



**Office of Temporary
and Disability Assistance**

Request for Proposals

Refugee and Immigrant Student Welcome Program

Release Date: 8/26/2025

Submission Deadline: 10/10/2025

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Part A. Summary Information

I. Introduction

The Bureau of Refugee Services of the New York State Office of Temporary and Disability Assistance (OTDA) issues this Request for Proposals (RFP) to solicit applications from qualified applicants. The purpose of this RFP is to fund school districts with increased refugee and immigrant populations, including unaccompanied minor students.

OTDA anticipates distributing \$7,500,000 for Refugee and Immigrant Student Welcome Program (RISWP) funds for 60-month contracts under this procurement. All program funds allocated for the administration of the first budget period of this program are from the 2024-2025 NYS Budget, Aid to Localities and subject to continued availability and state appropriation thereof. The amount of funding will be adjusted annually based on available funding. Use of these funds must relate to the provision of supportive services to refugee and immigrant students and their families. Funds should be used for activities including, but not limited to, expanded community school activities, the provision of school supplies to incoming students, training opportunities for staff on trauma and cultural sensitivity, employment of counselors and psychologists and parental and family engagement and support. Other costs, such as construction and renovation costs, are not allowable under this program.

NOTE: For the purpose of this RFP, eligible persons, as defined in Part A Section VIII., will hereafter be referred to as “refugees and immigrants” unless exceptional circumstances apply.

If selected, the proposal and all parts of it submitted in response to this RFP may become part of a contract with OTDA, subject to approval by the New York State Attorney General (AG) and the Office of the State Comptroller (OSC). At the time of contract development, awardees may be required to submit additional program information and any revised Minority/Women Business Enterprise (M/WBE) forms and documents for the final contract. Successful applicants will be required to submit all final contract documents, narratives and budgets in the [Statewide Financial System \(SFS\)](#).

II. Registration and Prequalification Requirements

Pursuant to the [New York State Division of Budget Bulletin H-1032 \(revised\), dated January 9, 2024](#), New York State instituted key reform initiatives to the grant contract process which require not-for-profits to register in SFS and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found at the [NYS Grants Management website](#).

Below is a summary of the steps that must be completed to meet registration and prequalification requirements.

Registration for the Statewide Financial System

Applicants must be registered in SFS to compete for New York State grants and are strongly encouraged to initiate this process as soon as possible to participate in this opportunity. Complete instructions on how to register in SFS are available [here](#).

In addition to the support resources available to SFS users on the [SFS website](#) in the SFS Coach Training section (such as manuals, videos, webinars and FAQs), SFS provides live help desk support for SFS users.

- Hours: Monday – Friday 8:00 a.m. to 5:00 p.m.
- Phone: (518) 457-7737 or (877) 737-4185
- Email: helpdesk@sfs.ny.gov

Prequalification

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

To become prequalified, a not-for-profit organization must first register in SFS. Once registered, not-for-profit organizations complete an online prequalification application. This includes completing a series of forms by answering basic questions regarding the organization and uploading key organizational documents. Additional information on prequalification can be found at <https://grantsmanagement.ny.gov/get-prequalified>.

Grant proposals received from not-for-profit applicants that are not prequalified in SFS at the application due date and time will not be evaluated and will be disqualified from further consideration.

Specific questions about the prequalification process should be referred to your agency representative or to the SFS help desk at helpdesk@sfs.ny.gov.

III. Procurement Schedule/Submission Guidelines

OTDA reserves the right to modify the following dates in this RFP:

- Release Date of the Request for Proposals: 8/26/2025
- Deadline for Written Questions: 9/9/2025
- Response to Questions: 9/23/2025
- Due Date and Time for Proposals: 2:00 PM on 10/10/2025
- Anticipated Notification of Awards: 2/4/2026
- Anticipated Contract Start Date: 09/01/2026

Questions and Answers Regarding this Request for Proposals

Prospective applicants may submit questions via email to BRS.RFP@otda.ny.gov. Be sure to reference the RISWP RFP in the subject. Questions must be submitted no later than 9/9/2025.

Questions and answers will be posted on OTDA's website on the [Contracts and Grants Opportunities](#) web page by 9/23/2025.

OTDA reserves the right to respond to questions submitted after the deadline.

Proposal Submittal

Applications must be submitted electronically via the [SFS Vendor Portal](#) by 2:00 PM on 10/10/2025. To ensure SFS successfully accepts the application, applicants are strongly encouraged to complete the electronic application submission process **several days before the application due date. Once the deadline has passed, SFS will no longer accept applications.**

IV. Authorization

RISWP was established per the state fiscal year 2019-2020 NYS Budget. The first budget period of RISWP is funded by the state fiscal year 2024-2025 NYS Budget.

V. Program Description

Per the NYS budget, the purpose of RISWP is to fund activities, including, but not limited to, expanded community school activities, the provision of school supplies to incoming students, training opportunities for staff on trauma and cultural sensitivity, employment of counselors and psychologists, and parental and family engagement and support for refugee and immigrant youth.

RISWP has the following four key objectives:

- Address the serious short and long-term educational issues facing school-aged refugee and immigrant children, including those who have most recently arrived in this country
- Ease the transition of refugee and immigrant youth into the State's elementary, middle and high schools
- Empower refugee and immigrant parents to be effective partners in the education of their children
- Support local school districts impacted by high numbers of refugee and immigrant populations, including unaccompanied minors

VI. Eligible Grant Applicants

Only proposals submitted by eligible grant applicants, as defined below, will be accepted for review. Proposals submitted by ineligible applicants will not be reviewed.

Eligible grant applicants must be:

- A school district in one of the seven regions as outlined in Part A, Section XI of this RFP
- Registered in SFS as outlined in Part A, Section II of this RFP

VII. Service Strategy

RISWP will consist of the following deliverables:

- Welcome Orientation
- School Staff Orientation
- Family Orientation
- Family Activity
- Academic Coaching
- Translation and Interpretation Service

Welcome Orientation

Using the [Welcome to Our Schools](#) curriculum developed by OTDA, school districts will provide Welcome Orientations throughout the school year and/or the summer months to give new refugee and immigrant students a positive first experience of the US school environment. During these orientation sessions, refugee and immigrant students will meet and learn the roles of relevant school staff, receive a tour of their new school and available services, have their immunization records reviewed to ensure they can begin school as soon as possible, and will be tested and assigned to their proper classroom. Enrollment in any other appropriate school programs, including special education or after-school programs, will be facilitated after the completion of this testing.

During a Welcome Orientation session, the following requirements must be directly provided or arranged for:

- Nutritious culturally appropriate meals and snacks for student participants
- Student school enrollment and registration for school breakfast, lunch, and after-school programs (as allowable and applicable)
- Distribution of school supplies
- Coordination of student placement testing
- Immunization verification
- Student orientation to school and classroom culture

- English as a New Language (ENL) instruction
- Field trips and recreational activities consistent with the guidance of local public health entities
- Coordination to meet other needs such as clothing and material needs, additional educational opportunities, case management and/or special education services where applicable
- Transportation to all Welcome Orientations
- Other services or activities that OTDA has approved in writing

In addition to these requirements, Welcome Orientations should also include various interactive learning methods such as videos, games, non-verbal projects, art, music, exercise, recreational activities, and any other approaches suggested by the school district and approved in writing by OTDA.

Coordination and partnership among school districts, refugee resettlement agencies and ethnic community-based organizations is strongly encouraged before the commencement of any Welcome Orientations.

Each Welcome Orientation should be divided into a minimum of five classrooms by school level, including two elementary, one middle and two high school classrooms. Past practice suggests that it may be beneficial to further divide the elementary school group into two subgroups: one comprising children from kindergarten through second grade and the other comprising children from third grade to fifth grade. Likewise, it may be beneficial to divide the high school group into sub-groups based on academic, social and language mastery characteristics.

Attending a Welcome Orientation is not a prerequisite for refugee and immigrant students to receive other RISWP services, and students should continue to receive supportive services as needed after completion of a Welcome Orientation.

School districts must provide a **minimum of five** Welcome Orientations during the school year **serving at least twenty-five students** per session and lasting a minimum of **three days**, totaling a **minimum of fifteen hours** of instruction per session.

