

    ANSWER: The number of awards will vary depending on the amounts requested.

64. Is it required for the program with students to be 3 hours in duration? 10 years ago with the 21st Century After School Grant, we found that most parents picked their children up by 4:30 or 5pm (after a 3pm start). We also found that most of our behavioral issues occurred with the students that remained from 5-6.

    ANSWER: The recommended length of the program is three hours per day. It is not a requirement.

65. On pp. 12 under Program Requirements, it is "recommended that after-school programs operate a minimum of five-day-a-week/three-hour-a-day program directly after school ends. Is it acceptable to do one-hour before school and two hours after school program, five days a week to reach the three hours per day recommendation?

    ANSWER: This program is an after-school program. It would not be acceptable to use funds for before the school day starts. Please also see answer to #64.

66. Are charter schools in those eligible school districts eligible to apply on their own to the Empire State After-School Program grant, or is there a process that they can follow to seek to be added to the district applications? This is especially a pertinent question for New York City based districts, where presumably the central Department of Education would or would not be submitting an application for all eligible districts, of which there are 17. Charter schools operate as federal single-school school districts (LEAs), as nonprofit organizations as required by NYS law, and as public schools so further clarification as to eligibility would be appreciated.

    ANSWER: Charter schools are not eligible to submit a proposal for the ESAP. A school district may choose to include a charter school located in their district as part of their proposal.

67. Section 2.2 Paragraph 4 refers to organizations interested in applying for OCFS funding. Are not-for-profit organizations eligible to apply as the sole applicant?

ANSWER: Only school districts are eligible to apply for the Empire State After School Program. Not-for-profit organizations are **NOT** eligible to apply as the sole applicant. Eligible school districts must submit an application and may subcontract or collaborate with a not-for-profit.

68. Clarification for funding level-applicants can apply for up to $1.6 million (1000 students x $1600 per student), if there is more funding available, how would that be accessed/distributed?

    ANSWER: As described in Section 2.3, if funding were to remain available after all passing proposals were to receive their awards of up to $1.6 million, those additional funds would be awarded to those school districts who requested them. The amount of funding requested should be based on the number of children a program is able to serve, multiplied by $1,600 per child. Initial awards are limited to $1.6 million. If there are additional funds remaining after all passing proposals are funded, additional awards will be made based on the amounts requested and the scores of the proposals.

69. Is formal evaluation with an outside evaluator required?

    ANSWER: No.

70. Are letters of support required?

    ANSWER: See answer to #54.

71. What is meant by Activities and staffing patterns representative of the community, culture and languages of those receiving services?

    ANSWER: Based on the demographics of the community being served, the activities presented and the staff hired should reflect the values and needs of said community/participants (for example: An ESL-dominated school could be better served by a bi-lingual staffing pattern).

72. If preference is given to disconnected youth and Special Ed populations, does this mean that it is required to serve these populations?

    ANSWER: No. It is preferred/suggested, but not required.

73. Please provide clarification on Grants Gateway question #15 "How school district proposes to meet OCFS school-age standards for a quality school age program." Should responses address regulations from Part 414, School-Age Child Care?

    ANSWER: Yes. The School Age Child Care Regulations (Part 414) are to be adhered to in all relevant and applicable areas of program operation as it pertains to health and safety.

74. Comparing the RFP against the OCFS narrative template (for workplan) and the Grants Gateway boxes (4,000 character limits, please confirm that the response to question #12 on Grants Gateway (Program Development Plan and Activity Description), which requires a lot of information, is limited to 4,000 characters? Do we write responses to the 6 sections of the OCFS Grant RFP template for program plan/narrative (4,000-character limit per section), and then take pieces of these responses to answer questions #12 -15 on Grants Gateway?

ANSWER: All responses to questions are limited to 4,000 characters. Any responses in excess of this limit can be uploaded as a file to the Grantee Document Folder (Be sure to properly label the responses.)

75. The RFP states priority will be given to programs that run for 3 hours a day after school and the intent is for participation 5 days per week for 3 hours for the school year. Could we offer more weeks of program for fewer days and still be eligible for funds?

    ANSWER: See answer to #30.

76. If our programs target a subpopulation within a school that are "high needs" is that sufficient or will they be looking at overall demographics of a school?

    ANSWER: The high-needs population that a program seeks to serve is at the discretion of the program.

77. Will grant scoring prioritize serving any of the subpopulations listed (disconnected youth, disproportionality, poverty, ELL), or will programs that target any of those populations be given the same priority for funding?

    ANSWER: The high-needs population that a program seeks to serve is at the discretion of the program. Aside from that, priority points are awarded based on Appendix 1 and the information on pages 28-29 of the RFP.

78. Is there a minimum participation threshold for enrollment defined by a number of days or hours?

    ANSWER: No. However, we strongly encourage daily attendance for all participants. Participation cannot be mandated nor lack thereof be punitive. Attendance will determine the success and effectiveness of the program.

79. In subsequent grant years, can we change the program locations to accommodate changing district demographics and funding needs?

    ANSWER: Such a change is generally not encouraged, however, if the circumstances necessitate a change and OCFS was previously notified and approved the change, such a change may be possible. This will allow for a change in location in certain circumstances.

