REQUEST FOR APPLICATIONS
RFA #21-CSBG-14

NYS Department of State Division of Community Services
Public Health Support for COVID-19 Early Release Persons

Important Dates:

RFA Release Date: May 21, 2021
Questions Due: May 31, 2021
RFA Updates Posted: June 4, 2021
Application Due Date: June 18, 2021

CONTACT INFORMATION

<table>
<thead>
<tr>
<th>General Program Information/Inquiry</th>
<th>Proposal Submission</th>
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<tbody>
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I. Introduction
The NYS Department of State’s Division of Community Services (DCS) presents an opportunity to address public health concerns and support justice-involved persons who were released early due to the COVID-19 pandemic (from here forward referred to as “Early Release Persons”). The unique circumstances caused by the spread of the novel coronavirus disease resulted in changes in programming and operations throughout New York State’s prison system. The effect of those changes resulted in the vulnerable justice-involved population facing even more barriers upon early release. The purpose of this grant is to support organizations who work on the ground with Early Release Persons and ensure they have access to vital health information and services. In doing so, we can continue to prevent, prepare for, or respond to the ongoing novel coronavirus crisis.

Background
The first murmurings of what would become a global public health crisis occurred in December 2019. By March 2020, the novel coronavirus was present in all 50 states, with New York accounting for half of the positive cases in the country at over 15,000. New York State (NYS) agencies under Governor Andrew M. Cuomo started taking steps to stem the spread of the disease to protect its residents, especially the aging and those with underlying health conditions. Due to the confined nature and congregant living spaces in prisons, New York’s justice-involved population was among the most vulnerable. The actions needed to stop the spread of COVID-19 included maintaining six feet of distance from others, constant handwashing, and wearing masks to prevent potential spread via droplets in the air. Such measures are difficult, if not impossible, to implement in NYS prisons. The risks to health and safety for both the residents and the staff was high.

To address these concerns, the NYS Department of Corrections and Community Supervision (DOCCS) implemented early release opportunities for individuals based on individualized reviews that ensured each person was connected to the services and support they need to succeed in the community, such as housing and health care. These persons were released under parole supervision and placed in homes throughout the state. As the COVID-19 crisis remains ongoing, despite great strides in New York to stop the spread, DOCCS will continue to release people as needed that fit the criteria. As of December 31, 2020, these actions resulted in the early release of 12,937 individuals.

While NYS took steps to ensure as seamless a release process as possible, the speed with which it needed to be completed had some unintended consequences. Traditionally, prisons provide a transition plan and counseling for weeks prior to release; yet individuals released early were unable to benefit from such programs to prepare for the adjustment of returning home. Navigating housing placement, already difficult in the best of times, proved to be an obstacle for Early Release Persons. While housing is secured for now, it is anticipated to become a barrier as the health crisis continues and housing opportunities dry up. Prison programs aimed at rehabilitation and re-entry were ground to a halt, affecting those who were not yet released but may eventually be released early as the public health crisis is ongoing. Access to health services was interrupted and needed to be coordinated in new ways.
The effects of the novel coronavirus crisis reverberate beyond the early release group and are sure to have long-lasting impacts as NYS continues its recovery.

II. Funding and Project Period
The New York State Department of State (DOS), on behalf of DCS, is making available through this RFA approximately 8 awards of up to $125,000 in federal Community Services Block Grant funding under the CARES Act. DCS will award funding to support members of the re-entry community that have been released early due to COVID-19, including those released from March 2020 through the present, and/or those presently pending release through said early release program. Eligible applicants will apply for funding in one of three geographic areas as described below:

- Area 1: Serving the counties of the regions of New York City, Long Island, and the Mid-Hudson Valley
- Area 2: Serving the counties of the regions of the Capital District, Mohawk Valley, Central New York, and North Country
- Area 3: Serving the counties of the regions of Finger Lakes, Southern Tier, and Western New York

Eligible organizations may apply for more than one Area however the organization must submit all required application documentation separately for each proposed Area they wish to serve and these applications cannot reference each other. Please see the regional map to locate the regions and their corresponding counties (Appendix C.)

The contract period will not extend beyond September 30, 2022. Matching funds are not required for this grant program.

This grant is supported by the Administration for Children and Families (ACF) of the United States (U.S.) Department of Health and Human Services (HHS) as part of an award of approximately $1,000,000 with 100 percent funding by ACF/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, ACF/HHS, or the U.S. Government. For more information, please visit the ACF website, Administrative and National Policy Requirements.

III. Eligibility
The Public Health Support for COVID-19 Early Release Persons grant seeks to work with partners that have access to and experience successfully working with the re-entry population.

Minimum Requirements
Applicants must meet all minimum requirements outlined below:

1) Applicant must be a community-based not-for-profit organization (CBO) with 501(c)(3) IRS status, having a principal place of business within New York State and meeting the definition of “community-based organization” as outlined in NY Executive Law section 159-e (4). All applicants applying as a community-based organization are required to demonstrate that their organization currently provides services to low-income persons.
directly or through contract, and meets the definition of a community-based organization as stated in NY Executive Law section 159-e (4); meaning any organization incorporated for the purpose of providing services or other assistance to economically or socially disadvantaged persons within its designated community. Such organizations must have a board of directors of which more than half of the members reside in such designated community.

2) Applicant must have been operating continuously as a CBO for the last three years, and not have been debarred from contracting with the State or federal government in the past three years.

3) Applicant must be pre-qualified in Grants Gateway on or before the application due date.

Current DCS grantees, or other DOS past or current grantees are not precluded from applying for this RFA if they are otherwise eligible.

Subcontracting

For applicants engaging subcontractors to work under this grant, the applicant must provide the majority of direct programming. All applicants intending to subcontract work under this grant must complete and execute a letter of intent with each subcontractor that specifies all services each partner agrees to provide. This letter of intent must be submitted with the application.

If using a subcontractor, the applicant is responsible for the performance of any services provided by the partners, consultants, or other organizations and must coordinate how each plans to participate.

In addition, the subcontractor is PROHIBITED from subcontracting with other recipients to deliver any service under this award.

Subcontractor Eligibility Requirements:

Subcontractors must be not-for-profit organizations with Section 501(c)(3) IRS status who have been in continuous existence for at least three years.

IV. Application Procedures

The application package is available online at https://dos.ny.gov/funding-bid-opportunities.

RFA Questions and Updates

All questions regarding this competitive grant program must be submitted in writing and received on or before the Questions Due date stated on the cover of this RFA. Questions should be sent via email addressed to dos.sm.procurement@dos.ny.gov. When corresponding by e-mail, clearly
indicate the subject line as *NYS Division of Community Services Public Health Support for COVID-19 Early Release Persons RFA #21-CSBG-14.*

Where applicable, please refer to the RFA page number and section. No responses will be provided to inquiries made by telephone or social media.

Questions and answers will be posted on the RFA *Updates Posted* date as stated on the cover of this RFA at the following URL address:  https://dos.ny.gov/funding-bid-opportunities.

*Application submission*

Applications must be received by the Application Due date listed on the front page of this RFA. All applications must be complete to be considered for review. Late applications will neither be accepted nor reviewed.

*Electronic Applications*

Applications may be submitted electronically. Electronic application forms should be signed and submitted in one pdf document to the DOS Procurement mailbox at dos.sm.procurement@dos.ny.gov. DOS strongly recommends submitting electronic applications no later than two days before the due date in case there are technical difficulties with the submittal. DOS is not responsible for applications that are not received due to technical issues. DOS will confirm receipt of applications, but the Applicant is responsible for ensuring that their application was received. Applicant acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of their application regardless of whether the original of said application is in existence. Electronic applications must be received by 11:59 pm on the due date listed on the front page of this RFA.

*Mailed or Hand Delivered Applications*

Applications may also be mailed or delivered by hand. One complete original application and three exact copies of each application must be submitted (for a total of four copies) to the address listed on the cover of this RFA. Applicants mailing their bid must allow sufficient mail delivery time to ensure receipt of their bid at the specified location no later than the specified date and time. Delays in United States mail deliveries or any other means of transmittal, including couriers or agents of the bidding entity shall not excuse late bid submissions. DOS cannot be responsible for the actions of your chosen carrier. Hard copy applications submitted by mail or hand delivery must be received by 4:00 pm on the due date listed on the front cover of the RFA.

