

**NYS Department of State
NY State Office for New Americans
Immigrant Community Navigator Program**

Request for Applications # 19-ONA-50 Questions & Answers

The responses to questions included herein are the official responses by the State to questions submitted by potential applicants and are hereby incorporated into RFA # 19- ONA-50 issued on December 26, 2019. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

1. Section VI, 1. 5. is hereby amended to read:

5. In addition to English, it is preferred that the individual be able to converse in a non-English language that is in the top six languages spoken by limited English proficient low-income immigrants and refugees in the proposed service region shown in the most recent U.S. Census data.

2. Section IX, E. 2. is hereby amended to read:

2. Demonstrate if the ONA Immigrant Community Navigator is able to converse in a language aside from English that is in the top six languages spoken by limited English proficient low-income immigrants and refugees in the proposed service region shown in the most recent U.S. Census data.

3. Section XI, 3. b. is hereby amended to read:

b. Applicant fully demonstrated if the ONA Immigrant Community Navigator is able to converse in a language aside from English that is in the top six languages spoken by limited English proficient low-income immigrants and refugees in the proposed service region shown in the most recent U.S. Census data.

Questions and Answers

Q1: Does the New York State Office for New Americans have a list of the current organizations that have Immigrant Community Navigator grants? If so, can that list be shared when the RFA updates are posted?

A1: To obtain a list of current organizations who have Community Navigator grants, applicants would have to complete a formal request for information which can be submitted via the DOS website at <https://www.dos.ny.gov/about/foil.html>.

Q2: Page 2 of the RFA indicates that 11 awards will be issued for an initial one-year period beginning July 1, 2020 with the possibility for two annual renewals thereafter. Will

the annual renewal funds be adjusted for inflation as measured by the Consumer Price Index (CPI) for a given county or region after the initial year of funding?

A2: No, funding will remain at \$80,000 per year.

Q3: Can a New York City-based organization responding to this RFA use Immigrant Community Navigator Funds to complement Action NYC community outreach and legal services?

A3: No. Since this program is supported through federal Community Services Block Grants (CSBG) funding, the ONA Immigrant Community Navigator must be 100% dedicated to activities under this grant, and all funding must support services for low-income immigrants and refugees as required under this grant. The ONA Immigrant Community Navigator may share information about services in the region, which may include ActionNYC, but the funding cannot be used to provide outreach for that grant, or any others.

Q4: Page 3 of the RFA discusses applicant eligibility. If a responding organization is based in and serves New York City, does “designated community” mean New York City overall or neighborhoods within the city where there are large concentrations of economically or socially disadvantaged persons?

A4: Designated community refers to the area referenced within the applicant organization’s Articles of Incorporation.

Q5: Referring to Page 3 and applicant eligibility again, if an organization has a board of directors of which more than half work in but do not necessarily reside in a designated community can that organization apply for Immigrant Community Navigator funds?

A5: More than half of the board of directors must reside in the designated community established in the applicant organization’s Articles of Incorporation. Working in the designated area does not count towards this requirement.

Q6: Page 3 of the RFA says an applicant organization must be a Community Action Agency or a CBO with 501 (c) (3) IRS status. In New York City, The Community Action Agency is the New York City Department of Community Development (DYCD). Can an organization that receives DYCD funding apply for funding as a Community Action Agency? If so, what proof of minimum qualifications must it provide?

A6: As stated in RFA Section III on page 3, applicants must be a Community Action Agency (as defined on page 3 of the RFA) or community-based not-for-profit organization (as defined on page 3 of the RFA) with 501(c)(3) 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) in order to be eligible to apply. If an

organization that receives DYCD funding meets these criteria, then they would be eligible to apply. Proof of minimum qualifications is outlined in RFA Section IX B.

Q7: Pages 11 through 18 of the RFA relate to the application format and scoring criteria. Are there page limits for the Project Summary, Organizational Experience, and Program Proposal sections of the application? Is there a checklist that delineates the required attachments?

