

Responses to Questions for RFP#2018-12 Empire State After-School Program

Q1	Is this program also for day care centers? Our children did not reach 4, and they are not in UPK (Universal Pre-K).
A1	No, applicants must be eligible school districts or not-for-profit community-based organizations meeting the requirements as outlined in the RFP. Children attending day care centers, as opposed to eligible schools, are not be part of the target population.
Q2	I am incorporated and my entity type is Domestic Not for Profit Corporation. Can I apply for this grant as my swim company or would have I have to partner with the community center that I am renting the pool for my after-school program?
A2	Not-for-Profit organizations are eligible to apply as an individual entity as long as they meet the Eligibility Criteria in Section 31. Minimum Qualifications as Amended on 5/23/2018.
Q3	Will there only be one award for all of NYC? Or will multiple awards to multiple agencies/districts in NYC be available?
A3	Eligible districts are included in Attachment A. There may be multiple awards made in NYC. In the aggregate, awards to serve eligible NYC districts may not exceed \$4 million.
Q4	We are a non-for-profit in Brooklyn working with districts 14 and 32. We were interested in applying for Empire State funding but I wanted to clarify: a) You need to apply for a whole school district? b) You are not allowed to apply for one school within the district?
A4	a) As a not-for-profit organization, you are eligible to submit an application for each school district you propose to serve. However, you are limited to no more than one award. b) A not-for-profit organization should work with the school district to determine which individual schools in the district will most benefit from the ESAP program. Based on the needs of the school district, an eligible applicant may propose to operate the program in one school or multiple schools within a district. This should be outlined in the Program Narrative/Work Plan.
Q5	If we are able to apply to serve specific school districts in NYC, would we have to submit one proposal for any NYC district proposed or a separate proposal for each NYC school district we propose to serve?
A5	See answer to Question #4.
Q6	The RFP says that ESAP programs may serve adolescents. How may ESAP programs serve adolescents in New York City public schools who have special needs or those who are high school aged, including those who are high school aged and attend schools for over-aged and under-credited youth? These schools are under separate jurisdiction from the eligible New York City School districts cited in the RFP.
A6	The school must be part of an eligible school district as referenced in Attachment 1 to participate in the program.
Q7	I understand that New York City is being recognized as a single district for the purpose of this competition. Please confirm that an application for New York City can include multiple eligible school districts within the city. In other words, please confirm that an application may include districts 8, 10 and 12, for example
A7	An Application may not include more than one district. “For the purpose of this RFP, separate applications must be submitted for each community school district or not-

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	for-profit community-based organization serving a community school district within New York City. However, New York City will be considered one school district for the purposes of the 40 percent RFP funding limit discussed in more detail in Sections 2.3 and 6.2.” (Section 2.1).
Q8	The RFP says that New York City will be considered one school district for the purposes of the solicitation, with \$4,000,000 or 40 percent of all RFP funding going to the city. It then says that initial awards per applicant will be limited to \$800,000. Does this mean that the New York City Department of Education, which encompasses all of the New York City school districts cited in the RFP, can apply for no more than \$800,000 annually for the New York City school districts cited collectively?
A8	No. “Initial awards may be up to \$800,000 per applicant annually. However, applicants may apply for up to 40 percent of the total RFP funding amount (\$4 million). If funding is available after awards to all applicants receiving a passing score, the available funds will be distributed based on the amount requested by the highest-scoring applicants. In this event, funds will be awarded by funding the applicant with the highest-scoring application, and continuing down the list of passing applications until all funds are awarded. No applicant shall receive more than 40 percent of the total ESAP RFP funding (\$4 million). New York City will be considered one school district for the purposes of the 40 percent RFP funding limit. Community school districts, or not-for-profit community-based organizations serving community school districts in all five boroughs of New York City are eligible, in total, for up to 40 percent of the RFP funding (\$4 million).” (Section 6.2).
Q9	The RFP says that one award per school district is the maximum number of awards a school district may receive. a). In the case of New York City, does that mean that each of the school districts cited in the RFP may receive an award? b). With six school districts comprising the Bronx portion of the New York City school system, does this mean the maximum number of awards for the Bronx is six?
A9	a) Yes. b) Yes.
Q10	Why is my school district not listed as an eligible school? Is there a process for clarifying or appealing the eligibility?
A10	There is no appeals process for eligibility. The eligibility criteria in the RFP were taken from the SFY 2018-19 Enacted Budget, which stated school districts were eligible if they are: “- located in school districts eligible to participate in the 2017 Empire State After-School Request for Proposals pursuant to chapter 53 of the laws of 2017, or - located in school districts with high rates of student homelessness (identified as school districts with at least 200 students experiencing homelessness or a school district with at least 10% of its student population experiencing homelessness as identified by the State Education Department), or - located in school districts in at-risk areas in Nassau county or Suffolk County identified by the Office of Children and Family Services, the Division of Criminal Justice Services, the Division of the State Police, County Executive, or local law enforcement, or located in high-need school districts in Nassau county or Suffolk county.” (Section 2.1).

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Q11	How do we know if we would be eligible to apply for this grant? In the past, only certain school districts in this area were able to apply.
A11	“A listing of all school districts eligible to apply for this RFP is included in Attachment 1.” (Section 2.1)
Q12	<p>I am working as a grant writer for a School in New York City, an 853 Special Act School and one of the oldest non-profit special education schools in New York City. I am confused by the following information:</p> <p>To be eligible to apply, a school district or not-for-profit community-based organization must meet one of the following requirements:</p> <ul style="list-style-type: none"> o are located in school districts eligible to participate in the 2017 Empire State After-School Request for Proposals pursuant to chapter 53 of the laws of 2017; <p>But I've only been able to find the following RFPs:</p> <p>RFP 2018-12 - Empire State After-School Program RFP 2017-18 CFS01 - Empire State After-School Program - AMENDED July 7, 2017</p> <p>Unfortunately, our school is not listed on either. Does this mean we're not eligible to apply?</p>
A12	Yes, the school must be part of an eligible school district as referenced in Attachment 1 of the 2018-12 Empire State After-School Program RFP to be eligible.
Q13	Does this program replace Advantage? We recently received a letter from OCFS extending our Advantage program through 6/30/2019, and the program described in this new RFP starts on 9/1/2019.
A13	No. The Empire program is a separate program from Advantage. This program is to start in 2018.
Q14	Are we required to use a SDVOB, as mentioned on page 6 of the RFP (section/paragraph 1.6D)? Or, are we just “strongly encouraged” to use such vendors, as mentioned on page 48 (section 7.11) of the RFP?
A14	Successful applicants are strongly encouraged to use Service-Disabled Veteran-Owned Businesses (SDVOB) “for at least six (6) percent of discretionary non-personnel service spending in the fulfillment of the requirements of their contracts with OCFS.” (Section 7.11).
Q15	We see that any funding must be used in districts’ highest need schools. For us to determine which schools are highest need, do we have to use only the criteria listed at the bottom of page 22, paragraph C (including homelessness, displaced students, disconnected youth and youth with special needs)? Or, can we also look at other criteria? Or, since our district is eligible because our schools have high rates in those categories, can we select which school to serve based entirely on other criteria?
A15	When submitting an application, an applicant will be scored based on how they answer the questions in Section 5.4. One of the questions refers to “clearly and comprehensively describe how the program will serve the target population(s)”. How an applicant identifies the criteria used to identify the target population is at their discretion.
Q16	Do you expect to see progress on meeting the performance targets within one year? Or is progress during the four years enough? Page 19 of the RFP (fifth paragraph under section 4.1) refers to “by the end of the contract period” – what does that mean?