**V. General Program Services**

The Department of State’s (DOS) *Division of Community Services* is offering a grant program, *Public Health Support for COVID-19 Early Release Persons*. The grant program will focus specifically on bridging the needs of the re-entry population released early because of the ongoing COVID-19 public health crisis. Early release status will be determined under the criteria such individuals were released under DOCCS supervision due to the COVID-19 pandemic, starting in March 2020 through the present. Potential early releases through the COVID-19 early release program that are pending are also eligible for these services. The program will be funded
via the Community Services Block Grant (CSBG) supplemental funding provided to New York State under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Related activities will address the need to prevent, prepare for, or respond to the ongoing novel coronavirus crisis.

Upon release from prison, the re-entry population is immediately faced with barriers from almost every sector. The first few months following release are some of the most important in their transition home. Securing stable housing, seeking employment, obtaining identification, and the overall culture shock of the return is daunting. For many, focusing on health care is difficult as they struggle to secure even the basic survival needs.\(^1\) Many releases return to their community with mental health and substance abuse recovery needs, yet according to the Re-Entry Council, close to 20% of releases eligible for Medicaid have not enrolled within 90 days of release. About 27% of newly released persons have not had their identified substance abuse needs met.\(^2\)

The COVID-19 crisis put a new emphasis on the importance of public health. There is still a high level of uncertainty about the novel coronavirus, with a race to vaccinate the population and reach herd immunity while staving off the spread of the virus including new COVID variants that have been detected and are believed to be more contagious. The Public Health Support for COVID-19 Early Release Persons grant provides community-based organizations with up to $125,000 to provide case management and referral services that have been identified as key needs. Grantees will be able to (1) manage cases and (2) refer Early Release Persons and their families to needed services that have been identified through the Community Based Organization’s (CBO’s) community outreach and/or collaboration through the existing network of County Re-Entry Task Forces, (CRTF) administered by the Division of Criminal Justice Services (DCJS). At present, CRTFs provide services and referrals including but not limited to:

- Behavioral health treatment (e.g. anger management, domestic violence, parenting)
- Cognitive behavioral interventions
- Education
- Employment
- Federal, state, and local social services assistance
- Housing
- Medicaid and health homes enrollment
- Medical treatment services
- Mentoring services

Successful applicants will demonstrate how proposed re-entry services will prevent, prepare for, or respond to the ongoing novel coronavirus pandemic.

The Public Health Support for COVID-19 Early Release Persons grant will focus funded activities on where it can be most impactful. Grant awards will be distributed both upstate and downstate, in accordance with Section II of this application. Successful applicants will show demonstrated capacity to serve the population, partner with local organizations and agencies, and

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best support the Early Release Persons. While the early release program is ongoing, the latest data shows that counties in all 10 regions of New York State welcomed hundreds of members of the re-entry population between March 1, 2020, and December 31, 2020. The table below shows the top 11 counties and respective regions where the releases were made over that time period, based on data from DOCCS. A total of 12,937 persons were released from DOCCS Custody early during this period. The percentage refers to the total number all Early Release Persons that returned to that particular county/region.

**Table 1: First County of Residence for Individuals Released from DOCCS Custody between March 1, 2020 and December 31, 2020 (n=12,937)**

<table>
<thead>
<tr>
<th>County / Region</th>
<th>Number of Individuals Returning from DOCCS Custody</th>
<th>Percentage of Total Individuals Returning from DOCCS Custody</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York / New York City</td>
<td>2,188</td>
<td>16.9%</td>
</tr>
<tr>
<td>Monroe / Finger Lakes</td>
<td>876</td>
<td>6.8%</td>
</tr>
<tr>
<td>Bronx / New York City</td>
<td>808</td>
<td>6.2%</td>
</tr>
<tr>
<td>Kings / New York City</td>
<td>806</td>
<td>6.2%</td>
</tr>
<tr>
<td>Erie / Western New York</td>
<td>664</td>
<td>5.1%</td>
</tr>
<tr>
<td>Queens / New York City</td>
<td>572</td>
<td>4.4%</td>
</tr>
<tr>
<td>Onondaga / Central New York</td>
<td>571</td>
<td>4.4%</td>
</tr>
<tr>
<td>Suffolk / Long Island</td>
<td>566</td>
<td>4.4%</td>
</tr>
<tr>
<td>Albany / Capital District</td>
<td>452</td>
<td>3.5%</td>
</tr>
<tr>
<td>Nassau / Long Island</td>
<td>403</td>
<td>3.1%</td>
</tr>
<tr>
<td>Westchester / Mid Hudson</td>
<td>388</td>
<td>3.0%</td>
</tr>
</tbody>
</table>

The Public Health Support for COVID-19 Early Release Persons grant will promote activities to improve health outcomes for COVID-19 Early Release Persons in the re-entry community, in order to prevent, prepare, or respond to the ongoing novel coronavirus crisis. Each grantee will target a minimum of 50 Early Release Persons to serve. COVID-19 Early Release Persons are defined as those persons who were released early under DOCCS due to the ongoing novel coronavirus pandemic starting in March 2020 through the present, as well as any pending early release persons during the contract period. Grantees will work to secure the health and safety of the re-entry population and the wider community, including bridging services that may have been interrupted as a result of the ongoing novel coronavirus pandemic. Examples of possible activities include, but are not limited to:

- Connecting to services to promote health, (physical, mental, and/or behavioral) e.g. enrollment in Medicaid, access to clinics, enrollment in substance abuse prevention programs, etc.
- Access to or continuation of programming to assist in transition prior to or upon early release that may have been interrupted due to the novel coronavirus pandemic to reduce recidivism and promote personal success.
- Connecting to services that support placement in safe housing.
- Development of virtual resources to continue delivery of services for COVID-19 Early Release Persons who are 60-90 days from release, which may have been interrupted due to the novel coronavirus pandemic.
Continuation of training on social distancing and other preventative practices, as well as distribution of masks and hand sanitizer. Funds may also be utilized to hire staff committed specifically to the grant’s activities, as well as supplies and administrative fees.

VI. Required Activities

1) Targeted Programming
Public Health Support for COVID-19 Early Release Persons grantees will use funds to develop and deliver programming related to the health barriers faced by Early Release Persons due to COVID-19. This includes case management services as well as hosting programming to support health outcomes virtually or on-site. In the case of on-site programming, organizations must adhere to NYS guidelines for guarding against COVID-19. Programming must connect to no fewer than 50 persons who have been released early due to the coronavirus pandemic. Existing programming can be used to serve this population; however, programming funds should be used to serve Early Release Persons due to COVID-19 specifically, as defined by DOCCS upon their release, from March 2020 to the present, as well as pending Early Release Persons due to COVID-19. Grant dollars are restricted to activities related to the prevention, preparation for, or response to the ongoing novel coronavirus crisis. Grant dollars will be restricted to serve populations meeting income guidelines as described in eligibility requirements (Section VII. Eligible Expenses). Enrollment forms, sign-in sheets, and attendance records should be tracked to show proof of service. Applicants will be required to demonstrate successful delivery of services via testimonials and statistics.

2) Connection to Re-entry Networks
Public Health Support for COVID-19 Early Release Persons grantees will be required to connect with local community organizations working with Early Release Persons, either through their local networks or the CRTF, if one is available in their area. Building this network provides Early Release Persons with further access to services. Applicants will be required to demonstrate their capacity to create these linkages and how they will utilize them to improve health outcomes for justice-involved persons.

VII. Eligible Expenses
The following funding restrictions/guidelines should be noted:

1) The use of funding must conform to the authorized purposes of the Community Services Block Grant Act, 42 USC § 9901 et seq.; and the Coronavirus Aid, Relief, and Economic Security Act (CARES), Public Law 166-136.

2) The use of funds must comply with all applicable federal cost principles; 45 C.F.R. 75.