School Staff Orientation

Each School Staff Orientation should include information on the cultures and languages of refugee and immigrant students (and any other useful topic requested by staff) so school staff may effectively respond to the varied needs and stages of adjustment of refugee and immigrant students. Orientations can be coordinated around several topics, including the following:

- Strategies for welcoming refugee and immigrant students
- ENL training

- Anti-bullying training
- Trauma-informed care training
- Cultural competency training
- Domestic abuse training
- Students with interrupted formal education (SIFE) training
- Other training or activities that OTDA has approved in writing

To assist with the preparation and implementation of these orientations, OTDA provides instructional resources as a complement to the “[Welcome to Our Schools](#)” curriculum, and also recommends utilizing the [Bridging Refugee Youth and Children's Services](#) (BRYCS) website for relevant instructional content. The School Staff Orientation will foster cross-cultural understanding among school staff and promote helpful relationships that can positively impact refugee and immigrant students, both academically and socially. The goal of these professional development services is for refugee and immigrant students to benefit by receiving appropriate guidance and support throughout their school experience from all school staff that they interact with.

School districts must provide a **minimum of two School Staff Orientation** deliverables per school year.

Family Orientation

Using the “[Welcome to Our Schools](#)” curriculum, school districts will provide Family Orientation sessions at various times throughout the school year to educate parents and families of refugee and immigrant students about the US educational system. These orientation sessions should highlight how participation in their student’s academic and extra-curricular activities is encouraged and will help to empower parents and families to become active participants in their student’s educational journey. Additionally, these gatherings should serve as an opportunity for newly arrived parents and families to meet and interact with one another, forming the basis of a support structure for the families of refugee and immigrant students.

Information at orientations should be communicated in a culturally and linguistically appropriate manner and must include the following:

- Provide an overview of the school system and classroom culture
- Emphasize the importance of homework, regular attendance and reporting student absences
- Explain school immunization requirements
- Explain parent-teacher conferences and other means of school communication
- Provide a list of upcoming school events
- Provide an explanation of other school rules and regulations

- Other training or activities that have been approved by OTDA in writing

School districts must provide a **minimum of four Family Orientation** deliverables per budget period.

Family Activity

The Family Activity deliverable consists of educational and/or social activities and trips for refugee and immigrant families that introduce them to local areas of interest and help to connect them to their new community.

School districts must provide a **minimum of four Family Activity** deliverables per budget period.

Academic Coaching

During the school year, assigned Academic Coaches will be a resource for the school and act as a liaison between students, parents and school staff. Academic Coaches will assist in orienting new students and their families to their new school, and ensure appropriate class and grade-level school placements for students. Academic Coaches will also help prevent crisis situations through early identification of concerns and effective communication with the child, school staff, and parents. Academic Coaches may make referrals as necessary to other service providers and should be well-versed in all of the available local community resources.

Academic Coaches are required to meet with the parent or guardian of the child to discuss and develop a plan for the child's integration into the school and to provide supportive services to program participants, such as individual orientations, mentoring, and/or guidance and tutoring in the primary language spoken by the student. The relationship between Academic Coaches and students is intended to foster effective coping skills for a school environment and will help refugee and immigrant students learn appropriate school behaviors, acquire time management and study skills, achieve a balance between home and school activities and increase the students' and families' understanding of educational requirements. Academic Coaches will introduce students to all relevant school staff and facilitate their access to these staff members when necessary. Academic Coaches will also assist students in understanding cultural issues related to peer and school relationships, to enable them to take advantage of opportunities to become leaders and guides to other newly arrived refugee or immigrant students.

With mainstream after-school programs often not being able to meet the needs of refugee and immigrant children whose language and social skills may fall behind their peers, Academic Coaches may also facilitate other group activities to address this need. These activities may include operating after-school groups, such as homework and tutoring clubs, or participating in other after-school educational or social activities. With the help and guidance of Academic Coaches, these specialized clubs and programs will be made accessible and culturally appropriate for all refugee and immigrant students.

Academic Coaches will work to develop a relationship with parents or guardians so that they may obtain and understand information about their student's performance and behavior in school. Through this process, parents or guardians will learn about educational matters such as school attendance, field trips, homework monitoring, the importance of parent-teacher conferences and understanding child and adolescent development as it relates to their adjustment to the US. Counseling for parents or guardians may be provided as a supplement to a Family Orientation in the event that the family members require additional support, and the Academic Coach may also mediate between students and family members in the event of a misunderstanding about school information and expectations.

Academic Coaches will interact with school staff by responding to questions, providing information and working together regarding matters related to refugee and immigrant students. Topics may include academic performance, parental communication, health issues, cultural questions, behavioral concerns, special needs, prior experiences and service plans. In this way, teachers and other school staff have access to information about an individual refugee or immigrant student and will be able to effectively meet that student's needs by making informed decisions about their education.

As a resource to students and their parents, Academic Coaches can troubleshoot with teachers, administrators, and school nurses and make recommendations for grade placement and school curriculum selection. They should act as a conduit to relay important information from school staff to the parents or guardians, and also attend all parent-teacher conferences to ensure that all parties are able to communicate effectively with one another.

OTDA requires that each school district employ at least two Academic Coaches.

Translation and Interpretation Service

Translators and interpreters must work on an as-needed basis with Academic Coaches, students, and parents as each interacts with school staff including teachers, guidance counselors, after-school program staff, administrators, and any other staff as necessary. Translators and interpreters will also help students translate homework assignments, tests, required reading and other written materials as appropriate, including the immediate communication of meaning from one language into another. As requested by the school or parent, translators and interpreters will provide interpretation services at all parent-teacher conferences. All translation and interpretation services must be related to providing services under this program.

VIII. Eligible Participants

In the event of state regulation changes that affect the program eligibility, contractors will be notified of the change and required to comply with the new criteria for participant eligibility.

RISWP funds must be used for services to persons who are eligible based on their

immigration status and age, as follows:

Eligible Immigration Status

1. Individuals paroled as refugees or asylees under § 212(d)(5) of the Immigration and Nationality Act (INA)
2. Refugees admitted under § 207 of the INA
3. Asylees whose status was granted under § 208 of the INA
4. Cuban and Haitian entrants, in accordance with the requirements in [45 CFR § 401.2](#):
 - a. Any individual granted parole status as a Cuban/Haitian Entrant (Status Pending) or granted any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti, regardless of the status of the individual at the time assistance or services are provided;
 - b. A national of Cuba or Haiti who was paroled into the United States and has not acquired any other status under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation, or exclusion has not been entered;
 - c. A national of Cuba or Haiti who is the subject of removal, deportation or exclusion proceedings under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation, or exclusion has not been entered;
 - d. A national of Cuba or Haiti who has an application for asylum pending with DHS/USCIS or Department of Justice (DOJ)/EOIR and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation, or exclusion has not been entered.
5. Certain Amerasians from Vietnam who are admitted to the United States as immigrants pursuant to § 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988 (as contained in § 101(e) of Public Law 100-202), as amended (8 U.S.C. § 1101 note)
6. Iraqi and Afghan Special Immigrants per section 1244(g) of Div. A of Pub. L. 110-181, as amended (8 U.S.C. § 1157 note) and section 602(b) (8) of Div. F of Pub. L. 111-8, as amended (8 U.S.C. § 1101 note)
7. Victims of a severe form of trafficking in persons per the Victims of Trafficking and Violence Protection Act of 2000, Pub. L. No. 106-386, as amended, 22 U.S.C. § 7105(b) (1) (A) and (C)
8. Lawful permanent residents provided the individuals previously held one of the statuses identified above (Note that this does not refer to Amerasians who are

admitted as lawful permanent residents, or to Iraqi and Afghan Special Immigrants. See #5 and #6)

9. Non-refugee children, including children who are United States citizens, per [45 CFR § 400.208 \(a\) and \(b\)](#)
10. Citizens or nationals of Afghanistan paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act between July 31, 2021, and September 30, 2023
11. A spouse or child, as defined in section 101(b) of the INA (8 U.S.C. 1101(b)), of any Afghan humanitarian parolee described in number 10, who is paroled into the United States after September 30, 2023
12. Afghan individuals who receive SI/SQ Parole
13. Afghan individuals who receive Special Immigrant (SI) Conditional Permanent Residence
14. Ukrainian Humanitarian Parolees:
 - a. Citizens or nationals of Ukraine who the Department of Homeland Security (DHS) has paroled into the United States between February 24, 2022, and September 30, 2024, due to urgent humanitarian reasons or for significant public benefit, known as Ukrainian Humanitarian Parolees (UHPs);
 - b. Non-Ukrainian individuals who last habitually resided in Ukraine, who DHS has paroled into the United States between February 24, 2022, and September 30, 2024, due to urgent humanitarian reasons or for significant public benefit;
 - c. A spouse or child of an individual described in section 14(a) or 14(b) of this paragraph who is paroled into the United States after September 30, 2023;
 - d. A parent, legal guardian, or primary caregiver of an unaccompanied refugee minor or an unaccompanied child described in section 14(a) or 14(b) of this paragraph who is paroled into the United States after September 30, 2023.
15. Other non-citizens

Eligible Age

- Program participants should be between the ages of 5 and 21 years old, through the last day of being 21.

