

New York State Office of Victim Services
Victims of Crime Act (VOCA) RFA
Victim and Witness Assistance Grant Program
Questions & Answers

The responses to questions included herein are the official responses by the State to questions submitted by potential applicants and are hereby incorporated in the Victims of Crime Act (VOCA) RFA issued on January 16, 2019. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

Please note that some of the responses provided during the [VOCA Victim and Witness Assistance Grant Program RFA – Applicant Webinar](#) that was held on January 30, 2019 may have been modified. All potential applicants are encouraged to read ALL responses contained in this document. As stated, the requirements or information contained in these responses will prevail.

Q1) The directions for submission tell us to input the narrative directly into the project summary box in grants gateway. Should that be for all sections (problem statement, proposed services and implementation, organizational capacity, and evaluation), or should organizational capacity be input into the separate grants gateway field with that title?

A1) The RFA states that all 4 of these sections should be submitted together in one detailed narrative in the Project Summary section of the Grants Gateway. However, since the Gateway does require text in the “organizational capacity” section, please place the following phrase in the “organizational capacity” section: “Please see Project Summary”.

Q2) Are we able to purchase vehicles?

A2) Yes.

Q3) Are we able to lease vehicles?

A3) Yes.

Q4) We have been increasing the wrap around services that we provide to victims and survivors as a result of new OVS funding opportunities. We are now faced with a shortage of available offices. Can we include costs to build and construct new office spaces?

A4) No, these costs are not VOCA allowable.

Q5) As a child advocacy center, we work very closely with members of our multidisciplinary team. Can funds from this grant be used to send members of our multidisciplinary team (who are not funded on the grant) to training?

A5) Yes.

Q6) Is equipment that will support investigations involving victims that we serve allowable? Specifically, subject interview room cameras and polygraph equipment for our law enforcement partner agencies.

A6) No.

Q7) Can we use funds from this grant to purchase/lease, fuel, insure, and maintain a vehicle for providing transportation assistance for victims?

A7) Yes.

Q8) Can funds from this grant be used to purchase needed supplies for victims? For example, clothing, food, school supplies, etc.

A8) Yes, but it must be on an emergency basis to address an immediate need of a crime victim.

Q9) To what extent are public awareness presentations funded? Would this include programs such as Darkness to Light, Teen/Child Safety Matters, etc.?

A9) Public Awareness presentations are VOCA allowable if they are to identify and inform crime victims of their specific rights and services available and provide them with (or refer them to) services and assistance.

Q10) Can funds from this grant be used to finance staff/multidisciplinary team wellness? For example, providing on-site chair massage, yoga, or other fitness programs.

A10) No.

Q11) Can funds from this grant be used to finance team-building retreats for multidisciplinary team members?

A11) No.

Q12) Is one on one leadership coaching for managers or MDT coordinators allowable?

A12) No.

Q13) Would we be able to apply to fund 2 full-time nurses (Sexual Assault Forensic Examiners) to perform the FREs and follow up exams for our 4 hospitals in our healthcare system? They

would work alongside the counseling and advocacy staff, as well as participate in multidisciplinary team meetings, SART, etc.

A13) Yes. Applicants are encouraged to read section 94.119, sections (g)-(h) of the VOCA regulations as they craft their proposals.

Q14) Please confirm that if we are providing services in more than one of the VOCA funding priorities, as with the previous RFA, we should submit additional applications. For example, last time, we submitted three funding proposals, all of which were successfully granted: one for domestic violence services, one for sexual assault services, and one for underserved victims of crime (LGBTQ). We plan to do the same again.

A14) It is not necessary to submit more than one application. Your program can submit one application that includes the services provided for multiple VOCA funding priorities. Or, alternatively, one organization may submit multiple applications.

Q15) Should we incorporate the case management services and associated costs, which we received a separate contract to provide, into the application? This would essentially mean that if funded, we would have 3 separate contracts, down from 6 separate contracts.

A15) We cannot advise which would be best for your program. Should you choose to add the current Case Manager contract expenses into this RFA, and be awarded, you would need to terminate your current Case Manager contract effective 10/1/2019. Please keep in mind that the Case Manager contracts that were awarded do not have a match requirement.

Q16) The Position Description Form's category definitions do not mention any FTE caps in any of the categories. Does that mean there are no longer any caps for 'OVS Administrative' or 'Skills Supervision Required'?

A16) That is correct; there are no longer caps for OVS Administrative or Skills Supervision Required categories but costs must correlate to the direct service component of the grant. Applications that include reasonable and justifiable administrative costs will be scored more favorably in the budget and budget narrative portion of the evaluation.

Q17) In the RFA, under Section 5.31, MWBE Requirements, it mentions Attachment 3 but I don't see it in Grants Gateway or on the OVS website.

I apologize if it is in either or both places and I am missing it. Could you please address this in the response to questions?

I am looking to clarify MWBE requirements for municipalities. It states that eligible expenditures include the value of the whole grant. Are there any exemptions allowed? Usually personnel costs and fringe, travel, and postage expenses are not included.

A17) If awarded a contract, Attachment 3 may be required and further instructions will follow as to obtaining the form. MWBE requirements generally apply only to discretionary non-personal service costs.

Q18) Regarding match, if we have donors who would contribute funds toward the program, can we use it as match. Assuming funds would go directly toward positions or VOCA allowable activities and financial documentation was in order showing their donation was directed toward the program?

A18) Yes, donor funded positions used as match must be listed on budget and position description forms.

Q19) Will this RFA grant funds pay for office furniture used in day to day operating functions to assist crime victim? does the grantee have to pay per item match %?

A19) Yes, this RFA can pay for office furniture at a prorated share if applicable. Grantee does not have to pay per item in Match %.

Q20) Will this RFA grant funds pay for computer, cell phone and service, to use in direct assistance to crime victims while in the field? does the grantee have to pay per item match %?

A20) This grant can pay for computers, cell phone and service for grant/match funded staff members at a prorated share, if applicable. Grantee does not have to pay per item in Match %.

Q21) As a prosecuting Attorney office crime victim unit, are we exempted from the one objective,” providing assistance in completing a victim compensation application? Victim and or related persons are permitted access to information related to import dates in criminal proceeding through this office?

A21) No.

Q22) If we have a federally negotiated indirect rate, may we include indirect costs at that rate in our requests? Is there any cap on indirect outside of that federally negotiated rate?

A22) Yes, you may include your indirect costs at your federally negotiated rate. There are no caps on indirect costs outside of your federally negotiated rate.

Q23) Would services to provide forensic examinations to child victims of physical abuse be allowable under this program?

Would forensic exams for child physical abuse be allowable activities under this RFA, for CAC providers?

A23) Yes to both questions.

Q24) This is a question about Organizational Capacity and the ‘Organizational Capacity’ field in Grants Gateway. The RFA states in section 3.4 Workplan Overview (page 12-13) “Applicants must submit one detailed narrative that contains all of the following information in the Project Summary section of the Grants Gateway: Problem Statement... Proposed Services and

Implementation... Organizational Capacity... Program Evaluation...” In Grants Gateway, under Work Plan Overview Form there is a field for ‘Project Summary’ (50,000 character limit) and a field for ‘Organizational Capacity’ (4,000 character limit). In Grants Gateway, would OVS like the Organizational Capacity information to appear (a) in the “one detailed narrative” in the ‘Project Summary’ field, (b) in the ‘Organizational Capacity’ field, or (c) in both fields? The Victim Services RFA Evaluation indicates (page 3) “Organizational Capacity... The response to evaluate these criteria may be found in the Project Summary portion of the workplan.” Does this mean that for the OVS application evaluation, evaluators are reviewing Organizational Capacity *only* in the ‘Project Summary’ field, or are they also reading the information in the ‘Organizational Capacity’ field?

A24) See A1

Q25) Should we limit our total narrative to 50,000 characters as per the field parameters? Or does OVS allow/encourage separate uploads for longer narratives?

A25) While not a requirement, a separate upload is allowable for longer narratives beyond the 50,000 character limit. If you elect to upload your narrative, please place it in the “grantee document folder” in the Grants Gateway.

Q26) We will input a line item budget narrative into grants gateway fields as the form directs. In addition, should a budget narrative be included in the overall narrative input into the project summary field (and included into the character limit), or does entering the budget narrative into the specified fields suffice?

A26) You should submit a detailed budget narrative in the Expenditure budget section of Grants Gateway for each budget category. This is not to be included in the Project summary section.

Q27) The application template available on grants gateway (attached here for reference) seems to show application fields that are not on the actual live application (objectives, tasks, and performance measures) within the “work plan overview” tab. Should we assume that this is an error in the template, since the information is covered in the performance management tool and narrative, or should we expect to separately provide data on objectives, performance measures, and tasks in designated fields?

