

Attachment A1-B

Program Specific Terms and Conditions

Healthy Families New York – Home Visiting Program (HFNY)

Healthy Families New York (HFNY) is a voluntary, evidence-based home visiting program for expectant parents and families with infants and families with a child up to 24 months when referred by Child Welfare. HFNY uses an infant mental health approach that promotes parent-child attachment to achieve its mission of preventing child abuse, neglect, and other adverse childhood outcomes. HFNY strategies are relationship-based, culturally sensitive, family-centered, strength-based (building on parental competencies) and grounded in the parallel process.

HFNY home visitors develop healthy relationships with families and partner with parents to support them in responding in a sensitive and nurturing manner to their young children. HFNY offers comprehensive support services designed to promote positive parent-child interaction, healthy child and family development, healthy relationships, family self-sufficiency, and connections to community resources when needed. The program offers intensive home visitation services weekly until the child is at least six months old and periodically thereafter based on the needs of the family until the child is in school or Head Start.

Program Goals are to:

- Support positive parent-child bonding and relationships
- Promote optimal child and family health, development and safety
- Enhance family self-sufficiency
- Prevent child abuse and neglect

All Healthy Families New York Programs agree to the following program requirements:

- Compliance with the Healthy Families America Best Practice Standards for providing quality home visiting services including the Child Welfare Protocols. This would include adapting to all changes made to the standards that may require additional training, changes in dues, funding accreditation visits, and making all necessary changes to the budget to implement new Best Practice Standards;
- Compliance with guidelines included in the Healthy Families New York Policy Manual;
- Provision of Home Visiting Services in a specified target area including universal screening in collaboration with relevant community service providers;
- Coordination with local health and social service departments; and other community service providers to support families in receiving needed services;
- Compliance with prescribed performance targets and updates made to the targets as new standards are implemented by HFA;
- Compliance with prescribed performance indicators and updates made to the indicators as new standards are implemented by HFA;

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- Participation in bi-annually State Leadership Meetings;
- Participation in bi-monthly Regional Meetings;
- Participation in the home visiting Management Information System (MIS) within established time frames and ongoing evaluation conducted by OCFS with the Center for Human Services Research;
- Participation and complete all required core, wrap-around and advanced training within specified timeframes;
- Participation and agreement to be affiliated and accredited by Healthy Families America.

LOCAL SHARE MATCH REQUIREMENT:

- There is a required local match in the amount of 10%.
- The local share match may be reflected in any budget category. It does not need to be in the same category where grant monies are being requested.
- The local share source can be cash or in-kind.

DESIGNATED PAYMENT OFFICE:

All reports, claims for reimbursement, and claims to account for the advance payment (if applicable), must be logged and completed on-line in the Contract Management System (CMS).

State Funded Awards:

- Total administrative costs are limited to 15 percent of the total grant award as established by OCFS policy. OCFS reserves the right to adjust this limit at its sole discretion.
- Total administrative expenses are limited to 15 percent of the grant award, less expenses for equipment, capital expenditures, rental costs, participant support costs and the portion of each subcontract in excess of \$25,000.

ALLOWABLE AND NON-ALLOWABLE COSTS:

Allowable Costs include but are not limited to*:

- Staffing, fringe benefits;
- Staff recruitment and on-boarding expenses (i.e., background checks, fingerprints, advertisement of posting);
- HFA Affiliation Fee and Peer Review Travel Cost;
- Project equipment and furniture;
- Computers/laptops equipment and appropriate software for the project;
- Supplies, mailing and printing costs of project related flyers/pamphlets, educational materials and other outreach and referral sources;
- Staff travel costs, including per diems while in travel status, at the approved State travel rate. State rates are available at the following web address: <http://www.osc.state.ny.us/agencies/travel/travel.htm>; Training and Staff Development expense;
- Occupancy Space Cost;
- Telephone installation and monthly billing;
- Consultants retained by a formal agreement that supports the program and workplan, targets and indicators;

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- Rental of space;
- Gift cards for families being served:
 - Must be tracked and include signatures from two agency staff and a signature from the family that the gift card was received. The documentation should include the family's name and the exact gift card amount; and
 - Must not allow for the purchase of alcohol or cigarettes;
- Family and Group Event Supplies; and
- Payroll and Audit fees (these are 100% administrative expense in your budget if charged).

Non-Allowable Costs include but are not limited to*:

- Capital development or acquisition costs such as purchasing buildings and major refurbishing/renovation of buildings;
- Out of state travel, unless approved by the OCFS Program Manager;
- Interest costs, including costs incurred to borrow funds;
- Costs of organized fundraising;
- Cost for preparation of continuation agreements or contracts and other proposal development costs;
- Legal fees to represent agency/staff;
- Entertainment costs, including social activities for program and staff, unless directly associated with the project;
- Overtime costs;
- Costs for dues, incorporation fees, attendance at conferences or meetings, unless attendance is necessary in connection with the project;
- Meals for staff at meetings or trainings.

* This is not a comprehensive list. Any questions should be directed to OCFS.

ADDITIONAL PROGRAM REQUIREMENTS:

Additionally, all contractors with subcontracts will provide oversight that minimally includes review of all program and fiscal reports and claims on a quarterly basis. On-site reviews will be conducted as needed. The contractor will identify the person(s) responsible for this oversight. The subcontract agreement will include this requirement and will also include as applicable information regarding referrals of participants and respective responsibilities of the contractor and subcontract.

By submitting a proposal in response to this procurement, the applicant understands that OCFS may utilize federal funds or seek federal reimbursement for State costs OCFS paid out under the Contract, therefore the federal assurances found in Attachment A-2 may apply to any resulting Contract. The federal funds directly charged or reimbursed to OCFS for the Contract are from the Catalog of Federal Domestic Assistance (CFDA) Number(s) found on the face page of any resulting Contract. The Contractor agrees to follow all requirements under the CFDA number(s) listed on the face page of the Contract; and further agrees to follow all applicable requirements included in the Attachment A-2 of the Contract.

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Contractors are required to comply with all applicable State and federal laws, rules and regulations. If an Attachment E is included in the Agreement and the Subrecipient box in Attachment E of the Agreement is checked, the OCFS has determined that the vendor providing services under the Agreement is a subrecipient of a federal subaward, for purposes of such subaward the vendor must comply with the requirements of the federal uniform guidance found at 2 C.F.R. Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards to include Sub-Part F—Audit Requirements, and must provide copies of all audits prepared in accordance with such federal requirements. Two copies of such audits should be mailed to the designated payment office (DPO) stated below.

This contract incorporates by reference the solicitation provisions set forth in the Request for Proposal RFP #1078, inclusive of the Questions and Answers, applicant's proposal, and any/all amendments hereby referred to as "RFP". The vendor agrees to adhere to the provisions contained within the RFP with the same force and effect as if they were given in full text. The full text of a solicitation provision may be accessed electronically at this address: [Funding Opportunities | Contracts, Grants and RFPs | OCFS \(ny.gov\)](#).