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A16	Performance targets should be designed to measure and be reported on each quarter of the respective contract period (For example: the first contract year period is 9/1/18 - 8/31/19. The first quarter of this contract period is 9/1/18 - 11/30/18). For more information refer to page 13 (Program and Fiscal Reporting Requirements) of the Master Contract for Grants. Link provided in Section 8.0 of the RFP.
Q17	On page 14 of the RFP (final bullet under section 3.1) it mentions submitting minutes and attendance records from the last three board meetings. Can you confirm this is required for school districts that apply? And, do we need to submit it with our application?
A17	Yes, requirements Required documents must be uploaded as an attachment in the “ Program Specific Questions ” section of the Grants Gateway System as part of your response to applicable questions. (See section 5.4 Administrative).
Q18	On page 22 of the RFP (last complete sentence in paragraph C before the bullet points) it mentions meeting all the objectives of the ESAP program. a). Are those the three “required program outcomes and performance targets” on page 19 and the “three required performance targets” at the bottom of page 19, continuing to the top of page 20? b). Are there any other objectives we also need to address in the narrative?
A18	a) Yes, the objectives outlined in Section 4.1 are what need to be addressed. b) No there are no other objectives that need to be addressed in the narrative.
Q19	Looking at the bid and quote requirements on page 28 (under section 4, second bullet), if we use a vendor that has the NYS bid for that item/service, do we still need to get three quotes or three written bids?
A19	Yes, “Obtain three written bids for any single item costing over \$2,500. Obtain three written or verbal quotes for any single item costing \$2,500 or less. If a bidder other than the low bidder is selected, a statement must be submitted explaining why that vendor was selected.” If utilizing NYS-negotiated contract pricing from a vendor on an active Office of General Services (OGS) contract, three quotes or three written bids are not required. (Section 5.2 paragraph 4)
Q20	a) Looking at the bid and quote requirements on page 28 (section 4, second bullet), are we correct in understanding that if we want to buy small supply items – such as \$50 for pencils and notepads – that we need to get written or verbal quotes for those items? b). If we’re using a NYS bid for those items, are those quotes still necessary?
A20	a) Yes, see answer to question 19. b) See answer to question 19.
Q21	a) How do you want us to differentiate between administrative and program items in the budget? I.e., what do you include under each category? b). For example, how about a teacher who teaches the after-school programming, but who also does administrative tasks like taking attendance – would that person be included under administrative or program costs?
A21	a) Administrative work does not include contact with direct services. Attendance is a programmatic task. Completion of programmatic paperwork is NOT considered administrative for after school budget development. Section 5.2 provides specific information for each budget category. a) If a position has both administrative and programmatic responsibilities, show the position on two lines, one for programmatic responsibilities with associated percentage of time and one for administrative responsibilities with associated percentage of time. Identify administrative positions in the “Personal Narrative.” The percentage of time for the position cannot exceed 100 percent.

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Q22	If we want to include student busing (like to field trips) in the budget, which category should we include those expenses in?
A22	Those items would be listed in the “Other” category. “Other Expenses” are costs that do not fall under the previous budget categories. Examples are occupancy costs for owned buildings, utilities, operation expenses, printing services, allowable administrative overhead, and other miscellaneous expenses.” (Section 5.2).
Q23	It appears that non-profit organizations can only receive one award under this competition. However, in NYC, it is common for large CBOs to work in multiple districts. Can a non-profit organization win multiple awards in different community school districts in NYC?
A23	No. “An awardee that is a not-for-profit community-based organization will be limited to no more than one award.” (Section 2.3).
Q24	On the <u>TEMPLATE for PROGRAM PLAN/NARRATIVE</u> , it reads that there is a " 4,000-character limit for each section". Whereas each section has multiple questions, this is inconsistent with what is in Grants gateway and page 33 of the RFP, both of which acknowledges that the field for each of the questions within each section has a 4,000-character limit. Please confirm that the 4,000-character limit applies to the questions and not the sections.
A24	The 4,000-character limit applies to the field in Grants Gateway for each <u>question</u>. If you need more than 4,000 characters, an upload is acceptable.
Q25a	Is it possible for a nonprofit to apply for a grant – serving 50 kids or so per year – within a school district that has a current grant. The services to be provided would be independent of the LEA’s initiative. If so, would it be competitive given the general desire to serving larger number of students with each grant.
A25a	Request for clarification sent to applicant: 1. By saying “a school district that has a current grant,” do you mean a current Empire State After School Grant? 2. In your reference to “The services would be independent of the LEA’s initiative,” do you mean the services would be independent of the school district (Local Educational Authority) that has a current grant? 3. What do you mean by “would it be competitive?”
Q25b	Applicant’s clarification of question: 1. Yes, a current Empire State after school grant to a local school district, in this case Yonkers 2. Services would be after school with students from Yonkers Public Schools, and in coordination with YPS, but led by nonprofit staff and not part of the city’s current grant. 3. Competitive in that the expectation is to serve more than 50 kids.
A25b	A not-for-profit organization is eligible to apply for this grant even in a school district that already has an Empire grant, provided they are able to meet the requirements set forth in the RFP. There is no minimum amount that organizations must apply for, so submitting a proposal to serve 50 children would be allowable.
Q26	This RFP defines a not-for-profit as being “incorporated”. Cornell Cooperative Extension associations throughout NYS are tax exempt under section 501(c)(3), but are unincorporated as a matter of law. Are we still eligible to apply for this grant?
A26	Yes, Section 3.1 – Minimum Qualifications of the RFP was amended on May 23, 2018 to remove the word “incorporated” from this eligibility requirement.
Q27	Are libraries eligible for this funding cycle?
A27	See A2 above.