A27) You will be providing a response for the one required objective and task that is listed in the “Workplan Properties” section. This will match the figure you indicate in the performance measurement tool upload. The required objective and task is: Provide assistance in completing a victim compensation application.

Q28) For organizations that have multiple contracts, can we combine them into this proposal to only have one contract (recognizing that all contracts are on different schedules and it may result in a period without funding coverage)?

A28) See A14 and A15.

Q29) Is there a dollar maximum to the request (assuming that applicants will provide the required matching funds for whatever amount is requested)?

A29) No, there isn't a maximum. However, the requested funds do need to be justified.

Q30) Page 13 of the RFA indicates, "Funds may be used to support administrative costs but applicants are encouraged to keep administrative costs to a minimum." RFA page 20 indicates "Applications that include reasonable and justifiable administrative costs will be scored more favorably." Are applicants that have federally negotiated indirect cost rates allowed/encouraged to use that administrative rate in the budget to cover overhead (without point penalties)?

A30) Yes, federally negotiated indirect cost rates are allowable without point penalties.

Q31) Page 4 of RFA indicates: "... since the issuance of OVS' last RFA, many costs that were previously unallowable are now allowable under VOCA." What are the main categories of newly allowable expenses?

A31) Refer to the VOCA Final Rule Side by Side document.
<https://ovs.ny.gov/sites/default/files/advisory-bulletin/voca-comparison.pdf>

Q32) Page 4 of RFA encourages both "evidence-based" practices and "innovation" (e.g. creative practices that don't yet have any evidence base proving they work). Is OVS looking for a balance between these two types of activities, or does it prefer an *emphasis* on one over the other for proposed use of funds in this contract/grant?

A32) OVS does not encourage one practice over another. There is not a preference or emphasis for either practice.

Q33) In the Attachment C-1 form, where it requests "Total number of individuals who receive[d] services AND number of times each service [was] provided during the reporting period," is OVS wanting applicants to supply numbers associated only with these requested OVS grant /contract funds *or* do you prefer numbers reflecting such service(s) provided through *all* of the applicants' funding sources *combined*?

A33) When reporting number of services provided/individuals who received services, these totals should only reflect the prorated amount funded from this grant and match funds.

Q34) Page 14 of RFA indicates that the required match must be either 20% of the project total, or 25% of the total grant funds. And in the example, further down the same page it gives an example showing only one method of calculation (i.e., dividing by .80 and subtracting the amount of the VOCA award from the figure obtained). Is this because the two methods of calculation will always yield an identical result mathematically, or, if one method yields a lower match requirement, the applicant may choose the lower?

A34) Yes, both methods will yield the same result.

Q)35 Page 24 of the RFA indicates a heading “Allowable Sub-Recipient Administrative Cost”. For bulleted examples (RFA p24) beneath this heading such as “brochures,” “design and maintenance of web site and social media,” are applicants that need/choose to use grant/contract funds for such purposes encouraged to *categorize* such expenses in designated direct-cost budget categories (such as “Marketing” or “Contractual Services”—with detailed, adequate descriptions), or is OVS expecting all such costs (ranging from equipment and furniture to project evaluation to brochures and website maintenance) to simply be listed [and described in detail] under *one* single “Allowable Sub-Recipient Administrative Costs” heading in the budget and budget/narrative?

A35) Each expense item should be listed individually under the appropriate category.

Q36) Is the purchase of needed computer(s) allowable under this grant if such computer(s) enable staff to deliver its direct services with increased efficiency/efficacy?

A36) Yes.

Q37) Page 5 of RFA indicates, “Perhaps your program seeks to enhance services to underserved, marginalized or oppressed populations such as older adults, young men of color, persons with disabilities, indigenous peoples or LGBTQ+ victims. This funding presents a unique opportunity to explore those options.” If an applicant wished to use some of this funding to reach out (outreach/engagement) to particular underserved populations (for example, Latino women, LGBTQ individuals, and/or Deaf persons) to help assure equal access to programs, is that allowable, or would such targeted use of the funds violate any OVS principles of prioritizing / serving everyone (“first come / first served”) across a more general population equally for outreach/engagement?

A37) Targeting underserved populations is allowable, however, you are required to serve all victims of crime that request victim services from your organization.

Q38) Are we correctly understanding that we are allowed a total of 50,000 characters within the “Work Plan Project Summary” box to answer all of the various heading questions that are asked in the RFP?

A38) See A25.

Q39) Page 13 says that VOCA funds can be used to cover costs of program evaluation. Is there a cap on costs to conduct program evaluation? Can we subcontract with an outside program evaluator/consultant?

A39) Yes, a subcontractor can be used. While there are no caps set for the project evaluation component, the costs allocated to this should be reasonable and completely justified.

Q40) Page 8: ***Please note that victim assistance programs who were awarded funding under OVS' recent "Attorney Services RFA" are not eligible to apply for funding for additional attorney services without substantial justification as to why the additional funding is being sought.** On our previous OVS contracts, we had some positions and objectives related to providing legal services. In the Attorney Services RFA, we received funding to fill gaps in these services. Are we still allowed to include positions and objectives related to some of the original legal services which we were utilizing OVS funding for prior to applying for the Attorney Services RFA?

A40) Yes, this would be allowed if it is justified.

Q41) Are the costs of office space rental or mortgage in order to provide victim services considered allowable costs?

**A41) Office space rental is allowable; however, mortgage costs are an unallowable expense. Space costs must be allocated using one of the methods on the Budget Worksheet/Attachment B. Refer to VOCA side by side:
<https://ovs.ny.gov/sites/default/files/advisory-bulletin/voca-comparison.pdf>**

Q42) Page 22: **This is a multiple award solicitation.** Does this simply mean that OVS will be making multiple awards throughout the state, or that each successful applicant will receive multiple awards? In the previous RFP, programs were able to submit more than one proposal. Is that the case now? If so, are there any restrictions? If so, are there any benefits to doing this? If so, is there a cap per provider?

A42) A multiple award solicitation means that multiple programs will be awarded. Unlike the previous RFP when applicants chose to submit separate applications for each priority, under this solicitation applicants may apply for funding for different priority categories under one application. However, if an applicant wants to submit a different application for each funding priority they are able to do so. There are no restrictions pertaining to the number of applications you can submit. Keep in mind that a contract will result from each successfully awarded application.

Q43) Page 24, the first bullet under **Allowable Sub-Recipient Administrative Costs**: what does 'organizational expenses' include?

A43) Allows for costs necessary and essential to providing direct services, such as pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, local travel expenses for service providers, and required minor building adaptations necessary to meet DOJ standards implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims.

Q44) Please define De Minimis rate and what it's used for. If an applicant chooses to use the De Minimis rate (and fills out the necessary forms), is it precluded from also including line item administrative costs in its budget?

A44) No. The OVC FAQ document on the VOCA regulations states:

“3. What easy-to-use guidance can OVC provide regarding indirect costs? Explanation of indirect costs: Indirect costs are facility and administrative expenses that an organization incurs by undertaking a grant project that are not easily allocated to specific project costs and are NOT included as a direct cost in the grant budget. Costs included in an indirect cost rate can be charged directly; however, for administrative convenience, some organizations prefer to establish an indirect cost rate and charge that against a direct cost base instead. Where a rate is applied, indirect costs are not budgeted as specific cost items, but rather are bundled into the rate that is charged against certain direct costs under the grant. The specific costs included in an organization's indirect cost rate vary, but typically include things like utility costs, organizational accounting fees, and equipment depreciation. Indirect costs may be charged to an award only if (a) the recipient has a current (unexpired), approved negotiated indirect cost rate; or (b) the recipient is eligible to use, and elects to use, the de minimis indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 CFR 200.414(f). “

However, section 94.121 of the VOCA regulations lists allowable sub-recipient administrative costs. These costs, if not included within the indirect cost rate, may be lined out within the proposed budget.

Q45) Can you please provide additional information/clarity on the program evaluation and expectations (page 13)?

A45) See sections 3.4 and 5.26 of the RFA for information on the program evaluation component.

Q46) Are programs able to submit 2 applications for funding programs in 2 counties? Separate applications would provide better clarity administratively including in assigning match, leveraging county funding to support programs, etc.

A46) See A14.

Q47) We plan to use the value of our local police departments as a match for time spent consulting with advocates for lethality assessments and other client safety issues. While we have developed extraordinary cooperative relationships, we are not sure that adding additional documentation requirements to their role will be possible. Due to the fact that we have detailed information regarding police consultation, can we document and certify the match value?

A47) No, this is not VOCA allowable. Match funds are held to the same standards as grant funds.

Q48) We see that skill supervision provided is limited to 10% of 1 FTE (this equates to 3.5 hours per week). For larger programs such as ours coordinators supervise many staff, is there any opportunity for an exception to this 10% limit based on the size of our program?

A48) See A16.

