Office of Temporary and Disability Assistance

Request for Proposals
Response to Human Trafficking Program (RHTP)

Release Date: 2/13/2026
Submission Deadline: 3/31/2026

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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 to administer the NYS Response to Human Trafficking Program (RHTP).

OTDA anticipates distributing $11,985,000 for 60-month Contracts under this procurement. All program funds are State funds from the New York State budget specifically appropriated for combating human trafficking and which are subject to continued availability. Use of these funds must relate to service provision to those trafficked persons who have been confirmed by OTDA and Division of Criminal Justice Services (DCJS). Contractors should prioritize services to eligible participants who do not appear to be otherwise eligible for public benefits such as Medical Assistance, Supplemental Nutrition Assistance Program (SNAP) and Public Assistance. Other costs, such as construction and renovation costs, are not allowable under this program.

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 19, 2025, 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 AM to 5:00 PM.
- 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: 2/13/2026
- Deadline for Written Questions: 2/27/2026
- Response to Questions (on or about): 3/13/2026
- Due Date and Time for Proposals: 2:00 PM on 3/31/2026
- Anticipated Notification of Awards: 7/24/2026
- Anticipated Contract Start Date: 10/01/2026

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 RHTP RFP in the subject. Questions must be submitted no later than 2/27/2026.

Questions and answers will be posted on OTDA's website on the Procurement/Bid Opportunities web page by 3/13/2026.

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 3/31/2026. 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, unless deemed in the best interest of New York State.**

IV. Authorization

OTDA established RHTP after the New York State Human Trafficking Law was signed into law on June 6, 2007 (Chapter 74 of the Laws of 2007). The anti-human trafficking law established state crimes of sex trafficking and labor trafficking, later expanded to include sex trafficking of a child, and provides a mechanism to allow confirmed individuals of human trafficking to receive services through designated RHTP providers (Contractor). The New York State Human Trafficking Law also amended the Social Services Law, adding Article 10-D entitled "Services for Victims of Human Trafficking" to permit New York State confirmed individuals to be served. Section 483-bb provides a non-exhaustive list of culturally competent services that can be provided, including, but not limited to: case management, emergency temporary housing, health care, mental health services, substance use services, language interpretation and translation services, English language instruction, job training and placement assistance, post-employment services for job retention, and services to assist the individual and any of his or her family members to establish a permanent residence in New York or in the United States as well as voluntary placement in a short-term or long-term safe house, as defined in SSL § 483-aa. Such activities are also supported by the 2025-2026 budget appropriation language.

V. 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 include non-governmental organizations: nonprofit corporations, including charitable organizations incorporated, registered and in good standing with the Charities Bureau of the Attorney General in the State of New York; faith-based organizations, tribal organizations, local governmental organizations and educational institutions.

Eligible non-profit applicants must be prequalified in SFS as outlined in Section II of this RFP.

Eligible grant applicants must be located in and do business in New York State.

VI. Program Description

The purpose of RHTP is to provide services to trafficked persons who have been confirmed by OTDA and DCJS. Contractors should prioritize services to eligible participants who do not appear to be otherwise eligible for public benefits such as Medical Assistance, SNAP and Public Assistance.

The first comprehensive national effort to address human trafficking was the Trafficking Victims Protection Act (TVPA) of 2000. It provided for enhanced penalties for human trafficking crimes and special service programs to provide assistance to survivors. The TVPA was a watershed development in addressing trafficking on a national level. New York expanded on these efforts when the State enacted the Human Trafficking Law on June 6, 2007, which included the NYS Confirmation of Trafficking Process and the Response to Human Trafficking Program funding for Contractors. The law represents a multi-faceted and multi-disciplinary approach to fighting the effects of human trafficking. In 2016, the law was strengthened and allowed for service providers to make direct referrals for Confirmation. In 2018, the program expanded to give providers the ability to serve all individuals confirmed with State confirmation of human trafficking. This has led to continuous increases in the number of trafficked individuals identified within the State.

The New York State Human Trafficking Law has four key objectives, which are to:

- Increase prevention of and protection against trafficking for vulnerable populations;
- Improve the capacity of the human services sector to address human trafficking;
- Increase access to culturally competent quality services for survivors of human trafficking; and
- Increase investigation and prosecution of perpetrators of human trafficking.

The law also authorizes services to those trafficked persons who have been confirmed as a trafficked individual by OTDA and DCJS. Contractors should prioritize services to eligible participants who do not appear to be otherwise eligible for public benefits such as Medical Assistance, SNAP and Public Assistance. RHTP eligible participants are defined in section VIII. This RFP uses "Survivor" when referring more broadly to individuals with lived experience of trafficking – including those not confirmed as eligible participants.

As a result, RHTP:

- Addresses the serious and wide-ranging service issues facing trafficked persons who may lack access to mainstream services;
- Eases the transition of trafficked persons into the State’s assistance programs, and bridges needs until federal certification occurs where applicable;
- Empowers trafficked persons to be effective partners in the approach of their case management;

- Provides funding to support outreach to engage other providers and stakeholders to identify survivors of human trafficking;
- Supports local collaboration such as the regional Anti-Trafficking Task Forces, other Trafficking Task Forces, or the Domestic Violence Task Force, working to identify and serve trafficked persons and create and/or support trafficking-related local or regional Task Forces; and
- Supports prevention, education and survivor-led initiatives.