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Q28	I know there is a minimum of three hours a day, five days a week minimum, but can you please clarify the preferred or required number of weeks or months each year the Empire after-school program must operate? I could not find if there are a minimum or a maximum number of weeks that must be met for this grant. Can you please describe?
A28	“The Empire after-school program must operate during the school year.” “The after-school program(s) must be in operation a minimum of three hours a day beginning directly after the school day ends. Programs must operate a minimum of fifteen hours per week. The(se) program(s) will enroll a group of children or youth who will attend the program daily, after school, during the school year. The Program(s) may include extended hours into the evening, particularly when serving older adolescents, and on weekdays during the regular school year when classes are not in session. Program(s) may be extended but not supplanted to include either full-day or part-day programs on the weekends or during the summer. Programs beginning prior to the beginning of the school day are not eligible for funding. “(Section 4.1 of the RFP)
Q29	a) Is a charter school located within an eligible school district eligible to submit a proposal for the ESAP? b). 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?
A29	a) No. b). No. (Section 3.1 of the RFP). 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.
Q30	As a public charter school in NYC Geographic District #1, are we eligible to apply?
A30	Eligibility is based on school districts, not NYC Geographic Districts. Individual schools are not eligible to apply on their own. Charter schools are not eligible to submit a proposal for the ESAP.
Q31	In section 2.3 it states “If funding is available after awards to all applicants receiving a passing score, the available funds will be distributed based on the amount requested by the highest-scoring applicants. In this event, funds will be awarded by funding the applicant with the highest scoring application and continuing down the list of passing applications until all funds are awarded.” We don’t understand what this means. We may only request \$1,600 per youth served. So, if we serve 100, then we receive \$160,000. If we were to be one of the top scoring applicants we would receive the \$160,000. How can we get more than what is authorized per youth? We know from past experience that this amount per youth is challenging to work with, so if we were to receive less than this per youth, our budgets, staff to youth ratio might be difficult to meet.
A31	If an applicant seeks to serve 2,500 students, then the applicant may apply for up to \$4 million. However, initial awards are limited to \$800,000. The language referenced in the question applies only if there are additional funds available after making awards to all eligible applicants who received a passing score. In no circumstances will an award to a district be more than \$1,600 per student proposed to be served.
Q32	The RFP indicates that contracts will run for four years, namely September 1, 2018 through August 31, 2022. Will there be any renewal options at the end of the four-year period?
A32	Renewal options at the end of the four-year period are not anticipated at this time.
Q33	The RFP identifies three ESAP objectives. They relate to: (1) the provision of opportunities for academic enrichment; (2) the offering of a broad array of additional services or activities; and (3) offering the families of enrolled students opportunities for active and meaningful

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	engagement. Are there specific statistical targets that are to be met with regards to these objectives?
A33	There are no specific statistical targets. The applicant-proposed specifics of each objective need to be achievable and measurable.
Q34	a). Can a non-profit organization sub-contract with a school district to provide services that align with at least one of the ESAP objectives? b). What is the maximum percentage of funding a sub-contracting entity may receive from an entity that receives an OCFS contract?
A34	a) Yes, a not-for-profit organization may sub-contract with a school district. b) There is no specific cap on the maximum percentage of funding that may be subcontracted.
Q35	If a non-profit opts to sub-contract with a school district, can that nonprofit also submit a funding request of its own? (Some non-profits may find it in their best interests to do both.)
A35	Yes.
Q36	The RFP identifies three required performance targets, (1) Child Performance; (2) Child Involvement; and (3) Parent/Guardian Involvement. Does OCFS have statistical measures that must be met for these targets?
A36	No. The performance measures are established by the bidder based on the needs of the school, participant and provider.
Q37	a) Regarding the work plan, if the responding institution is a community-based organization (CBO), what is it describing in the Organization section? b). Does the CBO describe its overall history, its history of work with a given school district, the demographics a given school district, or the demographics of the school within a given district when the CBO proposes to provide services?
A37	a). "Describe the history of the school and, if applicable, the not-for-profit community-based organization within the community and provide evidence that it has the capacity to serve the target population(s). Describe how the management of the school district and, if applicable, the not-for-profit community-based organization, supports the proposal for this ESAP and the Program Standards of Excellence (see Attachment 2). Also include data on the community's racial and ethnic composition, as well as the homeless/displaced student population. Describe how the staffing pattern of the ESAP is representative of the community, cultures, and languages of those who are targeted to receive services. Discuss how the applicant's staffing pattern is representative of the community it plans to serve." Section 5.4 b). Yes, and any other history of service relevant details that will assist in the scoring of the proposal.
Q38	Regarding the overall application, is there a checklist available?
A38	No.
Q39	What is intended by the statements in Section 4.1 that: "Programs may be extended but not supplanted to include either full-day or part day programs on the weekends or during the summer" and that programs "may include extended hours into the evening . . . and on weekdays . . . when classes are not in session?" a). Must weekend or summer hours be <u>in addition</u> to the required 15 hours during the school week? b). If the programs must be in operation a "minimum of three hours a day directly after the school day ends," does this mean they must operate Monday through Friday? c). May a program operate from "directly after school" into the evening but (for example) only 3 days a week if the total is 15 hours for the week?