Q49) Is training (of service providers or criminal justice personnel) considered a “direct service”?

A49) Performing training is not allowable, however, staff receiving training is allowable and should be recorded as training.

Q50) Are there any caps for administrative and supervision costs?

A50) See A16.

Q51) What happens if a program is struggling with match requirements?

A51) Match is a VOCA requirement, and therefore you must have enough match to support the amount of grant funds that you request.

Q52) Can we include funding to subcontract for supervision for staff’s clinical questions from a licensed clinical social worker?

A52) Yes.

Q53) Can we include funding for staff development?

A53) Direct service trainings are allowable.

Q54) We have some questions regarding the Program Evaluation described on p. 13.

1. If an agency does not have in-house evaluators per se at present, but does have staff able to gather and review case and client data on a regular basis and determine whether or not the program is on track to meet PMT objectives, is this adequate for meeting the requirements?
2. Please explain what you are looking for in terms of an “evaluation process,” and how much detail you need. Do you want a specific evaluation approach/model, or do you want a type of evaluation (formative/summative)? How much detail do you want on the methodologies? Or do you just want to know what data will be gathered?
3. How much are we expected to know up front? If we anticipate having staff trained in evaluation on board within the next year, can we indicate that a more complete plan will be developed at that time?

4. Is the purpose of the evaluation more for accountability or for program improvement/development of best practice?

A54) Program evaluations may take many forms. The deliverable should address the effectiveness of your program with the measurement of specific objectives and goals. OVS is not dictating which methodology should be used. The frequency with which the program will report to OVS the analysis and corresponding conclusions of the analysis will be negotiated with successful applicants.

Q55) Can existing funds that support victim services that are not federal monies be used as matching funds for the purposes of this grant?

A55) Yes.

Q56) On Grants Gateway there is the space for Regional Council-should we fill in our regional coalition or just put N/A?

A56) N/A.

Q57) If we have multiple office sites how do we list them all since there are only 2 address lines in Grants Gateway?

A57) Please put your administrative office location as your address.

Q58) If we serve more than one county, how do we list them when it only gives one choice in Grants Gateway?

A58) Please select the county where the majority of services are provided and then provide the additional counties in your project narrative.

Q59) We see Native American is no longer a priority category, should we list this population under Other Underserved on Attachment 2?

A59) Yes.

Q60) Will OVS be requesting the waiver for the M/WBE requirement again for this round of funding?

A60) It has not been determined at this time.

Q61) Is training for forensic interviewers an allowable expense under this grant when the purpose is, for example, to improve the quality of services or support the provision of evidence based practices?

A61) Direct service training is an allowable expense under this grant.

Q62) Is funding all or nothing? For example, if we submit an application for \$600,000, could we be approved for a lower amount?

A62) Funding is not all or nothing.

Q63) Is there a limit to the number of applications from an agency if for example the agency is proposing providing services to two different priority populations or providing two different services?

A63) See A14.

Q64) We are a NYC-based CBO that currently holds contracts for two OVS programs, both set to expire on 9/31/19. They were procured under two different RFPs in the past (one OVS VA; the other OVS Young Men of Color). Our contract manager said we should re-apply for the YMOC population under this RFP. May a single agency submit multiple applications under this current RFP solicitation?

A64) See A14.

Q65) Please clarify. In the Grants Gateway system, the Work Plan Overview Form has two boxes where narrative can be entered: a “Project Summary” text box with a limit of 50,000 characters, and an “Organizational Capacity” text box with a limit of 4,000 characters. The instructions on page 12 (3.4) of the RFP state that applicants should submit one detailed narrative in the Project Summary section. Does that mean that we cannot/should not put any narrative into the “Organizational Capacity” text box, even though one of the four narrative sections asked for is called “Organizational Capacity?”

A65) See A1.

Q66) The ‘Program Information Form’ has been uploaded by NYS with track change edits still in view. Will there be a final version of this form?

A66) The final version is on the OVS website under VOCA Victim Assistance Program RFA.

Q67) Is an unpaid intern who receives college credit for their work in our organization considered a “volunteer?”

A67) Yes.

Q68) Is there a weekly or monthly hour requirement for volunteers? (for example, 10 hours per week)

A68) No.

Q69) Do matching funds need to be secured at the time of contract start/execution? Put another way, could matching funds be built into the budget of another grant that begins after the beginning of the victim assistance grant?

A69) Anticipated match funds will need to be reflected on your budget submission with the RFA but don't need to be secured at that time. Any changes to match would need to be reflected through a BAR (Budget Amendment Request).

Q70) If we are a current contract holder with OVS from the 2014 VOCA grant program, which is expiring this year. Due to our growth demand for services, we are interested in funding an additional position. We are wondering if we can request more money than was requested previously.

A70) Yes.

Q71) On the bottom of page 23 of the RFA it states:
Supervision of direct service providers allow 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;

How/when would the SAA determination be made regarding the need to fund supervisory staff?
Is there a cap to the FTE portion funded for supervision? Can supervisory duties also be shared/funded among 2 positions?

A71) You would request the number of supervisory staff that your organization deems necessary and justify accordingly. There is no cap and duties can be shared if justified.

Q72) Does this OVS RFA fund services for "secondary victims?" If so, what is the specific definition of "secondary victims" applicants of this RFA should utilized? Are they entitled to the same types of direct services as primary victims through this RFA? If not, what is unique about the direct services for them?

A72) "Crime victim" or "victim of crime" means a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime." This definition covers both primary and secondary victims.

Q73) Are web-based and electronic public awareness and promotional activities fundable?

A73) Yes, as long as they are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance. The OVS grant may be charged only the prorated share of the expense if the public awareness and promotional activities are not used exclusively for victim-related activities.

Q74) If there a lag in hiring employees to be funded under the grant, can the salary cost be shifted to year 2 and operating costs like office space, renovation, computers, etc, shifted into year one?

A74) Money needs to be spent in the year it was budgeted. If there is a lag in hiring, you may move money with a Budget Amendment Request (BAR) for the current year only. BARs are subject to OVS approval.

Q75) If an agency is allowed to submit more than one proposal addressing different VOCA funding priorities, is there a maximum amount overall that one agency can request and/or receive through this solicitation?

A75) No

Q76) Do other state agencies submitting an application have any additional requirements and/or are they exempt from any steps in the application process?

A76) We hold state agencies to the same application standards as other programs.

Q77) Attachment C-1 OVS Performance Assessment Tool/ Workplan 2018-19 includes a numbered sequence of prompts or questions that appear to begin in mid-sequence (i.e., it starts with prompt “6” in beginning row 6, proceeding to “7” and then “8”), rather than starting with prompt “1”. Are we correct in understanding that prompts #1-5 have been deliberately omitted and that there are no numbered prompts beyond “8”? (we do see prompts A1 through E11 in rows 17 to 125 and can comfortably follow them in their ordinary sequence).

A77) This form was designed to follow the federal PMT format, and questions 1-5 are for demographic information. OVS is looking for a program’s estimated services, and has skipped the demographic information section as that would not be a section OVS wants estimated services on.

Q78) Can you explain the change in the core deliverable? This RFA requires providing assistance with completing OVS applications. Previous RFAs combined both completing applications and providing information about applications. Why this change?

A78) This change was done to be consistent with OVC and their reporting requirements.

Q79) Will contracts follow the “80/20 rule”, meaning that all non-personal services (OTPS and indirect) will be capped at 20% total funding?

A79) No there is no cap on non-personal service costs; however, all personal services and non-personal services must be justified and VOCA allowable. It is important to note that the RFA states: “While OVS allows applicants to request funds for administration costs associated with operating their program, applicants are reminded that VOCA funds are primarily designed to support direct services to crime victims. Administrative costs, therefore, should be kept to a minimum. Applications that include reasonable and justifiable administrative costs will be scored more favorably in the budget and budget narrative portion of the evaluation.”

Q80) Is flexible, emergency direct cash assistance for clients allowable under this funding (e.g. short-term housing assistance after crisis shelter, moving expenses related to victimization, etc.) and is there a cap in how much emergency flexible cash assistance can be included per client/ per contract?

A80) Yes, this is allowable and there is no cap; however, all expenses must be justified and documented.

Q81) Volunteer Form: What information goes in the Time Used as a Match column? Are you looking for the number of hours here, or the percentage of time?

A81) The anticipated number of volunteer hours should go in that box.

Q82) Attachment C-1 PMT form: Where should outreach or public awareness presentation be recorded on the PMT form?

A82) These would not be counted on the PMT; however, services provided directly to victims as a result would be recorded in the appropriate category.

Q83) Please explain how the administrative funding for this grant works?

A83) See A44.

Q84) Is there a cap on the administrative positions that are built into the grant?

A84) There is no cap on administrative positions but they must be justified and VOCA allowable. Positions cannot be duplicated in your federally negotiated indirect cost rate.

