



**Office of the New York State  
Attorney General**

**Letitia James  
Attorney General**

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## PURCHASING MEMORANDUM

**DATE:** January 7, 2026

**PLEASE ADDRESS INQUIRIES TO:**

Joseph A. Carucci, *Contract Management Specialist*

Telephone Number: (518) 776-2128

E-Mail: [purchase@ag.ny.gov](mailto:purchase@ag.ny.gov)

**REQUEST FOR APPLICATION NO.:** 25-009

**TITLE:** Supporting Fair Housing Testing and Enforcement in New York State

**APPLICATION DUE DATE:** January 21, 2026 by 5:00 PM EST\*

\*Email submissions **MUST** be dated prior to this date/time to receive consideration.

**PERIOD:** Tentative: February 1, 2026 – January 31, 2027 with four (4) one-year renewal options.

**SUBJECT:** Answers to Questions/Inquiries

**TO:** **ALL PROSPECTIVE APPLICANTS**

In reference to the above Request for Application, the following questions/inquiries were submitted by the deadline indicated in the RFA. We are hereby providing answers to each question below:

- QUESTION:** Per Section 4.B.1.A - A. Please provide a list of current staff, including titles and resumes. Are you requesting a list of all current staff members and their resumes even if they won't be working on the potential contract? For example: If no staff in our Housing Counseling unit will be working on the contract, are you still requesting their names, titles, and resumes?

**ANSWER:** Applicants only need to share names of staff working on this contract, but that should include any supervisors, directors or managers of staff working on this project as well.
- QUESTION:** Our Fair Housing Testers are employees and included as part of our staff and will be testing under this contract. We don't disclose their identity. Are you requesting resumes of our FH Testers too?

**ANSWER:** No, we do not need you to disclose or provide resumes for Fair Housing Testers.
- QUESTION:** Why does Attachment C request that we make a prediction of how many Intakes, Direct Advocacy Engagements, and number Enforcement Efforts we will complete?

**ANSWER:** This grant will be set up to issue payments at the start of each quarter, because of this structure we need projections to measure progress to make payments. These do not have to be fixed number predictions, only goals and expectations over the year.



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- a. Also, on Attachment C, the prediction of the number of testers recruited compared to the number New trained testers shouldn't be treated the same. They are distinctive to each other. We can recruit 25 Tester candidates which can result in 4 being trained. A company can't predict how many people will respond to an advertisement. However, they can predict how many times they will advertise a position; how many times they will conduct tester training etc.
- ANSWER: These projections are goals, not fixed projections. As only Qualified Fair Housing Organizations that have significant experience in fair housing testing and enforcement are eligible for this grant, we believe applicants will be able to use their experience to make reasonable projections for their programs.**
4. QUESTION: With our Outreach, we planned to conduct direct mailing and an Outdoor Media campaign. Looking at Attachment C, does funding under this contract only allow for training the public on fair housing at an event?
- ANSWER: Mail and other media can be considered outreach/education events.**
5. QUESTION: Can Attachment C be modified by the bidder as long as the Topic such as intake, testing, recruitment/train, outreach and advocacy remain as is?
- ANSWER: Yes, goals can be modified if needed.**
6. QUESTION: What is the meaning of columns B, C and D?  
For example: Number of New Testers Recruited and Trained how would that coincide with columns B, C or D?
- ANSWER: Column B is for total goals for all categories. For specific categories including Testing Events, Direct Advocacy Engagements, Outreach and Education Events and Enforcement Efforts applicants should also fill out Columns C and D. In these areas we want to distinguish where fair housing efforts are focused on protections covered by New York State law but not federal law. Again, these are goals and do not need to be fixed expectations.**
7. QUESTION: The RFP requests the submission of resumes. Does this include resumes for all staff members at our organization regardless of practice area, the entire fair housing team at our organization regardless of funding source, or only those staff members who will be working on the project if funded?
- ANSWER: Please see response to question 1.**
8. QUESTION: The RFP indicates that all attorneys must be licensed and in good standing with the NY Bar. We currently have a staff attorney with our organization admitted out of state who is practicing in NY under an 18-month pro hac vice license, as provided for under the Judiciary Law. This staff member expects to be permanently sworn into the NY bar in April 2026. Is this sufficient to satisfy this requirement?
- ANSWER: Yes, this will satisfy the requirement.**



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9. QUESTION: The RFP indicates that all staff performing legal services must be admitted and licensed in NY state. Does this preclude paralegals from providing advocacy and support services, such as intake, case management, assistance with reasonable accommodations, advocacy with landlords, and litigation support? In a similar vein, our organization currently has a staff member who is a law graduate and is expected to be sworn in in April 2026 but is not yet admitted to any bar. Do the terms of the RFP preclude this law graduate staff member from providing similar services? Under our service delivery model all paralegals and law graduates are supervised by an attorney, and no non-admitted advocate provides legal representation except where permitted by law (such as in administrative forums).