80. On Pre-Submission Documents, does the same Appendix 1 showing eligible school districts that came with the RFP get uploaded here?

    ANSWER: No upload is required.

81. On Program Specific Question numbers 17 and 18, what needs to be uploaded here? After we describe the EC DIS and ELL populations, do we upload Appendix 1 here?

    ANSWER: Please refer to the answers to questions #48 and #80.

82. As a school district, which documents in the document vault are required for submission?

ANSWER: The RFP instructs that the Organizational Chart be updated in the documents vault.

83. If a school district received funding for after-school program for SY16-17 but failed to secure any after-school program funding for SY17-18, will this school be considered **supplanting** (Sec. 2.3 Paragraph 2 of the RFP) if it receives funding under this RFP?

    ANSWER: No, this would not be considered supplanting.

84. Where should MWBE, Non-Collusive Bidding Forms, etc. be uploaded on Grants Gateway?

    ANSWER: The forms should be posted to the Grantee Document Folder.

85. Our previous experience is that to meet the M/WBE requirement we often have to go with a vendor who does not offer the lowest price. On the top of page 23 the RFP notes that we must give an explanation if we don't select the lowest bidder. Is saying we selected another bidder because they are an M/WBE legitimate?

    ANSWER: Executive Law Article 15A does not require that contractors increase costs to select an M/WBE subcontractor.

86. NYSED excluded the partner CBO from the MWBE requirement in the 2016 round of 21st Century Community Learning Centers funding, to enable districts to form true partners to best meet the needs of its students. Will OCFS consider a similar exclusion?

    ANSWER: NYSED allowed awardees to exclude partner salaries and benefits after awardees requesting to exclude these costs provided a breakdown of the costs and NYSED verified that they were acceptable. They were NOT permitted to deduct other partner costs (e.g., supplies and materials, travel, etc.). OCFS will allow districts to exclude non-profit partner salaries and benefits based upon OCFS review of the breakdown of the costs being requested to be excluded and an agency determination that the costs are acceptable for exclusion. However, salaries and benefits for vendors cannot be excluded. Rent and utilities for space used for the afterschool program, if conducted at other than the districts buildings, may also be excluded based on submission of information documenting the rent and utility costs, that they are for the site the afterschool program operates on and upon OCFS approval.

87. Is it acceptable within M/WBE goals to describe partnerships with nonprofit providers as reasonable and acceptable explanations for not meeting M/WBE goals within partial or full waiver request? If so, what documentation would be required to show good faith effort to meet goals?

    ANSWER: School districts may exclude non-profit partner(s) personal services costs and the rent and utilities costs associated with the space used for the afterschool program, if the program is not provided in the school district's buildings. Submission of a breakdown of personnel costs and information documenting the rent and utility costs and that they are for the site the afterschool program operates in. Exclusion will be subject to OCFS review and approval.
    Other partner costs will not be excluded. See the answer to question #90 below for information regarding the certification of good faith efforts and waiver submission requirements.

88. Because youth-serving nonprofits cannot certify as M/WBEs, can expenses to nonprofits within purchased services be deducted from M/WBE threshold calculations?

    ANSWER: See answer to #87 and #92.

89. We are planning to partner with a not-for-profit organization for some program activities. Are the salary and benefit costs of our partner agency exempt from the M/WBE requirement or is the entire contract with the partner agency considered to be a discretionary expense?

    ANSWER: See answer to #87 and #92.

90. Is 30% M/WBE Participation a requirement or is a partial waiver (with a complete explanation) allowable? If so, could OCFS offer acceptable scenarios under which a partial of full M/WBE waiver might be granted?

    ANSWER: Contractors must evaluate the scope of work to determine subcontractor opportunities and if New York State Certified M/WBE's are available to provide the identified goods and services, to include them in solicitations. If the Contractor, after making good faith efforts, is unable to comply with M/WBE goals, an OCFS-4442, M/WBE Request for Waiver Form may be submitted, under direction of OCFS, documenting any good faith efforts made to meet such goals. If the documentation included with the waiver request is complete, OCFS shall evaluate the request and issue a written notice of acceptance or denial within twenty (20) days of receipt. At this time, OCFS does not have any examples of approved M/WBE waivers.

    The Contractor must document "good faith efforts," pursuant to 5 NYCRR § 142.8, to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the contract as noted below.

    (a) The contractor must document its good faith efforts toward meeting certified minority and women-owned business enterprise utilization plans by providing, at a minimum:
    (1) copies of its solicitations of certified minority and women-owned business enterprises and any responses thereto;
    (2) If responses to the contractor's solicitations were received, but a certified minority or woman-owned business enterprise was not selected, the specific reasons that such enterprise was not selected;
    (3) copies of any advertisements for participation by certified minority and women-owned business enterprises timely published in appropriate general circulation, trade and minority or women-oriented publications, together with the listing(s) and date(s) of the publication of such advertisements;
    (4) copies of any solicitations of certified minority and/or women-owned business enterprises listed in the directory of certified businesses;
    (5) the dates of attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the state agency awarding the state contract, with certified minority and women-owned business enterprises which the state agency determined were capable of performing the state contract scope of work for the purpose of fulfilling the contract participation goals;
    (6) information describing the specific steps undertaken to reasonably structure the contract scope of work for the purpose of subcontracting with, or obtaining supplies from, certified minority and women-owned business enterprises.