Q85) Of all the clients served through a contract, is there an expectation of a minimum number or percentage of clients for whom we are expected to complete the required deliverable re: completing an OVS application?

A85) While there is not a minimum number or percentage of clients for whom we expect to receive claim applications, OVS expects that all clients should be informed about OVS and assisted in completing the OVS application, when applicable.

Q86) Would a program that provides practical and emotional and emotional support to non-professional people who assist otherwise reluctant victims to report the crime and seek services be a fundable program under this RFA- if the people supported by the program are in victims' circles of support but are neither primary nor secondary victims themselves?

A86). The VOCA definition of crime victim as stated in the VOCA regulations section 94.102 is that a crime victim or victim of crime means a person who has suffered physical, sexual, financial or emotional harm as a result of the commission of a crime. Therefore, this is allowable.

Q87) Would people of any age who assist primary victims of elder abuse and who experience financial, emotional or other distress themselves as a direct result of their involvement in an older victim's life, fall within the definition of "underserved victims of crime?"

A87) Yes

Q88) Are there minimum and/ or maximum amount for project awards?

A88) No

Q89) This RFA allows for costs for automated systems and technology, along with other physical items directly supporting client services. How can we differentiate those one-time OTPS purchases (for instance, forensic interviewing equipment, playroom furniture, or digital hotline infrastructure) from routine administrative costs in the budget which we have been directed to keep to a minimum?

A89) You may differentiate in the budget narrative, as each budget line requires a justification. For instance, you may have a line item for forensic interviewing equipment in the equipment category of the budget and explain that cost in the corresponding budget narrative. The OVS grant may be charged only the prorated share of the expense if the items are not used exclusively for victim-related activities.

Q90) Pg 24 Contracts for Professional Services: Can the budget include the cost of a trainer to improve direct services for staff, such as a trainer to help staff to prepare a victim to testify in court, or how to interview perpetrators by victims), or only to pay for other professionals who provide direct services to victims?

A90) No. OVS does not pay for trainers, but will pay for the costs associated with outside direct service related training. All training must be pre-approved by OVS.

Q91) Can you define the type of forensic medical exams that are covered? Is that strictly SANE exams and the exams done at CAC's? Would this include documenting domestic violence injuries at a Family Justice Center?

A91) Forensic medical exams are not limited to sexual assault crimes.

Q92) Is it possible to download and print the power point for this webinar?

A92) The PowerPoint and recorded webinar is available on the OVS website.

Q93) If current staff (social worker) is on a case manager OVS grant which is going to end? Can that individual be included in this new RFA or will there be a renewal application?

A93) See A15. It is important to note that the current case manager contracts do not expire until 3/31/21.

Q94) Is it possible to stagger implementation of new services? For example--if we wanted to increase clinical therapy services, or develop transitional housing services but don't have the capacity now. But have a plan to increase capacity in the next couple of years. Can we create a plan where we expand services or positions in year or two of the grant?

A94) Yes. It is important to note that all expenses must be explained and justified. The expansion of services or positions must be included in the budget for the applicable year(s).

Q95) RFA states grant cannot be used for legal services. If program is already receiving OVS VOCA grant for legal services, can some funds from this RFA be allocated to legal services already being provided? For example, an attorney who supervises case managers?

A95) The actual wording of the RFA states: "Please note that victim assistance programs who were awarded funding under OVS' recent "Attorney Services RFA" are not eligible to apply for funding for additional attorney services without substantial justification as to why the additional funding is being sought." It does not state that the grant cannot be used for legal services. Legal services separate and apart from those funded under the Attorney RFA can be funded through this RFA.

Q96) In 2014 when we did our last grant there were quite a few questions under the program specific questions link on the grant. When we look at the grant now there are no questions in this section. Are there not any program specific questions for this grant or are we missing them?

A96) While there is a program specific question in the Gateway, an answer is not required.

Q97) If we are over the 50,000 characters in the work plan project summary, can we state "see attached" and upload the entire narrative as a separate document?

A97) Yes. If you elect to upload your narrative, please place it in the "grantee document folder" in the Grants Gateway.

Q98) Can funds be used to cover the costs for construction to make a shelter accessible? Wheel chair ramp, widen doors, ADA accessible bathrooms/showers, bedrooms, etc.

A98) Yes, while section 94.122 (e) of the VOCA regulation expressly prohibits capital expenses, section 94.121 (d) allows organizational expenses for "required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act ..." Any modifications would require pre-approval from OVS before charging the OVS contract.

Q99) Follow up to question 62. If approved for a lesser grant amount than request. Will programs be able to make adjustments to work plan to account for what is feasible with the lower funding award?

A99) Successful applicants will receive an award amount. This amount is a maximum amount. Successful applicants will work with their OVS contract manager to negotiate

final budget and workplans to reflect such issues as funding requests for non-VOCA-allowable activities. Reduced contract amounts may have their work plans adjusted accordingly during contract negotiations.

Q100) Is a security deposit on rental property needed to accommodate growth related to the services provided by the OVS grant allowable?

A100) In certain situations OVS will cover security deposits but it depends on the situation. The amount of the security deposit should be included on the Attachment B-Budget Worksheet for space, which prorates the space related expenses.

Q101) What is the % of funding provided to already VOCA funded programs vs. new proposed programs? Meaning number of awards for already funded vs new applicants?

A101) There is no preference for either programs with existing OVS contracts or new applicants.

Q102) Could we offer free trainings to SANE nurses across NYS, which would improve direct services to all NYS facilities?

A102) No

Q103) We have heard that DV victims need to report a certain level of victimization to qualify. Does this apply to other victims? What level will they need to demonstrate/prove victimization? We primarily work with child abuse and neglect, adult victims of child abuse, and LGBTQ victims.

A103) For the purposes of this funding, self-identification of victimization is sufficient for all crime victims.

Q104) Is funding for outreach activities allowable?

A104) Yes, per section 94.119 (j) of the VOCA regulation, outreach is allowable when used to identify and inform crime victims of their specific rights and services available and provide them with (or refer them to) services and assistance. The OVS grant may be charged only the prorated share of the expense if the outreach is not used exclusively for victim-related activities.

Q105) Can you confirm again whether we can use grant funds for equipment systems necessary to services (play room furniture, forensic interview equipment)?

A105) Yes; however, it needs to be VOCA allowable and justified. Note that throughout section 94.121 of the VOCA regulations, allowable sub-recipient administrative costs”, it is noted that the VOCA grant may be charged only the prorated share of an item that is not used exclusively for victim-related activities.

Q106) Can you confirm again whether providing forensic exams to victims of child physical abuse is allowable?

A106) See A23

Q107) Will OVS be following the "80/20" rule in contract budgets - e.g. that all admin and indirect cost will be capped at 20% of total?

A107) See A79

Q108) Can funds from this grant be used to provide mental health services to children who have been victims of abuse, and then acted out sexually on another child. For example, can we provide the Problematic Sexual Behaviors Cognitive Behavioral Therapy model for these children?

A108) Funds can be used to provide mental health services to victims of abuse only in relation to their victimization. Please see VOCA regulations, section 94.119 (c).

Q109) In past contracts I was told that there was a formula for minimum PTS based on # of FTE. I think it was 35 PMT units for each FTE per week. Is this still true? And how do things like increased ability to fund administrative positions or ability to fund outreach and education programs impact this?

A109) OVS will not be using the formula referenced above. It is important to note that the RFA states: "Ensure that sufficient details are provided, that the budget is reasonable, appropriate for the number of positions to be funded..."

Q110) Our understanding of de minimis is that it is a 10% indirect cost for those institutional costs that jointly benefit two or more programs and can't be tied to just one cost center, i.e., to just the DV or SA program. We understand that there would still be some allowable Administrative costs available that are direct expenses of the DV or SA program. Is this correct? (Claim a de minimis for overall indirect costs, and then claim Admin costs that are direct to the program, e.g. program reporting time).

A110) Yes. The OVC FAQ document on the VOCA regulations states:

"3. What easy-to-use guidance can OVC provide regarding indirect costs? Explanation of indirect costs: Indirect costs are facility and administrative expenses that an organization incurs by undertaking a grant project that are not easily allocated to specific project costs and are NOT included as a direct cost in the grant budget. Costs included in an indirect cost rate can be charged directly; however, for administrative convenience, some organizations prefer to establish an indirect cost rate and charge that against a direct cost base instead. Where a rate is applied, indirect costs are not budgeted as specific cost items, but rather are bundled into the rate that is charged against certain direct costs under the grant. The specific costs included in an organization's indirect cost rate vary, but typically include things like utility costs, organizational accounting fees, and equipment depreciation. Indirect costs may be charged to an award only if (a) the recipient has a

current (unexpired), approved negotiated indirect cost rate; or (b) the recipient is eligible to use, and elects to use, the de minimis indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 CFR 200.414(f)."