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A39	a) Yes. b) Programs must operate a minimum of three hours per day, directly after the school day ends, and a minimum of 15 hours per week. c) Yes.
Q40	Are there a minimum number of weeks that the program must operate each year?
A40	The program must operate in conjunction with the school year.
Q41	If the primary site is a school, may some of the regularly-scheduled activities be held at off-site locations?
A41	Yes.
Q42	a) What is the definition for the RFP of "disconnected youth?" b). If the definition begins with ages 14 or 16, are programs focusing on younger children penalized for not serving "disconnected youth?"
A42	a) Disconnected/high need youth, who are: youth aging out of foster care; youth in or re-entering the community from the juvenile justice system; and children of incarcerated parents. b) Question Not Applicable
Q43	Since non-profit organizations are not MWBE-eligible, may personnel expenses of contracted non-profits be exempted from the MWBE 30% goal calculation, as there are non-profits that offer services that are not provided by for-profit MWBE companies?
A43	Personnel allocations are not considered discretionary funds, therefore not eligible. MWBE participation for not-for-profit organizations is limited to the discretionary non-personal service (NPS) purchases. (Section 5.2)
Q44	Is the "target population" exclusively homeless and displaced students, disconnected youth, and youth with special needs?
A44	No, this is a portion of the target population, however, it is not exclusively the population that proposals should seek to serve. The programs are also able to serve other children in addition to the target population.
Q45	a) Are field trips an allowable expense under travel? b). As such, are field trips non-discretionary expenses?
A45	a) No, field trips are not an allowable expense under travel. Field trips are allowable under "Other" category and are considered discretionary expenses. The Travel category is reserved for "staff" travel. b). Field trips are an allowable expense under the "Other" category, and are discretionary expenses.
Q46	Are there any mandatory conferences grantees must attend?
A46	No.
Q47	We receive partial funding for some of our students from Albany Co DSS. Are we allowed to include those students in the total enrollment figure for the calculation of the grant request?
A47	Yes, as long as the requested funds are supplementing and not supplanting current local expenditures of federal, state or local funds on after-school programs and the number of students served in such programs from such sources. (Section 2.3).
Q48	The Grants Gateway indicates governmental entities are eligible. However, the RFP listing does not include the governmental entity. Is local government able to apply for funding through this grant?
A48	No. See A2 above.
Q49	In Attachment 1 of the RFP, the NYC LEA is divided into 32 geographic districts. a). Can DOE centrally apply for schools in multiple districts (assuming they comply with everything else in the RFP)? And, b). if that grant is awarded, would other proposals with schools in the same districts be ineligible because DOE's award would be considered the one award allowed per district?

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A49	a) Applicants apply to serve eligible school districts, not individual schools. For the purpose of this RFP, separate applications must be submitted for each community school district or not-for-profit community-based organization serving a community school district within New York City. (Section 2.1). b). “Awards made in response to this RFP will be limited to one per eligible school district.” (Section 2.3)
Q50	We are a non-profit organization but our day-care license is for-profit; are we eligible?
A50	Yes, if you meet all of the other minimum qualifications. (Section 3.1)
Q51	Are we allowed to charge a fee for this program?
A51	No.
Q52	What are the criteria for counting participants for \$1600 per student reimbursement? Do participants need to meet certain minimum attendance criteria (number of hours/days per year)?
A52	The criteria for counting participants is based on enrollment. The expectation is that children who are enrolled attend the program daily, after school, during the school year.
Q53	The amount per student is too low for a special needs population as they often need a 1:3 ratio not a 1:15 ratio. Are there any enhancements under this grant for higher per student rate based on the classification of the school (special needs school) and the students (OPWDD qualified)?
A53	No.
Q54	The listing of eligible school districts included in Attachment #1 does not include District 75, which as you know, is its own school district. Can the RFP be amended to include District 75 as an eligible school district?
A54	No. See response to A10.
Q55	We are exempt from registration with the Charities Bureau. We have a number to provide and this status is current, but I wanted to make sure this is also acceptable in terms of our eligibility?
A55	This is acceptable proof that your Charities Registration is current, but does not determine your eligibility for award from this RFP. Please see Section 3.1 – Minimum Qualifications.
Q56	The proposal offers an example: if an applicant proposed to serve 100 children, it would receive a grant award of \$160,000 (\$1,600 x 100 children served). In this example, is the applicant providing after-school programming to 100 children every day? Or is it 100 children enrolled served in a year?
A56	The expectation is that children who are enrolled attend the program daily, after school, during the school year.
Q57	Awards made in response to this RFP will be limited to one per eligible school district. An awardee that is a not-for-profit community-based organization must operate the program within the eligible school district for which it received the award. An awardee that is a not-for-profit community-based organization will be limited to no more than one award. If a school district received this grant last year in partnership with other not-for-profit organizations, can another community program in the same school district apply for it this time around?
A57	Yes, if the minimum qualifications in section 3.1 are met.

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Q58	We are a community-based nonprofit organization located in Suffolk County. We are planning to partner with a school district. The program will take place on-site at one of the district's middle schools. Our nonprofit will be the applicant. Will we (the nonprofit) be required to obtain a School-Age Child Care registration?
A58	Yes, if the applicant is a not-for-profit organization serving children under the age of 13, a School Age Child Care (SACC) Registration is required or will be obtained prior to contract execution. (Section 3.0)
Q59	We are located in a smaller urban area where the enrolled population does not afford the same economies of scale that can be found in larger cities. We have found that our true cost of operations exceeds \$1600 per child. Per section 2.3 <u>Purpose and Funding Availability</u> , an applicant's ESAP grant shall equal the product of 1) the approved number of children served in such programs; and \$1,600. Does that preclude us from using other grant dollars in conjunction with ESAP to fully fund our free afterschool program?
A59	No, other funding sources may be used by the applicant to enhance the program. "Funds awarded from this RFP must be used to supplement, and not supplant, current local expenditures of federal, state or local funds on after-school programs and the number of students served in such programs from such sources."(Section 2.3)
Q60	Our district is on the Empire State After School \$10M RFP - List of Eligible Schools <u>AND</u> we are also denoted as eligible for the \$2M set aside for high need/at-risk districts in Nassau and Suffolk Counties. a). If we are eligible for the \$2M set-aside, does that increase the \$800K/year award we can apply for? b). If yes, do we need to submit (2) separate proposals? c). If no, does this mean we are still capped at \$800K/year in our application and some of that will come out of the \$2M set-aside?
A60	a) Applicants may apply for up to 40 percent (\$4 million) of the total RFP funding amount. If funding is available after awards to all applicants receiving a passing score, the available funds will be distributed based on the amount requested by the highest-scoring applicants. Initial awards shall not exceed \$800,000 per applicant annually. b). Not Applicable c). No, Applicants may apply for up to 40 percent (\$4 million) of the total RFP funding amount. If funding is available after awards to all applicants receiving a passing score, the available funds will be distributed based on the amount requested by the highest-scoring applicants. (Section 2.3)
Q61	For districts eligible for the \$2M set aside, is there a mandatory percentage of the grant award and/or project design that must be delineated for partnerships with State and local law enforcement in gang prevention and education initiatives?
A61	No.
Q62	Are the Charter Schools in the city of Buffalo, NY included in the "Buffalo City School District" eligibility since they are also considered Buffalo Public Schools in some classifications?
A62	No, 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 or not- for-profit can choose to include a charter school as part of
Q63	What are the age requirements for eligible children in this program? Are high school students included?