IX. Funding Limitations and Provisions

Available Funds

Awards for the first budget period of RISWP will be made from \$1,500,000 in the 2024-

2025 New York State Budget, Aid to Localities funding. Awards will be prioritized to school districts with increased refugee and immigrant populations, including unaccompanied minor students. No school district may receive more than forty percent of this funding, and \$500,000 per budget period will be reserved for high-need school districts in Nassau and/or Suffolk Counties on Long Island. Anticipated allocations and subsequent budget periods are subject to the continued availability of funds. OTDA reserves the right to increase or decrease funding for the program, subject to the availability of funds.

Distribution of Funds

Initial contract awards to successful applicants and the corresponding award for budget period one are the result of this competitive procurement. During the contract term however, subsequent budget period awards will be based on available funding, continuing need and satisfactory contractor performance, as evidenced by voucher claims and program monitoring.

Contract Term and Budget Periods

This RFP governs the provision of funds for an anticipated 60-month contract term starting on September 1, 2026, and ending on August 31, 2031. A work plan will be required for each 12-month budget period. Throughout the length of the contract, funds will be made available to contractors for each pre-established budget period.

OTDA anticipates that there will be five budget periods within the contract term:

- Budget Period One: September 1, 2026, to August 31, 2027
- Budget Period Two: September 1, 2027, to August 31, 2028
- Budget Period Three: September 1, 2028, to August 31, 2029
- Budget Period Four: September 1, 2029, to August 31, 2030
- Budget Period Five: September 1, 2030, to August 31, 2031

X. Program Information

Reimbursement Structure

The contracts will utilize expenditure-based budgets that reflect a hybrid of expenditure-based and performance-based reimbursement. This model allows for contractors to be reimbursed for line-item expenses and also to submit claims for performing mandatory deliverables.

Performance-Based Reimbursement

Contractors are required to perform the following number of deliverables during each twelve-month budget period:

- Five Welcome Orientation deliverables

- Two School Staff Orientation deliverables
- Four Family Orientation deliverables
- Four Family Activity deliverables

Applicants may receive reimbursement for performing these deliverables and may allocate a portion of their awards to that deliverable.

Payment Rates

The following chart provides the maximum rate OTDA will reimburse per deliverable achieved by contractors under this RFP. Applicants must propose rates that do not exceed the maximum rates listed.

Deliverable	Maximum Payment Rate
Welcome Orientation	\$5,000
School Staff Orientation	\$2,500
Family Orientation	\$2,500
Family Activity	\$2,500

Expenditure-Based Reimbursement

Program costs will be reimbursed for approved expenditures associated with the delivery of program services such as salary, fringe, equipment, travel, property, utilities, operating expenses and administrative or indirect costs. RISWP funds awarded through this RFP cannot be used to supplant or replace existing public or private funds.

Budget Categories

The definitions for each allowable budget category are as follows:

- **Personal Services**
 - **Personal Services – Salary** – The annual salaries of the staff that will be working on the project and the corresponding Full Time Equivalent (FTE) value.
 - **Personal Services – Fringe** – The fringe benefits associated with the staff salaries, including retirement, social security, workers' compensation, unemployment insurance, disability insurance and any other insurance or benefits programs the applicant organization provides.
- **Non-Personal Services**
 - **Contractual Services** – Contractual services include institutions, individuals, or organizations external to the contractor which have entered into an agreement with the contractor to provide any services outlined in or

associated with the contract, and whose services are to be funded under the contract.

- **Travel** – Staff travel necessary to attend meetings or trainings associated with the implementation of the program.
- **Equipment** – This includes the purchase, rental and leasing of equipment. Equipment is any non-consumable, tangible property having a useful life of more than one year.
- **Space/Property** – Necessary and reasonable real estate rental and ownership costs required for the operation of the program.
- **Utilities** – Necessary and reasonable utilities costs required for the operation of the program.
- **Operating Expenses** – Other items not included under any of the categories listed above. This may include costs for participant transportation, supplies, postage, printing, photocopying, advertising, telephones, etc.
- **Other Expenses** – This includes administrative or indirect costs, as well as the performance-based component that is explained below.
 - **Performance-Based Component** – The reimbursement schedule for the performance-based portion of this contract.
 - Welcome Orientation
 - School Staff Orientation
 - Family Orientation
 - Family Activity
 - **Administrative OR Indirect Costs** - Administrative expenses OR indirect costs totaling up to 15% of the contract value may be allocated to this grant.
 - **Administrative Costs** - Contractors without an established indirect cost rate may charge administrative expenses of up to 15% of the grant award with an itemized listing of costs. Administrative costs are considered to be non-personal services. Allowable administrative costs are those costs directly related to administering the program. Some examples include the program's portion of associated payroll costs, preparing the program budget and schedule, monitoring program activities and staff salary/fringe costs related to their percentage of time spent on these tasks. Administrative costs must be itemized, and backup documentation must be submitted with each quarterly voucher for payment.
- **Indirect Costs** - Indirect costs of up to 15% of the grant award are permissible for agencies that have a federally approved indirect cost rate or that have an indirect cost rate established and documented by another method accepted by

OTDA. Documentation must be provided to OTDA and updated on an annual basis. In the absence of documentation establishing an indirect cost rate, grantees must itemize administrative costs.

Deliverables, Allowable Services and Documentation Requirements

The parameters and documentation requirements of each deliverable are provided in the following chart. The applicant should use this information to project service levels and allocate funds to each deliverable.

Deliverable	Objective	Task(s)	Required Documentation
Welcome Orientation	<p>Welcome Orientation is a minimum of a three-day orientation program totaling 15 hours, divided into elementary, middle and high school classrooms.</p> <p>A minimum of five Welcome Orientation deliverables per budget period are required.</p> <p>Each Welcome Orientation must serve at least 25 refugee and immigrant students.</p>	<p>Providing all required services allows the contractor to claim one Welcome Orientation deliverable.</p> <p>Required Services:</p> <ul style="list-style-type: none"> • Nutritious culturally appropriate meals and snacks • Student school enrollment and registration for breakfast, lunch and after-school programs • Distribution of school supplies • Coordination of student placement testing • Immunization verification • Student orientation of school and classroom culture • ENL instruction • Field trips and recreational activities • Coordination to meet other needs such as clothing and material needs, additional educational opportunities, case management and/or special education services where applicable • Transportation to all Welcome Orientations • Other services that have been approved by OTDA in writing 	Daily attendance log, lesson plans and summaries of any activities.