However, section 94.121 of the VOCA regulations lists allowable sub-recipient administrative costs. These costs, if not included within the indirect cost rate, may be lined out within the proposed budget.

Q111) You previously stated that VOCA funds can only be used to support costs related to performing forensic exams for sexual assault victims, however OVC guidance gives a conflicting statement in question 17 on page 28 of the Questions and Answers Victims of Crime Act (VOCA) Victim Assistance Program Rule document which states that "The state has the discretion to determine the amount of funding and the types of crimes for which VOCA victim assistance funding may be used. See 28 CFR 94.119(g)" (<https://www.ovc.gov/VOCA-Administrators/VOCA-Rule-FAQs-508.pdf>). Can you please clarify if this is a decision NY state has made or a VOCA rule?

A111) Forensic medical evidence collection is not limited to sexual assault crimes. This is a state decision.

Q112) Regarding the required annual sexual harassment prevention training for all staff - is this only for staff funded through the grant, or is this an agency-wide requirement?

A112) This is for all staff at the agency.

Q113) I'm curious- the grant is for 3 years, can we apply for funds that wouldn't begin until the third year of the grant? ie: we move and have more services, can we apply to then increase staffing?

A113) Assuming you have costs in year 1, you can apply for escalating costs in years 2 and 3.

Q114) I understand that an agency with two priority areas can submit only one application, so is it my understanding in doing this OVS will separate these two priorities and create two contracts? Or will two contracts only be created if two separate applications are submitted?

A114) See A14. In addition, we are not going to create two contracts from a single application. The only way to get two contracts would be to submit two separate applications. The decision on how to proceed is up to each program.

Q115) We are a homeless shelter that serves youth ages 16-21, and assists adults of all ages with permanent housing assistance. Do these individuals all need to complete a claim with OVS to be eligible for services funded by this grant?

A115) No, but they would be encouraged to do so, if applicable.

Q116) If we have the legal contract and the case manager contract. Can we still apply here for more additional direct services?

A116) Yes.

Q117) Federal money is generally excluded for match purposes however Legal Services Corporation funding is usually exempt. Can we use LSC funding for the match like we have previously done with our other OVS contracts?

A117) Yes, Legal Services Corporation funding can be used as match if the funding meets the DOJ Grants Financial Guide exceptions for using federal funds as match.

Q118) You stated that minor building modifications are allowable, for example to allow for access for those with mobility issues. Can you define minor modifications? for example, would this apply to the walls put up in an office to allow for private confidential conversation?

A118) Constructing walls for the purpose mentioned would not be an allowable cost. See A98 for further information. Any modifications would require pre-approval from OVS before utilizing VOCA funds on your OVS contract.

Q119) If we are a sub-contractor under the attorney-services grant, are we precluded from applying for additional OVS funding to cover areas of legal services not already captured through the sub-grant? We were not a current OVS recipient for the first round of funds for attorney services.

A119) No, you may apply for additional services.

Q120) Also, are there limitations or requirements for permanent housing assistance/rental assistance?

A120) Yes, please refer to VOCA section 94.119 (K) an (L)

Q121) I think we may have missed the response to the question: Are web-based and electronic public awareness and promotional activities fundable?

A121) See A73.

Q122) Will the information that gets input by applicants into Attachment C-1 (Excel spreadsheet) also need to be input elsewhere by applicants directly into specific Grants Gateway fields? If so, can you please clarify or refresh where within Grants Gateway this information is to be input by applicants (and how inputting these projections in that spot in the Grants Gateway might differ in nuance (if at all) from what gets put in the Excel spreadsheet)?

A122) Number 6, “number of individuals assisted with a victim compensation application” from the excel spreadsheet also needs to be answered under the workplan objectives and

tasks section of the Grants Gateway. All other estimated services need to only be in the spreadsheet.

Q123) And we have 1 more question we hope you can answer: We work with secondary-victims out of state for the purpose of helping them to assist NYS-residing elder abuse victim, i.e., helping them make reports to APS about the NYS-residing elder abuse victims. Is this a fundable service under the RFA?

A123) See A72 for the definition of victim. All victims under this scenario are eligible to receive services.

Q124) Regarding the Flex money for clients for example moving expenses: if those funds are requested in the proposal and awarded, would an OVS application need to be submitted when the time comes to use those funds for the client: so for example paying the first month rent if they were moving to flee a domestic violence situation?

A124) No, it is not necessary that an OVS compensation application be submitted. However, it is strongly encouraged.

Q125) If an applicant has received funding under the Attorney services RFA, can they apply to receive funding for paralegals, and/or can they apply to serve underserved populations? What do you consider a significant justification?

A125) See A95.

Q126) If our narrative does NOT necessarily exceed 50,000 characters, but we prefer to upload a PDF as an attachment so we can retain tools of formatting or emphasis such as occasional use of italic (for clarity of understanding by the reader), are we allowed to opt for uploading the narrative to help create the easiest comprehension experience for the reviewer(s)?

A126) Yes. However, please note in the project summary section that you have uploaded the required narrative (i.e. see attached). This upload should go in the “grantee document folder” in the Grants Gateway.

Q127) Will the responses to these questions also be on the published answers posted on the web site?

A127) Yes.

Q128) Your written responses to the questions will be available, yes?

A128) Yes, the written responses will be available.

Q129) To clarify my question which I wrote in a hurry, assuming we claim 10% de minimis indirect cost, are we correct that certain portions of direct staff time can be used for direct OVS Administrative tasks such as completing OVS/VOCA documentation?

A129) Yes, see A110.

Q130) What is the methodology for OVS making awards? Is there a funding cap for the money available in each county and by special population area? Are awards based on the highest scoring programs within a county or across the state?

A130) See section 5.2 Method of Award. This is a multiple award solicitation. Each response will be evaluated on the information submitted by the applicant connected to the categories referenced in section 4.1.1. Awards will be made until all designated funds have been exhausted, there is no funding cap by county or special population. Awards will be made to those applications receiving the highest final weighted scores from ALL applicants.

Q131) If a legal services program was a sub-grantee under the OVS Legal Assistance grant, in specific counties could they apply for this funding in different counties?

A131) Yes, they can apply with justification of the need in those counties.

Q132) What is the one mandatory program specific question you mentioned earlier?

A132) See A96.

Q133) Since the core deliverable shifted from including providing OVS information and completing OVS applications to being focused only on applications completed, are OVS's expectations around providers' deliverables shifting in consideration of that (since it's easier to provide information than it is to complete an application, and some clients may not act on the information)?

A133) We understand that you can no longer count providing OVS information as part of question 6 in the PMT, but you can count assisting a victim with completing an application even if it is not completed or submitted. Simply providing an individual with an application does not qualify as assistance.

Q134) Would aftercare service be allowed for a limited period of time?

A134) Services that are directly related to the crime are allowable.

Q135) Are Counties always Prequalified because they are a govt agency?

A135) Counties and municipalities are exempt from Prequalification in Grants Gateway.

Q136) As part of the RFA, our office wants to ask for funds linked to a facility dog for animal-assisted supportive counseling with a Social Worker as the dog handler. Should the funds for the facility dog be denied, we don't want this to result in our entire application being denied. If there is a section of the application that OVS does not agree with, can they deny just part of it?

A136) See A99.

Q137) If the program receives funding for 5 years, must we submit renewal paperwork every year via Grants Gateway?

A137) Contracts resulting from this RFA will be for 3 years with an option of one two-year renewal period. Each year you will be required to submit necessary documents, such as the budget and insurance proof through the Gateway.

Q138) What is the maximum annual grant amount available?

A138) There is no maximum annual grant amount. Awards may be made until all designated funds of \$195,000,000 for the three-year period have been exhausted.

Q139) We are unclear about the statement on p.8 that applicants who received funding under the Attorney Services RFA are not eligible to apply for attorney services under this grant. We were under the impression that the Attorney Services grant already enabled us to fill gaps in services in our current VOCA grant. We have hired badly needed additional staff, and the ending of the current grant would mean the loss of funding for existing attorneys. Was the purpose of the Attorney Services RFA to replace the attorney legal services under this VOCA grant going forward? Can we still apply for funding for our existing attorneys if they are serving a different population? Or, if we cannot apply for direct service attorneys at all, can we apply for paralegals and supervision? We were not clear about the response you provided on the webinar—that we cannot seek additional funding to supplant funding and that these are separate contracts.

Sorry, we are still trying to parse the language in the RFP on p.8 regarding the Attorney Services RFA. Does it mean that we can request funding for the same level (same attorney FTE) and same programming that we have currently through the VOCA Victim & Witness Assistance grant program, but simply not request MORE funding for more attorneys, because we already more funding for attorneys through the Attorney Services RFA?

A139) See A40 and A95.