3) Grant funds shall only be used to support direct activities delineated in the program scope of this RFA focused on improving the lives of “low-income persons,” meaning those individuals or families with income levels at or below 200% of the Federal Poverty Guidelines until September 30, 2021. Beginning October 1, 2021, all candidates must
meet the household income criteria of 125% or less of the Federal Poverty Guidelines. Grantees will need to maintain documentation of income verification and provide it to DOS upon request.

4) Organizations can apply a federally approved indirect cost rate or a 10% de minimis rate towards this grant. If the organization elects not to use either of the rates listed above, the organization may use a direct allocation to determine their own indirect cost rate, however in these cases organizations must submit a detailed cost allocation plan documenting the methodologies to be used to allocate costs to this grant with their application. Administrative Expenses are those expenses authorized and allowable pursuant to applicable agency regulations, contracts or other rules that govern reimbursement with Federal funds or State-authorized payments that are incurred in connection with the covered provider’s overall management and necessary overhead that cannot be attributed directly to the provision of program services. Please note that the grantee must retain backup documentation detailing how administrative funds were spent. This back up must be made available for review by Department of State personnel upon request.

VIII. Ineligible Costs
Ineligible costs will be removed from proposed budgets prior to contract execution. Ineligible costs are those not adequately justified, unallowed, not properly allocated, unreasonable, or that do not directly support the project and include, but are not limited to:

1. Funds used to supplant other grant award funds, including any other DCS funding
2. Alcoholic beverages
3. Bad debts, including any related collection and legal costs
4. Charitable contributions and donations by the organization to others
5. Contingency reserves
6. Entertainment costs
7. Fines and penalties resulting from violations by the organization or employees of Federal, State and Local laws and regulations
8. Fund-raising costs incurred solely to raise capital or obtain contributions
9. Goods or services for personal use of employees
10. Idle facilities, unless necessary due to fluctuations in workload
11. Insurance of lives of trustees, officers, or employees when the organization is a beneficiary
12. Losses from other awards
13. Memberships in country clubs, social clubs, or dining clubs
14. Funds used for voter registration, lobbying, or political activity, including activity covered by the Hatch Act
15. Promotional items and memorabilia; costs designed solely to promote the non-profit organization
16. Purchase or improve land
17. Purchase, construction or permanent improvement of any building or facility
18. Taxes:
a. Federal income taxes
b. Taxes for which exemptions are available to the organization directly or via the Federal government

IX. Completing the Application
One complete and signed application must be submitted via email in pdf format, OR one complete original application and three exact copies of each application (for a total of four copies) must be mailed or delivered by hand. Applications must be submitted by the due date listed on the cover page of this RFA and by the times listed in Section IV. Applicants should refer to Section IV for additional details. Late applications will not be considered.

The narrative will be evaluated using the evaluation criteria listed below in Section XI. Additional pages may be attached where necessary. Applicants must adhere to page limits noted in this RFA. Those pages submitted beyond the stated page limits will not be reviewed and scored.

Applications should be typed using Times New Roman 12pt font. Margins should not be narrower than 0.5.

Applicants must meet the criteria outlined in Section III of this RFA.

Requirements for Submission
Applicants must respond using the Application Form and fully complete each section, as described below:

A. General Information:
1. Application must include Face Page (ATTACHMENT A) as the cover page of each copy of completed application, or as the cover page for the electronic version of the application. Applicants must indicate on the Face Page the Area for which they are applying. Eligible organizations may apply for more than one Area however the organization must submit all required application documentation separately for each proposed Area they wish to serve and these applications cannot reference each other. Applicant should also complete and submit Organization Contact Sheet (ATTACHMENT B).
2. Applicant must include contact information, including organization full legal name, mailing address, name and contact information for the Executive Director/Chief Executive Officer and Board Chair/President.
3. Applicant must submit articles of incorporation showing that the applicant organization is incorporated for the purpose of providing services or other assistance to economically or socially disadvantaged persons within its designated community. Such organizations must have a board of directors of which more than half of the members reside in such designated community (complete Part D of Application Form with current board members and their full home addresses, demonstrating that more than half of the members reside in the area in which the organization may operate according to its certificate of incorporation.) This documentation should be submitted with the
application as Attachment E: Articles of Incorporation. The board list should be included in Part D of the Application.

4. Applicants must submit the MWBE Compliance Form (Found in Appendix D) with the application. The form should be submitted as Attachment F: MWBE Compliance Form.

B. Applicant Certifications, Attestations and Acknowledgments
Applicant must certify that funds will be used to provide services and activities benefitting low-income persons meeting the federal Poverty Guidelines, as described in Part B of the Application Form.

C. Organization History and Experience
Applicant should complete all attached forms as indicated in Part C of the Application Form, including Board Membership list, description of current and past programs operated that serve the re-entry community, and a summary demonstrating organizational capacity. Summary must respond to the questions described below:

1. Applicant must describe their past and current programming serving the re-entry community, with at least three years of experience.
2. Applicant must fully describe the accomplishments of their past and present programming in serving the re-entry community.
3. Applicant must fully describe their current staffing and how the experience of the staff lends itself to the success of the organization’s past and present programming serving the re-entry community. Applicant must provide an organizational chart and the resume of their Executive Director/CEO to demonstrate their expertise.

D. Organization Capacity
Applicant must complete Part D. of the Application Form, which includes the responses to the below:

1. Applicant must fully describe their plans to staff new programming or supplement existing programming in order to serve COVID-19 Early Release Persons as defined by this RFA. Supplementary programs are subject to ineligible cost restrictions as identified in Section VIII.
2. Applicant must describe the facilities where programming for COVID-19 Early Release Persons will be provided. If activities will be conducted virtually, applicant must describe how the organization will ensure access to any needed technology. All grantees conducting remote activities must adhere to New York IT policies regarding accessibility of information communication technology (https://its.ny.gov/sites/default/files/documents/nys-p08-005_accessibility_of_information_communication_technology_1.pdf.)
3. Applicant must describe how new programming or supplementation of existing programming targeting COVID-19 Early Release Persons will align with overall organizational goals and outcomes.

E. Proposal Narrative
Applicant should complete Part E of the Application Form. Discuss the need for services, new or expanded programming that addresses the needs of the population served, and address the below:

1. Applicant must fully describe the need for services for COVID-19 Early Release Persons in the organization’s operating area, including health impact to the community due to the ongoing COVID-19 emergency.

2. Applicant must fully describe the program that will address the need of the COVID-19 Early Release Persons in their operating area. Proposals should clearly describe whether the program is new or whether services will supplement an existing program.

3. Applicant must fully describe how they plan to staff the program being proposed in this RFA, including whether the program will require any new hires. Please attach the job description(s) of the lead staff who will oversee this project (This should be attached to the application as ATTACHMENT D).

4. Applicant must fully describe how the organization will host programming in their facilities while following safety guidelines to prevent the spread of COVID-19.

5. Applicant must identify any other agencies with whom they will collaborate to create new programs or expand existing services as described in the work plan. Applicant must describe the nature and extent of the collaboration with each partner and how it will impact the proposed project.

6. Applicant must provide an outreach plan that demonstrates it can reach a minimum of 50 Early Release Persons due to the COVID-19 public health crisis.

7. Applicant must fully describe how the organization plans to evaluate the successful impact of proposed programming, including metrics of success aligned with overall organizational goals.

**F. Program Work Plan**

Applicant should complete Part F of the Application Form. Applicant must provide a work plan that includes a project timeline identifying how the program will be executed and how funds will be used over the course of the contract. Applicant must include in the work plan approximate dates for: hiring, participant outreach, collaboration with other entities that will support programming, and how the proposed programming will be evaluated.

**G. Budget Summary and Narrative**

Applicants should complete Part G of the Application Form and include a detailed budget with expected costs for programming, and include a narrative for how the funds will be spent to serve the targeted population as described below:

1. Applicant should provide a detailed budget containing allowable, reasonable, allocable, and necessary costs. If the applicant plans to apply an indirect cost rate using a pre-existing federal negotiated rate, they must also attach a federally approved indirect cost rate letter. If the applicant plans to apply the 10% de minimis rate, they must clearly state it on the budget summary page and detail the modified total direct costs used to calculate the de minimis rate. If the applicant plans to use a direct allocation methodology, they must submit a detailed cost allocation plan documenting the methodologies to be used to allocate costs to this grant. If applicable, administrative rate supporting documentation must be included as part of Part G.
2. Applicant should provide a detailed budget description clearly linking costs to specific proposed services and activities. The narrative must clearly justify all costs proposed in the budget as they directly relate to projects costs outlined in the RFA and should not include any ineligible costs as described in Section VIII.