VII. Service Strategy

RHTP consists of the following deliverables, as well as a Survivor Advisory Board to help inform the work of the Contractor in providing these services.

Once trafficked persons have been identified, Contractors should meet their immediate needs for safety and basic survival and refer for confirmation. Referral to the New York State Confirmation Process may be made by law enforcement or any established legal or social services providers. Throughout this process, Contractors should inform eligible participants of their rights and responsibilities, describe the roles of the various entities involved, assess needs and strengths and ensure provision of appropriate services.

Contractors are expected to help individuals access available public benefits and services and not use funding through RHTP that duplicates what can be funded through public benefits available through the social service districts.

All services must be offered and if the survivor expresses interest or acceptance, provided. OTDA expects applicants to make available the following types of services to each eligible participant:

- Case Management
- Public Benefit Access
- Shelter/Rental Assistance/Housing Placement
- Health Care (Including Prescriptions)
- Mental Health Services
- Legal Services, including services to assist the individual and relevant family members to establish a permanent residence in New York State or the United States
- Food Services
- Other Identified Service Needs, such as substance use services, language interpretation and translation services, English language instruction, job training and placement assistance, post-employment services for job retention, need for clothing, transportation, childcare, peer support, client-identified other programming and/or any other specific services not listed.

Deliverables/Objectives

Case Management

Case management includes but is not limited to: assessing the scope of needs, developing a plan of action to meet those needs, preparing a work plan of the services provided directly by the Contractor or by the agencies/organizations that the eligible participant will be referred to for these services, and as needed, a plan to interact with law enforcement. It should also include an assessment of client's strengths and strengths-based planning. OTDA expects all Contractors to be familiar with and incorporate culturally competent trauma informed care principles into their case management efforts. The Contractor must provide comprehensive case management to all eligible participants.

Public Benefits Access

Contractors must assess the extent to which survivors may be eligible for a range of public benefits including Medicaid, SNAP, Public Assistance and other benefits. The contractor should demonstrate their relationship with social services district offices and/or experience helping individuals access benefits.

Shelter/Rental Assistance/Housing Placement

Most human trafficking survivors lack safe and secure housing, which is a crucial component of their recovery. Thus, the Contractor will offer and provide or make referrals to safe and secure emergency temporary housing, more stable long-term housing, and/or rental assistance to eligible participants.

Contractors providing shelter or housing for trafficked persons must operate in accordance with all applicable State and local laws, regulations, codes, and ordinances. Where shelter costs are reimbursable by the State through other avenues, shelter will not be covered by RHTP funds.

Health Care (Including Prescriptions)

Human trafficking survivors may require medical services. Contractors should offer a medical referral to a New York State Department of Health-licensed health care provider if a need is indicated. Prescriptions may also be covered. The Contractor should demonstrate their relationship with a recognized medical provider that has experience and resources to provide the indicated services, in a manner that is trauma informed and culturally competent.

Mental Health Services

Human trafficking survivors often present with mental health and are at risk of experiencing lifelong trauma due to physical, emotional and/or sexual abuse by their trafficker or earlier adverse experiences. Therefore, it is critical that these mitigating therapies are provided as soon as possible. The Contractor will offer and provide survivors necessary licensed mental health services or have a relationship with a recognized medical provider that has experience and resources to provide mental health services. Use of various modalities such as group counseling, art therapy, peer support, or other therapies are allowable.

Legal Services

Contractors must screen and offer and provide legal services either in-house or through community partners. Contractors must also offer and provide legal services to a non-citizen participant and relevant family members to establish immigration status in the United States. Legal Services may include legal intake, assessment, advice and counsel, applications and other legal services in the areas of immigration, protective orders, family law, housing, labor law, criminal law, or other legal area. Contractors must comply with all applicable statutes, regulations and ethics opinions governing immigrant consultants and the authorized practice of law.

Food Services

Human trafficking survivors may experience food insecurity and must be provided access to food and food preparation. This category can include coordinating access to SNAP benefits, food banks, direct food assistance, utensils and items needed in the kitchen to prepare food as well as pre-prepared foods or restaurant meals.

Other Identified Service Needs

The RHTP Contractor must offer to and provide screening for substance use screening and treatment, interpretation and translation, English language training, employment preparation and placement assistance or job retention supports. The Contractor may also assess and address the need for clothing, transportation, childcare, peer support, client-identified other programming or any other specific services not listed.

OTDA recognizes that not all services are of the same duration or require the same level of involvement by the Contractor to accomplish the task. The goal of service provision is to meet the needs of the client, from immediate needs to longer-term supports for empowerment, self-sufficiency and fulfillment, in a survivor-led, culturally competent and trauma-informed manner.

