



# **Office for the Prevention of Domestic Violence**

## **REQUEST FOR PROPOSAL**

**Housing Navigator Program  
2021 - 2022**

**Andrew M. Cuomo, Governor  
Kelli Owens, Executive Director**

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## I. REQUEST FOR PROPOSAL SPECIFICS

### A. IMPORTANT DATES

RFP Release Date:	December 28, 2020
Deadline for Submission of Questions:	January 12, 2021
Pre-Bid Webinar	January 19, 2021
Response to Questions:	On or About January 22, 2021
Proposal Due Date:	February 26, 2021 12:00PM EST
Anticipated Notification of Awards:	On or About April 1, 2021
Contract Start Date:	July 1, 2021

### The NYS Office for the Prevention of Domestic Violence

#### **Mission**

To improve New York State's response to and prevention of domestic violence with the goal of enhancing the safety of all New Yorkers in their intimate and family relationships.

#### **Vision**

To create a State in which communities and systems are committed to supporting and promoting equality, dignity and respect so that individuals can feel safer in their intimate and family relationships.

## B. OVERVIEW

This document provides program and application guidelines for the Housing Navigator Program Request for Proposal (RFP). The NYS Office for the Prevention of Domestic Violence (OPDV) is accepting proposals from [NYS domestic violence providers/programs that are licensed and/or approved by the NYS Office of Children and Family Services \(OCFS\)](#) or other organizations as designated by the New York State Coalition Against Domestic Violence (NYSCADV) [provider directory](#) to fund 20 housing navigator positions in domestic violence programs across the State with a prioritization of placing a housing navigator position in each of the ten Empire State Development (ESD) regions.

Funding will support the creation of a housing navigator program according to eligible expenses outlined herein. OPDV will fund up to 20 grants of up to \$125,000.00 each for the contract period July 1, 2021 – September 30, 2022. Applicants may apply for up to 2 ESD regions. A separate application must be submitted for each ESD region the applicant plans to serve.

The housing navigator position will “bridge the gap” between domestic violence services and housing providers in order to ensure that the housing needs of domestic violence victims/survivors are met. Navigators will work with victims/survivors in coordination with domestic violence service providers across their respective regions to help them access available resources and support for housing beyond shelter. They will also work with domestic violence advocates to help them better understand and assist with their clients’ needs around housing.

Proposal applications must be completed electronically in the Grants Gateway System. All prospective applicants must be pre-qualified in Grants Gateway. All final applications must be received by the **New York State Grants Gateway System** by the Proposal Due Date (February 26, 2021 12:00PM EST) as indicated in the Important Dates section of this RFP.

Applications will be evaluated in accordance with the RFP requirements and selected for funding consistent with the best value for the state. Applicants are encouraged to demonstrate in their response to this solicitation how their proposal supports New York’s commitment to providing services in a survivor-centered and trauma-informed way.

This RFP outlines how to apply for funding to support direct services that meet the immediate and long-term needs of crime victims under the Victims of Crime Act (VOCA) Victim and Witness Assistance Grant Program. Applicants are expected to have read and understood the VOCA statute and regulations before applying under this RFP. In addition to the program eligibility requirements stated in the Act, the Department of Justice has issued Regulations to implement the VOCA funds. A complete copy of the Federal Register/Rules and Regulations is available at

<https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>. Additionally, a copy of the Side-by-Side Comparison of the VOCA Victim Assistance Guidelines and Rule is available at <https://ovs.ny.gov/sites/default/files/advisory-bulletin/voca-comparison.pdf>.

These grants are funded by the federal Victims of Crime Act of 1984 which supports both victim compensation and victim assistance programs in each state. VOCA funds are administered by the Department of Justice. Please note: the VOCA Victim and Witness Assistance Grant Program is intended to complement program budgets and should not be considered as a principal source of funding for any organization. VOCA stipulates that the federal funds may not be used by grantee agencies to supplant (i.e., replace) state or local funds. A program receiving a grant may use the funds only to support the services and costs identified in its application and only to the extent these are approved by the Office for the Prevention of Domestic Violence (OPDV) and are allowable within the Federal Register/Rules and Regulations and as further defined by VOCA and the State Administering Agency (SAA).

## **C. PROPOSAL SPECIFICS & REQUIREMENTS**

### **The Issue**

In the U.S., housing instability is four times more likely for women who experience domestic violence than for those who do not and at least one in four homeless women reports domestic violence as the primary cause of their homelessness. For victims/survivors who are not at imminent risk of danger, housing instability resulting from abuse is the greatest barrier to their long-term well-being. Providers have noted that one of the primary reasons that victims return to living with their abusers is lack of viable housing alternatives. Additionally, for many victims/survivors, and particularly impoverished or low-income victims, domestic or sexual violence can quickly snowball into a catastrophe resulting in homelessness. Moreover, homelessness disproportionately affects people of color, Black, and indigenous individuals who are victims of domestic or sexual violence.

Furthermore, victims/survivors often remain in the shelter system for an extended period of time because they have limited resources to move forward. Many victims/survivors are under employed or unemployed and have no housing options after shelter. To compound this problem, domestic violence programs often lack the resources and capacity to meet victims' needs.

### **Meeting the Housing Needs of Victims/Survivors**

Domestic violence service providers across the U.S. are exploring use of evidence-based practices to shift the focus away from shelter as the only tool for meeting the housing needs of domestic violence victims. There is increasing emphasis on consumer-directed strategies, of which long-term term shelter stays is one option. Alternatives include helping victims, who choose to do so, remain safely housed or using shelter as a short-term measure until they can be assisted in moving to new housing of their own.