**Application Checklist**

Applications must be submitted in full and should include the following:

- Face Page (ATTACHMENT A)
- Organization Contact Sheet (ATTACHMENT B)
- Completed Application Form (ATTACHMENT C)
- Job description(s) of lead staff (ATTACHMENT D)
- Articles of Incorporation (ATTACHMENT E)
- MWBE Compliance Form (ATTACHMENT F)
- Supporting documents (clearly labeled) as needed

**X. Review and Selection Process**

Applications must be received by the Application Due date and times listed on the cover page and in Section IV of this RFA. All applications must be complete to be considered for review. Late applications will not be evaluated.

**Minimum Requirements Review**

Each application will be screened by a DOS staff team to determine if the application meets the minimum requirements and to determine its completeness. Incomplete applications and applications that do not meet the minimum requirements may be disqualified; applicants will be notified of such disqualification. Applications that exceed the funding limits described in this RFA will be scored as submitted but will be reduced prior to contract execution. The following criteria must be met for applications to be qualified for consideration; failure to meet the criteria will result in disqualification of the Application.

1. Application must be received by the stated due date and time.
2. Applicant is a 501(c)(3) and is a CBO as defined in Section III of this RFA.
3. Applicant has been operating as a CBO for at least three years.
4. Applicant must be prequalified through NYS Grants Gateway on or before the application due date. Information and instruction are found at: [http://grantsreform.ny.gov/Grantees](http://grantsreform.ny.gov/Grantees).

Once an application is determined to pass the minimum requirements noted above, it will be reviewed for content. The corresponding values indicate the importance that DCS places on each evaluation criterion. **Applicants must score at least 60 points in order to be eligible for funding.** Competing applications will be reviewed and evaluated against the criteria below.

Awards:

In order to provide services to areas most impacted, grant awards will be made based on rank order of final scores until allocated funds are fully distributed. Awards are anticipated to be distributed among the geographic areas as follows:

- Three grant awards will be made in the areas listed in Area A (the counties of the regions of New York City, Long Island, and the Mid-Hudson Valley)
• Two grant awards will be made in the areas listed in Area B (the counties of the regions of the Capital District, Mohawk Valley, Central New York, and North Country)
• Three grant awards will be made in the areas listed in Area C (the counties of the regions of Finger Lakes, Southern Tier, and Western New York)

XI. Evaluating the Application
Completed applications that meet the minimum qualifying requirements will be evaluated based on their responses on the Application Form (ATTACHMENT C), as further described below:

A. General Information
1. Application included Face Page (Attachment A) as the cover page of each copy of the completed application, or as the cover page for the electronic version of the application and indicated the Area for which they are applying. Applicant completed and submitted Organization Contact Sheet (Attachment B).
2. Applicant included job description(s) of lead staff (Attachment D).
3. Applicant included Articles of Incorporation (Attachment E).
4. Applicant included contact information, including organization full legal name, mailing address, name and contact information for the Executive Director/Chief Executive Officer and Board Chair/President.
5. Applicant confirmed that it is a 501(c)(3) and is a community-based organization as defined in Section III of this RFA.
6. Applicant demonstrated that it has been operating as a CBO for at least three years.
7. Applicant confirmed it is prequalified through NYS Grants Gateway on or before the application due date.

B. Applicant Certifications, Attestations and Acknowledgments
Applicant certified that funds will be used to provide services and activities benefitting low-income persons meeting the federal Poverty Guidelines, as described in Part B of the Application Form.

C. Organization History and Experience (10 points)
Applicant completed all attached forms as indicated in Part C, including Board Membership list, description of current and past programs operated that serve the re-entry community, and a summary demonstrating organizational capacity. Summary must respond to the questions described below:
1. Applicant described their past and current programming serving the re-entry community, with at least three years of experience.
2. Applicant fully described the accomplishments of their past and present programming in serving the re-entry community.
3. Applicant fully described their current staffing and how the experience of the staff lends itself to the success of the organization’s past and present programming serving the re-entry community. Applicant provided an organizational chart and the resume of their Executive Director/CEO to demonstrate their expertise.

D. Organization Capacity (10 points)
Applicant completed Part D. of the Application Form with all necessary attachments and included responses to the following:

1. Applicant described their plans to staff new programming or support existing programming in order to serve COVID-19 Early Release Persons as defined by this RFA.

2. Applicant described the facilities where programming for COVID-19 Early Release Persons will be provided. If activities will be conducted virtually, applicant described how the organization will ensure access to any needed technology. Applicant’s described plans for conducting remote activities adheres to New York IT policies regarding accessibility of information communication technology (https://its.ny.gov/sites/default/files/documents/nys-p08-005_accessibility_of_information_communication_technology_1.pdf.)

3. Applicant described how new programming or support of existing programming targeting COVID-19 Early Release Persons will align with overall organizational goals and outcomes.

E. Proposal Narrative (30 points)
Applicant completed Part E. of the Application Form. The proposal narrative addressed the need for services, new or expanded programming that addresses the needs of the population served, and included responses to the following:

1. Applicant fully described the need for services for COVID-19 Early Release Persons in the organization’s operating area, including health impact to the community due to the ongoing COVID-19 emergency.

2. Applicant fully described the program that will address the needs of the COVID-19 Early Release Persons in their operating area. Proposals clearly described whether the program is new or whether services will supplement an existing program.

3. Applicant fully described how they plan to staff the program being proposed in this RFA, including whether the program will require any new hires. Job description(s) of the lead staff member(s) who will oversee this project were attached as Attachment D.

4. Applicant fully described how the organization will host programming in their facilities while following safety guidelines to prevent the spread of COVID-19.

5. Applicant identified any other agencies with whom they will collaborate to create new programs or expand existing services as described in the work plan. Applicant described the nature and extent of the collaboration with each partner and how it will impact the proposed project.

6. Applicant provided an outreach plan that demonstrates it can reach a minimum of 50 Early Release Persons due to the COVID-19 public health crisis.

7. Applicant fully described how the organization plans to evaluate the successful impact of proposed programming, including metrics of success aligned with overall organizational goals.

F. Program Work Plan (25 points)
Applicant completed Part F of the Application Form, including addressing the following:

1. Applicant provided a work plan that includes a project timeline demonstrating how the program will be executed and funds will be used over the course of the contract.
2. Applicant included in the work plan approximate dates for hiring, participant outreach, collaboration with other entities that will support programming, and described how the proposed programming will be evaluated.

G. Budget Summary and Narrative (25 points)
Applicant fully completed Part G of the Application Form and included a detailed budget with expected costs for programming, and included a narrative for how the funds will be spent to serve the targeted population as described below:
1. Applicant provided a detailed budget containing allowable, reasonable, allocable, and necessary costs. If the applicant planned to apply an indirect cost rate using a pre-existing federal negotiated rate, they also attached a federally approved indirect cost rate letter. If the applicant planned to apply the 10% de minimis rate, they clearly stated it on the budget summary page and detailed the modified total direct costs used to calculate the de minimis rate. If the applicant planned to use a direct allocation methodology, they submitted a detailed cost allocation plan documenting the methodologies to be used to allocate costs to this grant. If applicable, administrative rate supporting documentation must be included as part of Part G.
2. Applicant provided a detailed budget description clearly linking costs to specific proposed services and activities. The narrative clearly justified all costs proposed in the budget as they directly relate to project costs outlined in the RFA and did not include any ineligible costs as described in Section VIII.

