

**October 21, 2010**

**ADDENDUM #2**

**Re: Request for Proposals for \$aveUSA, Part of the Federal Social Innovation Fund**

Dear Prospective Proposer:

The Mayor's Fund to Advance New York City and the Center for Economic Opportunity are issuing **Addendum #2** to the **Request for Proposals for \$aveUSA**, a tax-time savings program in New York City, NY; Newark, NJ; San Antonio, TX; Tulsa, OK; and Savannah, GA. There are two items in this addendum.

Applicants should acknowledge receipt of all addenda by using the Acknowledgement of Addenda, Attachment 5 (see Addendum #1).

Addendum Items

**Item #1:** The following section of Attachment 4: Proposal Budget Form

**Equipment Purchases**

Purchase of equipment that is durable or permanent, such as furniture, printers, calculators, telephones, or computers. All equipment and/or furniture purchased with SIF funds at a cost of \$500 or more become the property of the CEO SIF or the federal funder. If the program is terminated, all such items must be returned to the Mayor's Fund.

**is deleted and replaced with the following:**

**Equipment**

Equipment is defined as an item of property that has an acquisition cost of \$5,000 or more (unless the organization has established lower levels) and an expected useful life of more than one year. List each item of equipment separately and justify each in the narrative budget justification. Allowable items ordinarily will be limited to equipment and apparatus not already available for the conduct of the work. General-purpose equipment, such as a personal computer, is not eligible for support unless primarily or exclusively used in the actual conduct of program services.

**Item #2:** The following section of Attachment 4: Proposal Budget Form

**Travel**

Local travel: (i.e., bus and subway fares) by the employees of the program to and from sites that are being used for day-to-day programmatic functions.

Expenditures for employees who use their personal automobile for business are reimbursed a maximum of \$0.28 per mile plus tolls. Charge to this account all participant related travel, such as bus trips and local travel. National travel: (i.e., region train or air fare) by the employees of the program for training purposes.

**is deleted and replaced with the following:**

**Travel**

Travel may be charged on an actual basis or on a per diem basis, depending on the policies of the applicant. In the narrative budget justification, include the purpose, destination, estimated length of the trip (e.g., 3 days), transportation costs (i.e., airplane, train, ground transportation, parking, etc.), per diem (lodging, meal) costs, the number of staff people traveling per trip, and number of trips. For local travel, show the anticipated mileage and mileage rate, taxi, parking, etc.