## Housing Navigators

The housing navigator position will “bridge the gap” between domestic violence services and housing providers in order to ensure that the housing needs of domestic violence victims are met. Additionally, housing navigators will have a shared goal of maximizing resources in order to support eventual long-term housing for victims of domestic violence. This position will require community coordination experience and general knowledge of housing programs or resources. Funding may cover all or part of a staff position.

Navigators will work with victims/survivors within the ESD region to help them access available resources and support for housing beyond shelter. They will also work with domestic violence advocates within the ESD region to help them better understand and assist with their clients’ needs around housing. Navigators will also be responsible for comprehensive reporting on housing outcomes and obstacles to success.

Twenty housing navigators will be located across the ten ESD regions across the state. These navigators will be responsible for providing services/support to victims/survivors and domestic violence advocates in the following region:

- **New York City** (5 counties/boroughs): Bronx, Kings (Brooklyn), New York (Manhattan), Queens, and Richmond (Staten Island)
- **Long Island** (2 counties): Nassau and Suffolk
- **Capital District** (8 counties): Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren, and Washington
- **Mid-Hudson** (7 counties): Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester
- **North Country** (7 counties): Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, and St. Lawrence
- **Mohawk Valley** (6 counties): Fulton, Herkimer, Montgomery, Oneida, Otsego, and Schoharie
- **Southern Tier** (8 counties): Broome, Chemung, Chenango, Delaware, Schuyler, Steuben, Tioga, and Tompkins
- **Central NY** (5 counties): Cayuga, Cortland, Madison, Onondaga, and Oswego
- **Western NY** (5 counties): Allegany, Cattaraugus, Chautauqua, Erie, and Niagara
- **Finger Lakes** (9 counties): Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates

Navigators will work with victims/survivors and with other domestic violence service providers within an ESD region to help them access available resources and support for housing beyond shelter. They will also work with domestic violence advocates within the region and state agencies including OPDV, the Office of Victim Services (OVS), and the Office of Temporary and Disability Assistance (OTDA) to help them better understand and assist with their clients’ needs around housing. Additionally, navigators will need to

work together collaboratively, across the State, to share best practices, successes, challenges, resources and strategies to best provide housing related resources to victims/survivors and domestic violence service providers. If there are no successful applicants in any given region, more than two contracts may be awarded in other regions where successful applicants exist.

Navigators will need to be knowledgeable and experienced in victim/survivor advocacy and in providing services in a survivor-centered and trauma-informed way. Additionally, they will have to be knowledgeable and experienced in alternative housing options, housing services and funding resources for housing, including New York State's Empire State Supportive Housing Initiative (ESSHI). Navigators will need to be excellent communicators and facilitators as well as self-starters and able to handle multiple tasks and priorities at one time. They will need to be able to work collaboratively with domestic violence service providers, local Continuums of Care or other local entities that provides housing coordination services in their region. Navigators' training needs will be assessed during the contract and training will be provided by OPDV and OTDA.

The navigator will be responsible for providing services, support and information to victims/survivors of domestic violence and domestic violence service providers regionally. Such services/supports may include helping:

- Victims remain in their existing housing - victims may need help with paying rent, mortgage and/or utility arrears.
- Victims secure new housing - victims may need assistance paying for the first month's rent and security deposit, past utility arrears and deposits, moving costs, and short-to-midterm rental assistance.
- Providers identify and apply for federal funding for housing-related needs.

Successful proposals will describe the applicant's experience/knowledge:

- Providing domestic and sexual violence advocacy including mobile advocacy.
- Working with local Continuums of Care or other local entities that provide housing coordination services.
- Providing services in a culturally competent, survivor-centered and trauma-informed way.
- Engaging in/leading community coordination activities in the ESD region.
- Providing performance measure reporting and trend analysis information.

## Program Requirements

### Data Universal Numbering System (DUNS)

In accordance with the supplement to the Office of Management and Budget (OMB) Circular A-133, subrecipients must obtain a Data Universal Numbering System (DUNS) as part of eligibility for a sub-award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.

### Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of the Department of Justice's Office of Justice Programs.

### Services to Limited-English-Proficient (LEP) Persons

National origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, grant recipients are required to take 9 reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Applicants are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

### Pre-Submission Uploads

Applicants are REQUIRED to complete and upload the following documents as part of the application.

- **RFP Contact Form:** All applicants must complete the RFP Contact Form which gathers all required program specific information.
- **Letter of Certification Form:** All applicants must complete the Letter of Certification which certifies that they have implemented a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment prevention training to all of its employees.
- **HNP Budget Overview Spreadsheet:** All applicants must complete the HNP Budget Overview spreadsheet to record category totals from each of the line item budget versions to document eligible costs. See HNP Budget Instructions for further information.

- **Expenditure Based Budget Templates:** All applicants must complete the Expenditure Based Budget templates provided to prepare two-line item (detailed) budget versions, as indicated in the table below, outlining the costs/expenses pursuant to the allowable costs. For each fiscal year identified in the table in Section G of this RFP, create a separate budget version.
- **Application Checklist:** This form is included to ensure that the applicant has included all required documents.
- **Organization History & Mission:** All applicants must upload a one-page description of your organization's history and mission.
- **Worker's Compensation & Disability Forms:** All applicants must upload their organization's workers compensation and disability insurance forms.
- **Letter(s) of Intent:** All applicants are required to upload letter(s) of intent from a Continuum of Care or other local entity that provides housing coordination services demonstrating partnership with the applicant.