Deliverable	Objective	Task(s)	Required Documentation
School Staff Orientation	<p>School Staff Orientation is an event to orient school staff to the refugee and immigrant experience and to provide them with opportunities for relevant professional development.</p> <p>A minimum of two School Staff Orientation deliverables per budget period are required.</p>	<p>Providing one allowable service allows the contractor to claim one School Staff Orientation deliverable.</p> <p>Allowable Services:</p> <ul style="list-style-type: none"> • Strategies for welcoming refugee and immigrant students • ENL training • Anti-bullying training • Trauma-informed care training • Cultural competency training • Domestic abuse training • Students with interrupted formal education training • Other training or activities that have been approved by OTDA in writing 	<p>Copy of the event's agenda.</p> <p>Copy of the participant attendance sign-in sheet that includes date, time, location and staff person conducting.</p> <p>Brief summary of the event.</p>
Family Orientation	<p>Family Orientation is an event to orient the families of refugee and immigrant students to their child's school experience.</p> <p>A minimum of four Family Orientation deliverables per budget period are required.</p>	<p>Providing all required services allows the contractor to claim one Family Orientation deliverable.</p> <p>Required Services:</p> <ul style="list-style-type: none"> • Provide an overview of the school system and classroom culture • Emphasize the importance of homework, regular attendance and reporting student absences • Explain school immunization requirements • Explain parent-teacher conferences and other means of school communication • Provide a list of upcoming school events • Provide an explanation of other school rules and regulations 	<p>Copy of the event's agenda.</p> <p>Copy of the participant attendance sign-in sheet that includes date, time, location and staff person conducting.</p> <p>Brief summary of the event.</p>

Deliverable	Objective	Task(s)	Required Documentation
		<ul style="list-style-type: none"> Other training or activities that have been approved by OTDA in writing 	
Family Activity	<p>Family Activity is an educational and/or social activity for refugee and immigrant students and their families.</p> <p>A minimum of four Family Activity deliverables per budget period are required.</p>	<p>Providing one allowable service allows the contractor to claim one Family Activity deliverable.</p> <p>Allowable Services:</p> <ul style="list-style-type: none"> Provide an educational and/or social activity or trip for refugee and immigrant families that help connect them to their community Other event or activity that has been approved by OTDA in writing 	<p>Copy of the event's agenda.</p> <p>Copy of the participant attendance sign-in sheet that includes date, time and location of the event.</p> <p>Brief summary of the event.</p>
Academic Coaching	<p>Academic Coaching involves services that benefit RISWP students' education and transition to school, provided in an individual or group setting to the student, their family and/or school staff.</p> <p>Schools are required to hire a minimum of two full-time equivalent Academic Coaches.</p>	<p>Allowable Services:</p> <ul style="list-style-type: none"> Tutoring, including but not limited to homework clubs, after-school social activities, ENL support, remedial assistance, special needs services and classroom support Guidance or counseling, including but not limited to trauma-informed care, support for students with interrupted formal education or post-traumatic stress disorder (PTSD) and graduation, college or career advice Mentoring and advocacy Mediation, problem solving and crisis intervention Supplemental orientation support, classroom placement assistance, immunization verification/support and attendance counseling Support for families at parent-teacher conferences and 	<p>For individual services, a detailed case note entry of services provided to the individual and any other such documentation as required by OTDA.</p> <p>For group services, an attendance log and brief written description of the activity.</p>

Deliverable	Objective	Task(s)	Required Documentation
		additional communications support as needed <ul style="list-style-type: none"> Other services or activities that have been approved by OTDA in writing 	
Translation and Interpretation Services	Translation and Interpretation Services are services provided to the student, their family and/or school staff that benefit the student's education and transition to their school.	Allowable Services: <ul style="list-style-type: none"> Translation, including, but not limited to sight translations of a written document orally into another language Interpretation 	For individual services, a detailed case note entry of services provided to the individual and any other such documentation as required by OTDA. For group services, an attendance log and brief written description of the activity.

Additional Deliverable Information

- An individual student's completion of a Welcome Orientation is not mandatory as a prerequisite for that student to receive services under other deliverables.
- Translation is defined as the act or process of converting written words from one language into their complete, accurate and intended meaning in another language resulting in a written document in the other language.
- Interpretation is defined as oral translation for parties conversing in different languages, including the immediate communication of meaning from one language into another.

XI. Selection Process

Evaluation Process

Each proposal will be read and scored by at least two reviewers from OTDA. Proposals will be reviewed in accordance with the evaluation criteria referenced below. Scores will be averaged, and the average scores will be ranked from highest to lowest. More than one proposal to provide services in a particular impacted area, as defined in the Award Methodology below, will be reviewed competitively with other proposals to provide services in that impacted area. For example, Capital District region applications will be compared with other Capital District region applications.

Regardless of score, OTDA reserves the right to fund or not fund an application based on other relevant information, such as the occurrence of State budget funds supplanting existing funds, an applicant's financial position, vendor responsibility determination and availability of the program statewide.

OTDA reserves the right to conduct site visits and solicit the opinion of applicants' other funding sources prior to making a funding decision.

Evaluation Criteria

OTDA will select awardees based on several considerations. The points assigned are reflective of the importance of each item as it relates to the total technical score.

- Program Specific Questions (55%)
 - Applicants will be rated on their answers to the Program Specific Questions as listed in Part D.
- Statistical Data (25%)
 - Applicants will be rated on the percentage of refugees and immigrants in their school districts, as evidenced through New York State Education Department data on English Language Learners and the federal Office of Refugee Resettlement data on refugee populations.
- Budget (20%)
 - Applicants will be scored on the justification and reasonableness of their allocated expenses as explained in the budget narrative field of each budget category in SFS, and on their cost-effectiveness relative to the other proposals received.

Award Methodology

A maximum of seven projects will be selected from the following impacted New York State Department of Education Regional Bilingual Education Resource Network [\(RBERN\) regions](#): Capital District, Hudson Valley, Long Island, Mid-State, Midwest, NYC, West.

The following exceptions apply:

- Awards will be prioritized for school districts with increased refugee and immigrant populations.
- A monetary cap may be placed on the funding amount made in each contract award, and/or awards may be made for less than the amount requested or greater than the amount requested.
- This RFP intends to make no more than one award per region with the exception of the Long Island region.
- Awards may be reduced or increased to address statewide priorities and needs.

- If, after making awards, there is a balance of available funding, OTDA may proportionally award the balance to the awardee(s) based on the requested amount.
- OTDA reserves the right to increase an award to distribute the entire funding allocation.
- Initial contract awards to successful applicants and the corresponding award for the first budget period are the result of this competitive procurement.

In the event of a tie score per region, OTDA reserves the right to:

- Use methods to further evaluate the tied applications in order to break the tie; or
- Engage additional reviewers to review the tied applications; or
- Award each applicant a prorated portion of the funds based upon funds requested and the amount available.

If additional funding becomes available, or if circumstances otherwise allow OTDA to fund additional school districts, OTDA reserves the right to subsequently reconsider eligible proposals submitted in response to this RFP using the same scoring criteria and award methodology. Updated information may be requested as deemed necessary by OTDA. If additional funding becomes available, OTDA reserves the right to distribute the funding among any or all of the contract awardees. OTDA also reserves the right to issue a new RFP at any time during the contract term to solicit new proposals.

During the contract term, subsequent budget period awards may be based on one or more of the following factors:

- Available funding
- State needs and priorities
- Demographic data
- Satisfactory contractor performance (as evidenced by voucher claims and program monitoring)

When making subsequent budget period awards, OTDA reserves the right to do any of the following:

- Reallocate funding from contractor to contractor
- Reallocate funds from one region to another
- Suspend a budget period award to an underperforming contractor
- Award a lesser budget period award to an underperforming contractor and

reallocate the funds to a satisfactory or overperforming contractor(s)

- Adjust budget period awards to further the State's priorities and needs

XII. Award Procedures

It is the policy of OTDA to provide all program Applicants with an opportunity to resolve complaints or inquiries related to bid solicitations or pending contract awards administratively. OTDA encourages all Applicants to seek resolution of complaints concerning the contract award process through consultation with OTDA. All such matters will be accorded impartial and timely consideration. Detailed procedures are provided on the OTDA website at [Contracts & Grant Opportunities](#). OTDA continues to encourage all Applicants who desire a debriefing to contact OTDA directly.

An appeal may be requested by following the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found in the OSC Guide to Financial Operations [here](#). Additional information is also available in OSC's Guide to Financial Operations, [Chapter XI Procurement and Contract Management, 17. Protest Procedures](#).

Contract Development Process

OTDA will initiate the contract development process with successful applicants following the announcement of awards. Successful applicants may be asked to provide updated work plans and budget summaries that specify the services to be delivered, project goals, deliverables, and the process for claiming funds. The contract will include standard terms and conditions such as confidentiality of records, publications and contract termination. The contract will constitute a legally binding agreement between the selected applicant and OTDA and will be in effect for the full term of the contract.

The contracts will have a term of 60 months and will contain work plans and budget summaries for each 12-month budget period.

Payment

The contractor will be reimbursed for line-item and performance-based expenses. No payments will be made until the contract is fully executed and signed by the State Comptroller and the State Attorney General. Once the contract has been fully executed by OTDA (signed and approved by OTDA, the State Attorney General and the Office of the State Comptroller), OTDA may, at its discretion, advance up to 25 percent of the first budget period amount, if requested and if deemed appropriate by OTDA. There will be no advances for subsequent budget periods. Contractors will work at their own risk if they conduct program activities prior to the contract being executed.