Q140) Are projects which seek to offer victims of crimes esp. domestic violence and sexual assault with programs to help them recover emotionally and build/re-build their self-confidence eligible for grants awards?

A140) Section 94.119 of the VOCA regulations lists allowable direct service costs as does page 23 of the RFA.

Q141) Is there any requirement that organizations offering programs through this grant opportunity partner with local law enforcement or the District Attorney's Office?

A141) No, this is not a requirement.

Q142) During the VOCA RFA Applicant Webinar this morning, the panelist mentioned there would be a recording available. Would it be possible to get access to this recording?

A142) The recording is now available on the OVS website (www.ovs.ny.gov).

Q143) In section 94.107 references that there is a 5% cap on training and administrative costs- is this still in place or was it removed?

A143) The cap reference is for the State Administating Agency, not the subrecipients.

Q144) If awarded a contract would our organization be considered to be a "subrecipient" for reporting and other purposes

A144) Yes, see section 94.102 of the VOCA regulations which defines a sub-recipient as an entity that is eligible to receive grant funds from a State under this subpart.

Q145) Section 94.121 are fiscal staff who are responsible for vouchering, budgets, budget modifications considered allowable administrative expenses.

A145) Yes, a percentage of fiscal staff time is allowable as an administrative expense. The percentage of salary being requested should be reasonable and justified.

Q146) I have one small question, if different departments are submitting proposals from the same hospital do we need to prequalify for each contract submitted or do we prequalify once under the organization only?

A146) If you have different federal ID numbers, you need to pre-qualify separately. If you have the same federal ID number, you would only need to pre-qualify (via Grants Gateway) once for the organization.

Q147) Can funds from the grant be used toward salary for personnel on the program? Training for those personnel if the training is related to services offered to victims?

A147) Yes, funds can be used for salary and direct service trainings.

Q148) I have an RFP question. I'm trying to come up with match for our application. Our program is part of a District Attorney's Office, so a county department. I took a look at the "telephone budget form" and started thinking, the county provides us with IT support, computers, telephones etc. Could we use the cost allocation summary for IT for our department as match?

A148) Yes, you could use a prorated share as match.

Q149) If we are a current contract holder with OVS from the 2014 VOCA grant program, which is expiring this year. Due to our growth and demand for services, we are interested in funding an

additional position. We are wondering if we can request more money than was requested previously.

A149) Yes, this is a new grant opportunity and you may request more money. All expenses must be reasonable and justified.

Q150) Will budget be considered for scope of coverage area? Our program is a NFP located in one county, but serves seven counties for direct care services?

A150) Budgets will be reviewed to ensure the expenses proposed are reasonable and justified. If services are being proposed for multiple counties, that would be taken into consideration.

Q151) Is there a projected cap to proposals or an estimate of available funds per county?

A151) No, there are no projected caps or estimated available funds per county.

Q152) Are applicants allowed to submit more than one proposal to be considered under the competition? If so, are applicants eligible to receive more than one award under the competition?

A152) See A14.

Q153) Can an organization serve as the lead applicant on one proposal and as a partner on another proposal?

A153) Yes, you can submit your own proposal and be a subcontractor on another proposal. Only one applicant can be the lead on the proposal.

Q154) If lead applicants intend to formally collaborate with other organizations in delivering a victim assistance program, what sort of documentation is required to demonstrate the existence of these partnerships? Would a letter of agreement suffice at the application stage to substantiate the existence of partnerships?

A154) Yes, initially a letter of agreement will suffice but during contract negotiations applicants would need to provide OVS with an MOU or a contract between themselves and the other organization.

Q155) We were wondering if you could provide some additional details regarding the eligibility requirements for new applicants and programs.

In particular, we would like additional clarification on the level of prior experience required for applicants to be eligible for funding. On page 14 of the RFA, it states that applicants are “required to demonstrate a record of providing effective services to crime victims,” which “includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.” However, the RFA also suggests that “new applicants” are “defined as victim assistance

programs that cannot demonstrate a record of providing victim services and are not current OVS contract holders” (page 14).

Would you provide us with additional details on what experience new applicants are expected to have in order to be eligible for funding? For instance, an organization has limited experience in providing explicit victim assistance services but has a substantive track record in delivering direct services to underserved populations experiencing victimization (e.g. people with disabilities, older adults, etc.). Would such an organization be eligible to develop new victim assistance programs with VOCA funds?

A155) Yes, an organization would be eligible to develop new victim assistance programs if as the RFA states: All new applicants (defined as victim assistance programs that cannot demonstrate a record of providing victim services and are not current OVS contract holders), must demonstrate substantial financial support from sources other than the Crime Victims Fund. This can be demonstrated when at least 25% of the program’s funding in the year of, or the year preceding the award, comes from sources other than the Crime Victims Fund, which may include other federal funding programs.

Q156) In evaluating applicants’ organizational capacity, will OVS also weigh the experience of applicants’ formal partners? In other words, might new applicants be allowed to leverage the track records of their experienced partners when establishing new victim assistance programs?

A156) No, while we understand formal partnerships are important, your program is evaluated on its own merits.

Q157) Are applicants allowed to include letters of support or similar documentation with their application in order to demonstrate the “approval of [their] services by the community”?

A157) No

Q158) If a proposed program specializes on supporting particular underserved populations (e.g. people with disabilities), would that be sufficient for meeting the “Underserved Victims of Crime” funding priority? Or is it expected that programs supporting underserved populations will also specify particular categories of crime victimization (e.g. victims of robbery, etc.)?

A158) The population served, such as people with disabilities, would qualify a program as underserved. Programs do need to estimate the percent of time to specific crime types under Attachment 2-Priority Categories.

Q159) Can a program propose to address more than one VOCA Funding Priority Category (e.g. Victims of Domestic Violence and Underserved Victims of Crime?) If so, how should this be documented on Attachment 2?

A159) Yes. Complete Attachment 2- Priority Categories with the percent of funds from the proposed year 1 budget that your organization anticipates allocating to providing services to each priority category(s) of the crime population as listed in the RFA.

Q160) In completing Attachment 2, how should applicants handle situations where services are designed to address more than one VOCA Funding Priority? For instance, if a program includes direct services that might support victims of domestic violence and/or sexual assault, how should applicants document the potential overlap in individuals being assisted?

A160) You would complete Attachment 2 with the percent of funds that you anticipate allocating for each priority category.

Q161) We were hoping that OVS could provide some additional guidance on match requirements for new applicants. In the RFA, it states that “at least 25% of the program’s funding in the year of, or the year preceding the award, comes from sources other than the Crime Victims Fund, which may include other federal funding programs” (page 14).

A161) This statement is not referring to Matching funds but how new applicants need to show that they have funding through sources aside from the Crime Victims Funds. Match funds have different guidelines, cannot be federal funds, and need to be either 20% of the project total, or 25% of the total grant funds.

Q162) Would you provide further clarification on the use of “other federal funding” to support the establishment of new VOCA programs? The RFA also notes that “applicants [...] must provide **match from non-federal sources**” (page 14). Are new applicants excepted from the rule of using other federal funding as match? Or are we misinterpreting something here?

A162) These are two different concepts. Other federal funding may be shown on your Annual Funding Form Other Sources to illustrate that you are a viable new program for OVS purposes. Match is a VOCA requirement. New programs are not exempt from match. All matching funds for all applicants must come from non-federal sources.

Q163) Can new applicants partially or fully match VOCA grant funds with the proceeds of fundraisers? If so, would it expected that fundraising proceeds be available prior to the commencement of a contract year?

A163) Yes, programs can use fundraising proceeds for match. The proceeds will need to be available and allocated prior to the end of the contract year that the match is being applied to.

Q164) Would you be able to provide further guidance on how applicants can assign an appropriate value to volunteer time for matching purposes? Are there guidelines that govern how applicants should calculate the value of volunteer time? Is there specific documentation that applicants should provide to substantiate the value of volunteer time to be used as match?

A164) Per the VOCA side by side: *Volunteered professional or personal services*, the value placed on which shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program, but if the similar work is not

performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes. There is no specific documentation.

Q165) Can applicants propose to match VOCA funds with in-kind contributions relating to administrative costs for the program?

A165) Yes, for allowable administrative costs.

Q166) If an applicant is proposing to establish a new program, is it required to have proposed volunteers within the organization by the time of contract execution? Or would new applicants be allowed to recruit or train volunteers at the start of the first year of the contract?

A166) Applicants will be allowed to recruit or train volunteers at the start of the first year of the contract.

Q167) We wanted to confirm that applicants should submit MWBE Utilization Plans with their applications. Is that correct? If so, does OVS have a specific MWBE Utilization Plan form that we should be using? (We didn't see the form on the OVS site.)

A167) See A17.

Q168) Does OVS have a predicted range of awards or average award in mind for the VOCA grant awards?