Survivor Advisory Board (SAB)

A Survivor Advisory Board (SAB) is a committee comprised of trafficking survivors that may provide recommendations for anti-trafficking policies and protocols, including outreach and community supports, and establish a safe space for peer-led sharing, mutual support, and building community.

A SAB may provide survivor-informed input to the applicant organization, governmental agencies, law enforcement, or community-based organizations. It may raise public awareness of human trafficking through community outreach and education. A SAB may provide trainings to improve stakeholders’ outreach efforts and awareness of survivor needs.

Because SAB's members have experienced human trafficking first-hand, their input provides valuable knowledge and perspectives about the impacts of human trafficking. In this way, the SAB promotes advocacy for survivor rights. Finally, it fosters resilience and empowerment within the survivor community.

Contractors may, but are not required, establish an SAB to advise and inform the Contractor in the delivery of services.

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.

RHTP funds must be used for services to eligible participants. Eligible participants are defined as trafficked persons who have been confirmed by OTDA and DCJS. Contractors should prioritize services to eligible participants who do not appear to be otherwise eligible for public benefits such as Medical Assistance, SNAP and Public Assistance.

IX. Funding Limitations and Provisions

Available Funds

Awards for the first budget period of RHTP will be made from the 2025-2026 New York State Budget Aid to Localities funding. It is estimated that $2,397,000 will be available for the first budget period. Only State funds designated for the RHTP shall be available through this RFP. Anticipated allocations and subsequent budget periods are subject to continued availability of State funds. OTDA reserves the right to increase or decrease funding for the program, subject to the availability of funds.

Distribution of Funds

The budget period one allocation will be divided in three regions as follows:

- New York City (Kings, Queens, New York, Bronx, and Richmond Counties): approximately 50%
- Metropolitan region (Nassau, Suffolk, Westchester, Rockland, Putnam, Orange, Dutchess, Ulster, and Sullivan Counties): approximately 25%
- Rest of State (all other counties): approximately 25%

More than one applicant may potentially be funded per region.

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, reporting and program monitoring.

OTDA seeks to ensure that the awardees provide RHTP-appropriate services to the greatest number of eligible individuals and that coverage is provided throughout all regions.

The allocation for each region was established to ensure services are available in each region with consideration of the percentage of the state's total confirmed population and the availability of non-RHTP resources available in the region.

Contract Term and Budget Periods

This RFP governs the provision of funds for an anticipated 60-month Contract term starting on October 1, 2026 and ending on September 30, 2031.

During the course of the Contract, funds will be made available to the Contractor for each pre-established budget period. A work plan and Attachment B-1 Expenditure Based Budget Summary 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:	October 1, 2026 to September 30, 2027
Budget Period Two:	October 1, 2027 to September 30, 2028
Budget Period Three:	October 1, 2028 to September 30, 2029
Budget Period Four:	October 1, 2029 to September 30, 2030
Budget Period Five:	October 1, 2030 to September 30, 2031

X. Program Information

Reimbursement Structure

Contracts resulting from this procurement will utilize expenditure-based reimbursement. Contractors will be reimbursed based upon line-item expenses.

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, other, and administrative costs. RHTP 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:** A minimum of 60% of the award request must be allocated for costs directly associated with staff serving eligible participants. A Contractor may, if they choose, allocate 100% of the award request in this category.
  - **Personal Services** – **Salary:** The annual salaries of the staff that will be working on the program and the corresponding Full Time Equivalent (FTE) value.

    - **Personal Services – Fringe:** The fringe benefits associated with the program 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:** A maximum of 40% of the grant may be allocated for direct non-personal services, including: contractual, travel, equipment, space/property rent, space/property own, utilities, operating expenses and other.
    - **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 which are directly related to the provision of program services, and whose services are to be funded under the Contract. Consultant or subcontractor travel expenses should also be included in Contractual Services.
    - **Travel:** Staff travel necessary to attend meetings or trainings contract which are directly related to the provision of program services.
    - **Equipment:** This includes the reasonable cost of necessary tangible property, having a useful life of more than one year and an acquisition cost of $500 or more per unit, which is required to operate the program and is directly related to the provision of program services, and may be either purchased or rented, whichever is more economical. An inventory of all equipment purchased must be kept including depreciation schedule when necessary.
    - **Space/Property:** Necessary and reasonable real estate rental and ownership costs required for the operation of the program and directly related to the provision of program services.
    - **Utilities:** Necessary and reasonable utilities costs required for the operation of the program and directly related to the provision of program services.
    - **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. and directly related to the provision of program services.
    - **Other Expenses:** Other costs which are directly related to the provision of program services which include direct client assistance to trafficked persons, or non-personnel costs associated with the Survivor Advisory Board, or administrative costs.
        - **Direct Client Assistance:** Expenses for items provided to program participants such as transportation allowances, housing allowances, clothing allowances, food allowances, furniture allowances or other necessities, or emergency cash assistance, or employment/education/vocational supplies.
        - **Survivor Advisory Board**: If a SAB is elected, a maximum of 10% of award request may be allocated. This 10% is part of the maximum 40% allowed in the non-personal services category. Allowable costs include

support activities for the SAB, such as outreach materials, office supplies, travel or meal costs for participants. Survivors hired as staff should be budgeted in the Personal Services category.