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A63	The program is open to Grades K-12.
Q64	If our program does not serve many homeless students, what other factors/characteristics would make our program competitive for funding?
A64	It is expected that, if a program is serving a school district with a homeless population of at least 250 students, the program would seek to serve those students. If the school district is eligible for this grant under another criterion, then it would be expected that the program target other high-need and at-risk students.
Q65	Is a site that is not currently funded by a government grant eligible for this funding opportunity?
A65	There is no requirement of current government funding for eligibility to apply for this grant.
Q66	Do the allowable number of characters for each section include spaces (as shown by Word "Tools")?
A66	Text fields in the NYS Grants Gateway consider a space to be a character.
Q67	a) Are the 4000 character per section limits mandatory or optional? b) If a section goes over, will the rest of the section be read or will readers stop at 4000 characters?
A67	a) Optional. b) The system will not show the reader the characters exceeding 4000. See A24 above.
Q68	Does the submission format allow charts and tables to appear in their normal Word format?
A68	No. Charts and tables may not be entered into NYS Grants Gateway text fields. However, the optional upload slot may be used to upload charts, tables, or graphics in PDF format. Please label the document and reference your upload in your text response.
Q69	a) Is evaluation considered an allowable cost? b) If an evaluator is not an allowable cost, what costs are allowable for measuring, analyzing, and reporting whether objectives have been met?
A69	a) No, evaluation is not an allowable cost. b) Allowable costs would include those costs incurred for measuring program performance outcomes that are required by the RFP. Costs for evaluation that are over and above what is required in the RFP are not allowable.
Q70	Can providers charge a supplementary fee to parents for specialty skills training such as ballet or musical instruments training?
A70	No.
Q71	Can providers charge a supplementary fee to parents to cover the costs of field trips to museums, colleges, farms or industrial sites to enhance participant awareness and knowledge?
A71	No.
Q72	Can providers charge a supplementary fee to parents for the costs of STEM paraphernalia and equipment needed to enhance student learning of scientific principles?
A72	No.
Q73	Can providers charge a supplementary fee to cover the overall costs of running this Empire State After School Program? \$1,600 per year is equivalent to a price and value of \$8.88 per day (for 3 hours) in a 180-day school year for one student participant. A babysitter would charge more than \$8.88 per hour to watch and feed the child (The average hourly babysitting rate for one child in New York is \$15.34, according to a survey of 7,500 families conducted by UrbanSitter).

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	The weekly fee offered under this RFP is \$44.44 per week. This funding level is not reasonable; even in the most disadvantaged areas of New York City, parents pay \$75.00 per week for afterschool childcare (\$15.00 per day) or \$2,700 for a 180-day school calendar year.
A73	No.
Q74	Would it be possible to amend the RFP to permit providers to charge the parents an out-of-pocket fee of up to but no more than \$35.00 per week (\$7.00 per day) to supplement the costs of the Empire State afterschool Program?
A74	No.
Q75	May we have access to the research and analysis conducted by New York State employees which supports the consensus that \$1,600 is adequate to initiate and operate the stellar afterschool program that they envision and in fact require (Freedom of Information Act)?
A75	To maximize the impact of the funding available and serve the most children, \$1,600 per student was the amount specified in the NYS Budget appropriation language for this grant. The link can be found here: www.assembly.ny.gov/leg/?default_fld=&leg_video=&bn=S07504&term=&Summary=Y&Actions=Y&Text=Y
Q76	We requested a waiver for MWBE in January 2018 when we applied for another NYS Grants Gateway RFP and was prequalified. Do we need to request a separate waiver for this RFP#2018-12?
A76	Yes.
Q77	If a child is enrolled for only a few months, then moves, how does that reflect reimbursement?
A77	It does not impact reimbursement. See A52 above. Should space become available, the program should enroll another child to fill the vacant slot.
Q78	Could we have more than one location in the school district we are serving to accommodate more students?
A78	Yes.
Q79	Are we prohibited from charging a fee for this after-school program?
A79	Yes.
Q80	Under Section 4.0 Program Requirements, Subsection 4.1 Desired Outcomes and Program Requirements, paragraph 6: The three required performance targets are: Then there are 3 numerically numbered sentences (1-3) each of which uses the phrase "measurable terms" yet this is not defined, nor is it mentioned in the glossary at the end of the RFP. Please provide in clear language what exactly would be considered acceptable "measurable terms." This is also pertinent consider #3 would be in regard to parent involvement and satisfaction.
A80	Measurable terms are those that are easily identifiable statistically AND/OR quantitatively.
Q81	Under Section 5.0 Proposal Content and Submission, Subsection 4.2 Technical Proposal Content/Work Plan, paragraph C. Responsiveness to Target Population: This paragraph C discusses highest need schools (which our org is planning to work with here in the Bronx), however, the only criteria I am aware of that is easily accessible is what is