A168) No.

Q169) I have a couple of general question on this RFP: Is there an award range that we should be award of in applying?

A169) No.

Q170) Are award made and then negotiated with the awardee to meet the budget of the OVS VOCA grant?

A170) See A99.

Q171) Would a private nonprofit agency be eligible to apply for the OVS VOCA grant? Would such an application be competitive or is there a hierarchy of awards?

A171) Yes, they would be eligible. All applications are evaluated on the same scale.

Q172) Applicants are required to demonstrate a record of providing effective services to crime victims – are victims of abuse considered crime victims even when they do not bring their abuser to court? (our elder abuse victims rarely pursue charges against the abuser.)

A172) Yes.

Q173) I understand that VOCA funds are primarily designed to support direct services to crime victims – does outreach to publicize services for abuse victims and community organizations fall under direct services or administration?

A173) See A73.

Q174) I understand from the webinar last week that training (of service providers or criminal justice personnel) is considered a “direct service.” However, I want to clarify that an application that only proposes training (and no other direct service) would be acceptable?

A174) No, direct services to victims must be provided.

Q175) Is there a page limit to the application?

A175) No

Q176) Where would I find the attachments and forms that are referenced throughout the RFA (e.g. the “Volunteer Form,” the “Performance Measurement Tool Form/Attachment C-1” etc.)?

A176) All forms can be found on Grants Gateway under pre-submission uploads, as well as the OVS website under VOCA Victim Assistance Program RFA.

Q177) Question on Attachment #2: Priority Categories I work for a District Attorney's Office and we will work with any/all crime victims. We are capable and willing to work with all victims, but may not always have victims in some categories. Any direction on how to complete attachment 2 so that it equals 100%, but adequately addresses all?

A177) Attachment 2 should be completed based on your estimate of the percent of funds you anticipate using for each priority category. We understand that this is an estimate.

Q178) Will this webinar be archived? I am out of my office this week, away on vacation, and tried unsuccessfully to join. I couldn't get WebEx to work on my computer.

A178) See A142.

Q179) Can you explain “Pro Rated Share “of furniture and or computers.

A179) The costs of furniture and equipment not used exclusively for or by persons funded through OVS grant or match funds must be shared with other funding sources.

Q180) What is the methodology for OVS making awards? Is there a funding cap for the money available in each county and by special population area? Are awards based on the highest scoring programs *within* a county or across the state?

A180) See A130

Q181) Use of subcontractors ie. assistance with evaluation data - are all subcontractors subject to MWBE requirements?

A181) Yes, per the RFA section 5.31 “Eligible expenditures include subcontracted labor or services”.

Q182) Are subcontractors with contracted amounts greater than \$3500 subject to three bids (as indicated in the uniform guidance)?

A182) Applicants are encouraged to familiarize themselves with all of the information provided in section 5.31 of the RFA. MWBE requirements will be discussed with successful applicants post award.

Q183) We have experienced difficulties getting three bids from MWBE approved vendors due to lack of response, what are our options?

A183) Applicants are encouraged to familiarize themselves with all of the information provided in section 5.31 of the RFA. MWBE requirements will be discussed with successful applicants post award.

Q184) Is sole source allowable (as indicated in uniform guidance) and how does it need to be documented?

A184) Applicants are encouraged to familiarize themselves with all of the information provided in section 5.31 of the RFA. MWBE requirements will be discussed with successful applicants post award.

Q185) Annual funding from other sources

- we have not received notification from other funders for new funding for most of the contracts related to this agency initiative
- the program year for other sources is different than the program year for OVS
- based on prior experience, we will not receive notification before April 3
- should we use estimation based on current funding

A185) Yes, estimate based on current funding.

Q186) Insurance - our workers comp and liability insurance policy period is for our fiscal year 7/1-6/30. Will that be a problem with getting prequalification status in the gateway?

A186) These documents are not a part of prequalification, see section 3.2 of the RFA.

Q187) Can other NYS funds be used towards match. ie: OCFS funding?

A187) Yes, NYS funds can be used towards match if the funds are not from a federal funding source and if they are not used as match on another grant.

Q188) Could this grant cover salary for a Professional Education Coordinator who coordinates training for MDT members of a Child Abuse Response Team?

A188) A portion of this salary may be allowable, but justification would be required.

Q189) Could this provide funds to bring in a trainer for our MDT and if so, what fees are covered?

A189) See A90.

Q190) The Instrument for Decisional Abilities (IDA) is a novel client-centered interview tool created by faculty at Weill Cornell and U. Penn (publication describing the IDA and its accompanying training manual is in press at the *Journal of Elder Abuse and Neglect*). The purpose of IDA is to assist APS caseworkers in assessing the decisional ability of victims of elder mistreatment, particularly those who are refusing a critical service. The IDA fills a universally identified gap in caseworker assessments of victims' decision-making abilities. The wider adoption of IDA by APS in New York State would change the practice of how caseworkers evaluate client risk as part of their overall APS investigation and mediate between the competing values of self-determination and client safety. To date, APS workers have participated in pilot trainings in the use of IDA in New York City, Massachusetts and now California (MA and CA supported by ACL), all with overwhelmingly positive reviews for an innovative standardized approach contributing to APS best practice.

Would the grant support the Weill Cornell team in improving and revising the tool and training curriculum, with the goal of expanding the training to APS agencies in selected upstate counties in NYS that have been requesting this tool?

A190) No

Q191) The IDA tool described above has been refined and revised based on feedback from APS workers in New York and Massachusetts. After completing the 3 core steps of the IDA interview, the APS worker is then charged with making an assessment of the client's decisional ability and is encouraged to discuss this assessment with a supervisor. We feel that the juncture at which the APS worker and supervisor discuss the case is crucial to client outcome and therefore warrants further scrutiny. The development of a detailed rubric for supervisors to review IDAs with their workers would add to the richness of that interaction. Evaluation of the rubric would involve comparing the quality of the decisional capacity discussion in worker supervision against the client outcome of the overall APS investigation.

Would the development and evaluation of such a rubric, including training of APS supervisors, be supported by the grant?

A191) Training can be supported by this grant if it is for direct service staff that are part of the program's agency.

Q192) If we are proposing an expansion to services that would take effect in Year 2 (not from year 1). Where in the application should we provide a budget narrative related to those costs? Only Year 1 budgets have a specific field for narratives, but some cost items may only take effect in future years. Should we add fields to the “future funding” years 2 and 3 spreadsheet upload? Or describe elsewhere?

A192) Include additional narrative regarding years 2 and 3 within the project summary.

Q193) I was wondering if you all would be able to provide some insight on how state agencies may apply for this RFA. This is not something we have done before so any help would be appreciated.

A193) State agencies are required to go through the same application process through Grants Gateway as traditional programs.

Q194) Will issues in budget line items (such as including items for which OVS will not pay) disqualify applications or will there be an opportunity to review/revise these if the application is otherwise high-quality / high-scoring?

A194) See A99.

Q195) Are there limitations/guidelines for the length of the elements of the application?

A195) No, there are no limitations. If additional space is needed, please upload applicable documents into grants gateway.

Q196) In the past, OVS has limited in the budget the amount of funding (in FTE) for: supervision of direct services, program administration, financial administration. Are there limitations in the current RFA?

A196) No

Q197) Is there an opportunity for part(s) of an application to be funded while others are not or is each application only considered as a whole?

A197) See A99.

Q198) Is there a back-and-forth process if there are issues/concerns with elements of an otherwise high-quality / high-scoring application?

A198) See A99.

Q199) Will applicants be notified of their priority scores or only whether they have been funded or not?

A199) Applicants will be notified whether or not they have been funded.

Q200) The RFA states that two reviewers will review each application. Who are these reviewers? Are they NYS OVS staff or others?

A200) Both.

Q201) In the **Project Summary** section of the Grants Gateway we are to include information on the following:

1. Problem Statement
2. Proposed Services & Implementations
3. Organizational Capacity
4. Program Evaluation

Is the section **Organizational Capacity -4,000 characters**, to be used **only if** all four components requested in the **Project Summary** Section do not fit in the 50000 character space? The work plan instructions indicate the submission of only one detailed narrative. Therefore, as long as space permits, are we to submit responses on Organizational Capacity in the Project Summary section?

A201) See A1.

Q202) I understand per the Regulations that Forensic Medical Exams conducted by a SANE nurse is an allowable expense. Would the expense of an on-site nurse at a domestic violence agency be allowable when her duties are to photograph & document the victims' injuries - which will not only assist in the criminal prosecution of the perp, but also assist the client in custody, divorce and other family court matters? The nurse would also be providing other direct services to the victims - addressing minor medical issues, connecting them with ongoing medical care, connecting with the victim's primary provider, etc?

A202) See A111.