- **Administrative Costs:** Up to 10% of the grant award may be used for Administrative Costs, unless more is pre-approved by OTDA. This 10% is part of the maximum 40% allowed in the non-personal services category. Administrative Costs are the reasonable, necessary and allowable costs associated with overall program management and administration which are not directly related to the provision of program services. Administrative Costs can be both Direct Costs and Indirect Costs. Direct Costs are for activities that benefit one specific program or objective and can be identified to one specific contract. Indirect Costs are for activities that benefit more than one program or objective and, therefore, cannot be identified to only one specific contract. Indirect Costs are generally organization-wide costs and classified under functional categories such as general maintenance and operation costs, general office and administrative costs, or general overhead. Both Direct and Indirect Administrative Costs can incorporate an array of personnel (staffing) and non-personnel costs, where such costs are not directly related to the provision of program services. Examples of Administrative Costs can include, but are not limited to, human resources, legal support, accounting services, public relations, office support, information technology, audit services, postage, office supplies, etc. While Indirect Administrative Costs do not need to be itemized, all Direct Administrative Costs must be itemized.
    - Contractors may use an Indirect Cost Rate (ICR) approved by a federal agency. For contracts funded by State funds, an ICR approved by the City of New York may also be used. In all instances, documentation of such approval must be provided. Contractors that do not have an approved ICR can use a de minimis rate of up to 10%. The ICR must be applied against the value of the total budgeted Direct Costs, including both Direct Program Costs and Direct Administrative Costs, to calculate the maximum value of allowable Indirect Administrative Costs, and such value must still be within the overall 10% limit on Administrative Costs. Contractors must ensure that no costs are budgeted or claimed as both Direct Costs and as Indirect Costs. OTDA retains the right to audit to ensure that all costs are being accounted for appropriately.

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 as described 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 region, as defined in the Award Methodology below, will be reviewed competitively with other proposals to provide services in that region. For example, New York City region applications will be compared with other New York City 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 the status of the applicant's NYS Office of Attorney General Charities Registration filing, amongst other things.

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 Contractors 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 and Required Uploads (55%)**

  Applicants will be rated on their answers to the Program Specific Questions as listed in Part D. All questions should be answered.

- **Work Plan (20%)**

  The Work Plan section will be scored on the detailed description of the proposed service delivery strategy for each of the eight service objectives.

  Scoring criteria include the applicant's high-level overview of the project including target population, overall goals, means and methods of service delivery, outcomes, and means of measuring performance.

  Strong applications will include sufficient detail on the method of delivery service (who, what, when, where, how), the qualifications of staff, and how services will be provided in a culturally and linguistically appropriate manner. Evaluations will also consider the applicant's established mechanisms for client and survivor input and leadership, and how feedback has led to program changes.

  Other factors considered include: a detailed description of the location of the project, the capacity of the number of persons to be served, and hours of operation. Work plans will also be evaluated on the completeness of the descriptions of the steps that will be taken to achieve the Objectives, Tasks, and the effectiveness of the means of demonstrating the execution of the tasks (Performance Measures).

- **Budget (25%)**

  Applicants will be scored on the justification and reasonableness of their allocated expenses and on their cost-effectiveness relative to the other proposals received.

Award Methodology

Awards will be made in descending order of highest score subject to the availability of funds per region. Selected proposals may not receive the full amount requested.

The following considerations apply:

- 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.
- Awards may be reduced or increased to address statewide priorities and needs.
- OTDA may allocate funds by geographic region to ensure underserved areas are supported. An underserved region will be defined based on statistical data, and lack of prior RHTP funding. If this option is exercised, awards within these areas will still be made competitively and based on proposal scores among eligible applicants in that region, ensuring statewide service continuity.
- 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.

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 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 Contractors, OTDA reserves the right to distribute the funding among any or all of the Contract awardees. OTDA additionally 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.

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
- 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 Procurement/Bid 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 Contract will have a term of 60 months, with work plans and budget summaries for each of the five 12-month budget periods.

Payment

The Contractor will be reimbursed for eligible expenses as outlined in their Contract. No payments will be made until the Contract is fully executed and signed by the State Comptroller and the State Attorney General. Contractors will work at their own risk if they conduct program activities prior to the Contract being executed.

XII. 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 investigations, 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 case files, 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

Contractors are required to submit the annual report and an annual housing survey. Additional reporting, as may be determined by OTDA, may also be required.

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 the following sufficient equipment and a system environment to use the SUNDIAL system:

- 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 BRS Contractor handbook.

Vouchers and related reporting 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.

Reporting must demonstrate how the needs were met for each confirmed client, whether through in-house use of Contracted funds, subcontractors, or through other appropriate entities.

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. Contractors are expected to provide necessary and appropriate services and for services to be aligned with the goals of this program. OTDA program oversight will include monitoring and assessing services provided. OTDA also will correspond with Contractors by email, phone calls, and quarterly meetings (virtual and in-person).