XIII. Reports and Record Keeping

Record Keeping

The contractor must maintain current and accurate fiscal and accounting controls to support the claims for deliverables and/or outcomes claimed under the contract. Records must adequately identify revenue sources and expense items for all contract activities. Accounting records must be supported by clear documentation for all funds received and disbursed. Records must be retained and be accessible for a period of six years from the end of the contract, the last payment, or the last contract transaction.

However, if any claim, audit, litigation, or State/Federal investigation is commenced before the expiration of the aforementioned record retention period, the records must be retained by the contractor until all claims or findings regarding the records are finally resolved. OTDA or its designee shall have access to any records relevant to the project (including but not limited to books, documents, photographs, correspondence, and records), for audits, examinations, transcripts, and excerpts. If OTDA determines that such records possess long-term or historic value, they must be transferred, upon request, to OTDA.

Reporting and Vouchering Requirements

The New York State Refugee And Immigrant Data Portal, or any alternative portal approved for use by this program by NYS Information Technology Services (hereafter referred to as “SUNDIAL”), is to be used by contractors to submit progress reports and claims for payment.

The contractor must have sufficient equipment and a system environment to use the SUNDIAL system, as follows:

- Desktop or laptop computer(s) with internet access
- Web browsers Microsoft Edge and Google Chrome

For transmitting sensitive and confidential data, the contractor must use SUNDIAL and maintain the confidentiality and privacy of data submitted through SUNDIAL in conformity with the obligations more fully spelled out in NYS [Policies](#), OTDA’s Attachment A-1, and the Bureau of Refugee Services’ service provider handbook.

Reports and vouchers must be submitted by the contractor on a quarterly basis during the contract unless otherwise specified. Payments will be based on accurately submitted financial claim summaries and necessary documentation supporting the eligible expenditures in the budget summary. Additional reporting, as may be determined by OTDA, may also be required.

Individuals who will be authorized to access SUNDIAL, or who will otherwise have access to Protected Information, as that term is defined in Attachment A-1, will be required to sign the standard Non-Disclosure Agreement (NDA), which is available for review in SFS. Applicants are encouraged to review the sample Master Contract for Grants, all Attachments thereto, and the NDA prior to submitting a proposal.

After the end of a budget period quarter, the contractor generates from SUNDIAL a Claim for Payment and Financial Claim Report for contractor review and subsequent submission to OTDA for payment. In addition to SUNDIAL generated reports, documentation substantiating the financial claim report is required to be uploaded in the Supporting Documentation web browser in SUNDIAL. This documentation must be maintained on site by the contractor and must be accessible for review by OTDA at any time.

Case Records

The contractor must adhere to OTDA instructions and requirements regarding case records as stated in the contract and in related directives, forms of notification and OTDA manuals that may be found on OTDA's website.

Monitoring

OTDA will monitor projects on a regular basis throughout the contract's duration. Monitoring may include site visits, regular telephone contact and/or discussions of monthly progress reports. The goals of project monitoring are to determine whether the terms of the contract are being met and to provide technical assistance, where necessary, to help the contractor meet these terms. OTDA reserves the right to conduct site visits and make telephone contact with subcontractors as a means of monitoring the prime contractor's performance.

Selected contractors are expected to provide services aligned with the goals of this program. As part of OTDA program oversight, the agency will monitor services provided to assess the extent to which those services are necessary and appropriate.

Amendments to the Contract

Amendments and modifications of executed contracts are sometimes necessary to accommodate the needs of both the contractor and OTDA. These changes, which must be by mutual written agreement, may include modification to reimbursement schedules, time and money amendments, or no-cost extensions as necessary. Contract modifications, including amendments and no-cost time extensions, will be made at the discretion of the OTDA with the approval of the Attorney General and the Office of the State Comptroller.

XIV. General Terms and Conditions

This RFP does not obligate OTDA to award any contracts or to reimburse the expenses incurred in preparing a response to this RFP, nor does it obligate OTDA to amend any existing contract for services.

Any contract awarded pursuant to this RFP will be subject to OTDA's processing procedures for contracts of this type, including approval as to form by the State's Attorney General and by the NYS Office of the State Comptroller.

It is the policy of OTDA to encourage the employment of qualified applicants/recipients of public assistance by both public organizations and private enterprises that are under contractual agreement with OTDA for the provision of goods and services. OTDA may require the Contractor to demonstrate how the Contractor has complied or will comply with the aforesaid policy.

Subject to the availability of funds, the contract award will be made to the applicants whose proposals are determined to best meet the criteria for proposal evaluation and selection set forth in this RFP.

This RFP and any contract resulting from this RFP are subject to all applicable laws, rules, regulations, policies, guidance, and programmatic requirements promulgated by any Federal and State authority having jurisdiction over the subject matter thereof.

The Contractor will be required to comply with all applicable Federal and State laws, regulations, policies, guidance and programmatic requirements. The Contractor must also comply with applicable New York State Executive Orders.

OTDA reserves the following additional rights:

- To change any of the scheduled dates stated in this RFP.
- To fund any or all proposals received in response to this RFP.
- To make multiple awards for all regions should additional funds become available.
- To award contract(s) to as many or as few applicants as it may select.
- To make multiple awards per region if a lack of viable applicants results in a balance of funds to be awarded, and/or multiple awards per region are required to address State priorities and needs.
- To accept or reject any or all proposals that do not completely conform to the requirements or instructions given in this RFP, including time frames for submission thereof.
- To reject any proposals submitted and amend, withdraw or postpone this RFP at any time without notice, and without liability, to any bidder, or other party, for expenses incurred in the preparation of any proposals submitted in response to this RFP.
- To request all bidders who submitted proposals to present supplemental information clarifying their proposal either in writing or by formal presentation, for the purpose of assuring a full and complete understanding of an offeror's proposal and/or to determine an offeror's compliance with the requirements of this solicitation. The award of the contract, if any, may be made with reliance on additional information requested.
- To make funding decisions that maximize compliance with and address the goals identified in this RFP.

- To make an award under this RFP in whole or in part, funding only one portion, or selected activities, of a selected bidder's proposal; and/or adopt all or part of the selected bidder's proposal based on State requirements.
- To eliminate any RFP requirements unmet by all bidders, upon notice to all parties that submitted proposals.
- To waive procedural technicalities, or modify minor irregularities, in proposals received, after notification to the bidder involved.
- To correct arithmetic errors in any proposal, or make typographical corrections to a proposal, with concurrence of the bidder.
- To conduct contract negotiations with the next responsible bidder(s), should the agency be unsuccessful in negotiating with the selected bidder(s).
- To use the proposal submitted in response to this RFP as part of an approved contract. At the time of contract development, awardees may be requested to provide additional budget and program information for the final contract.
- To make additional awards based on the remaining proposals submitted in response to this RFP and/or to provide additional funding to awardees if additional funds become available, using the same scoring criteria and award methodology in lieu of releasing a new RFP, if deemed to be in the best interest of the State. OTDA also reserves the right to issue a new RFP to solicit new proposals.
- To make inquiries of third parties, including but not limited to bidders' references, use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under this RFP. By submitting a proposal in response to this RFP the applicant gives its consent to any inquiry made by OTDA.
- To negotiate with the selected bidder(s) prior to contract award.
- To negotiate any aspect of a proposal in order to ensure that the final agreement meets OTDA objectives and requirements.
- To require contractors to participate in a formal evaluation of the program to be developed by OTDA. Contractors may be required to collect data for these purposes. The evaluation design will maintain confidentiality of participants and recognize practical constraints of collecting this kind of information.
- To consider statewide distribution and regional distribution within New York City including borough distribution methodology, in evaluating proposals.
- To use any and all ideas submitted in the proposals received.
- To terminate the contract in whole or in part or modify it at its discretion or due to the unavailability of funds. Such termination shall not affect obligations incurred under the contract prior to the effective date of such termination.

- When funds are advanced any unexpended balance or funds unaccounted for at the end of the approved period or at the time of termination must be returned.

The terms and conditions for all funded projects are specified in a detailed contract which must be signed by OTDA and approved by the New York State Attorney General's Office and the Office of the State Comptroller before any work is to begin or payments are made. The successful applicant will be sent the complete standard contract for execution. Before submitting the application, Applicants must review the Attachments that are available to download from SFS, as successful applicants will be expected to comply with the terms and conditions specified therein. These Attachments will become a part of any contract that is developed with successful applicants as a result of this RFP.