**ANSWER: The attorney in good standing requirement does not preclude paralegals or other staff from providing support work. See question 8 regarding the law graduate staff member.**

10. QUESTION: Will grantees be able to include the costs of staffing and other activities related to the program funded that occurred after being notified of the award but prior to the grant/contract being finalized?

**ANSWER: Funding can only cover activities that start after the contract date.**

11. QUESTION: The RFA references the possibility of the grant being renewed in subsequent years - in subsequent years, will it be possible for the grant funding to be used for activities with a different focus? For example, if the proposal for year one is focused on sales and lending testing in underserved geographic areas, in subsequent years could it be directed towards testing in the rental market? We ask to anticipate how flexible funding may be in subsequent years.

**ANSWER: There is no guarantee this program will be renewed, but if it does get renewed, grantees will submit new budget and goals for subsequent years. Goal numbers and focus can change if contracts are renewed.**

12. QUESTION: We do not, as a rule, propose goals for legal enforcement actions (i.e. lawsuits filed) because it is nearly impossible to determine when a matter will be ripe for enforcement and investigations can take a long time to complete. In determining "Enforcement Effort" goals that we might propose in the Scope of Services chart, can "efforts" be interpreted to include assessments of possible legal claims, and other efforts that our legal and investigative staff make in preparing to file actions, or does OAG want a grantee that chooses that goal to be specific about how many formal enforcement proceedings (in court or in a government agency) will actually begin?

**ANSWER: Enforcement Efforts can include assessments and other efforts as described above. Grantees will be required to submit narrative reports as well as reports on goal numbers which can expound on the type of enforcement actions that have been taken.**

13. QUESTION: Regarding the Scope of Services chart: we interpret "testing events" to mean completed tests – in choosing a number for this goal, can we assume that we will be proposing a count of completed tests?

**ANSWER: Yes, utilize completed tests for testing events.**

14. QUESTION: We plan to train and onboard new testers in the initial part of the grant period, if awarded a grant. Can we propose fewer deliverables in year one, as a result of this need to scale up and plan? We would note in our proposal that we believe deliverables could be higher in year two.

**ANSWER: We encourage grantees to make reasonable projections for their goal numbers. It is understandable that goals may change if the program continues after the initial year.**



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15. QUESTION: In regards to proposing metrics in the Scope of Service worksheet, we would like to confirm that the following definition for an Intake is acceptable. There are two broad pathways for an intake at our organization, both of which are considered complete:

- a. A staff member provides technical assistance, in which they provide a complainant with information on fair housing rights, and assistance in navigating a housing issue. While all complainants receive some fair housing information, often, staff provide resources that are not focused on fair housing - such as an external referral to a legal services organization for a landlord-tenant issue.

**ANSWER: Yes, this can be considered an intake and used for projections/goal numbers.**

- b. Staff make a legal referral, where our organization conducts fair housing testing and/or connects a complainant with fair housing related legal representations. Other legal services include assisting complainant to communicate with housing providers directly, for instance, to request a reasonable modification or accommodation.

**ANSWER: Yes, this can be considered an intake and used for projections/goal numbers.**

16. QUESTION: Can you confirm that these definitions of a completed intake are acceptable should we choose to use them as metrics in the Scope of Services worksheet.

**ANSWER: Confirmed.**

17. QUESTION: Our organization does not provide direct legal services to individuals; we do however make legal referrals, and provide advocacy guidance to individuals seeking accommodations and modifications - can these two types of activities qualify as 'advocacy efforts' should we choose that as a goal in the Scope of Services chart?

**ANSWER: Yes, these can count as Direct Advocacy Efforts.**

18. QUESTION: In Section 4, Bullet 1 A under Evaluation Criteria (Page 6) of the RFA indicates that all resumes of staff at the proposing organization need to be included - is it possible that this is an error and instead it is sufficient to submit resumes of only those staff who are proposed to work on the activities funded by the grant?

**ANSWER: Please see response to question 1.**



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All other RFA #25-009 terms and conditions remain the same.

This Purchasing Memorandum is to be signed, submitted and made a part of your proposal. If you have any questions, do not hesitate to contact the person listed on top of this memorandum.

VENDOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_