XII. Contracting Requirements

Standard Contract: Successful applicants must enter into a standard contract with the Department of State (DOS) which includes, among other requirements, an approved budget and work plan, any attachments or exhibits, and compliance with Article 15-A of the New York Executive Law. The contract includes financial reporting requirements, including procurement procedures. The contract may be subject to approval by the Attorney General and State Comptroller, require submission of final products in both hard copy and electronic form, and be subject to payment only upon proper documentation and compliance with payment procedures and all other contractual requirements. A copy of a sample standard contract can be found as Appendix A. Sample contracts should not be submitted with this proposal; successful applicants will receive a contract package to complete.

Project Period: Failure to incur all expenses or complete all identified outcomes in the project period may result in loss or recapture of funds.

Vendor Responsibility Questionnaire: DOS strongly recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at [http://www.osc.state.ny.us/vendrep/info_vrsystem.htm](http://www.osc.state.ny.us/vendrep/info_vrsystem.htm) or go directly to the VendRep System online at [https://onlineservices.osc.state.ny.us/Enrollment/login](https://onlineservices.osc.state.ny.us/Enrollment/login). Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller’s Help Desk at 866-370-4672 or 518-408-4672 or by email at itservicedesk@osc.state.ny.us. Vendors opting to
complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact DOS or the Office of the State Comptroller’s Help Desk for a copy of the paper form.

**XIII. Contract Development Process**

It is anticipated that applications will be reviewed and that successful applicants will be notified of funding decisions through issuance of a Notice of Award document that sets forth the amount of funds granted, and the terms and conditions of the grant award, which are subject to approval by the Office of the State Comptroller.

DOS/DCS will begin the contract development process with the successful applicants when the award is announced. Successful applicants may be asked to provide updated work plans and payment schedules that specify the services to be delivered, project goals, claiming process, and other information. The contract will include, but not be limited to, standard terms and conditions such as confidentiality of records, publications, and contract termination. The proposal of the successful applicant will serve as the basis for additional contract terms, which will be modified within the context of this RFA. The contract will constitute a legal agreement between the selected applicant and DOS/DCS and will be in force for the full period of the contract.

All plans and working documents prepared by the applicant(s) under the contract to be awarded will become the property of the State of New York.

Unsuccessful applicants may request the opportunity to be debriefed. Requests must be made in writing within 15 calendar days of receipt of the Notice of Non-award to the same address to which applications are submitted. In the event unsuccessful bidders wish to protest the award resulting from this RFA, bidders should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found in Chapter XI Section 17 of the Guide to Financial Operations (GFO), available on-line at: http://www.osc.state.ny.us/agencies/guide/MyWebHelp/

**XIV. Payment**

The contractor may receive up to 25% advance of the initial contract amount upon request. Thereafter, each grantee will be reimbursed for expenses incurred pursuant to grant related activities including salary, benefits, travel, and related expenses. No payments will be made until the contract is fully executed and signed by the State Comptroller and the State Attorney General, if applicable. Contractors will work at their own risk if they conduct program activities before the contract is executed.

**XV. Record Keeping**

The contractor must maintain current and accurate fiscal and accounting controls to support its claims for payment. Records must adequately identify revenue sources and expense items for all contracted 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 or last payment or last contract transaction. If any claim, audit, litigation,
or State/Federal investigation is commenced before the expiration of the records retention period, the records must be retained by the contractor until all claims or findings regarding the records are finally resolved. DOS/DCS or its designee shall have access to any records relevant to the project (including books, documents, photographs, correspondence, and records), for audits, examinations, transcripts, and excerpts. If DOS/DCS determines that such records possess long-term or historic value, they must be transferred, upon request, to DOS/DCS. Failure to provide requested documents could result in immediate termination of the contract.

XVI. Monitoring
DCS will monitor projects on a regular basis throughout the life of the contract. Monitoring may include, but not be limited to, site visits, regular telephone contact and/or discussions of progress reports. The goals of project monitoring are to ensure that the terms of the contract are being met and to provide technical assistance, where necessary, to help the contractor meet the terms of the contract.

XVII. Amendments to the Contract
Amendments and modifications to executed contracts are sometimes necessary to accommodate the needs of both the contractor and DOS/DCS. 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 DOS/DCS with the approval of the Office of the State Comptroller.

XVIII. General Terms and Conditions
This RFA and any contract resulting from this RFA are subject to all applicable laws, rules and regulations promulgated by any Federal and State authority having jurisdiction over the subject matter thereof. Any contract awarded pursuant to this RFA will be subject to DOS processing procedures for contracts of this type, including approval as to form by the State Attorney General, and as to award by the NYS Division of Budget and NYS Office of the State Comptroller. DOS/DCS reserves the right to terminate or modify the contract due to the unavailability of funds, unsatisfactory performance, or in the best interests of the state. DOS reserves the right to:

1. Reject any or all applications received in response to the RFA;
2. Withdraw the RFA at any time, at the Department’s sole discretion;
3. Make an award under the RFA in whole or in part;
4. Disqualify any applicant whose conduct and/or application fail to conform to the requirements of this RFA;
5. Seek clarifications and revisions of applications;
6. Use application information obtained through site visits, management interviews and the state’s investigation of an applicant’s qualifications, experience, ability or financial standing, and any material or other information submitted by the applicant in response to the Department’s request for additional information in the course of evaluation and/or selection under the RFA;

7. Prior to the application due date, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available;

8. Prior to the application due date, direct applicants to submit application modifications addressing subsequent RFA amendments;

9. Change any of the scheduled dates;

10. Eliminate any mandatory, non-material specifications that cannot be complied with by all the prospective bidders;

11. Waive any requirements that are not material;

12. Negotiate with successful applicants within the scope of the RFA in the best interests of the state;

13. Conduct contract negotiations with the next responsible applicant, should DOS be unsuccessful in negotiating with a selected applicant;

14. Use any and all ideas submitted in the applications received;

15. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an application and/or to determine an applicant’s compliance with the requirements of the RFA;

16. Waive or modify any irregularities in received applications;

17. Make awards based on geographic distribution;

18. Not fund an application that fails to submit a clear and concise work plan or budget;

19. Adjust or correct cost figures with the consent of the applicant if errors exist and can be documented to the satisfaction of the Department;

20. Award more than one contract resulting from this RFA;

21. In its sole discretion, determine the total number of awards to be granted pursuant to this RFA;
22. Offer partial or no funding to any applicant if its application cannot fulfill its proposed program within the funding restrictions herein;

23. Make additional awards if funding becomes available;

24. Require reporting on forms designed for use solely for this procurement; and,

25. Not to make any awards pursuant to this RFA. This RFA does not commit DOS/DCS to award any contracts, to pay the costs incurred in the preparation of a response to this RFA, or to procure or contract for service.

XIX. Minority and Women-Owned Business Enterprises Participation

New York State Law
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 Department of State 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 Department of State contracts.

Business Participation Opportunities for MWBEs

The Department’s New York State-certified Minority and Women-owned Business Enterprises (“MWBEs”) utilization goal is 30%. For purposes of this solicitation, the specific MWBE goal and the breakdown between the Minority-owned Business Enterprise (“MBE”) and the Women-owned Business Enterprise (“WBE”) utilization goals shall be established post award and set forth in the Department of State contract, in the Attachment B “Budget” (based on the current availability of MBEs and WBEs). 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 RFA, the respondent agrees that Department of State may withhold payment pursuant to any Contract awarded as a result of this RFA pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: https://ny.newnycontracts.com/frontend/vendorsearchpublic.asp. For guidance on how Department of State 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. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the broker’s contract.

FOR CONSTRUCTION CONTRACTS – The portion of a contract with an MWBE serving as a supplier that shall be deemed to represent the commercially useful function performed by
the MWBE shall be 60 percent of the total value of the supplier’s 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.

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 RFA, such finding constitutes a breach of contract and Department of State 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.

Applicants are required to submit the MWBE Compliance Form (Found in Appendix D) with their application.

Additionally, successful applicants will be required to submit an MWBE Utilization Plan (Form D) or MWBE Compliance Certification Letter (Form D-1) stating their commitment to show due-diligence to comply with the MWBE goals and requirements within ten (10) business days after the applicant receives notice from Department of State that the grant is being awarded as evidence of compliance with the foregoing. 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 Department of State for review and approval.