#### **D. ADMINISTERING AGENCY**

OPDV was created in 1992 and is the country's only executive level state agency dedicated to the issue of domestic violence. OPDV's mission is to improve New York State's response to and prevention of domestic violence with the goal of enhancing the safety of all New Yorkers in their intimate and family relationships. In fulfilling this goal, OPDV has three primary areas of focus:

- Advise the Governor and legislature on policies and practices for the state;
- Train New York State professionals from all systems about the intersection of domestic violence in their daily practice; and
- Serve as a resource regarding the issue of domestic violence by disseminating regular public awareness campaigns, publishing materials for use by not-for-profits and victims, distributing local assistance funds, and highlighting best practices in the field.

OPDV is committed to supporting programs that meet the needs of all victims, especially underserved populations.

#### **E. FUNDING**

Funds for this contract are provided by the New York State Office for the Prevention of Domestic Violence Aid to Localities appropriation, which is funded by the state general fund, and federal funding administered by the Office of Victim Services (OVS). All agreements and funding are subject to the availability of funds. The primary source of VOCA funding is the Federal Crime Victims Fund which is largely funded from offender-generated revenues, such as criminal fines, fees, surcharges and forfeited bail bonds, etc. This revenue source does not guarantee a consistent funding level year-to-year and cannot be considered automatically renewable from one year to the next.

OPDV reserves the right to revise the award amount as necessary due to changes in the availability of funding. Funding is not guaranteed. Modifications or additional requirements may be imposed during the award and/or contract period. All funding must support program efforts that will be accomplished during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the programs proposed. Any unused funds will be redistributed pursuant to a plan approved by the Executive Director of OPDV, or by their designee.

### **Funding Amounts**

The contract is a 15-month award of up to \$125,000.00 per award. Proposed budgets must reflect amounts not exceeding those stipulated in the Evaluation of Proposals section.

All Agreements and funding are subject to the availability of funds. Funding is not guaranteed. Modifications or additional requirements may be imposed during the Agreement period. The primary source of VOCA funding is the Federal Crime Victims Fund which is largely funded from offender-generated revenues, such as criminal fines, fees, surcharges, forfeited bail bonds, etc. This revenue source does not guarantee a consistent funding level year-to-year and cannot be considered automatically renewable from one year to the next.

The primary purpose of the Housing Navigator Program is to provide funding for a Housing Navigator position in each ESD region and support direct services that respond to the immediate housing needs of victims. The Program also allows limited funding for other related allowable services and activities that are not considered direct services, but are essential to ensuring the delivery of quality direct services.

Direct Services may include, but are not limited to:

- Crisis intervention services that meet urgent emotional, psychological or physical needs of crime victims (e.g., 24 - hour hotline); crisis intervention services; accompanying victims to hospitals for medical examinations; hotline counseling; safety planning;
- Emergency food, shelter, clothing, transportation for victims to receive services and to participate in criminal justice proceedings or legal assistance to file for restraining orders; certain short-term in-home care and supervision services; certain short-term nursing-home, adult foster care or group-home placement; window, door, or lock replacement/repair to ensure a victim's/survivor's safety;
- Support services including reassurance, personal advocacy and emotional support, case management, traditional, cultural, and/or alternative therapy/healing, mental health counseling and care, peer support, guidance and help resolving practical problems created by victimization; interacting on

victim's/survivor's behalf with other social services, legal and criminal justice agencies; assistance in the swift return of property being kept by police as evidence; language interpretation, when needed; intervention, as appropriate, with landlords or employers; and referral to other sources of assistance as needed;

- Court-related services that assist crime victims in participating in criminal justice proceedings including transportation to court, interpreter services, accompaniment to court and childcare;
- Legal Services including but not limited to divorce, custody, and support proceedings;
- Forensic Medical Exams and Interviews;
- Public Awareness presentations that are made in schools, community centers or other public forums, and that are designed to identify crime victims and provide or refer them to needed services;
- Transitional housing for victims who cannot safely return to their previous housing due to the circumstances of their victimization;
- Relocation expenses including but not limited to reasonable moving expenses, security deposits for housing, rental expenses and utility start-up costs.

Activities Supporting Direct Services may include, but are not limited to:

- Coordination of activities that facilitate the provision of direct services such as activities that include, but are not limited to: State-wide coordination of victim notification systems; crisis response teams; multi-disciplinary teams; coalitions to support and assist victims, and such other programs; and salaries and expenses of such coordination;
- Supervision of direct service providers allows for the payment of salaries and expenses of supervisory staff in a project, when the SAA determines that such staff are necessary and effectively facilitate the provision of direct services;
- Multi-System, Interagency, and Multi-Disciplinary Response to Crime Victims' Needs. Activities that support a coordinated and comprehensive response to crime victims' needs by direct service providers, including, but not limited to: payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams; coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements;
- Contracts for Professional Services which include contracts for specialized professional services (e.g., psychological/psychiatric consultation, legal services,

interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization;

- Automated Systems and Technology;
- Volunteer Trainings: permits activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers;
- Restorative Justice allows for opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim/survivor and have possible beneficial or therapeutic value to the victim/survivor.