Responses to Questions for RFP#2018-12 Empire State After-School Program

	<p>available on the DOE's website for NYC public schools. Using what is posted there, we are targeting lowest performing schools with the lowest percentage of graduation rates.</p> <p>However, Paragraph C is requesting data regarding homelessness, displaced students, disconnected youth (w/no explanation as to who that would be) and youth with special needs. Then a statement is made that the applicant (us) should explain "measures used to determine those schools."</p> <p>What would be acceptable as to determine this criterion. The lowest performing schools should already meet such requirements as perhaps this is a big reason as to why they are low performing. But the details requested require investigation that is perhaps beyond our capabilities as to how or where to obtain it. Please clarify.</p>
<p>A81</p>	<p>See A 41 above. Disconnected youth includes youth of incarcerated parents, youth re-entering the community from out-of-home placement. To identify these students, an applicant should be working with the eligible school district.</p>
<p>Q82</p>	<p>Under Section 5.0 Proposal Content and Submission, Subsection 4.2 Technical Proposal Content/Work Plan, paragraph D. Meeting OCFS Requirements, subparagraph 3 states:</p> <p>"Proposals shall describe how the program will meet the OCFS school-age standards for a quality school-age program."</p> <p>I am completely unfamiliar with, and have no idea how to ascertain what these standards are and consequently, how to suggest that our proposed program might meet such requirements. Please clarify.</p>
<p>A82</p>	<p>Section 4.1 of the RFP includes a link to the School-age child care regulations. An applicant is expected to be familiar with these regulations to have a viable proposal.</p>
<p>Q83</p>	<p>In Section 5.2 Proposed Budget, under the Subsection Non-Personal Services (NPS), a table delineates NPS Category and MWBE Goal (2 columns), with Discretionary Expenses describing particular categories under the MWBE Goal column.</p> <p>It is my understanding that as a nonprofit, we are exempt from the MWBE goal but there is no mention of this in the RFP. Our organization's Board of Directors is comprised of 2 women and a Haitian-American man, so if anything, we are as minority-managed as one can be. We do not expect to have much in the way of Discretionary Expenditures, however, being a nonprofit, we would want to simply find the best possible price that suits our requirements. Please clarify our requirements as a nonprofit.</p>
<p>A83</p>	<p>Not-for-profits are not exempt from MWBE requirements. The MWBE is a mandatory requirement for ALL NY State contracts. See A 43 above.</p>
<p>Q84</p>	<p>In Section 5.4 Proposal Content, there is a 3-column table with Questions and options for Yes/No Answers. The Q "v" has an asterisk indicating it is a qualifying/disqualifying question. However, the question is regarding children younger than 13 years of age participating in this program and there is no option for children 13 or older - which our program is designed for. Is this entire RFP only for children younger than 13? Because this question will immediately disqualify our organization as the question is worded at the present time. That is, there is no "Not Applicable" option. Please clarify and also please note there is nowhere else in this RFP that mentions this age requirement for the programs so again, this is very unclear.</p>

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A84	The question reads “If the applicant is a not-for-profit organization serving children under the age of 13, a School Age Child Care (SACC) Registration is uploaded or will be obtained prior to contract execution.” If this statement does not apply to your organization then you would check the yes box as you are agreeing that if your program does accept children under the age of 13, you will comply. (Section 5.4)
Q85	As we are a new organization and this will be our first time participating with an After-School Program, we are only able to estimate the number of students. Is this acceptable to provide an estimate until school begins in the fall and enrollment is complete?
A85	Yes, however, awards will be based on the number of children an applicant applies to serve. This projection should be based on information obtained from the school district or other sources to make it as accurate an estimate as possible.
Q86	We are a new organization with some staff that has been doing this work for the past 15 years on Long Island. We are incorporated but we have NOT yet obtained a 501(c)(3). There is an organization that is willing to act as our fiscal sponsor. Can we be funded by the Empire State After School Program through a fiscal sponsor?
A86	No. The entity must be a not-for-profit or one of the eligible school districts. See eligibility criteria section 3.0.
Q87	Regarding the MOU...are faxed signed signature pages ok? Must the signature be in blue ink?
A87	A duly executed copy is sufficient. It must be uploaded into GGS.
Q88	Regarding the non-collusive bidding form...is that to be completed by each vendor selected, all by all vendors who submitted a bid?
A88	The Non-Collusive Bidding Certification Form (OCFS-2634) is a required upload and must be included with an applicant’s online proposal submission.
Q89	Regarding the Staffing Plan...please let me know what the OCFS Program Area is.
A89	Enter “Empire State After-School Program” in that field.
Q90	In Grants Gateway, under <u>PROJECT/SITE ADDRESSES</u> , fields allow for the entry of only one school address. If you are serving multiple school sites, please advise how are we to include the others? Or will the agency address (that is outside of the school district served) suffice as the project address?
A90	Enter your primary Project/Site Address that is located within the school district being served.
Q91	Can Charter Schools be served under this RFP, or only public schools?
A91	No, see A62 above.
Q92	Can the Empire hours push into the school day?
A92	No.
Q93	Is there a target number of schools to be reached per district in NYC and/or what is the minimum # of schools a CBO should propose to serve if they are applying to a district?
A93	There is no target number of schools to be reached per district. There is no minimum number of schools for which a CBO must propose to serve. It is expected that a program will seek to serve as much of the high-need population as feasible.
Q94	Is there a signing day scheduled for CBOs to sign to serve their district?
A94	No. This is not part of the schedule.
Q95	Can both the school district and a CBO apply for the same district? Or can only one proposal be submitted per district?

Responses to Questions for RFP#2018-12 Empire State After-School Program

A95	Yes, however, Awards made in response to this RFP will be limited to one per eligible school district. (Section 2.3)
Q96	Can a New York City organization submit one application that includes two (or more) schools located in different eligible school districts (ie, one application that includes three schools, two in district 15 and in district 19) or would we need to submit multiple applications, one for each district a school is located in? And if a CBO <u>can</u> submit one application for numerous schools across multiple districts, how will this relate to the fact that the RFP says “awards made in response to this RFP will be limited to one per eligible school district (page 12).” Would the proposal count as the one award per district, or no as the award would not be solely allocated to one district but instead spread across numerous districts?
A96	There is a limit of one award per school district and a limit of one award per not-for-profit applicant. There is no limit on the number of applications that may be submitted. Applications submitted for a particular school district need to include the potential school sites for that district only. (Section 2.3)
Q97	To confirm, an applicant can propose an after-school program that is located in one school but serves youth who attend numerous schools in a community that is located in an eligible district?
A97	Yes, if all students are attending school in the eligible district.
Q98	On page 30 of the RFP, under section 5.2 (Proposed Budget), it states “Food and refreshments are not allowable expenses for staff.” To confirm, we can have food as a line in our proposed budget (ie it is an allowable expense) as long as it will be used by youth and their families during special events, for example; we just cannot charge food to the budget if it will be used by staff. Is this correct, or is food not an allowable expense no matter its use?
A98	Yes, food is an allowable expense for the children enrolled in the program attending special events.
Q99	On page 28 of the RFP, under Supplies (#4), it says “Obtain three written or verbal quotes for any single item costing \$2,500 or less.” Is the implication that if we charge any supplies to this budget - paper, printer ink, or pencils, for example – for each item we need to secure three written or verbal quotes? And if yes, do these quotes need to be provided with the proposal or once a CBO is awarded a contract? Either way, requiring quotes will necessitate significant staff time and resources from the applicant, which seems unnecessary for items of such limited value. We respectfully request OCFS reconsider this policy to only require quotes for any single item costing over \$2,500, which is also mandated by the RFP on page 28.
A99	See answer to question 19.
Q100	Who are considered to be bidders?
A100	Bidders are entities submitting proposals in response to this RFP (Section 1.0) who meet the minimum qualifications to propose (Section 3.1).
Q101	Do not-for-profit or SACC License Programs complete form OCFS-2633? Do not-for-profit or SACC License Programs complete form OCFS-2634?
A101	These are required uploads in your NYS Grants Gateway online application. Each bidder must provide these with their application submission. (Section 8.0)
Q102	If we have a SACC License do we still need a signed partnership agreement from an eligible school district?
A102	Yes, if applicable, these are two separate mandatory requirements. (Section 5.4)
Q103	If we don't have an outdoor space will we need to partner with a school or other organization?