The Department of State shall review the submitted MWBE Utilization Plan and issue a written notice of acceptance or notice of deficiency within 20 days of receipt of utilization plan.

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

Please see details under “Additional Notices and Explanations Regarding the MWBE Program and this Request for Applications.”

Department of State may disqualify a respondent as being non-responsive under the following circumstances:

a) If a respondent fails to submit an MWBE Utilization Plan or certification letter;
b) If a respondent fails to submit a written remedy to a notice of deficiency;
c) If a respondent fails to submit a request for waiver; or
d) If Department of State determines that the respondent has failed to document good faith efforts.
Successful applicant(s) 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 Department of State but must be made no later than prior to the submission of a request for final payment on the Contract.

Successful applicant(s) will be required to submit a quarterly M/WBE Contractor Compliance & Payment Report to Department of State (Form F, attached here in Appendix DE – MWBE Forms for reference), by the 10th 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.

Additional Notices and Explanations Regarding the MWBE Program and Successful Applications to this Request for Applications:

If your project is selected for an award, you will be required to show due diligence to comply with all the MWBE contractual requirements, including meeting the goals for certified MWBE firm’s participation as stated in your Contract and in accordance with NYS Executive Law Article 15-A.

If an applicant chooses to move forward with a project prior to any award announcement, they are responsible for meeting MWBE requirements established by the State of New York. The requested plan, as described herein, is intended to help an applicant think about how to comply with the regulations and provide information showing their due diligence to comply with the MWBE requirements.

If you are unable to comply with the MWBE goals, you must request a waiver of these requirements by submitting to the Department of State the Request for Waiver - Form E (attached here for reference) for processing. Please note that the following information will be required to secure the waiver (all items may not apply to your case, but provide information and documentation for those that apply):

1. A DETAILED statement with the project description (any special characteristics, needs, specifications, etc.), and an explanation setting forth your basis and justification for requesting a partial or total waiver of the MWBE goals.

2. The names of general circulation, trade association, and MWBE-oriented publications in which you solicited certified MWBEs for the purposes of complying with your participation goals related to this Contract.

3. A list identifying the date(s) that all solicitations for certified MWBE participation were published in any of the above publications.
4. A list of all certified MWBEs appearing in the NYS Directory of Certified Firms that were solicited for purposes of complying with your certified MWBE participation levels.

5. Documentation of your search in the NYS Directory of Certified Firms (e.g.: Printouts, screenshots).

6. Copies of notices, dates of contact, letters, and other correspondence as proof that solicitations were made in writing and copies of such solicitations, or a sample copy of the solicitation, if an identical solicitation was made to all certified MWBEs. Any information and/or documentation to support the efforts to follow up with the MWBEs.

7. Copies of responses to your solicitations received by you from certified MWBEs.

8. A description of any contract documents, plans, or specifications made available to certified MWBEs for purposes of soliciting their proposals and the date and manner in which these documents were made available.

9. Documentation of any negotiations between you and the MWBEs undertaken for purposes of complying with the certified MWBE participation goals.

10. Any other information you deem relevant which may help us in evaluating your request for a waiver.

11. The name, title, address, telephone number, and email address of your representative authorized to discuss and negotiate this waiver request.

12. Copy of notice of application receipt issued by Empire State Development (ESD), if subcontractors are not certified MWBE, but an application has been filed with ESD.

**XX. Equal Employment Opportunity Requirements**

By submission of a proposal in response to this solicitation, the respondent agrees with all of the terms and conditions of the New York State Master Grant Contract, Section IV (J) - Equal Employment Opportunities for Minorities and Women. 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.

Additionally, successful applicants will be required to submit the following documents and information within ten (10) business days after the applicant receives notice from Department of State that the grant is being awarded as evidence of compliance with the foregoing:

A. Submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement (Form A) to Department of State.

B. Submit a Workforce Utilization Report (Form C) and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by Department of State on a quarterly basis during the term of the Contract, to the Bureau of Fiscal Management at:

MWBE Unit
Email: dos.sm.mwbe@dos.ny.gov
Phone: 518-474-2754

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 subcontractors 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 requirements detailed in Sections XXI and XXII 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.

XXI. Service-Disabled Veteran-Owned Businesses Participation

Article 17-B of the Executive Law, enacted in 2014, authorized the creation of the Division of Service Disabled Veterans’ Business Development to promote participation of Service-Disabled Veteran-Owned Businesses (SDVOBs) in New York State contracting. The Service-Disabled Veteran-Owned Business Act recognizes the veterans’ service to and sacrifice for our nation, declares that it is New York State’s public policy to promote and encourage the continuing economic development of service-disabled veteran-owned businesses, and allows eligible Veteran business owners to become certified as a New York State Service Disabled Veteran-Owned Business (SDVOB), in order to increase their participation in New York State's contracting opportunities. To this effect, the Department of State (DOS) has implemented a Veteran-Owned Businesses (SDVOB) Program, as mandated by Article 17-B.
DOS’s SDVOB utilization goal is 6%. To comply with this goal, DOS strongly encourages grantees to make every effort, to the maximum extent possible, to engage certified SDVOBs in the purchasing of commodities, services and technology in the performance of their contracts with the Department. If SDVOB utilization is obtained, a quarterly SDVOB utilization report should be submitted to the Department with information of the utilization percentage achieved during that quarter. Contractor Reporting Forms are found at: https://ogs.ny.gov/Veterans/.

The Division of Service-Disabled Veterans' Business Development (DSDVBD) is housed within the New York State Office of General Services (OGS), and maintains a directory of the NYS Certified SDVOBs. For assistance with engaging SDVOB vendors in your contracts, please contact the Division of Service-Disabled Veterans' Business Development at the following email address: VeteransDevelopment@ogs.ny.gov, or the DOS Bureau of Fiscal Management – SDVOB Program at dos.sm.sdvo@dos.ny.gov. The directory of certified SDVOB vendors can be found at: https://ogs.ny.gov/Veterans/Docs/CertifiedNYS_SDVOB.pdf
ATTACHMENT A.

APPLICANT FACE PAGE
RFA #21-CSBG-14

NYS Division of Community Services and Council on Community Re-Entry and Reintegration
Public Health Support for COVID-19 Early Release Persons
REQUEST FOR APPLICATIONS

Applicant (Organization) Name:

Executive Director:

Application Point of Contact:

Application Part (circle one):
Area 1: New York City, Long Island, and the Mid-Hudson Valley

Area 2: Capital, Mohawk Valley, Central New York, and North Country

Area 3: Finger Lakes, Southern Tier, and West New York
ATTACHMENT B.

Organization Contact Sheet
RFA #21-CSBG-14

Applicant (Organization) Name:

Executive Director:

Application Point of Contact:

Point of Contact Phone:

Point of Contact E-mail:

Executive Address:
APPENDIX D
NYS DEPARTMENT OF STATE
MWBE COMPLIANCE FORM – Submit as Attachment F

DEPARTMENT OF STATE (DOS) - MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (MWBE) PROGRAM

Article 15-A of the NYS Executive law was enacted on July 19, 1988, to promote equality of economic opportunities for MWBEs and to eliminate barriers to their participation in state contracting. The contract’s specific MWBE goals can be identified in the RFP, RFA and/or the budget page in applicable contracts. All applicable contracts, including contracts supported with federal funding which do not have a DBE component, are assessed for MWBE goals.

For grants, certain items are exempted from the goal calculation. These include:

- Personal services (i.e. payments to staff for labor), staff benefits, training
- Travel reimbursements
- Utilities, postage, telephones
- Sole source contracts
- Operating transfers
- Certain rentals and repairs
- Unemployment insurance and tuition reimbursement

Note: The portion of matching fund/local share is not included in the goal calculation.

Your responsibilities under Article 15-A are:

To Make Good Faith Efforts (GFE)
You will be required to make “GFE” to provide meaningful participation to MWBEs as subcontractors or suppliers in the performance of contracts. Documentation of GFE includes, but is not limited to (5 NYCRR §142.8):
- Evidence of outreach to MWBEs: mail, email, phone calls and follow up;
- Written responses by MWBEs to the grantee/vendor’s outreach;
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications;
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the grantee with MWBEs including dates and location;
- Information describing specific steps undertaken to reasonably structure the contract scope of work to maximize opportunities for MWBE participation; and
- Information describing non-MWBE subcontractors’ efforts to engage MWBEs to undertake part of the project’s work or to procure equipment/materials/supplies.