Allowable Sub-Recipient Administrative Costs:

- Personnel Costs, skills training for staff, training-related travel, organizational expenses, equipment and furniture, maintenance repair or replacement of essential items, project evaluation;
- Operating Costs include but are not limited to: supplies, equipment use fees, property insurance, printing, photocopying, and postage, courier service, brochures that describe available services, books and other victim-related materials, computer backup files/tapes and storage, security systems, design and maintenance of websites and social media; and essential communication services, such as web hosts and mobile device services.

VOCA Administrative Time allows for costs of administrative time spent performing the following:

- Completing VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics;
- Collecting and maintaining crime victims' records;
- Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project; and
- Funding the prorated share of audit costs.

For more information about allowable and unallowable costs, please see the [VOCA Allowable-Unallowable Costs Spreadsheet](#).

Any additional costs incurred are the responsibility of the provider/program. Proposed budgets that include charges to OPDV in categories other than those identified as allowable will be disqualified. Additionally, any and all costs that would be disallowed under New York State law including, but not limited to Office of the State Comptroller regulations and/or guidelines are prohibited. Budgets that reflect match contributions by the applicant are permissible, but not required.

## **F. ELIGIBLE APPLICANTS**

Applicants must be [domestic violence service providers that are licensed and/or approved by NYS Office of Children and Family Services](#) or other organizations as designated by the New York State Coalition Against Domestic Violence (NYSCADV) [provider directory](#). The [OCFS website](#) has information on how to become a NYS licensed or approved domestic violence service provider as well as contact information for questions.

Applicants must also demonstrate prospective partnership with a Continuum of Care or other local entity that provides housing coordination services that can assist the service provider in strengthening its knowledge of housing systems and its ability to support clients. This partnership should be explained by a letter of intent, submitted as an attachment to the application.

Any religiously affiliated applicants must ensure that services are offered to all victims/survivors of crime without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.

## **G. EVALUATION OF PROPOSALS**

There will be a two-tier evaluation of each application as detailed below.

### **Tier I Evaluation – Pass/Fail**

Tier 1 evaluation assesses whether applications satisfy minimum “pass/fail” requirements for funding consideration. All proposals will initially be screened by OPDV using the following criteria to determine if the applications are complete:

- Application was submitted by the published deadline (February 26, 2021 at 12:00PM EST)
- Application is from a NYS OFCS-licensed/approved domestic violence provider/program or other organizations as designated by the New York State Coalition Against Domestic Violence (NYSCADV) provider directory
- Application includes a letter of intent from a Continuum of Care or other local entity that provides housing coordination services demonstrating partnership with the applicant
- Applicant is a not-for-profit and is prequalified in Grants Gateway or a governmental entity
- Applicant identified the ESD Region the program would serve
- Applicant has completed the Sexual Harassment Prevention Certification Form (Letter of Certification)
- Applicant has completed the RFP Contact Form

- Applicant has attached Workers Comp and Disability Forms
- Applicant has attached a one-page description of the organization's history and mission
- Applicant filled in Workplan Section in Grants Gateway related to Crime Victim Compensation Assistance indicating that they will assist with completing victim compensation applications.

Tier 1 review will receive a pass/fail rating. **Any application that does not meet all of the above criteria will be immediately disqualified from further review.**

### **Tier II Evaluation – Evaluation, Scoring and Ranking**

A team of at least four reviewers will evaluate proposals that have successfully passed the Tier I evaluation. At a minimum, four reviewers will review and evaluate the following programmatic and budget sections of all proposals including, the Budget, Budget Narrative, Agency Profile; Domestic Violence/ Sexual Assault and Housing Experience; Cultural Competency, Survivor-Centered & Trauma-Informed; Community Coordination Experience; Staff Development; and Data Collection, Reporting System and Trend Analysis. All reviewers will use a standard rating tool to score each proposal.

For each proposal, each category (Agency Profile; Domestic Violence/Sexual Assault and Housing Experience; Cultural Competency, Survivor-Centered & Trauma-Informed; Community Coordination Experience; Staff Development; Data Collection, Reporting System and Trend Analysis and Budget) will be scored, and the category scores will be totaled for an overall maximum score of 100 points. A proposal's final score will be determined by averaging the overall scores from each reviewer.

In the event of a tie for the average overall score among two or more applicants, impacted proposals will be ranked against each other based on the combined average score in the **Domestic Violence/Sexual Assault and Housing Experience and Community Coordination Experience** categories.

Upon initial scoring of all applications, the Tier II recommendations will be submitted for review to OPDV's executive management.

## Evaluation Components

Program Questions	Points
Agency Profile	10
Domestic Violence & Sexual Assault & Housing Experience	20
Cultural Competency, Survivor-Centered & Trauma-Informed	10
Community Coordination Experience	25
Staff Development	5
Data Collection, Reporting System & Trend Analysis	10
Budget	20
<b>TOTAL</b>	<b>100</b>

Applications will be scored on the following criteria:

### 1. Agency Profile (10 Points)

Briefly describe your agency/organization including:

- Overall annual operating budget with number of employees (full-time and part-time) and hours of operation
- Organizational structure including an organizational chart and corresponding descriptions of operational units or divisions
- Explanation of the operational unit or division where the housing navigator position will operate

### 2. Domestic/Sexual Violence & Housing Experience (20 Points)

Describe your agency's/organization's knowledge and experience with domestic and sexual violence service provision and housing resources including:

- Knowledge of the networks of community-based providers of domestic violence and sexual assault services, as well as local Continuums of Care and related local housing resources in the ESD region
- Experience in remote forms of advocacy and service provision/collaboration

### 3. Cultural Competency, Survivor-Centered & Trauma-Informed (10 Points)

- Describe your agency's/organization's knowledge and experience with cultural competency issues including service provision to diverse populations including ethnic, cultural and geographic diversity
- Describe your agency's/organization's experience with or a plan to provide services in a survivor-centered and trauma-informed way

#### 4. Community Coordination Experience (25 Points)

Describe your agency's/organization's community coordination experience, including:

- Relationship with/description of collaborative projects with domestic violence service providers in your ESD region
- Engaging in/leading community coordination activities that extend beyond domestic violence services in the ESD region
- Identify stakeholders who are needed to support this position

#### 5. Staff Development Program (5 points)

Discuss agency/organization staff development program

#### 6. Data Collection, Reporting System and Trend Analysis (10 points)

Describe data collection, performance measure reporting and trend analysis experience

#### 7. Budget (20 points)

Using the Expenditure Based Budget templates (PDF) provided, prepare two-line item (detailed) budget versions, as indicated in the table below, outlining the costs/expenses pursuant to the allowable costs. For each fiscal year identified in the table below, create a separate budget version.

Use the Excel spreadsheet (Budget Overview) provided to record category totals from each of the line item budget versions. See HNP Budget – Instructions attached.

The total of the budget versions should reflect total projected costs for the 15-month contract period.

<b>Budget Version</b>	<b>Covering Expenses for the Period (Fiscal Year)</b>	<b>Contract Costs Cannot Exceed</b>
Version FY 21-22	July 1, 2021 – March 31, 2022	\$ 75,000.00
Version FY 22-23	April 1, 2022 – September 30, 2022	\$ 50,000.00
<b>TOTAL</b>		<b>\$125,000.00</b>

Proposed budgets that include charges to OPDV in categories other than allowable expenses outlined in the Funding section of this RFP will be disqualified. Budgets that reflect match contributions by the domestic violence service provider/program are permissible, but not required. The detailed project budget lines must be directly related to program implementation and must include sufficient narrative justification demonstrating how each requested line item is essential to implementing the proposed strategy.

Any additional costs in excess of the awarded amounts incurred by work on this project are the responsibility of the provider/program and its partner organizations. Provide a statement on how those costs, if any, would be covered by the organization.

Additionally, applicants will be required to describe the fiscal viability and health of their organization, including the history of successfully managing public grant funding.

Contracts awarded through this RFP must utilize certified Minority and Women Owned Business Enterprises (MWBE) and Service-Disabled Veterans-Owned Businesses (SDVOB) vendors for a predetermined amount of discretionary spending/expenses.

## **II. PROPOSAL SUBMISSION**

All final grant applications must be received by the **New York State Grants Gateway System** by the Proposal Due Date indicated in the Important Dates section of this RFP. All deadlines for submission are in the Eastern Time zone, and the Grants Gateway system will be locked for submission after these deadlines.

No material received after or apart from the electronically submitted application will be added to, or considered part of, the application. All forms necessary to complete the application process should be attached to the online application.

Receipt of an application does not indicate that OPDV has pre-determined a program's qualifications to receive a grant award. Such determination will be made only after a complete evaluation of the application compared to specific requirements and qualifications in this RFP and ranked by a final average score.

Applicants are encouraged to include all information that they deem pertinent to their application. Applicants may be requested to provide clarification based on the State's evaluation procedure. Any clarification will be considered a formal part of the Applicant's original application. If further clarification is needed during the evaluation period, OPDV will contact the Applicant. Note: OPDV reserves the right to request any additional information deemed necessary to ensure that the Applicant is able to fulfill the requirements of the contract.

## A. GRANTS GATEWAY REQUIREMENT - SUBMISSION PROCESS

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for applications to be evaluated. Information on these initiatives can be found on the [Grants Management website](#).

All applicants must be registered with the New York State Grants Gateway System and all not-for-profit agencies must be prequalified prior to proposal submission.

Additional helpful information and links can be found at:

- Gateway Applicant Resources: <https://grantsmanagement.ny.gov/resources-grant-applicants>
- Vendor User Guide: <https://grantsmanagement.ny.gov/system/files/documents/2018/11/vendor-user-manual-final.pdf>

Grants Opportunities Homepage: <https://grantsmanagement.ny.gov>

Grants Reform Videos (includes a document vault tutorial and an application tutorial) on YouTube: <http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

Grants Reform (Grants Gateway) Helpdesk/Technical Questions:

- Phone: 1-518-474-5595
- Email: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov)

Training Webinars: <https://grantsmanagement.ny.gov/live-webinars>

**Please do not delay in beginning and completing the prequalification process. The State reserves 5 days to review submitted Prequalification Applications. Prequalification Applications submitted to the State for review less than 5 days prior to the application deadline may not be considered. Applicants should not assume that their Prequalification information will be reviewed if they do not adhere to this timeframe.**

## C. HOW TO SUBMIT A PROPOSAL

Listed below are some general guidelines for navigating the Grants Gateway system:

- Log into [Grants Gateway](#) as a Grantee, Grantee Contract Signatory or Grantee System Administrator. The table below shows Grants Gateway roles that will be necessary for your organization to create and submit a proposal.
- Click the “Available Opportunities” button.
- From the “search by funding agency” drop-down menu, select “Office for the Prevention of Domestic Violence.” Click “search.”