Monitoring may include site visits, review of case records, budget and voucher documentation, interviews with funded staff, and discussion of impact, trends and needs.

The goals of project monitoring are to determine whether the terms of the Contract are being met and to provide technical assistance and supports to improve service provision and impact analysis. OTDA reserves the right to conduct site visits and make email and telephone contact with subcontractors as a means of monitoring the prime Contractor's performance.

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 and where required, with the approval of the New York State Attorney General's Office 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 New York State Attorney General's Office and by the 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 applicant, 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 formal evaluation of the program as 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, regional distribution, and 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 OTDA 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 funding 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 and Interest Payments for Not-for-Profit Organizations Law, pursuant to State Finance Law Article 11-B. 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 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 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:

- Economic Stability
- Social and Community Context
- Neighborhood and Built Environment
- Health Care Access and Quality
- Education Access and Quality

The WHO Eight Domains of Livability include:

1. **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.
2. **Transportation** – Increasing the accessibility, availability, and affordability of public transit options, as well as ensuring safe roadways.
3. **Housing** – Expanding affordable housing options for varying life stages, and enacting programs that help people remain in their homes longer to age in place.
4. **Social Participation** – Increasing access to affordable and community-based social activities can help address loneliness and isolation.
5. **Respect and Social Inclusion** – Increasing the availability of intergenerational activities and programs.
6. **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.
7. **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.
8. **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% 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% 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 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 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 *and* 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.

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

Please read Part A of the RHTP Request for Proposals carefully before completing the application. The entire RHTP application, including the Program Specific Questions listed in Part D, 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."

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 'Grant Management' tile.
- Click the 'Bid Event Search' tile.
- Select the 'Search by Status' field drop-down list, click 'Available' from the list and click the 'Search' button.
- 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 on the 'Additional Bid Info' link and review the Additional Bid information, then click the 'OK' button 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 to preview 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 ‘Step 1: Answer General Event Questions’ section and enter the appropriate information for each question.
- Click on 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 the 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. The total grant funds requested should be for the first 12 months of the Contract. Only use whole dollar amounts for funds requested. The budget percentages must match the percentages allocated allowed in the RFP.
- Scroll to the bottom of the page. Under the ‘Lines’ section, click on the ‘Period Details’ link under the ‘Period’ column to access budget and work plan information.
- Click on the ‘Budget Properties’ link.
- Review the ‘Budget Header Information’ section. 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 on the ‘Category Details’ icon on the right side to enter details for each budget category. Complete all text boxes except ‘Other Funds’. 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 provide additional details about each expenditure row. 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. **Personal Services including Salary and Fringe**

must be a minimum of 60% of the award request. A Contractor may allocate 100% of the award in this category.

- Click the ‘OK’ button and then click the ‘Save’ button to ensure that your changes are saved.
- Click on the ‘Category Details’ icon for Fringe, and repeat the previous steps as needed.
- Click on the ‘Category Details’ icon for each additional budget line (Contractual, Travel, Equipment, Space/Property and Utilities, Operating Expenses, Other Expenses) and repeat the previous steps as needed. **Non-Personal Services may be a maximum of 40% of the award request.**
- Other Expenses should include the following budget lines, if applicable:
    - Direct Client Assistance – For direct client assistance, note that for healthcare expenses, reimbursable costs and services are limited to those that are allowable under Medicaid.
    - Survivor Advisory Board – If a SAB is elected, a maximum of 10% of award request may be allocated on this budget line. This 10% is part of the maximum 40% allowed in the non-personal services category. Example of items that can be budgeted toward this activity include stipends or other non-salary and fringe reimbursements for survivor board participants, meeting costs, transportation, and Contractor staff time spent in assisting survivors in this effort. Survivors hired as staff would be included on a Salary line, not as Other Expenses Survivor Advisory Board line items.
    - Administrative – Costs associated with overall program management and administration which are not directly related to the provision of program services. Guidance on Administrative Costs is provided in Section X.
- Click the ‘OK’ button and then the ‘Save’ button to ensure that your changes are saved.
- Click the ‘Back’ button.
- Click on the ‘Work Plan Properties’ link.

V. Work Plan

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

There are eight required objectives of RHTP: Case Management; Public Benefit Access; Shelter/Rental Assistance/Housing Placement; Health Care (Including Prescriptions); Mental Health Services; Legal Services; Food Services; or Other Identified Service Needs as indicated by the proposal. There is also a ninth optional objective: Survivor Advisory Board.