Responses to Questions for RFP#2018-12 Empire State After-School Program

A103	All not-for-profit applicants must partner with a school district; (Section 5.4). An outdoor space is not a requirement of this RFP.
Q104	Must the applicant run afterschool programming within a school building, or can the established afterschool program utilize its own space for programming. For example, can we apply for funding to work with Public School students at our locations, all of which are NYS OCFS regulated and have SACC licenses?
A104	“Programs operated in school buildings are preferred; however, other sites will be considered with appropriate justification.” (Section 4.1).
Q105	Are local charter schools considered part of the referenced city school districts? Could programming take place in a charter school?
A105	No, see A 62 above.
Q106	Can the Federal Medicaid Waiver be used to provide support services to students with developmental disabilities participating in the proposed After-School program? Students with developmental disabilities may require additional supports, including but not limited to, a smaller teacher-student ratio. Waiver funding might be used to supplement services available through the After-School program.
A106	Yes, other funding sources are allowable if the student is attending an eligible school district and the necessary accommodations can be met without compromising the overall program. See A 47 above.
Q107	a) Section 2.3 Paragraph 6 states that an awardee that is a not for profit CBO will be limited to no more than one award. Does this mean one award per district or one award total? b) If a CBO is a lead in one district, can it also be a sub-contract in another application where the district is the lead?
A107	a) One award total. “An awardee that is a not-for-profit community-based organization will be limited to no more than one award.” (Section 2.3) b) Yes.
Q108	We understand that the program must operate three hours per day, 5 days per week. However, is it necessary that participants are registered exclusively in the Empire program? We already run a middle-school program that is funded by New York City, and would like to use Empire state funding to expand program offerings for the same participants. In this case, participants would indeed be attending programming 15 hours per week or more, but a portion of that program would be paid for by NY City funding. Is this allowed, or would it be considered double-dipping?
A108	See A47 and A59 above.
Q109	Please confirm that “New York City geographic districts” listed in Attachment 1 are New York City school districts and not New York City council districts or any other municipal districts. For example, New York City Geographic District #1 is NYC School District 1.
A109	“The districts listed in attachment 1 are geographic districts, not New York city council districts or other municipal districts.”
Q110	What constitutes appropriate justification for other sites? Is programming based in a community center eligible for this funding? (section 4.1)
A110	Other-than-school sites are allowed provided the SACC requirements/licenses are met. Examples of a suitable justification for utilizing another site would be accessibility or access to resources.

Responses to Questions for *RFP#2018-12 Empire State After-School Program*

Q111	Are we eligible for an Empire State After-School contract if we also have a NYC Government contract through the Department of Youth and Community Development (DYCD) in a place at a school in an eligible district? If that DYCD contract doesn't fully cover our program costs, can we use Empire State funding to cover the same children or must it be used to cover children not receiving services through the DYCD contract?
A111	Yes, See A 47, A59 and A108 above.
Q112	If we propose community based organization programming in NYC that hosts students from multiple school districts, is it required or preferred to have partnership agreements from all school districts involved, or do we only need one from the school district in which the program is based?
A112	Funding is awarded to serve students from one eligible school district only.
Q113	Is it permissible to expand hours of programming for existing and new students from the school district as long as it is not supplanting current programming and the funding that supports that programming? For example, if the CBO currently provides programming for 50 students from high need schools in the district for 6 hours per week, could an additional 9 hours of programming be covered by the Empire State After-School Program for the children already enrolled for 6 hours as well as for children who are not yet enrolled in the CBO's program?
A113	See A47, A59, A108 and A111 above.
Q114	Does the limitation of one award per eligible school district apply to proposals submitted by both the school district and by not-for-profit cbo's, or is it possible that both a district led proposal and a CBO-led proposal could be approved for the same school district?
A114	Awards made in response to this RFP will be limited to one per eligible school district. (Section 2.3)
Q115	If a district and/or a CBO has a current Empire State After-School grant in force, are they eligible to apply for an additional grant through this program?
A115	Yes.
Q116	Is the award limitation of one grant per eligible school district and one grant per CBO available to current grantees?
A116	Yes.
Q117	a)Can a not-for-profit community-based organization submit <u>one</u> application that includes two (or more) schools located in different eligible school districts? b) If so and if they were to receive the award for that application, would that award count as the one award per district for each district involved, or could another award be made within those districts to a school district or different not-for-profit applicant proposing to work with different schools? c)If not, is this RFP intended to limit not-for-profit community-based organizations to only work within one school district despite previous relationships in multiple school districts, even in NYC?
A117	a) No there is a limit of one application per school district. b) Not Applicable c) There is a limitation of one award per school district and one award per not-for-profit organization.
Q118	Can an applicant propose an afterschool program that is located in one school but serves youth who attend more than one school in the same eligible district?
A118	Yes.
Q119	Does the limitation: "awards made in response to this RFP will be limited to one per eligible school district" also apply in the Big 5 outside of NYC? Does that mean that large districts are limited to a single award with a maximum of \$800,000 or 500 students?"
A119	See A31 above.