- Locate “Housing Navigator Program 2021 - 2022” and click on the blue link.
- Click the “Apply for Opportunity” button.
- From the Forms Menu, complete the forms as described on the next page. Sections from the Forms Menu do not have to be completed in any particular order. Certain forms may be left blank if they are not relevant to your application, such as budget items not requested.
- **Important:** You *must* **SAVE YOUR WORK** before moving on to a new screen.
- To check if an upload was successful, click “View File” after uploading a document.
- If you do not complete the application in one session, it will be in your “tasks” box labeled “application in process.” Another way to find an application in process is to click the “applications” tab at the top of the screen.
- **Please note:** While anyone logged in as Grantees may work on the application, **only those logged in as a Grantee Contract Signatory or a Grantee System Administrator can submit the application to the State.** When the application is ready for submission, click the Status Changes tab, then click the “Apply Status” button under “Application Submitted.”
- You will receive a ‘global warning’ error if you try to submit an application without completing required fields or forms.
- To check the status of your application, click on the “Details” link. After submitting your application, the status will say “Assignment of Reviewers.” This means you have successfully submitted the application.

**Applicants are advised to submit their applications as early as possible, to avoid risks of ineligibility resulting from unanticipated delays or other computer problems. Proposals will not be accepted via fax, e-mail, hard copy or hand delivery.**

#### **D. ADDITIONAL HELPFUL LINKS**

If you are not familiar with Grants Gateway, there are many resources available to help you understand how to register, prequalify and/or apply:

- Reference materials and videos are available for Grantees applying for funding opportunities on the NYS Grants Gateway.

Please visit the [Grants Management website](#):

- Refer to the [Prequalification FAQ document for detail requirement and information](#).
- Refer to the [Vendor User Manual](#) for more detailed information.

- The Grants Management Team offers regular live webinars for anyone who is interested in additional information about Grants Gateway, the Prequalification process, or submitting online applications. Follow the [Live Webinar section under Grants Management website](#).
- Grants Gateway Videos (includes a document vault tutorial and an application tutorial):
  - [Video for Grant Applications](#)
- For assistance or technical questions regarding Grants Gateway:

**Grants Gateway Help Desk**

Phone: 518-474-5595 or

Email: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov)

## **E. PRE-BID WEBINAR & QUESTIONS**

A Pre-Bid webinar for eligible applicants will be held to review this Solicitation. Although attending the Pre-Bid webinar is not mandatory, it is highly encouraged. The Pre-Bid webinar will be held on **the date and time specified in the Important Dates section of this RFP**.

To register for the webinar, eligible applicants must:

1. Go to:  
<https://meetny.webex.com/meetny/onstage/g.php?MTID=e4d3cb96e3c4320e76e28e9d7c99fd85f>
2. Register for the meeting.

After registration is completed, you will receive a confirmation email with instructions for joining the meeting.

For technical assistance:

1. Go to: <https://meetny.webex.com/meetny/mc>
2. On the left navigation bar, click "Support".

**IMPORTANT NOTICE:** This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings. If you do not consent to the recording, discuss your concerns with the meeting host prior to the start of the recording or do not join the session. Please note that any such recordings may be subject to discovery in the event of litigation.

To avoid technical difficulties during the webinar, it is highly recommended that Bidders test their WebEx connection prior to the webinar.

At the discretion of OPDV, materials may be provided prior to the Pre-Bid Webinar to the email address(es) submitted with registration. At the discretion of OPDV, inquiries submitted either at or prior to the Pre-Bid Webinar may be discussed by OPDV at the Pre-Bid Webinar. However, any responses to inquiries made at the Pre-Bid webinar are not binding. Only the written responses in the official response to inquiries posted on the OPDV website shall be binding.

All questions about the requirements contained in this RFP must be submitted in writing via email by **the date specified in the Important Dates section of this RFP** to:

Email: [opdvrfpinfo@opdv.ny.gov](mailto:opdvrfpinfo@opdv.ny.gov)

Please type **Questions 2021 – 2022 Housing Navigator Program** in the Subject line.

OPDV is unable to answer specific questions regarding individual proposals but questions concerning the RFP generally are accepted. Applicants must cite the particular section of the RFP about which they have questions, if applicable. All clarification is to be resolved prior to the submission of a proposal.

A recording of the Pre-Bid Webinar and a list of questions about the RFP received from potential applicants, answers to those questions, as well as any changes, additions, or deletions to the RFP, will be noted on the OPDV website.

### **III. APPROVAL AND NOTIFICATION OF AWARD**

Applicants will be advised of award decisions by a letter of notification emailed to the contact person identified on the RFP Contact Form. Once a project is approved, contracts will then be negotiated. OPDV reserves the right to:

- Reject any or all applications received with respect to this RFP;
- Make corrections to mathematical errors;
- Waive or modify minor irregularities in applications received;
- Utilize any or all ideas submitted in the applications received unless those ideas are covered by legal patent or proprietary rights;
- Request additional information as deemed necessary to more fully evaluate an application;
- Amend the program's specifications after the release of this RFP, with appropriate written notice to all potential applicants by posting amendments on the Office's web site ([www.opdv.ny.gov](http://www.opdv.ny.gov)) with the RFP;
- Select only certain portions of applications for funding;
- Make all final decisions with respect to the amount of funding and the timing of payments to be provided to an applicant; and

- Negotiate the terms of the budget.