The following will be incorporated into any contracts resulting from this RFP:

- NYS Master Contract for Grants Face Page
- NYS Master Contract for Grants (Terms and Conditions)
- Appendix A (Standard Clauses For New York State Contracts)
- Attachment A-1 (Agency-specific Terms and Conditions)
- Attachment A-2 (Program-specific Terms and Conditions)
- Attachment B-1 (Expenditure-Based Budget)
- Attachment C (Work Plan)
- Attachment D (Payment and Reporting Schedule)

All plans and working documents prepared by the applicant under the contract to be awarded will become the property of the State of New York. All products, deliverable items and working papers resulting from this contract will be the sole property of OTDA and the applicant is prohibited from releasing these documents to any persons other than the Commissioner of the Office of Temporary and Disability Assistance or their designee unless authorized by OTDA to do so.

OTDA reserves a royalty free non-exclusive license to use and to authorize others to use all copyrighted material resulting from this project.

All reports of investigations, studies and publications made as a result of this proposal must acknowledge the support provided by OTDA.

All protected information, as that term is defined in Attachment A-1, concerning individuals served or studies conducted under the project are confidential and such information may not be disclosed to unauthorized persons, corporations, or agencies.

Successful applicants will be subject to the State's prompt contracting law. The proposal

shall be signed by an official authorized to bind the applicant and shall contain a statement to the effect that the proposal is a firm offer for a 180-day period. The proposal shall also provide the name, title, address, telephone number and area code of individuals with authority to negotiate and contractually bind the corporation or municipality and who may be contacted during the period of proposal evaluation.

XV. Participation Opportunities for New York State Certified Service-Disabled Veteran-Owned Businesses

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOBs"), thereby further integrating such businesses into New York State's economy. The OTDA recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of OTDA contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders/Contractors are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

For purposes of this procurement, OTDA conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to the Contractor. Nevertheless, the Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at <https://ogs.ny.gov/veterans/>.

The Bidder/Contractor is encouraged to contact the Office of General Services' Division of Service-Disabled Veteran's Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss methods of maximizing participation by SDVOBs on the Contract.

XVI. Executive Order 190: Incorporating Health Across All Policies into State Agency Activities

Per [Executive Order 190](#), this RFP incorporates the New York State Prevention Agenda and the World Health Organization (WHO) Eight Domains of Livability to further the Health Across All Policies initiative.

The New York State Prevention Agenda is the blueprint for action to improve the health

of New Yorkers and become the healthiest state for people of all ages. The five priority areas of the New York State Prevention Agenda are:

- Preventing Chronic Diseases
- Promoting a Healthy and Safe Environment
- Promoting Healthy Women, Infants and Children
- Promoting Well-Being and Preventing Mental Health and Substance Use Disorders
- Preventing Communicable Diseases

The WHO Eight Domains of Livability include:

- Outdoor Spaces and Buildings
 - Providing safe, accessible places for the public to gather indoors and out. Ensuring that parks, sidewalks, safe streets, outdoor seating, and accessible buildings can be used and enjoyed by people of all ages.
- Transportation
 - Increasing the accessibility, availability, and affordability of public transit options, as well as ensuring safe roadways.
- Housing
 - Expanding affordable housing options for varying life stages, and enacting programs that help people remain in their homes longer to age in place.
- Social Participation
 - Increasing access to affordable and community-based social activities can help address loneliness and isolation.
- Respect and Social Inclusion
 - Increasing the availability of intergenerational activities and programs.
- Civic Participation and Employment
 - Provide ways that all people, including older people, can, if they choose to, work for pay, volunteer their skills, and be actively engaged in community life.
- Communication and Information
 - Providing information through a variety of means and in a culturally competent manner, recognizing that not everyone has a smartphone or internet access.
- Community and Health Services
 - Ensuring accessible and affordable health services in every community.

The Health Across All Policies initiative is a collaborative approach that integrates

health considerations into policymaking across all sectors to improve community health and wellness. To successfully improve the health of all communities, health improvement strategies must target social determinants of health and other complex factors that are often the responsibility of non-health partners such as housing, transportation, education, environment, parks and economic development.

Consistent with Executive Order 190, where requested in this RFP, applicants must describe how their proposals can improve community health and wellness through alignment and coordination with the New York State Prevention Agenda priorities and the WHO Eight Domains of Livability.

XVII. Contractor Requirements and Procedures for Business Participation Opportunities for New York State Certified Minority- and Women-Owned Business Enterprises and Equal Employment Opportunities for Minority Group Members and Women

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations OTDA is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of OTDA contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, OTDA hereby establishes an overall 30% M/WBE participation goal, and specific participation goals for both New York State-certified Minority-owned Business Enterprises (“MBE”) and New York State-certified Women-owned Business Enterprises (“WBE”) will be assessed based on the nonprofit’s discretionary spending budget and participation opportunities therein. A contractor (“Contractor”) on any contract resulting from this procurement (“Contract”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this RFP, the respondent agrees that OTDA may withhold payment pursuant to any Contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how OTDA will evaluate a Contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The respondent understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. [FOR CONSTRUCTION CONTRACTS – The portion of a contract with an MWBE serving as a supplier that shall be deemed to represent the commercially useful function performed by the MWBE shall be 60 percent of the total value of the contract. The portion of a contract with an MWBE serving as a broker that shall be deemed to

represent the commercially useful function performed by the MWBE shall be the monetary value for fees, or the markup percentage, charged by the MWBE]. [FOR ALL OTHER CONTRACTS - The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract]

In accordance with 5 NYCRR § 142.13, the respondent further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a Contract resulting from this RFP, such finding constitutes a breach of contract and OTDA may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a respondent agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System ("NYSCS"), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a respondent may arrange to provide such evidence via a non-electronic method by contacting the Contract's program manager at OTDA.

Additionally, a respondent will be required to submit the following documents and information as evidence of compliance with the foregoing:

- An MWBE Utilization Plan with their bid or proposal. Any modifications or changes to an accepted MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to OTDA for review and approval.

OTDA will review the submitted MWBE Utilization Plan and advise the respondent of OTDA acceptance or issue a notice of deficiency within 30 days of receipt.

- If a notice of deficiency is issued, the respondent will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to the OTDA a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OTDA to be inadequate, OTDA shall notify the respondent and direct the respondent to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

OTDA may disqualify a respondent as being non-responsive under the following circumstances:

- If a respondent fails to submit an MWBE Utilization Plan;

- If a respondent fails to submit a written remedy to a notice of deficiency;
- If a respondent fails to submit a request for waiver; or
- If OTDA determines that the respondent has failed to document good faith efforts.

The successful respondent will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to OTDA but must be made no later than prior to the submission of a request for final payment on the Contract.

The successful respondent will be required to submit a quarterly M/WBE Contractor Compliance & Payment Report to OTDA, by the 8th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the respondent agrees with all of the terms and conditions of [Appendix A – Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women OR Authority equivalent to Appendix A]. The respondent is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the respondent, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The respondent will be required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, Form OTDA-4970, to OTDA with its bid or proposal.

If awarded a Contract, respondent shall submit a Workforce Utilization Report, Form OTDA-4971, and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by OTDA on a QUARTERLY basis during the term of the Contract.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the

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

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

Participation Opportunities for New York State Certified Service-Disabled Veteran-Owned Businesses

Article 3 of the New York State Veterans' Services Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOBs"), thereby further integrating such businesses into New York State's economy. The OTDA recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of OTDA contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders/Contractors are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

For purposes of this procurement, OTDA conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers and suppliers to the Contractor. Nevertheless, the Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at: <https://ogs.ny.gov/veterans/>.

The Bidder/Contractor is encouraged to contact the Office of General Services' Division of Service-Disabled Veteran's Business Development by phone at 518-474-2015 or by email at VeteransDevelopment@ogs.ny.gov to discuss methods of maximizing participation by SDVOBs on the Contract.

Part B. Instructions for Completing the Application in the Statewide Financial System

Please read Part A of the RISWP Request for Proposals carefully before completing the application. The entire RISWP application must be submitted in SFS. Read and follow all instructions while completing the screens in SFS. In SFS, the application is often referred to as the “bid response.”

* You will not be able to save a bid response (application) until you fill out both the contact info AND the Site/Project Address in “Step 1: Answer General Event Questions.”