Responses to Questions for RFP#2018-12 Empire State After-School Program

Q120	If the school district has to sign off on not-for-profit community-based organization applications, can the school district refuse to sign such applications to ensure they are the only applicant for their district because only one award per district is possible, essentially making not-for-profit community-based organizations ineligible to apply as lead applicants for this RFP?
A120	A school district may elect to not supply a partnership agreement to a not-for-profit organization.
Q121	Why are before school activities excluded?
A121	The ESAP funding is specifically for the evidence based at-risk hours directly after school.
Q122	The applicant is a not-for-profit library, serving children under the age of 13 in our Children's Services Department. Can we apply for a School Age Child Care Registration prior to contract execution? The library doesn't operate Day Care, we operate home-school activities and serve as a tutorial site for students who are suspended, and we provide After-School activities, all for students under the age of 13
A122	"If the applicant is a not-for-profit organization serving children under the age of 13, a School Age Child Care (SACC) Registration is required or will be obtained prior to contract execution" (Section 3.1)
Q123	What are the quality indicators you refer to in reference to: <ol style="list-style-type: none"> 1. Valid and reliable measures of environmental quality 2. The quality of staff-student interactions; and 3. Student Outcomes.
A123	These quality indicators refer to the proposed program operation regarding the space, staff interaction and how the programmatic content impacts participants as it pertains to the projected outcomes.
Q124	What does "accessibility of web-based information and applications refer to?
A124	Section 4.2 references the NYS Standards that Vendors must comply with if there are any web-based intranet and internet information and applications development or programming services delivered as part of this RFP.
Q125	What does grantor mean by "appropriate planning and development activities to promote responsiveness to the target population?"
A125	The activities offered by the proposed program need to be relevant to the needs of the population/community.
Q126	Grantor states, "adequately address at least one identified need of the target population." Please explain.
A126	Applicants are expected to be able to identify at least one need of the target population and then seek to identify how the program will respond to that identified need.
Q127	In a school that serves 500 children, our program can provide services for only 80 children. Will this grant help us service an extra 60 children?
A127	Yes. The program is seeking to expand services to additional children. See A47 (Section 2.3).
Q128	Due to budget restraints we can provide services for only 30 weeks, excluding DOE holidays, ½ days and days off. Will this grant help us to render services for more weeks during the school year?
A128	Yes. The program is seeking to expand services. See A47 (Section 2.3).

Responses to Questions for RFP#2018-12 Empire State After-School Program

Q129	Will this grant allow us to render services during the summer for our family in the community?
A129	This grant is intended to serve students of the eligible school district. “The(se) program(s) will enroll a group of children or youth who will attend the program daily, after school, during the school year. The Program(s) may include extended hours into the evening, particularly when serving older adolescents, and on weekdays during the regular school year when classes are not in session. Program(s) may be extended but not supplanted to include either full-day or part-day programs on the weekends or during the summer. Programs beginning prior to the beginning of the school day are not eligible for funding.” (Section 4.1)
Q130	The school lost their music program. Will this grant allow us to have a music program or have music-based activities?
A130	Yes, if the program complies with Section 4.1 and the program is seeking to expand services.
Q131	Will this grant allow us to request transportation during the after-school program? Therefore, we will be able to take the children and their families to various outings during the school year?
A131	Yes, transportation is an allowable expense.
Q132	Will this grant allow us to be flexible in implementing diverse activities in the after-school program?
A132	If the program meets the program requirements in section 4.1.
Q133	How much money will this grant propose for our after-school program if we qualify for it?
A133	The awarded amount is solely based on the amount you request in your application. See RFP Section 2.3 Purpose and Funding Availability.
Q134	Is our agency required to supplement additional cost for the program if we are qualified for this grant, if need be?
A134	Supplemental /matching funds are not required.
Q135	Will this grant allow us to sub-contract agencies to render on-site trainings for the staff?
A135	Yes.
Q136	The RFP states that awards are announced August 1, 2018 and anticipated start date is September 1, 2018. Can you please clarify that a SACC license needs to be obtained by the contract start date, which is anticipated to be September 1, 2018.
A136	“If the applicant is a not-for-profit organization serving children under the age of 13, a School Age Child Care (SACC) Registration is uploaded or will be obtained prior to contract execution.” (Section 5.4)
Q137	Referring to page 5, paragraph 1.5 - Are NYC DOE district applicants required to get pre-qualified in Grants Gateway?
A137	Government entities are not required to prequalify in Grants Gateway, but must register in order to submit an application. (Section 3.2).
Q138	Referring to page 6, paragraph 1.6 - Are NYCDOE district applicants required to submit the MacBride Fair Employment Principles Certification Form and Non-Collusive Bidding Certification?
A138	These are required uploads and must be included with an applicant’s online proposal submission in the NYS Grants Gateway.
Q139	Referring to page 10, paragraph 2.1 - I understand that each NYCDOE community school district can apply individually. Can two or three NYCDOE districts form as consortium and apply as a consortium?

Responses to Questions for RFP#2018-12 Empire State After-School Program

A139	No. There must be a separate application submitted for each eligible school district.
Q140	Referring to page 10, paragraph 2.1 - Can a non-for-profit serve schools across multiple NYCDOE districts? (Section 2.1)
A140	A not-for-profit organization is limited to a maximum of one award. That does not preclude them from submitting more than one application. (Section 2.3)
Q141	Referring to page 10, paragraph 2.1 - Are non-for-profits eligible to apply just for the district they are located in?
A141	No. However, a not-for-profit community-based organization must be located in an eligible school district.
Q142	Referring to page 14, paragraph 3.1 - If the applicant is a NYCDOE district, is the letter identifying the non-profit enough, or is a signed partnership agreement recommended?
A142	If an applicant is the eligible school district and will be partnering with any not-for-profit community-based organizations, a letter identifying those organizations is what is required. (Section 5.4)
Q143	Referring to page 14, paragraph 3.1 - Are the NYCDOE districts required to obtain and operate under a SACC license?
A143	No. the requirement pertains to not-for-profits. See section 3.1 for requirements for school districts.
Q144	Referring to page 24, last paragraph - Can a district or non-for-profit hire an external evaluator to fulfill the 30% MWBE requirement and track outcomes and success of program implementation? Is this an allowable cost? If yes, is there a recommended percentage for evaluation?
A144	See A69.
Q145	Referring to page 32 - Does the 4,000-character limit refer to a whole section (e.g., Section A Program Development Plan) or to each sub-section on Section A (e.g., 1. clearly and comprehensively describe how the program will serve the target population(s))? Can we exceed this limit? Are references included in the character limit?
A145	See A24.
Q146	Is there a font and size requirement for the work plan?
A146	No.
Q147	Are personal costs – including teacher salaries and benefits – exempt from the MWBE calculation. b) Is the vendor responsibility form required for school districts?
A147	As for MWBE requirements, please address the MWBE unit at MWBEinfo@ocfs.ny.gov School Districts are exempt from VR.