All applications submitted in response to this RFP will become the property of the New York State Office for the Prevention of Domestic Violence.

## **A. DEBRIEFING**

A debriefing is available to any entity that submitted a proposal or application in response to this RFP who is not successful in receiving an award. Applicants will be accorded fair and equal treatment with respect to an opportunity for a debriefing. A request for a debriefing must be submitted via email within 15 calendar days of being notified that an application was not selected for award. The request for a debriefing must be submitted to:

Email: [opdvrfpinfo@opdv.ny.gov](mailto:opdvrfpinfo@opdv.ny.gov)

Please type **Request for Debriefing 2021 – 2022 Housing Navigator Program** in the Subject line.

The debriefing shall be scheduled to occur within 30 business days of the receipt of the written request by OPDV or as soon after that time as feasible. Debriefings may be conducted via videoconferencing or via telephone. The debriefing will be limited only to the subject application and will not include any discussion of other applications.

## **B. CONTRACT AWARD PROTEST PROCEDURE**

Applicants who receive a notice of non-award may protest the award decision by filing a protest with OPDV. All protests must be filed within ten (10) business days of receipt of a debriefing, or ten (10) business days of receipt of the notice of non-award, whichever is later. The protest letter must be submitted to [opdvrfpinfo@opdv.ny.gov](mailto:opdvrfpinfo@opdv.ny.gov). Please include the title of this solicitation in your correspondence.

OPDV will review and consider the merits of the protest and will decide whether the protest is approved or denied. The applicant will be provided with written notification of the review decision within seven (7) business days of receipt of the protest. The original protest and decision will be filed with the Office of the State Comptroller (OSC) when the contract procurement record is submitted for approval and OPDV will advise OSC that a protest was filed.

## **IV. CONTRACTING**

### **A. ADMINISTRATION OF CONTRACTS**

#### **Contract Approval**

OPDV will negotiate and develop a grant contract with the successful applicants (“grantees”). The grant contract is subject to approval by the NYS Office of the Attorney General and the NYS Office of the State Comptroller before grant funding may be disbursed to reimburse project expenses. Until said approval has been received, the contract shall be of no force and effect.

#### **Contract Period**

OPDV will enter into a contract period as noted in this solicitation. OPDV reserves the right to modify the contract period in the best interest of the State.

#### **Contract Activities**

All grant-funded activities must have prior approval from OPDV and meet the guidelines established by the State of New York and federal government as applicable.

#### **Contract Changes**

Contracts resulting from this RFP may be executed, increased, terminated, renewed, decreased, extended, amended or renegotiated at the discretion of the Executive Director of OPDV or their designee in consultation and cooperation with NYS agencies and authorities such as the Office of the Attorney General and the Office of State Comptroller in light of a grantee’s performance, changes in project conditions, or otherwise.

#### **Records**

The grantee will keep books, ledgers, receipts, and personnel time and effort records pertinent to the project and consistent with OPDV contractual provisions and mandate guidelines. In accordance with the standard contract provisions, grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

#### **Liability**

Nothing in the contract between OPDV and the grantee shall impose liability on the State of New York for injury incurred during the performance of approved activities.

#### **Payments**

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Project expenses will be reimbursed for expenditures incurred during the contract period and made in compliance with the contract budget and compliance with the project work plan.

## Reports

Provisions of the contract require submission of quarterly programmatic and fiscal reports. This reporting is the primary source of information on the progress of the contract. It is important that reporting thoroughly document project activities, progress on meeting objectives and measures, and accurate data that reflects spending, monitoring and evaluation, best practices, lessons learned and plans for sustainability.

The due dates for reports are listed below. **Both program and fiscal reporting must be complete and accurate before invoices will be approved for payment.**

Calendar Quarter	Program & Fiscal Report Due Date
January 1 – March 31	April 15
April 1 – June 30	July 15
July 1 – September 30	October 15
October 1 – December 31	January 15
January 1 – March 31	April 15
April 1 – June 30	July 15
July 1 – September 30	October 15

VOCA recipients are required to maintain appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received (i.e., daily time and attendance records specifying time devoted to specific victim services, client files); the total cost of the project; the portion of the project supplied by other sources; and other records which will facilitate an effective audit. Grant funded programs must maintain all financial records in accordance with Generally Accepted Accounting Principles (GAAP).

Failure to comply with reporting requirements may result in administrative action such as withholding of payments, modification of Agreement terms and conditions, or, termination of the Agreement.

All agency financial records and all records pertaining to services provided under the grant must be made available to the OPDV or its designee upon request. Each VOCA funded program must provide the OPDV and OVS access to the previously mentioned documents related to any cost or activity supported, in whole or in part, by this Agreement. Grantees must also supply OPDV with reports generated from the Evaluation Plans as described within their proposal.

OPDV will use this data to better evaluate the overall performance of funded victim assistance programs. Included in the measurement data will be:

- Total claim applications rejected;
- Total claim applications recovered;
- Program objectives/goals met;

- Technical site visit findings; and
- Fiscal reporting documentation.

The quarterly reports must be submitted electronically through the Grants Gateway. Independent of any reporting schedule, all grantees will be required to inform OPDV of any program issues that are significantly impacting program performance. Any provider/program funded under this RFP must comply with the requirements established by OPDV. The grantee agrees to submit any other reports considered relevant by OPDV. The final cost report for this grant is due on or before October 31, 2022. All liabilities must be incurred by September 30, 2022. Vouchers received after November 15, 2022 may not be honored.