I. Searching for the Bid Event in the Statewide Financial System

For more detailed instructions please refer to the section Respond to Bid Event Expenditure Budget Types in the [SFS Handbook: Grantee Processing in SFS \(Grantee User Manual\)](#) for additional detailed instructions on responding to bid events and completing the application:

- Log into the SFS Vendor Portal.
- Click the “Grants Management – State” tile.
- Click the “Bid Event Search” tile.
- Type “RISWP” in the Event ID field and then click Search.
- Select the appropriate Grant Opportunity and then click the “Bid on Event” button.
- From the Event Details page you may review the Event Start, Event End Date, Estimated Award Date and Anticipated Contract Date fields.
- Click the “Additional Bid Info” link and review the Additional Bid Info, then click “OK” to return to the Event Details page.
- Select the “Events Comments and Attachments” link, located at the bottom of the page to view any instructions, attachments and/or comments. You may need to scroll to see this link.

II. Attachments

Be sure to download, complete and upload all of the required attachments. SFS will not alert you if you forget an upload. All uploads must be in a non-fillable Adobe PDF file format.

- Click on the “Events Comments and Attachments” link at the bottom of the screen and you will then see a list of all the required attachments. The list of required attachments is also in Part C of this RFP. Click the “View” button to view and download attachments as necessary.
- Click the “OK” button after finishing viewing/downloading the instructions,

attachments and comments.

III. Questions

- Use the scrollbar to navigate to the Step 1: Answer General Event Questions section and enter the appropriate information for each question.
- Click the “Site/Project Address” link and enter the appropriate address details. When you have finished entering address details click the “OK” button. The Site/Project Address is where the grant will be used, or funds will be spent.
- Next you will review and respond to Event Questions and upload appropriate documents where prompted, including your answers to the Program Specific Questions. Those that are flagged as Required (*) must be responded to in order to submit a bid response. The ability to add a Comment/Attachment will vary based on the question.
- Click the “Save for Later” button.
- In the resulting popup, click the “OK” button to save your progress.

IV. Budget

Complete the budget screens based on your previously completed Expenditure-Based Budget Worksheet (downloaded in the Attachments section). The total grant funds requested should be for the first twelve months of the contract. Only use whole dollar amounts for funds requested.

- Scroll to the bottom of the page. Under the Lines section, click the “Period Details” link under the Period column to access budget and work plan information.
- Click the “Budget Properties” link.
- Review the Budget Header Information. This section was completed by OTDA.
- Review the Budget Category Properties section (including Narrative), noting which rows have “Available in Grant” checked. This section was completed by OTDA to help the applicant understand which Budget Category requires a response.
- Scroll down to the Period Budget Summary section and click “View All” in the upper right to view all budget categories. Then click on the “Category Details” icon on the right side to enter details for each budget category.
- Complete all fields with your projected budget figures for the first 12-month period. The Total Funds will appear automatically based on your entry in the Grant Funds column. To add another expenditure row, click the ‘+’ on the right side of the screen.
- 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.

- For Salary, include the Position/Title for all employees that will be paid in full or in part from contract funds.
- Click 'Ok' and then click 'Save' to ensure that your changes are saved.
- Click on the "Category Details" icon for each additional budget category (Fringe, Contractual, Travel, Equipment, Space/Property and Utilities, Operating Expenses, Other Expenses) and repeat the previous steps as needed.
- The Other Expenses category should include the following budget lines (if applicable):
 - Welcome Orientation (a maximum of \$25,000 may be allocated);
 - School Staff Orientation (a maximum of \$5,000 may be allocated);
 - Family Orientation (a maximum of \$10,000 may be allocated);
 - Family Activity (a maximum of \$10,000 may be allocated);
 - Administrative OR Indirect Costs. These may not exceed 15% of the requested funds. If indirect costs are selected, an Indirect Cost Letter must also be uploaded in SFS.
- Click 'Ok' and then click 'Save' to ensure that your changes are saved.
- Click the "Back" button.
- Click the "Work Plan Properties" link.

V. Work Plan

The Work Plan is composed of the Project Summary and the Objectives >> Tasks >> Performance Measures.

Project Summary:

- Describe the organizational capacity and provide a high-level overview of the project, including any work to be performed by subcontractors.
- Describe the overall goals and desired outcomes of the proposed project.
- Describe the service location, hours of operation and overall number of persons to be served.
- Explain your service strategy for Welcome Orientations defining in sufficient detail the service delivery method (Who? What? When? Where? How?) and what gaps or needs you hope to address with the proposed service. In addition, provide details for each of the following Welcome Orientation tasks that must be

provided: Nutritious culturally appropriate meals and snacks for student participants; student school enrollment and registration for breakfast, lunch and after-school programs; distribution of school supplies; coordination of student placement testing; immunization verification; student orientation of school and classroom culture; ENL instruction; field trips and recreational activities; coordination to meet other needs such as clothing and material needs, additional educational opportunities, case management and/or special education services where applicable; transportation to all Welcome Orientations.

- Explain your service strategy for School Staff Orientation, defining in sufficient detail the service delivery method (Who? What? When? Where? How?) and what gaps or needs you hope to address with the proposed service. In addition, provide details for each of the following School Staff Orientation tasks that will be provided: Strategies for welcoming refugee and immigrant students; ENL training; anti-bullying training; trauma-informed care training; cultural competency training; domestic abuse training; students with interrupted formal education training.
- Explain your service strategy for Family Orientation, defining in sufficient detail the service delivery method (Who? What? When? Where? How?) and what gaps or needs you hope to address with the proposed service. In addition, provide details for each of the following Family Orientation tasks that must be provided: Provide an overview of the school system and classroom culture; emphasize the importance of homework, regular attendance and reporting student absences; explain school immunization requirements; explain parent-teacher conferences and other means of school communication; provide a list of upcoming school events; provide an explanation of other school rules and regulations.
- Explain your service strategy for Family Activity, defining in sufficient detail the service delivery method (Who? What? When? Where? How?) and what gaps or needs you hope to address with the proposed service. In addition, provide details for each of the following Family Activity tasks that will be provided: Provide an educational and/or social activity or trip for refugee and immigrant families that help connect them to their community.
- Explain your service strategy for Academic Coaching, defining in sufficient detail the service delivery method (Who? What? When? Where? How?) and what gaps or needs you hope to address with the proposed service. In addition, provide details for each of the following Academic Coaching tasks that will be provided: Tutoring, including but not limited to homework clubs, after-school social activities, ENL support, remedial assistance, special needs services and classroom support; Guidance or counseling, including but not limited to trauma-informed care, support for students with interrupted formal education or post-traumatic stress disorder (PTSD) and graduation, college or career advice; Mentoring and advocacy; Mediation, problem solving and crisis intervention; Supplemental orientation support, classroom placement assistance, immunization verification/support and attendance counseling; Support for families

at parent-teacher conferences and additional communications support as needed.

- Explain your service strategy for providing Translation and Interpretation Service, defining in sufficient detail the service delivery method (Who? What? When? Where? How?), what gaps or needs you hope to address with the proposed service and the language services that you propose to provide to RISWP participants.
- Explain how you will proactively monitor program goals on a regular basis, defining in sufficient detail the service delivery method (Who? What? When? Where? How?).
- After completing the Project Summary scroll down and click save.

Objectives >> Tasks >> Performance Measures:

The Objectives, Tasks and Performance Measures are pre-defined in SFS and there is nothing that applicants must add in this section.

* All of the Objectives, Tasks and Performance Measures are pre-defined in SFS. It is unnecessary to create additional Performance Measures, but in the event that you do create a Performance Measure, either delete it or complete the description field and then click the More Details tab and select the “Text/Comment” option for Performance Measure Response Type. Failure to do so may result in application errors and prevent application submission.

- When you have added descriptions for all Objectives, Tasks and Performance Measures click the “Save” button.
- Click the “Back” button.
- Click the “Return to Bid Response” link.
- Enter in the “Your Unit Bid Price” field the total Grant Funds Requested amount for the first budget period in order to submit the bid response.
- When you are ready to submit your bid response, click the “Submit Bid” button.
- In the resulting popup, click the “Yes” button to confirm you would like to submit the bid.

Part C – List of Attachments and Forms to Upload

Upload all required forms in the places designated throughout the application. All forms must be uploaded as a non-fillable PDF. OTDA will not accept other formats.