2. Required MWBE Reporting for Contracts with Utilization Goals
Within ten days of receipt of the award notification from DOS, submit:
- Form A
- Form B (for contracts > $250,000)
- Form D or D-1.

For non-federally funded contracts, once the contract is executed, set up an account in the New York State Contract System (system) to:
- Submit MWBE utilization plan (if required)
- Report MWBE utilization
- Track and monitor transaction on the contract.

Throughout the contract term:
- Report MWBE utilization through the system OR submit Form F - Quarterly MWBE Utilization

Waiver Request – Form E can be submitted if there are no opportunities for MWBE participation, or to demonstrate the GFE to meet the contractual goals.

Only the use of New York State-certified MWBEs will count towards meeting NYS contract goals:

The NYS MWBE Directory is located at: https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp

By signing, the applicant confirms that they understand the MWBE requirement, as summarized above, and agree to show due-diligence and to make good faith efforts to provide meaningful participation by MWBEs, whenever possible, if awarded the contract.

Signature: ____________________________ Date: ____________________________

Printed Name ____________________________ Title ____________________________
FORM A
MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES – EQUAL
EMPLOYMENT OPPORTUNITY POLICY STATEMENT

M/WBE AND EEO POLICY STATEMENT

I, ________________________, the (awardee/contractor)____________________ agree to adopt the following policies with respect to the project being developed or services rendered at _____________________________________________________.

M/WBE

This organization will and will cause its contractors and subcontractors to take good faith actions to achieve the M/WBE contract participations goals set by the State for that area in which the State-funded project is located, by taking the following steps:

1. Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to M/WBE contractor associations.
2. Request a list of State-certified M/WBEs from AGENCY and solicit bids from them directly.
3. Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs.
4. Where feasible, divide the work into smaller portions to enhanced participations by M/WBEs and encourage the formation of joint venture and other partnerships among M/WBE contractors to enhance their participation.
5. Document and maintain records of bid solicitation, including those to M/WBEs and the results thereof. The Contractor will also maintain records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.
6. Ensure that progress payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided, and that, if legally permissible, bonding and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation.

EEO

(a) This organization will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on state contracts.
(b) This organization shall state in all solicitation or advertisements for employees that in the performance of the State contract all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.
(c) At the request of the contracting agency, this organization shall request each employment agency, labor union, or authorized representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of this organization’s obligations herein.
(d) The Contractor shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. The Contractor and subcontractors shall 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.
(e) This organization will include the provisions of sections (a) through (d) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.
Agreed to this _______ day of ____________________, 2___________

By __________________________________________

Print: ___________________________ Title: _____________________________

_________________________________is designated as the Minority Business Enterprise Liaison
(Name of Designated Liaison)

responsible for administering the Minority and Women-Owned Business Enterprises- Equal Employment Opportunity (M/WBE-EEO) program.

**M/WBE Contract Goals**

_____ percent Minority and Women’s Business Enterprise Participation

_____ percent Minority Business Enterprise Participation

_____ percent Women’s Business Enterprise Participation

____________________________________

(Authorized Representative)

Title: _____________________________

Date: _____________________________
FORM B  
STAFFING PLAN
Submit with Bid or Proposal – Instructions on page 2

<table>
<thead>
<tr>
<th>Solicitation No.:</th>
<th>Reporting Entity:</th>
<th>Report includes Contractor’s/Subcontractor’s:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ Work force to be utilized on this contract</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Total work force</td>
</tr>
</tbody>
</table>

**Offeror’s Name:**

<table>
<thead>
<tr>
<th>Offeror’s Address:</th>
<th>□ Offeror</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Subcontractor</td>
</tr>
</tbody>
</table>

Subcontractor’s name________________

Enter the total number of employees for each classification in each of the EEO-Job Categories identified

<table>
<thead>
<tr>
<th>EEO-Job Category</th>
<th>Total Work force</th>
<th>Work force by Gender</th>
<th>Work force by Race/Ethnic Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total Male (M)</td>
<td>Total Female (F)</td>
</tr>
<tr>
<td>Officials/Administrators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Workers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office/Clerical</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Craft Workers</td>
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<td></td>
<td></td>
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<tr>
<td>Laborers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Workers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### General instructions:
All Offerors and each subcontractor identified in the bid or proposal must complete an EEO Staffing Plan (FORM B) and submit it as part of the bid or proposal package. Where the work force to be utilized in the performance of the State contract can be separated out from the contractor’s and/or subcontractor’s total work force, the Offeror shall complete this form only for the anticipated work force to be utilized on the State contract. Where the work force to be utilized in the performance of the State contract cannot be separated out from the contractor’s and/or subcontractor’s total work force, the Offeror shall complete this form for the contractor’s and/or subcontractor’s total work force.

### Instructions for completing:
1. Enter the Solicitation number that this report applies to along with the name and address of the Offeror.
2. Check off the appropriate box to indicate if the Offeror completing the report is the contractor or a subcontractor.
3. Check off the appropriate box to indicate work force to be utilized on the contract or the Offerors’ total work force.
4. Enter the total work force by EEO job category.
5. Break down the anticipated total work force by gender and enter under the heading ‘Work force by Gender’
6. Break down the anticipated total work force by race/ethnic identification and enter under the heading ‘Work force by Race/Ethnic Identification’. Contact the DOS Permissible contact(s) for the solicitation if you have any questions.
7. Enter information on disabled or veterans included in the anticipated work force under the appropriate headings.
8. Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in the designated boxes.

### RACE/ETHNIC IDENTIFICATION
Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this form, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The race/ethnic categories for this survey are:

| Temporary Apprentices |  |
| Totals |  |

<table>
<thead>
<tr>
<th>PREPARED BY (Signature):</th>
<th>TELEPHONE NO.:</th>
<th>EMAIL ADDRESS:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME AND TITLE OF PREPARER (Print or Type):</td>
<td>Submit completed with bid or proposal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• WHITE  
(Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

• BLACK  
a person, not of Hispanic origin, who has origins in any of the black racial groups of the original peoples of Africa.

• HISPANIC  
a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

• ASIAN & PACIFIC ISLANDER  
a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

• NATIVE INDIAN (NATIVE AMERICAN/ALASKAN NATIVE)  
a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

OTHER CATEGORIES

• DISABLED INDIVIDUAL  
any person who:
  - has a physical or mental impairment that substantially limits one or more major life activity(ies)
  - has a record of such an impairment; or
  - is regarded as having such an impairment.

• VIETNAM ERA VETERAN  
a veteran who served at any time between and including January 1, 1963 and May 7, 1975.

• GENDER  
Male or Female
FORM C
WORK FORCE EMPLOYMENT UTILIZATION

<table>
<thead>
<tr>
<th>Contractor No.:</th>
<th>Reporting Entity:</th>
<th>Reporting Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Contractor</td>
<td>□ January 1, 20___ - March 31, 20___</td>
</tr>
<tr>
<td></td>
<td>□ Subcontractor</td>
<td>□ April 1, 20___ - June 30, 20___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ July 1, 20___ - September 30, 20___</td>
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<tr>
<td></td>
<td></td>
<td>□ October 1, 20___ - December 31, 20___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor's Name:</th>
<th>Report includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Work force to be utilized on this contract</td>
</tr>
<tr>
<td></td>
<td>□ Contractor/Subcontractor’s total work force</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor's Address:</th>
</tr>
</thead>
</table>

Enter the total number of employees in each classification in each of the EEO-Job Categories identified.

