

Refugee and Immigrant Student Welcome Program (RISWP)

Request for Proposals (RFP) 2025

Questions and Answers (Q & A)

Subcontracting

- Q: Can a nonprofit applicant subcontract with a for-profit organization (e.g., for training, translation, or evaluation services), or are subcontracted services limited to nonprofit partners?
- A: A not-for-profit (NFP) is not an eligible applicant. Eligible grant applicants must be a school district in one of the seven regions as outlined in Part A, Section XI (page 21) of the RISWP 2025 RFP. More information about eligible grant applicants can be found in Part A. Section VI. of the RISWP 2025 RFP (pages 6-7). Eligible school districts may subcontract with both for-profit and NFP organizations.
- Q: Can subcontractors or contractors located outside of New York State be used, as long as services are delivered in New York school districts?
- A: Subcontractors may be located outside of New York State but the prime applicant for this opportunity must be a school district in one of the seven regions as outlined in Part A, Section XI (page 21) of the RISWP 2025 RFP. For more information regarding eligible applicants refer to Part A. Section VI. of the RFP (pages 6-7).

Funding and Eligible Applicants

- Q: I would like to confirm whether [our small network of charter schools in New York City] ...is eligible to apply for this funding. As a CMO [Charter Management Organization], we function as a school district and provide all management, academic, and operations support to our schools.
- A: Charter schools are not eligible to apply for the RISWP grant opportunity. In New York State, under Article 56 of the Education Law, a charter school is an independent, autonomous public school and operates independently of district school boards. Eligible grant applicants must be a school district in one of the seven regions as outlined in Part A, Section XI (page 21) of the RISWP 2025 RFP. More information about eligible grant applicants can be found in Part A. Section VI. of the RISWP 2025 RFP (pages 6-7). Charter schools may serve subcontractors of the eligible school district in which they reside.
- Q: ...[W]e are a small charter school district - we just have an elementary school and a middle school. Are we eligible to apply?

- A: Charter schools are not eligible to apply for the RISWP grant opportunity, but they may serve as a subcontractor of the school district in which they reside. Eligible grant applicants must be a school district in one of the seven regions as outlined in Part A, Section XI (page 21) of the RISWP 2025 RFP. Refer to the NYSED definition of charter schools above. More information about eligible grant applicants can be found in Part A. Section VI. of the RISWP 2025 RFP (pages 6-7).
- Q: I am [a] CEO of...a New York-based 501(c)(3) nonprofit organization and SFS-Approved Vendor. We are very interested in applying for the following opportunity: Grant Opportunity ID: RISWP2025.
- A: NFP organizations are not eligible to apply for the RISWP grant opportunity, even if they are an SFS Approved Vendor, but they may serve as a subcontractor. Eligible grant applicants must be a school district in one of the seven regions as outlined in Part A, Section XI (page 21) of the RISWP 2025 RFP. More information about eligible grant applicants can be found in Part A. Section VI. of the RISWP 2025 RFP (pages 6-7).
- Q: Can other types of nonprofits (such as community-based organizations, social service agencies, or resettlement agencies) apply as the lead applicant, or must they only participate as subcontractors?
- A: NFP organizations are not eligible to apply for the RISWP grant opportunity, but they may serve as subcontractors of eligible school districts. Eligible grant applicants must be a school district in one of the seven regions as outlined in Part A, Section XI (page 21) of the RISWP 2025 RFP. More information about eligible grant applicants can be found in Part A. Section VI. of the RISWP 2025 RFP (pages 6-7).
- Q: If a nonprofit applicant does not yet have its own 501(c)(3) status but applies under a fiscal sponsor, is that arrangement acceptable for eligibility?
- A: NFP organizations are not eligible to apply for the RISWP grant opportunity, but they may serve as a subcontractor. Eligible grant applicants must be a school district in one of the seven regions as outlined in Part A, Section XI (page 21) of the RISWP 2025 RFP. For more information regarding eligible applicants refer to Part A. Section VI. of the RFP (pages 6-7).
- Q: We are a charter school network, LEA, made up of two school[s]: an elementary school and a middle school. The RFP seems perfect for us; however, I am not sure if we are "big" enough to be eligible or competitive. It reads as though it is intended for large school districts since so few awards will be made across the state. Am I correct about this?
- A: Charter schools are not eligible to apply for the RISWP grant opportunity, but they may serve as subcontractors of the school district in which they reside.

