



Onondaga County
Executive Department
Division of Purchase

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Addendum #2

Subject: Request for Proposal # 19-AEI-001 Alliance for Economic Inclusion Funding

This addendum will address questions Onondaga County has received regarding Alliance for Economic Inclusion Funding under RFP #19-AEI-001. Several vendors may have asked the same question, and each question is answered only once. All vendor specific information has been redacted from the questions.

Question #1: Are we able to collaborate in our AEI Plan, with career and technical education programs – such as those offered through BOCES and school districts like the Syracuse City School District? Those programs often do have a college partner as students are earning some college credits, and therefore, I wondered about the no state organizations (like colleges).

Answer #1: **Yes collaboration is acceptable with these types of entities, so long as the funding is dedicated to services NOT performed already by the municipal entity.**

Question #2: I am writing for some clarity on the application format required for this RFP. Should applicants prepare a word document in addition to the form 'Attachment A' that has been provided, or is Attachment A the only document required to apply? Does the 15 page limit include the pages needed to complete Attachment A or is that limit in addition to Attachment A?

Answer #2: **15 pages in total is the maximum number of pages for your description/narrative. Additional supporting documents (flyers, letters of recommendation, etc.) can be included as additional tabs. Given the number of potential proposals please be as succinct as possible and lead with the relevant information necessary for the reader to understand the program being proposed and the outcomes.**

Question #3: What signed documents, if any, are required to be submitted in addition to pages 5 and 6 within the RFP?

Answer #3: **Pages 5 and 6 (signed) and Attachment A are required at time of submission.**

Question #4: Are there any publicly available reports about the outcomes from the first round of grants, and if so, where would I find them?

Answer #4: **Please see Attachment #1 to this addendum.**

Question #5: If an agency is presenting a multi-year request, what is the maximum number of years that can be applied for?

Answer #5: **Four. See Section 6.13.**

- Question #6: Regarding the issue of insurances, are you requiring the actual insurance policies/certificates be submitted as an attachment or do we just state that insurances are in place?
- Answer #6: The required insurance documents are detailed in Section 6, Onondaga County MAY waive some requirements on a case-by-case basis. Should the County require any insurance documents, they must be in place and provided to the County to proceed to contract, not at time of proposal.**
- Question #7: In 7.2 and 7.2.1, is it the intent of the data in this section of the RFP, for the Vendor to use this information in the narrative section and discuss where our organization falls into all the data?
- Answer #7: Not necessarily, the information was provided to applicants as informational, applicants can respond to the information provided if it is appropriate.**
- Question #8: Is there a section in the RFP or somewhere else that has a complete listing of all the requirements for the submission? The RFP starts this at 3.2 and then it jumps to 7 that has requirements for the submission.
- Answer #8: Section 3 should be treated as a roadmap. See Answer #3.**
- Question #9: What kind of taxes are ineligible expenses?
- Answer #9: The list of ineligible expenses was taken from New York State documentation. Should an applicant have tax expenses they seek to include please itemize and the Alliance will get clarity from the State, post –award, if applicable.**
- Question #10: Can the grantee earn income from sliding scale fees for services rendered by the grantee? Income would be utilized to sustain the program.
- Answer #10: Yes.**
- Question #11: Can the grantee earn income from donations for services rendered by the grantee? Donations would be utilized to sustain the program.
- Answer #11: Yes.**
- Question #12: If allowed, is earned income required to be kept in a separate bank account from the Agency account?
- Answer #12: Grantees must keep complete accounting records of all expenses and revenues and provide such documentation should an AEI administrator request it. Separate bank accounts are not required.**
- Question #13: Is an advance allowed once a signed contract is in place? If so, at what percentage of the total funding?
- Answer #13: Yes. See Section 7.9.**
- Question #14: Are costs associated with purchasing a vehicle and fuel allowed for a subcontractor under the grantee's proposal? Vehicle would be utilized for the program.
- Answer #14: Yes.**
- Question #15: Can the grantee cover a portion of salary for a subcontractor?
- Answer #15: If working on an Alliance approved project, yes.**
- Question #16: Please clarify Section 7.9 on page 8- 10% start up eligibility.
- Answer #16: If a project requires up front funding to begin service prior to the first reimbursement claim, applicants must submit the request as part of the application up to 10% of the award will be eligible to be released.**

Question #17: 3.2.3- is there a page limit?