### **Performance Review**

The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by OPDV. Monitoring will take the form of site visits, written and telephone communication, and any other methods deemed necessary by OPDV to ascertain the quality of the grantee activities.

Each VOCA funded program shall be visited a minimum of once every two years. OPDV staff visiting VOCA funded programs may review documents including, but not limited to: employment records, time and attendance records, personnel activity reports, financial records, financial and audit reports, policies and procedures governing the organization and VOCA funds, programmatic records of victims' services including client case files and any other supporting documentation for costs and activities supported by VOCA funds. Each VOCA funded program must provide the OPDV access to the previously referenced documents relating to any cost or activity supported, in whole or in part, by this Agreement.

### **Disposition of Allocations**

OPDV reserves the right to reject applications or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature or a history of contract noncompliance.

### **Revocation of Funds**

Funds awarded to an applicant who does not implement an approved project within the parameters specified by the grant may be revoked and redistributed.

### **Standard Contract Provisions**

Any contracts negotiated as a result of this RFP will be subject to the provisions of the standard clauses for all New York State grant contracts with OPDV.

## **Federal Conditions**

Funds for this program will be provided to OVS pursuant to an agreement with the United States Department of Justice, Office for Victims of Crime. Successful applicants will be required to comply with all applicable Federal statutes, regulations and policy requirements. A list of applicable statutes, regulations and policy requirements can be found in the Federal Register/Rules and Regulations available at:

<https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf> A summary of federal conditions can also be found in Attachment A-2 of the Master Contract in Appendix A of this RFP.

All successful applicants must provide the direct services funded through this RFP at no charge as part of their executed contract.

## **Required Information Assurances**

- Eligible programs that receive OPDV funding are required to: Maintain such data and information, submit such report(s), and take such action(s) as may be necessary to comply with the equal employment opportunity requirements of Executive Law §15-A, "Participation by Minority Group Members and Women with Respect to State Contracts" and 9 N.Y.C.R.R. Subtitle N;
- Provide the name of a civil rights contact person who has lead responsibility for ensuring that all applicable civil rights requirements are met and who will act as a liaison in civil rights matters with the U.S. Office for Civil Rights, Office of Justice Programs; 31
- Comply with all applicable non-discrimination requirements;
- Provide assurance that appropriate accounting, auditing, and monitoring procedures will be employed and that records will be maintained to assure fiscal control, proper management, and efficient disbursement of the VOCA victim assistance funds;
- Produce proof of Workers' Compensation and Disability Insurance in a form satisfactory to the New York State Workers' Compensation Board prior to the execution of the agreement. Please refer to the Workers' Compensation and Disability Insurance Requirements posted on the OVS website [www.ovs.ny.gov](http://www.ovs.ny.gov) under the heading of this RFP or visit the New York State Workers' Compensation Board website, [www.wcb.ny.gov](http://www.wcb.ny.gov) for more information;
- Provide signed Certifications and Assurances including: Federal Certification Regarding Debarment, Suspension, Ineligibility and Involuntary Exclusion, Certification Regarding Lobbying (for awards over \$100,000), and Drug-Free Workplace Certification (New York State agencies only);
  - Complete a Vendor Responsibility Questionnaire or certify that the questionnaire was completed on-line if you are a not for profit organization. For more information, go to [http://www.osc.state.ny.us/vendrep/login\\_vendors.htm](http://www.osc.state.ny.us/vendrep/login_vendors.htm);

- Provide a DUNS (Data Universal Numbering System) number as part of your Agreement if you receive federal funding. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. One can be obtained by calling 1-866-705-5711 or by applying online at <http://fedgov.dnb.com/webform>; and
- Register with the System for Award Management (SAM) if you received federal funding. SAM combines federal procurement systems and the Catalog of Federal Domestic Assistance into one system and includes the functionality from the following systems:
  - Central Contractor Registry (CCR)
  - Federal Agency Registration (Fedreg)
  - Online Representations and Certifications Application
  - Excluded Parties List System (EPLS)

Registration can be obtained at no charge by applying online at [www.sam.gov](http://www.sam.gov).

## **B. STATE RESERVED RIGHTS**

OPDV reserves the right to:

- Reject any or all proposals received in response to the RFP;
- Withdraw the RFP at any time, at the agency's sole discretion;
- Make an award under the RFP in whole or in part;
- Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
- Seek clarifications and revisions of proposals;
- Use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or election under the RFP;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available;
- Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments;
- Change any of the scheduled dates;
- Eliminate any mandatory, non-material specifications that cannot be complied with by all prospective bidders;

- Waive any requirements that are not material;
- Negotiate with the successful bidder within the scope of the RFP in the best interests of the State;
- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
- Utilize any and all ideas submitted in the proposals received;
- Maintain that, unless otherwise specified in the solicitation, every offer is firm and irrevocable for a period of 60 days from the bid opening; and,
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offeror's proposal and/or to determine an offeror's compliance with the requirements of the solicitation.

### **C. USE OF SERVICE-DISABLED VETERAN-OWNED BUSINESS ENTERPRISES**

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at <https://ogs.ny.gov/Veterans/>

### **D. MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE)**

New York State Executive Law Article 15-A promotes opportunities for the participation of certified minority-and women-owned business enterprises (M/WBEs), as well as the employment of minority group members and women as subcontractors or suppliers in the performance of grant contracts. Information on the MWBE initiative can be found at <https://ny.newnycontracts.com/>