For each objective, there are defined tasks that will be taken to achieve the objective. For each task, performance measures state how the effective execution of the task will be evaluated. Please include in the Work Plan how you will meet the objectives, tasks and 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 **Case Management** 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 mandatory tasks: Conduct comprehensive intake/needs and strengths assessment for each participant; Obtain State Confirmation Letter; Develop trauma-informed, individualized case management plan.
- Explain your service strategy for **Public Benefits Access** 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. Demonstrate your relationship with social services district offices and/or experience helping individuals access benefits. In addition, provide details for each of the following mandatory tasks: Assess the need for Public Benefits; Monitor Public Benefits Access and ensure needs are met; Plan of transitioning out of services developed with client.
- Explain your service strategy for **Shelter/Rental Assistance/Housing Placement**, 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. Please include your implementation of housing first policies. In addition, provide details for each of the following mandatory tasks: Assess need for immediate housing services; Monitor housing support services to ensure needs are met; Plan of transitioning out of services developed with client.
- Explain your service strategy for **Health Care (Including Prescriptions)**, 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 mandatory tasks: Assess need for immediate medical care; Monitor medical care needs are being met; Plan of transitioning out of services developed with the client.
- Explain your service strategy for **Mental Health Services**, 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 mandatory tasks: Assess need for

immediate mental health services; Monitor mental health care needs are being met; Plan of transitioning out of services developed with client.

- Explain your service strategy for providing **Legal Services**, 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. If the Contractor partners with another organization to provide legal services, the Contractor must document its experience and capacity to provide such services. In addition, provide details for each of the following mandatory tasks: Assess need for immediate legal services (e.g., immigration, family, labor, protection orders, criminal law); Monitor legal needs are being met; Plan of transitioning out of services developed with client.
- Explain your service strategy for providing **Food Services**, 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. In addition, provide details for each of the following mandatory tasks: Assess need for immediate food services; Monitor food security services needs are being met; Plan of transitioning out of services developed with client.
- Explain your service strategy for identifying and providing **Other Identified Service Needs**, defining in sufficient detail the service delivery method (Who? What? When? Where? How?) for the proposed service, including: substance use; interpretation and translation; English language training; education, employment (including job training, placement, and post-employment job retention); clothing; transportation; childcare; peer support or client-identified other programming. Include what gaps or needs you hope to address, how you will monitor that the other identified services needs are being met, and your strategy for transitioning out of services (developed with the client).
- Optional Objective: Explain your service strategy for providing **Survivor Advisory Board**, 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. In addition, provide details for each of the following mandatory tasks: Develop, Implement and/or continue SAB; Hold regular meetings of the SAB; any events, trainings or outreach materials; and Ongoing training and professional development for SAB members.
- Explain how you will proactively monitor program goals on a regular basis and conduct impact analysis defining in sufficient detail the methodology and reporting mechanisms (Who? What? When? Where? How?).
- After completing the Project Summary, scroll down and click ‘Save’.

Objectives, Tasks and Performance Measures

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

1. **Objective: Case Management**
   - **Task 1:** Conduct comprehensive intake/needs and strengths assessment for each participant.

     Performance Measure – Case file with completed assessments, signed by client, case manager, and case manager supervisor.
   - **Task 2:** Obtain State Confirmation Letter.

     Performance Measure – Submit trafficking referral to OTDA/DCJS, obtain letter and provide to the participant.
   - **Task 3:** Develop trauma-informed, individualized case management plan.

     Performance Measure – Case file demonstrates ongoing case management, outcome of services and referrals.

2. **Objective: Public Benefits Access**
   - **Task 1:** Assess eligibility for public benefits.

     Performance Measure – Identify and assist with obtaining appropriate public benefits, and document in case file.
   - **Task 2:** Monitor public benefits enrollment to ensure needs are met.

     Performance Measure – Regularly verify that public benefits needs are being met, develop long-term sustainable plan, case file updated.
   - **Task 3:** Plan of transitioning out of contractor services developed with client.

     Performance Measure – Plan implemented and public benefits in place, documented in case file.

3. **Objective: Shelter/Rental Assistance/Safe House Placement**
   - **Task 1:** Assess need for immediate housing services.

     Performance Measure – Identify appropriate housing services and connect to participant, documented in case file.
   - **Task 2:** Monitor housing support services to ensure needs are met.

     Performance Measure – Regularly verify that housing stability needs are being met, develop long-term sustainable plan, case file updated.
   - **Task 3:** Plan of transitioning out of contractor services developed with client.

     Performance Measure – Plan implemented and long-term housing stability in place, documented in case file.

4. **Objective: Health Care (Including Prescriptions)**
   - **Task 1:** Assess need for immediate health services.

     Performance Measure – Identify appropriate health care services and connect to participant, documented in case file.

- **Task 2:** Monitor health care needs are being met.

  Performance Measure – Verify regularly that health care needs are being met, develop long-term sustainable plan, case file updated.

- **Task 3:** Plan of transitioning out of services developed with client.

  Performance Measure – Plan implemented and health care services in place, documented in case file.

5. **Objective: Mental Health Services**

- **Task 1:** Assess need for immediate mental health services.

  Performance Measure – Identify appropriate mental health services and connect to participant, documented in case file.

- **Task 2:** Monitor mental health care needs are being met.

  Performance Measure – Verify regularly that mental health needs being met, develop long-term sustainable plan, case file updated.

- **Task 3:** Plan of transitioning out of services developed with client.

  Performance Measure – Plan implemented and mental health services in place, documented in case file.

6. **Objective: Legal Services**

- **Task 1:** Assess need for immediate legal services.

  Performance Measure – Identify appropriate legal services (e.g., immigration, family, labor, protection orders, criminal law) and connect to participant, documented in case file.