<table>
<thead>
<tr>
<th>EEO-Job Category</th>
<th>Total Work force</th>
<th>Work force by Gender</th>
<th>Work force by Race/Ethnic Identification</th>
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</thead>
<tbody>
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<td>Female (F)</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Service Workers</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Temporary /Apprentices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

36
General Instructions: The work force utilization (FORM C) is to be submitted on a quarterly basis during the life of the contract to report the actual work force utilized in the performance of the contract broken down by the specified categories. When the work force utilized in the performance of the contract can be separated out from the contractor's and/or subcontractor's total work force, the contractor and/or subcontractor shall submit a Utilization Report of the work force utilized on the contract. When the work force to be utilized on the contract cannot be separated out from the contractor's and/or subcontractor's total work force, information on the total work force shall be included in the Utilization Report. Utilization reports are to be completed for the quarters ended 3/31, 6/30, 9/30 and 12/31 and submitted to _________________ within 10 days of the end of each quarter. If there are no changes to the work force utilized on the contract during the reporting period, the contractor can submit a copy of the previously submitted report indicating no change with the date and reporting period updated.

Instructions for completing:
9. Enter the number of the contract that this report applies to along with the name and address of the Contractor preparing the report.
10. Check off the appropriate box to indicate if the entity completing the report is the contractor or a subcontractor.
11. Check off the box that corresponds to the reporting period for this report.
12. Check off the appropriate box to indicate if the work force being reported is just for the contract or the Contractor's total work force.
13. Enter the total work force by EEO job category.
14. Break down the total work force by gender and enter under the heading 'Work force by Gender'.
15. Break down the total work force by race/ethnic background and enter under the heading 'Work force by Race/Ethnic Identification'. Contact the DOS MWBE Program at (518) 474-2754 if you have any questions.
16. Enter information on any disabled or veteran employees included in the work force under the appropriate heading.
17. Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in the designated boxes.

RACE/ETHNIC IDENTIFICATION
Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The race/ethnic categories for this survey are:

- WHITE (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- BLACK a person, not of Hispanic origin, who has origins in any of the black racial
groups of the original peoples of Africa.

- **HISPANIC**
  a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

- **ASIAN & PACIFIC ISLANDER**
  a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

- **NATIVE INDIAN (NATIVE AMERICAN/ALASKAN NATIVE)**
  a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

**OTHER CATEGORIES**

- **DISABLED INDIVIDUAL**
  any person who:
  - has a physical or mental impairment that substantially limits one or more major life activity(ies)
  - has a record of such an impairment; or
  - is regarded as having such an impairment.

- **VIETNAM ERA VETERAN**
  a veteran who served at any time between and including January 1, 1963 and May 7, 1975.

- **GENDER**
  Male or Female
FORM D
MBE UTILIZATION PLAN

**INSTRUCTIONS:** This form must be submitted within ten (10) business days after the respondent receives notice from Department of State that the grant is being awarded or within two weeks following the procurement of any MWBE-applicable purchase or contractual service undertaken in furtherance of the Contract. This Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each certified Minority and Women-owned Business Enterprise (M/WBE) under the contract. Attach additional sheets if necessary.

**Offeror’s Name:**
**Address:**
**City, State, Zip Code:**
**Telephone No.:**

**Federal Identification No.:**
**Project/Contract No.:**

**M/WBE Goals in the Contract:** MBE 15% WBE 15%

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name, Address, Email Address, Telephone No.</strong></td>
<td><strong>NYS ESD CERTIFIED</strong></td>
<td><strong>☐ MBE</strong></td>
<td><strong>☐ WBE</strong></td>
<td><strong>☐ MBE</strong></td>
</tr>
</tbody>
</table>

**A.**

**B.**

**6. IF UNABLE TO FULLY MEET THE MBE AND WBE GOALS SET FORTH IN THE CONTRACT, OFFEROR MUST SUBMIT A REQUEST FOR WAIVER FORM E.**

**PREPARED BY** (Signature):
**DATE:**

**NAME AND TITLE OF PREPARER** (Print or Type):
Submission of this form constitutes the offeror’s acknowledgement and agreement to comply with the MWBE requirements set forth under NYS Executive Law, Article 15-A, 5 NYCRR Part 143, and the above-referenced solicitation. Failure to submit complete and accurate information may result in a finding of noncompliance and possible termination of your contract.

**TELEPHONE NO.:**
**EMAIL ADDRESS:**

**FOR M/WBE USE ONLY**

**REVIEWED BY:**
**DATE:**

**UTILIZATION PLAN APPROVED:** ☐ YES ☐ NO Date:
**Contract No.:**
**Project No. (if applicable):**

**Contract Award Date:**
**Estimated Date of Completion:**
<table>
<thead>
<tr>
<th>Region/Location of Work:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Obligated Under the Contract:</td>
</tr>
<tr>
<td>Description of Work:</td>
</tr>
<tr>
<td>NOTICE OF DEFICIENCY ISSUED:</td>
</tr>
<tr>
<td>NOTICE OF ACCEPTANCE ISSUED:</td>
</tr>
</tbody>
</table>

G:\affect\MWBE PROGRAMS\MWBE FORMS\Form D_UTILIZATION_PLAN FINAL 3_21_2017.docx
M/WBE Quarterly Report (Form F)

NYS AGENCY Contract No. __________________ Project No. __________________

The following information indicates the payment amounts made by the grantees/contractor to the NYS Certified M/WBE subcontractor on this project.

The payments as shown made are in compliance with contract documents for the above referenced project.

<table>
<thead>
<tr>
<th>Contractors Name, Address/Phone</th>
<th>Federal ID#</th>
<th>Goals/$ Amt.</th>
<th>Contract Type ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>MBE=%=______</td>
<td>Paid to Contractor This Quarter__________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WBE=%=______</td>
<td>Total Paid to Contractor To Date__________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Completion Date</th>
<th>Work Location</th>
<th>Reporting Period: Year________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>____ 1st Quarter (4/1-6/30)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>____ 3rd Quarter (10/1-12/31)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>____ 2nd Quarter (7/1-9/30)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>____ 4th Quarter (1/1-3/31)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CERTIFIED M/WBE Subcontractor/Vendor</th>
<th>Product Code*</th>
<th>Work Status This Report</th>
<th>Total Subcontractor Contract Amount</th>
<th>Payments this Quarter</th>
<th>Previous Payments</th>
<th>Total Payment Made to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>MBE</td>
<td>WBE</td>
<td>MBE</td>
<td>WBE</td>
</tr>
<tr>
<td>Name: FED ID#</td>
<td></td>
<td>__Active</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>__Inactive</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>__Complete</td>
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</tbody>
</table>

| Name: FED ID#                       |               | __Active                |                                   |                        |                  |                           |
|                                     |               | __Inactive              |                                   |                        |                  |                           |
|                                     |               | __Complete              |                                   |                        |                  |                           |

| Name: FED ID#                       |               | __Active                |                                   |                        |                  |                           |
|                                     |               | __Inactive              |                                   |                        |                  |                           |
|                                     |               | __Complete              |                                   |                        |                  |                           |

| Name: FED ID#                       |               | __Active                |                                   |                        |                  |                           |
|                                     |               | __Inactive              |                                   |                        |                  |                           |
|                                     |               | __Complete              |                                   |                        |                  |                           |

Total

Is this a final report? Check One
Yes _____ No______
PRODUCT KEY CODE

A  =  Agriculture/ Landscaping (e.g., all forms of landscaping services)
B  =  Mining (e.g., geological investigations)
C  =  Construction
C15 =  Building Construction – General Contractors
C16 =  Heavy Construction (e.g., highway, pipe laying)
C17 =  Special Trade Contractors (e.g., plumbing, heating, electrical, carpentry)
D  =  Manufacturing
E  =  Transportation, Communication and Sanitary Services (e.g., delivery services, warehousing, broadcasting and cable systems)
F/G =  Wholesale/Retail Goods (e.g. hospital supplies and equipment, food stores, computer stores, office supplies)
G52 =  Construction Materials (e.g., lumber, paint, law supplies)
H  =  Financial, Insurance and Real Estate Services
I  =  Services
I73 =  Business Services (e.g., copying, advertising, secretarial, janitorial, rental services of equipment, computer programming, security services)
I81 =  Legal Services
I82 =  Education Services (e.g., AIDS education, automobile safety, tutoring, public speaking)
I83 =  Social Services (Counselors, vocational training, child care)
I87 =  Engineering, architectural, accounting, research, management and related services