Answer #17: Yes- 15 page limit in total. Section 3 is a guideline. The required pages are pages 5, 6 and Attachment A. If there are additional letters of support, documentation and brochures they can be attached as tabs at the back of the proposal.

Question #18: Is there a limit to number of letters of support and is there any letters that are considered more appropriate?

Answer #18: There is no limit to letters of support. Letters from municipalities that appoint members to the Alliance are discouraged. If an applicant seeks to partner with a municipality, letters confirming participation are acceptable.

Question #19: 7.5.2 Employment Hubs- please define.

Answer #19: See section 7.2, bottom of page 14, and the attached link: <https://www.sba.gov/federal-contracting/contracting-assistance-programs/hubzone-program>.

Question #20: Seed money- what kind of documentation is needed?

Answer #20: Identify line items at time of application within the budget and after funds are spent reconciliation must be provided.

Question #21: What is the award timeline?

Answer #21: As quickly as possible. Every proposal must be evaluated carefully, hopefully by the end of the year, in partnership with New York State. Since the process is in its second award cycle, we are confident that awards will occur more quickly.

Question #22: Is there expected funding level for award?

Answer #22: No. Depends on the number of proposals and the budgets of the chosen proposals.

Question #23: 7.10.1.2: Please clarify. Can a non-profit collaborate with a state entity?

Answer #23: Possibly, direct funding to a state supported municipality was not supported in the first round of awards and is unlikely.

Question #24: What was the breakdown of awards in the first round? Multi- year versus Single year?

Answer #24: Please see attached. The awards were virtually equally split between single and multi-year.

Question #25: 7.10.1.3 Please clarify- are brick and mortar projects eligible for funding.

Answer #25: All proposals are potentially eligible- brick and mortar projects were not funded successfully in the last cycle so guidance was provided to advise potential applicants.

Question #26: If awarded a contract how long is the voucher to payment process?

Answer #26: Most claims submitted monthly, some are bi-monthly. There is a programmatic and financial process- generally payments are processed within two weeks.

Question #27: Collaboration- if a proposal has a sub-contractor who also applies for a grant is that acceptable?

Answer #27: Yes. Each proposal will be reviewed and evaluated separately. If a vendor has multiple applications, they may be funded separately and will be evaluated separately.

Question #28: Is a one year or three year project more appropriate to submit?

Answer #28: Each proposal will be reviewed and evaluated separately, taking into consideration the funding commitment required. If a project needs three years of funding then applicants should detail why and provide all relevant information.

Question #29: If multiple agencies collaborate how does payment work?

Answer #29: Onondaga County will contract with only the lead agency. All other partners would be sub-contractors and be paid by the lead agency.

Question #30: Can an agency submit for multi-year and receive only one year of funding?

Answer #30: Yes.

Question #31: Is transportation a focus of the RFP?

Answer #31: Yes, as described in Sections 7.6 and 7.7.

Question #32: Are all funding categories prioritized equally?

Answer #32: Yes. There are bullets in Section 7.7 instead of numbers to illustrate that equality.

Question #33: Can organization serve as lead on multiple applications?

Answer #33: Yes.

Question #34: Oral presentations? When/Where?

Answer #34: The allocations committee may, at their discretion, ask some or all vendors to come in for oral presentations. In the previous round, a small number of applicants came for a meeting and answered some technical and scope questions, providing clarity.

Question #35: Can you submit for funding for an existing proposal that needs additional funding?

Answer #35: Yes.

Question #36: Was anything awarded to special needs population?

Answer #36: Not specifically, but applications are encouraged for all populations.

Question #37: Can a company earn income during the grant cycle?

Answer #37: Yes.

Question #38: If currently funded can you combine existing funding with new funding?

Answer #38: Yes.

Question #39: If proposing a housing improvement program is contractor retention enough to warrant a proposal?

Answer #39: All proposals are encouraged to apply for review by the Alliance for Economic Inclusion. Proposals that impacted individuals, were sustainable and moved the needle on poverty by lifting individuals into greater economic opportunity.

