



## Empire State Poverty Reduction Initiative (ESPRI) Community Impact Grant Proposal Guidelines

**Purpose:** The intent of Empire State Poverty Reduction Initiative (ESPRI) Community Impact Grants is to reduce poverty and promote household stability by offering resources and opportunities to low-income individuals and families living within the City of Oneonta School District. Projects through ESPRI must address the root causes of poverty and/or conditions created by poverty.

**Eligible Applicants:** Non-profit organization with a 501(c)3 status are eligible to apply for funds. Applicants must demonstrate that proposed projects directly benefit low-income individuals and/or households within the Oneonta City School District. *Municipalities, units of local government, school districts, and organizations requiring a 501(c)3 fiscal sponsor are not eligible to apply.*

**Award Amount:** Individuals awards may range from \$2,000 to \$10,000. Partial awards may be distributed for greater community impact.

**Award Period:** ESPRI funds must be expended by March 31, 2020.

**Types of Support:** Allowable: Personnel expenses of project staff; Project operational costs; Staff travel; Client expenses (e.g. education, food, housing, transportation, medical); Administrative costs. Non-allowable: Support for facility maintenance, ongoing facility expenses (e.g. utilities, rent/mortgage communication, insurance) and capital improvements; Reimbursement for expenses incurred prior to the grant award; Grants to individuals

**Inquiries:** Questions about this RFP should be emailed to [mmartin@ofoinc.org](mailto:mmartin@ofoinc.org) by July 8, 2019. Written responses to all questions will be posted at [www.ofoinc.org/esprigrant](http://www.ofoinc.org/esprigrant).

**Applications must be emailed to [mmartin@ofoinc.org](mailto:mmartin@ofoinc.org) by 5:00PM, July 15, 2019.**

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For purposes of this application, poverty is defined as any household with an annual income at or below 200% of the Federal Poverty Level. Households receiving any of the following benefits or services meet the definition of “poverty” for purposes of this application: TANF, SSI, Medicaid, Children’s Health Insurance Program, SNAP, WIC, Head Start, Weatherization, HEAP, Free/Reduced Lunch, EITC.

Applicants are strongly encouraged to reference and utilize information from The City of Oneonta Community Report Card; The City of Oneonta Community Needs Assessment, Youth Summary; and Opportunities for Otsego Community Needs Assessment in support of their application and proposed project. These documents are located at [www.ofoinc.org/esprigrant](http://www.ofoinc.org/esprigrant).

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### General Terms and Conditions:

- **Reporting:** Successful applicants will be expected to provide bimonthly to Opportunities for Otsego on project activities, highlights, issues, measureable outcomes, relevant outcome data, and any modifications. Furthermore, awarded organizations will submit to Opportunities for

Otsego, on a monthly basis or as soon as possible after expenditure, within sixty days of receipt of billing, proof of expenditure not to exceed the amount equal to the applicable budget amount in the EPSRI budget specific to the subcontractor.

- Funded projects are subject to New York State Minority and Women Owned Business Enterprises (MWBE) business participation goals. Applicants entering into a contract under this funding opportunity must demonstrate good faith effort that 30% of non-personnel expenses have been purchased from a qualified New York State MWBE vendor. To search the NYS Directory of Certified Minority and Women Owned Business Enterprises: <https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>
- As a subcontractor to Opportunities for Otsego, successful applicants must enter into a Memorandum of Understanding (MOU) to establish guidelines for a cooperative working agreement. The MOU boilerplate is included with the application materials.

**Required Application Documents:**

- Project Narrative
- Budget Worksheet and Narrative
- MWBE Certification of Good Faith Efforts
- MWBE Utilization Plan