Eligible grant applicants must be a school district in one of the seven regions as outlined in Part A, Section XI (page 21) of the RISWP 2025 RFP. Refer to the NYSED definition of charter schools on pages 1-2 of this RISWP 2025 RFP Q&A document. More information about eligible grant applicants can be found in Part A, Section VI. of the RISWP 2025 RFP (pages 6-7).

Q: I'm looking for clarification about eligibility for submitting a response to the Refugee and Immigrant Student Welcome Program RFP. Can for-profit organizations apply for this grant as long as they are registered in SFS?

A: No, for-profit organizations are not eligible to apply for the RISWP grant opportunity, but they may serve as a subcontractor. Eligible grant applicants must be a school district in one of the seven regions as outlined in Part A, Section XI (page 21) of the RISWP 2025 RFP. For more information regarding eligible applicants refer to Part A, Section VI. of the RFP (pages 6-7).

Program Services

Q: On page 19 of the RFP, there is a reference to the deliverable service of Academic Coaching. Could you please clarify whether the required documentation for these services will be collected, or if grantee is expected to maintain its own records?

A: Supporting documentation for Academic Coaching must be maintained in safe, secure client files, and must be made available to the New York State Office of Temporary and Disability Assistance, Bureau of Refugee Services during site visits and/or upon request.

Q: When describing the Academic Coach positions required by the RFP, what are the educational requirements that OTDA is looking for or requires for prospective hires for the position?

A: OTDA does not set minimum educational requirements for this position.

Client Eligibility

Q: Can you please expand upon what is meant by the following under Eligible Immigration Status:

9. Non-refugee children, including children who are United States citizens, per 45 CFR § 400.208 (a) and (b);

15. Other non-citizens.

A: Non-refugee children, including children who are United States citizens, per [45 CFR § 400.208 \(a\) and \(b\)](#):

§ 400.208 Claims involving family units which include both refugees and non refugees.

(a) Federal funding is available for a State's expenditures for assistance and services to a family unit which includes a refugee parent or two refugee parents and one or more of their children who are nonrefugees, including children who are United States citizens.

(b) Federal funding is not available for a State's expenditures for assistance and services provided to a nonrefugee adult member of a family unit or to a nonrefugee child or children in a family unit if one parent in the family unit is a nonrefugee.

Other non-citizens:

This means that all other non-citizens are eligible for RISWP services, provided they are of an eligible age. For more information regarding eligible participants refer to Part A, Section VIII (pages 11-13) of the RISWP 2025 RFP.

Application

Q: On page 37-38, Work Plan, that will be submitted online with the application, do these answers have a character or word limit?

A: According to the NYS Grants Management Team, the Work Plan in SFS has a character limit of 50,000 characters.

Q: On pages 42-44 of the RFP, Part D Program Specific Questions, do these answers have a character or word limit? Is there a page limit or recommendation to the document that will be uploaded?

A: Answers to the Program Specific Questions are converted into a non-fillable PDF and uploaded in the appropriate place in the application in SFS. There is no character or page limit set.

Q: On page 36-37, the budget instructions read: "In the Narrative field on the Category Details page provide additional details about each expenditure row. There is only one Narrative field per budget category so please separate the descriptions of each expenditure row using a separate paragraph. Be sure to explain in the budget narrative how the expenses from each expenditure row are allocable, reasonable, and necessary to achieve program goals." Is there a suggested word or character limit for these fields?

A: The Budget Narrative fields in SFS have a character limit of 32,700 characters.

Q: Since there is no Supply category in the budget do school supplies for students and nutritious culturally appropriate meals and snacks for student participants fall under the Other Expenses category in the Welcome orientation allocation? How should they be detailed and documented?

A: No, supplies belong in the Operating Expenses budget category.

Q: Should costs of transporting students to Welcome orientations and field trips be calculated separately under the Transportation budget category or under the allowed \$25,000 allocation for Welcome orientations in Other Expenses?

A: No, the costs associated with transporting students should be in the Operating Expenses budget category. The only costs that should be in the Travel budget category are the travel costs associated with program staff travel.

Other

Q: On the General Information form, how [does] a public school district answer #4.:

State Registered Charitable Organization #:

Municipality #:

Community District(s):

A: Do your best to complete this form as fully as possible. This form is used for all OTDA contracts, and some questions may not be answerable by school districts.

Q: On the General Information form, should the grant request total budget number be filled in as the award amount? Or should it be left blank until awards are made?

A: This may be left blank.

Q: On the General Information form, #6 states to refer to instructions in order to answer this question. Where are instructions for the General information form located? Can you please provide a link?

A: This may be disregarded.