Question #40: Is a school district eligible to apply for funding?

Answer #40: Guidance received from NYS as described Section 7.10.2 indicated that funding requests from municipal entities that already receive support from taxpayers are not considered eligible for funding.

Question #41: Is a not for profit seeking a proposal to work in a school eligible?

Answer #41: Yes. Goal of Alliance is to fund projects that move the needle and are sustainable beyond the funding.

Question #42: Is Job creation a required component of an award under this RFP?

Answer #42: No. Section 7.6.

Question #43: Is an In-kind match required?

Answer #43: No. This is standard NYS language for economic development projects. In the last round a 10% was not required. There is no anticipation of a match requirement in this round of funding.

Question #44: Sexual Harassment Certification- whose policy?

Answer #44: New York State has required every employer and contractor to adopt a sexual harassment prevention policy as outlined on page 6. Vendors are required to certify that they have adopted a policy that meets or exceeds New York State's requirements under Section 201-g of NYS Labor Law.

Question #45: Are insurance expenses for operating a program eligible to be reimbursed?

Answer #45: Yes.

Question #46: When will award funds be released? Will bridge funds be made available?

Answer #46: Award funds will be released as soon as possible. Bridge funds MAY be made available if approved by the Alliance and New York State.

Question #47: What service area is covered under this RFP?

Answer #47: 5 county region- Cayuga, Cortland, Madison, Onondaga, Oswego.

Question #48: Can child care centers apply to establish an endowment to grow salaries for low income child care workers?

Answer #48: All proposals are accepted and will be evaluated for award consideration. The Alliance is looking for proposal that have sustainability and move the needle on poverty in the region.

Question #48: Are awards based on population and or county geography?

Answer #48: No.

Question #49: 7.10.1 If you receive money from NYS to conduct programs but are not a municipal entity are you ineligible?

Answer #49: Receiving state funding does not disqualify an application.

Question #50: Please provide the names of the members of the Alliance.

Answer #50: Please see Attachment #2 to this addendum.

Question #51: Please explain the requirements under Section 1.5.

Answer #51: This language is boilerplate included in all Onondaga County RFPs. A not-for-profit applicant is not required to meet the 30% goal for M/WBE 30%. A documented good faith effort to include M/WBE businesses is encouraged.

Question #52: Is experience a factor in the decision making process?

Answer #52: Experience MAY be a factor, all proposals are considered in totality.

Question #53: Ineligible 7.1.5- prizes and awards? Please clarify- Are incentives able to be funded if specifically for the program's participants? What about food for participants?

Answer #53: This guidance was modeled after New York State Empire State Development's application process- all award allocations should be spent directly on population served. Food for program participants is an eligible expense if appropriate, but food for planning and/or staff development (for example) is not.

Question #54: 6.11 please clarify

Answer #54: This language is boilerplate included in all Onondaga County RFPs. If an applicant requires a partner agency or municipality to provide support, office space, data access or other support in order to successfully complete its mission, the applicant should identify the requirement.

Question #55: Attachment A, page 6 staffing- is a complete roster of our organization required?

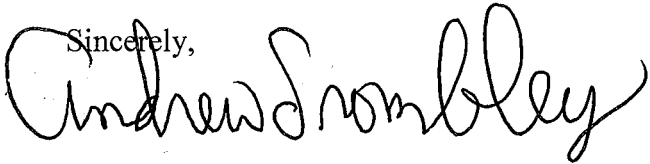
Answer #55: No – just staff dedicated to project, broken down by %; any sub-contractors, and/or other requiring funding.

Question #56: What type of reporting is required?

Answer #56: Reporting will be included in contracts with each applicant. Outcomes and performance measures will be monitored by the Program Committee, using a google site for reporting at each individual served level. Detail is based on the applicant and program.

All proposals must be received by the Division of Purchase in accordance with the delivery instructions in the Request for Proposal. Late proposals will not be accepted.

Sincerely,

A handwritten signature in black ink that reads "Andrew Trombley". The signature is written in a cursive, flowing style.

Andrew Trombley
Director