- **Task 2:** Monitor legal needs are being met.

  Performance Measure – Verify regularly that legal needs being met, develop long-term sustainable plan, case file updated.

- **Task 3:** Plan of transitioning out of services developed with client.

  Performance Measure – Plan implemented and legal service needs met, documented in case file.

7. **Objective: Food Services**

- **Task 1:** Assess need for immediate food services.

  Performance Measure – Identify appropriate food services and connect to participant, documented in case file.

- **Task 2:** Monitor food security services needs are being met.

  Performance Measure – Verify regularly that appropriate food needs are being met, develop long-term sustainable plan, case file updated.

- **Task 3:** Plan of transitioning out of services developed with client.

  Performance Measure – Plan implemented and food stability in place, documented in case file.

8. **Objective: Other Identified Service Needs**

- **Task 1:** Assess need for other areas of services, such as substance use, interpretation and translation, English language training, education, employment (including job training, placement, and post-employment job retention), clothing, transportation, childcare, peer support or client-identified other programming.

  Performance Measure – Identify appropriate programs or services and connect to participant, documented in case file.

- **Task 2:** Monitor other services needs are being met.

  Performance Measure – Verify regularly that appropriate service needs are being met, develop long-term sustainable plan, case file updated.

- **Task 3:** Plan of transitioning out of services developed with client.

  Performance Measure – Plan implemented and other services in place, documented in case file.

9. **Objective: Survivor Advisory Board (optional, type n/a in description if does not apply)**

- **Task 1:** Develop, Implement and/or continue Survivor Advisory Board.

  Performance Measure – Retain policies and protocols regarding SAB development, and document recommendations and implementation.

- **Task 2:** Hold regular meetings of the SAB, and any events, trainings or outreach materials.

  Performance Measure – Retain meeting agendas and notes, and any events, trainings or outreach materials.

- **Task 3:** Ongoing training and professional development for SAB members.

  Performance Measure – Retain opportunity description, presenter biographies, and attendance lists.

*All of the Objectives, Tasks and Performance Measures are pre-defined in SFS. It is unnecessary to create additional Performance Measures. In the event that you do create a Performance Measure, go back and delete it. Failure to do so may result in application errors.

- 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 – Required Uploads

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.

I. Program Specific Documents

- **RHTP Program Specific Questions**
  This is a mandatory component of your application worth 55% of the total score. Download the Program Specific Questions from the **Event Comments and Attachments** section of the RFP in SFS. Answer all of the questions as fully as possible, save as a non-fillable PDF and upload with the application.
- **Documentation Establishing Contractor's Indirect Cost Rate (optional)**
  Upload your organization's documentation of federally or City of New York approved indirect cost rate.
- **Contractor Information Form**
  Download from the Event Comments and Attachments section of the RFP in SFS. Complete, sign, save as a non-fillable PDF and upload with the application.

II. Contract Attestations

- **Contractor's Certification/Acknowledgement/Understanding**
  Download from the Event Comments and Attachments section of the RFP in SFS. Complete, sign, save as a non-fillable PDF and upload with the application.
- **EO 16 Certification**
  Download from the Event Comments and Attachments section of the RFP in SFS. Complete, sign, save as a non-fillable PDF and upload with the application.
- **EO 177 Certification**
  Download from the Event Comments and Attachments section of the RFP in SFS. Complete, sign, save as a non-fillable PDF and upload with the application.
- **Gender-based Violence and the Workplace Certification**
  Download from the Event Comments and Attachments section of the RFP in SFS. Complete, sign, save as a non-fillable PDF and upload with the application.
- **Non-Collusive Bidding Certification**
  Download from the Event Comments and Attachments section of the RFP in SFS. Complete, sign, save as a non-fillable PDF and upload with the application.
- **Offeror Assurance of No Conflict of Interest or Detrimental Effect**
  Download from the Event Comments and Attachments section of the RFP in SFS. Complete, sign, save as a non-fillable PDF and upload with the application.
- **Sexual Harassment Prevention Certification**
  Download from the Event Comments and Attachments section of the RFP in SFS. Complete, sign, save as a non-fillable PDF and upload with the application.

III. Documents Available for Review

- **Attachment A-1 (Agency-specific Terms and Conditions)**
  This document is made available in the Event Comments and Attachments section of the RFP in SFS for your review.
- **Attachment A-2 (Program-specific Terms and Conditions)**
  This document is made available in the Event Comments and Attachments section of the RFP in SFS for your review.
- **NYS OTDA Non-Disclosure and Confidentiality Agreement**
  This document is made available in the Event Comments and Attachments section of the RFP in SFS for your review.
- **NYS Sample Master Contract for Grants**
  This document is made available in the Event Comments and Attachments section of the RFP in SFS for your review.