A7: There are no page limits. Documents required for submission are found in Section IX.

Q8: May applicants submit more than one application per region?

A8: Yes

Q9: May applicants only submit an application with one location, or may applicants who has multiple sites in a region submit multiple site locations?

A9: The ONA Community Navigator is expected to work throughout the awarded counties. Applicants may submit an application for one or multiple site locations.

Q10: Does the Immigrant navigator spent 100% in one location or may they split their time among multiple locations in a region should it maximize immigrant outreach, for example?

A10: The ONA Navigator is expected to work throughout the awarded counties and may work out of multiple locations.

Q11: We were awarded the ONA Community navigator program from 2017-2019 and last time around the Community Navigator was not required to do stakeholder immigration roundtables & workforce development workshops in New York City. Is NYC still exempt from Workforce having the Community Navigator hold Development Workshops and Stakeholder Immigration Roundtables?

A11: No. All grantees will be expected to fulfill all of the required activities as detailed in Section VI of the RFA, including hosting Workforce Development Workshops and Immigration Roundtables.

Q12: Is Putnam County to be included in the Hudson Valley Region (Dutchess, Orange, Rockland, Westchester)? (p. 5)

A12: No. The Hudson Valley region includes Dutchess, Orange, Rockland, and Westchester counties. Putnam County is not included.

Q13: Will there be an academic partner/study required during this grant period?

A13: No, academic partners/studies are not required under this grant.

Q14: Is a translation service something you are actively seeking for this contract?

A14: Translation services may be utilized by grantees to perform services under this grant. We encourage you to reach out to grantees once awards are made to inquire if translation services are needed.

Q15: Is there a page limit for the narrative?

A15: No

Q16: Are there requirements regarding the font size and margins for the proposal?

A16: No

Q17: Do we need to submit a sample work plan at the time we submit the application?

A17: No. All required documents to be submitted are found in the Section IX.

Q18: Can ONA provide insight into how the specific counties were chosen for each region?

A18: Counties were chosen based on need for the program – a combination of immigrant and refugee population in each county, the need expressed by the local community, and information provided from programming during the first cycle of ONA Immigrant Community Navigators.

Q19: What are the requirements for client data that must be collected? Especially for potential clients who may be undocumented immigrants.

A19: Since this program is supported through federal Community Service Block Grant funding, all ONA Immigrant Community Navigators must demonstrate that their clients are at or below 125% of the federal poverty guidelines. As such, proof of income eligibility must be retained by the applicant. The Applicant does not have to retain documentation relating to immigration status.

Q20: BUDGET - Because word of mouth is so much more effective at reaching this target population, is it an allowable expense to subcontract or hire immigrant community leaders or grassroots groups to provide specific marketing and outreach to recruit community members to participate in Work Plan events rather than using traditional paid media advertising?

A20: Yes, however use of subcontractors must be fully justified in the application to be considered eligible. All MOUs and agreements between the applicant and subcontractors must be submitted to ONA.

Q21: BUDGET - In the same vein as the above question, can we contract or hire immigrant community leaders or grassroots groups (some with 501(c)3 status and some without) to serve as program advocates and help coordinate event spaces, participate in program roundtables and offer feedback and guidance on workshops and events? (These arrangements could be outlined via an MOU that could be submitted to ONA for approval but would outline required participation levels such as:

Sharing ONA Navigator workshops & trainings with community members/grassroots organizations etc. on social media, website, and or newsletters

Supporting ONA Navigator in figuring out what workshops would best serve their specific community

Supporting ONA Navigator in figuring out best locations to hold workshops/if you have

venue offering space for their specific community

Keeping ONA Navigator updated with events happening in target communities

Participating in 2 to 3 community conversations and or roundtables each funding year)

A21: As stated in RFA Section VI, page 5, the intent of this Program is to hire one FTE Navigator to perform the work listed in the Required Activities section. Any use of subcontractors must be fully justified in the application to be considered eligible.