- **NYS Sample Master Contract for Grants**
 - This document is made available for your review.
- **Attachment A-1 (Agency-specific Terms and Conditions)**
 - This document is made available for your review.
- **Attachment A-2 (Program-specific Terms and Conditions)**
 - This document is made available for your review.
- **NYS OTDA Non-Disclosure and Confidentiality Agreement**
 - This document is made available for your review.
- **General Information Form**
 - Complete all applicable sections, convert to a non-fillable PDF and upload with the application.
- **Expenditure-Based Budget Worksheet**
 - Fill in the appropriate budget values and add additional lines to each sub-category as needed. Convert to a non-fillable PDF and upload with the application.
- **Program Specific Questions**
 - Answer all of the questions as fully as possible. Convert to a non-fillable PDF and upload with the application.
- **Agency Agreement Form**
 - Sign, complete, convert to a non-fillable PDF and upload with the application.
- **Subcontractor and Supplier Identification Form**
 - Complete all applicable sections, convert to a non-fillable PDF and upload with the application.
- **OTDA 4934 Equal Employment Opportunity Staffing Plan**
 - Complete all applicable sections, convert to a non-fillable PDF and upload with the application.
- **OTDA 4937 MWBE Utilization Plan**
 - Complete all applicable sections, convert to a non-fillable PDF and upload with the application.
- **OTDA 4938 M/WBE Letter of Intent to Participate**

- Sign and complete all applicable sections, convert to a non-fillable PDF and upload with the application.
- **OTDA 4970 M/WBE and EEO Policy Statement**
 - Complete all applicable sections, convert to a non-fillable PDF and upload with the application.
- **OTDA 4976 MWBE Certification of Good Faith Efforts**
 - Sign, complete, convert to a non-fillable PDF and upload with the application.
- **EO 177 Certification**
 - Sign, complete, convert to a non-fillable PDF and upload with the application.
- **EO 16 Certification**
 - Sign, complete, convert to a non-fillable PDF and upload with application.
- **Non-Collusive Bidding Certification**
 - Sign, complete, convert to a non-fillable PDF and upload with the application.
- **Offeror's Acknowledgment of Understanding of Post-Employment Provisions**
 - Sign, complete, convert to a non-fillable PDF and upload with the application.
- **Offeror's Assurance of No Conflict of Interest or Detrimental Effect**
 - Sign, complete, convert to a non-fillable PDF and upload with the application.
- **Sexual Harassment Prevention Certification**
 - Sign, complete, convert to a non-fillable PDF and upload with the application.
- **Documentation Establishing Agency's Indirect Cost Rate (optional)**
 - Upload your agency's documentation of federally approved indirect cost rate or indirect cost rate established and documented by another method accepted by OTDA.

Applicants are required to complete the **New York State Vendor Responsibility Questionnaire Not-For-Profit Business Entity**, but it is not a required upload in SFS. Instructions on how to complete and file the Questionnaire can be found on the [VendRep website](#).

The **Confidentiality/Non-Disclosure Agreement** is not a required upload in SFS. Upon award and approval of a resulting contract, it will be required to be signed by each of the contractor's staff who have access to OTDA information. The contractor would keep the signed forms on file and would need to produce them upon request.

Part D – Printed Version of Program Specific Questions

Program Specific Questions

Instructions: Please answer all Program Specific Questions, convert to a non-fillable PDF and upload with the application in SFS.

1. Describe in detail why RISWP funding is needed by quantifying increases in enrollment of refugees and immigrants as detailed in Part A Section VIII. (eligible participants) and English Language Learners (ELL) in your school district.
2. Provide a detailed plan of how, if awarded RISWP funding, your school district will develop effective programming that will:
 - Provide robust supports for ELLs such as tutoring, academic coaching, study clubs, translation and interpretation services;
 - Address the serious short and long-term educational issues facing refugee and immigrant students including students with interrupted formal education and those that have experienced trauma;
 - Ease the transition of refugee and immigrant students into their schools and communities;
 - Empower parents of refugee and immigrant students to be effective partners in the education of their children.
3. Describe other programs or services your school district operates and how they will be used to enhance the effectiveness of the proposed program.
4. Describe your school district's relationships with refugee resettlement agencies or other ethnic community service providers, explaining what specific resources will be made available to RISWP participants through these partnerships. If your school district does not have an established relationship with either, describe your plan to develop one.
5. Describe how the proposed program will improve community health and wellness and advance applicable New York State Prevention Agenda Priorities and the World Health Organization Eight Domains of Livability, consistent with [Executive Order Number 190: Incorporating Health Across All Policies into State Agency Activities](#).
6. Provide a high-level overview of the proposed project including any work to be performed by subcontractors.
7. Describe the overall goals and desired outcomes of the proposed project.
8. Describe the service location, hours of operation and overall number of persons to be served.

9. Demonstrate how RISWP funds will be used to supplement and not supplant current local expenditures of federal, state or local funds.
10. Describe your (and/or your subcontractor's) relevant experience and qualifications, staffing, language capacity and ongoing staff development/training activities, and how you will utilize that current expertise and/or augment it to implement and support the services required by RISWP.
11. Describe how you will utilize counselors and/or psychologists to address the needs of refugee and immigrant students.
12. Describe in detail how the services provided by your school district will meet the special needs and unique circumstances of refugee and immigrant students in your district, including how you propose to address barriers to accessing services and information.
13. Describe how you will provide ongoing engagement and support to the family members of RISWP students, with the assistance of staff and/or subcontractors trained in trauma and cultural sensitivity.
14. Describe how your staff will receive regular training at Staff Orientations on trauma-informed care, cultural sensitivity and best practices for educating English Language Learners and Students with Interrupted Formal Education (SIFE).
15. Detail your service strategy for Welcome Orientations, defining in sufficient detail the service delivery method (Who? What? When? Where? How?) and what gaps or needs you hope to address with the proposed service. In addition, provide details for each of the following Welcome Orientation tasks that must be provided: Nutritious culturally appropriate meals and snacks for student participants; student school enrollment and registration for breakfast, lunch and after-school programs (as allowable and applicable); distribution of school supplies; coordination of student placement testing; immunization verification; student orientation of school and classroom culture; ENL instruction; field trips and recreational activities consistent with the guidance of local public health entities; coordination to meet other needs such as clothing and material needs, additional educational opportunities, case management and/or special education services where applicable; transportation to all Welcome Orientations.
16. Detail your service strategy for School Staff Orientation, defining in sufficient detail the service delivery method (Who? What? When? Where? How?) and what gaps or needs you hope to address with the proposed service. In addition, provide details for each of the following School Staff Orientation tasks that will be provided: Strategies for welcoming refugee and immigrant students; ENL training; anti-bullying training; trauma-informed care training; cultural competency training; domestic abuse training; students with interrupted formal education training.
17. Detail your service strategy for Family Orientation, defining in sufficient detail the service delivery method (Who? What? When? Where? How?) and what gaps or needs you hope to address with the proposed service. In addition, provide details for each of the following Family Orientation tasks that must be provided: Provide an overview of the school system and classroom culture; emphasize the importance of

homework, regular attendance and reporting student absences; explain school immunization requirements; explain parent-teacher conferences and other means of school communication; provide a list of upcoming school events; provide an explanation of other school rules and regulations.

18. Detail your service strategy for Family Activity, defining in sufficient detail the service delivery method (Who? What? When? Where? How?) and what gaps or needs you hope to address with the proposed service. In addition, provide details for the Family Activity task that will be provided: Provide an educational and/or social activity or trip for refugee and immigrant families that help connect them to their community.
19. Detail your service strategy for Academic Coaching activities, defining in sufficient detail the service delivery method (Who? What? When? Where? How?) and what gaps or needs you hope to address with the proposed service. In addition, detail which of the following Academic Coaching tasks you intend to provide: Mentoring; guidance; advocacy; mediation/counseling; orientation; classroom/grade level placement assistance; problem-solving; crisis intervention; homework assistance/tutoring; parent-teacher conferences; classroom support.
20. Detail your service strategy for providing Translation and Interpretation Services, defining in sufficient detail the service delivery method (Who? What? When? Where? How?) and the language services that you propose to provide RISWP participants.
21. Detail how your agency will proactively monitor program goals on a regular basis, defining in sufficient detail the service delivery method (Who? What? When? Where? How?).