IV. MWBE Documents

- **OTDA 4934 Equal Employment Opportunity Staffing Plan**
  Download from the Event Comments and Attachments section of the RFP in SFS. Complete all applicable sections, convert to a non-fillable PDF and upload with the application.
- **OTDA 4937 MWBE Utilization Plan**
  Download from the Event Comments and Attachments section of the RFP in SFS. Complete all applicable sections, convert to a non-fillable PDF and upload with the application.
- **OTDA 4938 M/WBE Letter of Intent to Participate**
  Download from the Event Comments and Attachments section of the RFP in SFS. Complete all applicable sections, convert to a non-fillable PDF and upload with the application.
- **OTDA 4970 M/WBE and EEO Policy Statement**
  Download from the Event Comments and Attachments section of the RFP in SFS. Complete all applicable sections, convert to a non-fillable PDF and upload with the application.
- **OTDA 4976 MWBE Certification of Good Faith Efforts**
  Download from the Event Comments and Attachments section of the RFP in SFS. Complete all applicable sections, convert to a non-fillable PDF and upload with the application.

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 – RHTP Program Specific Questions

I. Instructions

The Program Specific Questions are not entered directly into the SFS. Answer all Program Specific Questions, save as a non-fillable PDF and upload the PDF with the application in SFS.

Contractors must submit responses to the numbered (16) program specific questions. These questions are designed to elicit the organization's expertise in providing trauma informed, culturally appropriate services to trafficking survivors. OTDA will evaluate the background, experience, and the overall strength of the program, including, but not limited to, the following:

- Demonstrated understanding of labor and sex trafficking, its causes, indicators, and best practices in trafficking prevention and prosecution.
- The applicant's experience and understanding of the New York State trafficking confirmation process, and how that intersects with the separate federal certification for survivors of human trafficking.
- The applicant's knowledge and experience with the needs of trafficking survivors in areas of need, such as social services, housing, health care, mental health, legal, educational, economic, socio-cultural, linguistic or support for prosecution, and the quality of the proposal in addressing those needs.
- Detailed description of the applicant's plan for identifying trafficked persons and the ability to effectively engage this population in services.
- Established relationships with local social services districts and other agencies or service providers in the community.
- The expected caseload capacity and detailed description of the trauma informed, culturally appropriate services to eligible participants the Contractor will provide, either in house or by referrals, including how any special needs will be addressed, policies regarding conflict resolution, and planning for transitioning out of services.
- Staffing plan, including roles, qualifications, and training; work and caseload management policies and staff retention practices; language capacity, any special staff qualifications, and how staff will use qualifications in service provision.
- Impact analysis protocols for evaluating the effectiveness of prevention, outreach and service provision.
- Applicant's established mechanisms for peer support, client and survivor input and leadership, and how feedback has led to changes in programs.

II. Program Specific Questions

1. Describe your organization's understanding of both labor and sex trafficking. Include in your response a discussion of the root causes, common indicators and identification strategies.
2. Explain your organization's familiarity with and use of the New York State confirmation process for survivors of human trafficking. Please also state your understanding of the federal certification process. Please describe how you have previously supported clients through these processes, including the outcomes and challenges experienced.
3. Describe the specific needs of trafficking survivors your program is designed to address. Include information about how your organization provides or coordinates access to key services such as social supports, housing (including housing first policies), health and mental health care, legal assistance, education, and employment. Include support for prosecution.
4. Describe your organization's screening and intake processes and the steps your organization takes to build trust and engage survivors in voluntary services.
5. Describe the trauma-informed and culturally appropriate services your organization will provide to eligible participants. Include information on whether services are offered in-house or through referrals, and how individualized and special needs are addressed. If you are utilizing referrals, please describe the referral process in detail.
6. Detail your organization's existing partnerships and referral systems with local departments of social services, law enforcement, anti-trafficking task forces, and community-based service providers. How do these partnerships enhance the identification of trafficking survivors and the coordination of care?
7. Please describe your organization's protocols for conflict resolution, including handling challenging client interactions. Under what circumstances would participants be asked to leave the program? Describe procedures for handling terminations.
8. Describe your organization's plan for transitioning out of program services. What strategies are used to ensure participants continue to thrive?
9. Describe what evidence-based or promising practices your program employs in trafficking prevention, and how these practices are implemented.
10. Outline your approach for educating on trafficking. Include your target audiences, methodology and outreach strategies. Describe what type of outreach materials will be utilized.
11. Provide your staffing plan, including roles, qualifications, and training related to working with trafficking survivors. Describe how work and caseloads are managed, include staff retention practices. Discuss your team's language capacity and how the skills and expertise of staff members will be used to provide effective, culturally competent support.

12. Please describe your impact analysis protocols. How do you evaluate the effectiveness of prevention, outreach, and service provision programming?

13. Please describe how your organization facilitates and incorporates survivors peer support to ensure positive outcomes.

14. How does your organization ensure survivor voice, leadership, and feedback are incorporated into program design, service delivery, and evaluation? Describe the methods for collecting and responding to client input and provide examples of how survivor feedback has led to changes in your program.

15. Based on your organization's prior experience, what challenges have you encountered in serving survivors of human trafficking, and how have you addressed them? Please include any examples of adapting or modifying services to meet evolving survivor needs or system-level changes.

16. Please provide one to three generalized vignettes that demonstrate the impact and effectiveness of your trafficking services.