Q22: BUDGET - Page 7 Can we hire performers or artists if there is an interactive/workshop component or as part of the “interactive process and engaging space” required for community conversations? Entertainment is a way to bring the community together and incorporate Work Plan activities. This would fall under giving the target population the opportunity “to learn about the culture and traditions of the welcoming community, while also contributing their own culture and traditions.” The events would not be solely social in nature but would include meaningful dialogue.

A22: Events that are solely social or entertaining in nature are not reimbursable. Entertainment costs with a clear programmatic purpose may be permissible but must have prior approval.

Q23: BUDGET - Can we include costs to record trainings and make them available online as a resource?

A23: Yes.

Q24: Page 12: Which MWBE forms are required to be submitted with the application? Are these forms (Form A: MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES – EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT, FORM C WORK FORCE EMPLOYMENT UTILIZATION, FORM D, M/WBE UTILIZATION PLAN, or MWBE COMPLIANCE CERTIFICATION

LETTER (FORM D-1)) due with the application or only after an award has been made?

A24: As shown in Section XVIII of the RFA on page 22, applicants are required to submit the MWBE Compliance Form with their application. All other forms are provided for reference only.

Q25: Attachment C Work Plan: Does the Community Navigator have to be one full time person or can the 1 FTE position be split between service providers in two counties? Due to the nature of community organizing and the need for the ONA Immigrant Community Navigator to already be familiar with, trusted by, and connected to the target population, business sector, grassroots organizations, and network of local service providers, it is unlikely to find a candidate for this position who has this depth of experience in both of the counties to be served.

A25: Per RFA Section VI, page 5, the applicant must hire one full-time ONA Immigrant Community Navigator to perform the Required Activities listed in this section. The ONA Immigrant Community Navigator may supplement this work by partnering with other individuals and organizations in order to perform outreach and lead programs in all counties in the region however use of subcontractors must be fully justified in the application to be considered eligible.

Q26: Page 13 - Section IX/E - Is the requirement for the navigator to be able to converse in a language aside from English a requirement or a preference? If a current ONA Navigator is in place who does not speak another language, would ONA require a new hire?

A26: It is a preference. If awarded, the Grantee would not be expected to re-hire for this position.

Q27: Page 6/7 How strict will ONA be regarding the ONA Navigator equally distributing services between both counties? Even if efforts are distributed equally between the two counties, if one county has a significantly higher population of low income refugees and immigrants there will be more potential partners and participants and greater impact in that county. Can the distribution of activities be based on the size of the target population in each county rather than 50/50?

A27: The specific counties were determined based on immigration and refugee population, as well as expressed need. In order to ensure all the regions in the assigned area receive the same opportunities for services, it is required that the number of activities held is distributed equally.

Q28: Page 6 - How does ONA anticipate the Roundtable meetings will be split between two counties? It would seem that the Immigrant Community Navigator would need to establish and coordinate two completely separate roundtables as the stakeholders for the two counties would not have significant overlap in service providers, and it is

unlikely that members of one roundtable would drive 1.5 hours (3 hours roundtrip) to attend a meeting in the major city of the other county in the region.

A28: The ONA Immigrant Community Navigator has flexibility in how they administer the Roundtables. The number of Roundtables held, must be equally distributed, however roundtables can focus on specific sectors (i.e businesses, faith institutions, community-based organizations, community action agencies), or be held separately in each county.

Q29: The applications states that “The ONA Immigrant Community Navigator is expected to lead at least 10 ONA Impact Days during the contract year, with this number equally distributed among each identified county in the service region.”

For the New York City region, the identified counties are Bronx, Kings, New York, Richmond, Queens. We would like to clarify if the ONA Community Navigator for New York City would be expected to offer services in each of these areas - namely in each of NYC’s boroughs?

A29: Yes. The ONA Immigrant Community Navigator is expected to offer services in each of these areas, i.e. in each of New York City’s boroughs.