(b) In addition to the information provided by the contractor in paragraph (a) above, the state agency may also consider the following to determine whether the contractor has demonstrated good faith efforts:

(1) Whether the contractor submitted an alternative utilization plan consistent with the subcontract or supplier opportunities in the contract

(2) The number of certified minority and women-owned business enterprises in the region listed in the directory of certified businesses that could, in the judgment of the state agency, perform work required by the state contract scope of work

(3) The actions taken by the contractor to contact and assess the ability of certified minority and women-owned business enterprises located outside of the region in which the state contract scope of work is to be performed to participate on the state contract

(4) Whether the contractor provided relevant plans, specifications or terms and conditions to certified minority and women-owned business enterprises sufficiently in advance to enable them to prepare an informed response to a contractor request for participation as a subcontractor or supplier

(5) The terms and conditions of any subcontract or provision of suppliers offered to certified minority or women-owned business enterprises and a comparison of such terms and conditions

91. We intend to submit an application in collaboration with well-established not-for-profit community based organizations. While school district staff will provide tutoring and academic enrichment for students, CBO staff will also provide direct service through a broad array of additional activities, such as youth development, visual and performing arts, service learning, drug and violence prevention, etc. In the RFP, personal services and fringe benefits are non-discretionary and are not subject to M/WBE requirements. Since staffing and fringe benefits are non-discretionary, can we subtract those expenses (salaries and fringe benefits) from our CBO partners' total contract amount for the purposes of calculating the M/WBE goal?

    ANSWER: See answers to #87 and #92.

92. If we decide to partner with a non-profit to provide after-school programming for our students, are they considered "contractual/consultant" (as listed in the chart on top of page 20), and thus must be included in our M/WBE calculation? Or would they exempt from that calculation?

    ANSWER: Yes, the non-profit partner is considered a "contractual/consultant". However, if a district is seeking to exclude personal service costs (salary and benefits) from the M/WBE calculation the full value of the non-profit's contract should be included on the "contractual/consultant" line of the main budget. This information will carry to the Discretionary Budget Summary B4. In the Budget narrative box below the summary, include the amount of the personal service costs that you believe should be omitted from the total discretionary NPS and provide the breakdown of personal service costs in this box as well. If excluding rent and utilities, please include in the B.8 Other Expenses of the Main Budget and likewise, below the Discretionary Budget Summary, in the narrative box B8., include the rent and utilities costs that you would like to exclude and provide the information documenting the rent and utility costs and that they are for the site of the afterschool program. Exclusions will be subject to OCFS review and approval.

93. Can school districts work with an intermediary organization to distribute funds and manage the afterschool programs?

ANSWER: Per The RFP (page 6—section 2.1) school districts are encouraged to collaborate w/non -profit/CBO's to operate the programs. Ultimately, the school districts will be responsible for managing funds.

94. Can Empire State After-School Program resources be used to support schools that previously received Round 6 21CCLC funding but were not awarded Round 7 grants?

   ANSWER: Yes, provided the applicant school district is eligible for this funding source.

95. How will quality indicators be defined and adopted? (page 13) Who will make that decision?

   ANSWER: At minimum, awardees must adopt the three indicated in the RFP, plus any quality indicator proposed in a funded applicant's narrative and subsequently approved by OCFS.

96. Can one consider semester participation for students? A child could be served for one quarter or particular period at a time.

   ANSWER: Yes, however we strongly encourage daily attendance for all participants. Participation is a measure/barometer for overall attendance success.

97. What is the minimum number of hours in participation?

   ANSWER: There is no minimum hours of participation. However, we strongly encourage daily attendance for all participants.

98. Is there a preference toward any grades, lower, higher vocation? Preference for specific proposal.

   ANSWER: No, there is no grade level preference. The operating entity needs to assess the need and the potential for best scenario for program attendance and positive outcomes/results.

99. Is STEAM allowed to be established in the Kindergarten age range?

   ANSWER: Yes, Science, Technology, Engineering, Arts and Math (STEAM) is allowed to be established in the Kindergarten age range.

100. Academic enrichment vs. Academic intervention - Is it necessary for the certified teacher component?

   ANSWER: While this RFP does not establish a mandatory certified teacher component, it should be noted that award of funds under this program would in no way exempt an applicant from the requirements of New York State Education Law or the Regulations of the New York State Commissioner of Education.

101. Can funding be used for professional development/concurrent enrollment?

   ANSWER: Yes funding can be used for professional development. It is unclear what is meant by concurrent enrollment.

102. Can we address the needs of students in cohorts with minimal graduation credits?

ANSWER: Yes.

103. What are the supervisory requirements for programs (i.e., who oversees staffing/children – responsibility)

ANSWER: Each program will require a Site Coordinator/Site Supervisor who could assume this role. It is the applicant's responsibility to outline their plan for supervision in section E of the narrative.