



Community Services - CSBG Update

November 3, 2017

The Smart-Forms Are Here

By this time all agencies should have received their 2017 APR package. In this package, you will find:

- Instruction Manual Sections A-G
- Instruction Manual-NPI
- Section D
- Sections E-G
- NPIs
- NPI Calculator

If you have any questions regarding the 2017 APR and the attached documents, please reach out to your assigned Program Analyst immediately. We look forward to seeing the great things you have accomplished this past year. Completed forms are due back to DCS and your assigned program analyst no later than 5:00 PM December 1, 2017.



APR 2017 Tips and Hints

- Never rename the **Section E-G** or **NPI Excel files**.
- Do not update the Excel file format to the most current version.
- If you have trouble entering you data into the forms, contact you assigned Program Analyst immediately.

Congratulations to Tompkins Community Action

Veronica Cruz, Director, Division of Community Services stopped in to congratulate Lee Dillion, Executive Director and the rest of the team at Tompkins Community Action on the successful funding of *Amici House*, a 23-unit Supportive Housing facility, and the *Harriet Giannelis Child Care Center*.



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Agency Spotlight

The Pro-Action of Steuben and Yates, Inc. recently celebrated the opening of the Hope Center, located in Penn Yan. The new center (located at 200E. Elm St. Penn Yan, NY 14527) builds on the work carried out by dozens of local volunteers over the past 25 years, who have helped hundreds of local families find sustenance and support through the Keuka Food Pantry. This modern and welcoming center will be a home for a broad range of services that will empower local people to be successful.

Pro Action of Steuben and Yates, Inc. partnered with the Keuka Food Pantry to provide a home for the program and serve more people in need. Through this partnership, the new Keuka Food pantry is much more accessible and convenient thanks to extended hours and the improved location.



MWBE Waiver Process

Upon receipt of waiver requests, DCS program staff will review documentation that demonstrates the good faith efforts to comply before submitting the requests to the MWBE Program.

Including, but not limited to (see 5 NYCRR 142.8):

- Evidence of outreach to MWBEs: mail, email, phone calls and follow up.
- Any responses by MWBEs to the grantee's outreach;
- Copies of advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications;
- The dates of attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the grantee with MWBEs; and
- Information describing specific steps undertaken by the grantee to reasonably structure the contract scope of work to maximize opportunities for MWBE participation.

More info can be found here: <http://www.dos.ny.gov/dcs/pdfs/CSBG%20-%20%20MWBE%20TRAINING%20-%2010-26-2017.pptx>



Editor Byline

Hi everyone. Matt here, your friendly DCS newsletter editor. I welcome any input, story ideas, suggestions, and additions you think would benefit everyone on the list serve. Feel free to send suggestions or comments via email at matthew.ciotti@dos.ny.gov.