Q203) Does the cost sharing match need to be provided by the applicant organization, or can a subcontractor to the applicant provide those funds?

A203) All match is the responsibility of the applicant. However, the contractual services category of the budget is an acceptable source of match.

Q204) Regarding the requirement that "all successful applicants must demonstrate that they use volunteers in their program"-does "program" refer to the specific program/services that are being proposed in response to this RFA, or does "program" refer to any services provided by the applicant agency? In other words, if the applicant agency uses volunteers in a program that is not funded by this application, does that meet this requirement?

A204) Yes, there must be a volunteer within the agency.

Q205) Can you please confirm that the only program specific questions to answer in the Grants Gateway portal are the project title and confirmation that the application must be submitted prior

to the deadline? In the last round of this grant competition there were many program-specific questions, like what is typical with other state grant applications. Can you please confirm that all of the narrative regarding the proposed program is to go into the Project Summary section of the Work Plan?

A205) See A1.

Q206) During the bidder's conference, it was stated that it is ok to exceed 50,000 characters for the Project Summary (entered into the Work Plan Overview), and that that could just go into the Grantee Document Folder. If the applicant's Project Summary narrative exceeds 50,000 characters or they want to provide a narrative that is formatted better than what is possible to do in the Grants Gateway portal, should they just enter "See Grantee Document Folder" or similar into the Project Summary field and upload the Project Summary in its entirety into the Grantee Document Folder, or should they enter 50,000 characters of text in the Project Summary Field and then only put the excess text into the folder? I know this is an unusual question, but in my experience, it hasn't been typical to not have any program specific questions to answer, or to put all of the detailed program information into the Project Summary and also to be allowed to exceed 50,000 characters for this section.

A206) See A97.

Q207) The Organizational Capacity response field of the Work Plan Overview seems like it would just be a reiteration of the Organizational Capacity section of the "grant narrative" which will go into the Project Summary field. Is this ok, or are you expecting something different for the distinct Organizational Capacity section of the Work Plan Overview?

A207) See A1.

Q208) Are applicants welcome to add additional documents into the Grantee Document Folder, such as supplemental information? Will these be reviewed?

A208) Any information that the applicant deems important to their application can be submitted into the grantee document folder. As stated in A157, letters of support should not be submitted.

Q209) If the applicant is to use either their federally-approved indirect cost rate OR the de minimis rate (if they don't have a federally-approved rate) to request funds for indirect costs, why are space/property, utilities, and operating expenses broken out as separate line items in the budget as well as broken out on attachment b (space and phone), instead of just having one line for indirect costs? Are we supposed to calculate the indirect costs using whichever rate applies to us, and then break out that sum among those three line items? Or is the applicant allowed to just calculate their lump sum for indirect costs and enter it into the Operating Expenses line as "indirect costs per [type] rate" only?

A209) See A44 & A110. If you do not have a federally negotiated indirect cost rate, you may use the De Minimis rate form to determine what may be charged.

Q210) The Problem Statement requires the applicant to address gaps in service and what is preventing them from providing the best possible services. Per the Evaluation Instrument, the applicant will lose points if they don't identify gaps in service or barriers to providing the best possible service. What if the applicant is already running a good program and simply needs to renew their VOCA funding to continue providing a good program? It seems like the catch-22 of grant funding, where if you are providing a program that addresses the problem, you risk not being funded again because your program is no longer innovative or addressing a new problem.

A210) Existing programs that are providing services to victims of crime will not lose any credit for not proposing an innovative or new problem to serve. It is not the intent of OVS to only fund new and innovative programs.

Q211) In the pre-populated Objective 1 in the Work Plan Properties form, Objective Description has been left blank and the applicant cannot update it. Do you not expect descriptions for additional objectives that the applicant may add?

A211) No we do not expect descriptions. Please complete the Performance Measurement Tool/Attachment C-1 and as the one mandatory performance measure "anticipated number of individuals assisted in completing the application".

Q212) Since the required objective found on the Workplan Properties page is just a restatement of the first performance measure on attachment C-1, does this mean that you expect all of the applicant's objectives to just be restatements of the C-1 performance measures for the services that they intend to provide?

A212) Yes.

Q213) Can you please clarify what you are expecting from the evaluation process for this grant, especially since grantees can use funds for an external evaluator? All of the performance measures on attachment C-1 are process objectives (i.e. "we will serve 75 people"). The only thing to evaluate from this would be whether or not the grantee served the number of people they proposed to serve for each performance measure, which current grantees already do on their own via their reporting. Are you expecting applicants to propose their own outcome objectives and performance measures for their programs beyond what is required in attachment C-1, and to evaluate effectiveness of meeting their own additional objectives? Would this even be allowed, such as for an innovative program or service? Or are you just looking for applicants to discuss how they will monitor progress toward meeting the targets they propose in attachment C-1, and they can use an external evaluator to monitor that?

A213) See A54.

Q214) We have been asked by our community to also serve Victims of Sexual Assault. Within this new RFP could we roll all of these Priority Areas into one program and have dedicated staff with specialized training and evidence-based models serving the specific priority areas ie. 6 staff of which 2 would service Victims of Sexual Assault (VSA), 2 who would serve Victims of

Domestic Violence (VDV) and 2 who would serve Victims of Child Abuse (VCA) and indicate that 33% of the services would address VSA, 33% would address VDV and 33% would address VCA ? or do we need to submit 3 separate applications differentiating between the priority areas?

A214) See A14.

Q215) Relatedly, we can't seem to find Attachment 2 that is referenced in the RFP as the form to use to identify our Priority area percentages. Where can we find that?

A215) It's under pre-submission uploads on Grants Gateway and on the OVS website under VOCA Victim Assistance Program RFA labeled Attachment 2- Priority Categories.

Q216) In the past we were restricted to including only a small percentage of the supervisor's time in the budget. Are we correct that the program supervisor's full salary can be included if 100% of their time is dedicated to supervising staff served by this grant?

A216) Yes, if justifiable.

Q217) Similarly, in the past I believe we were bound by specific administrative percentages that could be included in the budget. This RFP seems to encourage us to keep those costs to a reasonable minimum but does not specify a percentage. Is that correct?

A217) Yes.

Q218) Our county requires we comply with civil service requirements for the hiring of Crime Victim Advocates. A civil service test is being offered in March of this year but we won't know for several months what the test takers' results are, and therefore who is eligible to be hired under this grant if we receive it. If we allocate money in our year one budget for hiring staff and then are not able to hire that many due to the test results, or if there is a lag in hiring employees to be funded under the grant, can the salary cost allocated in the year 1 budget be reallocated to other operating costs and the salary costs for year 2 and 3 be increased? What is the procedure for changing the budget requests once the application has been submitted?

A218) There is the opportunity to submit a Budget Amendment Request (BAR) to move funds for the current budget year. Once executed, funds cannot be moved from one year to another. The BAR procedure will be available on the OVS website.

Q219) Please explain what the 4 VOCA required allocations are, and what this means for the application? Does it mean that each of the 4 categories should be addressed in the work plan, meaning, how we will provide services to victims in one or more of those 4 categories? Can more than 10% of the requested funds be allocated to service victims in each of those 4 categories?

A219) Please refer to section 5.5 of the RFA. Applicants are not required to apply for funding for more than one funding priority. More than 10% of the requested funds can be allocated to service victims in each category.

Q220) In the narrative section, should each section be specifically delineated within the narrative— meaning, a separate heading for the problem statement, the proposed services and implementation, the organizational capacity, and the program evaluation?

A220) It is at your discretion.

Q221) Can the grant cover salaries or training costs for prosecutors or investigators who serve on multi-disciplinary teams, based on the percentage of time they spend on this work as part of their work day?

A221) Yes, per section 94.120(a) & 94.120(c) of the VOCA regulations.

Q222) Can we use grant funds to contract out for clinical services that we don't provide in-house, for example, a therapist to lead support groups, or for other professional services such as translators or transportation services for victims or witnesses to come to court?

A222) Yes.

Q223) Our program/organization has many volunteers. Does that fact and the name of a volunteer and their hours, regardless of the type of client problems they assist us with, suffice for us to be eligible? Or must one volunteer be engaged in the proposal work or in OVS ELIGIBLE ACTIVITIES?

We are asking because:

- Section 94.113 states in the comments that OVS agrees “**that the use-of-volunteers provision applies to programs, not individual projects**” and that a “**project means the direct services project funded by a grant under this program**” which sounds like volunteers working with our organization in any type of client work, victim or otherwise, is sufficient for eligibility. However,
- Section 94 states volunteer services to be substantiated “**generally...timesheets substantiating time worked on the projects**” This seems to contradict the prior statement about programs.

A223) There must be a volunteer within the agency. If you wish to use volunteers as match, they must be working on this project.

Q224) As part of my proposal, I am requesting funds for an additional hire. When doing the budget, I am putting in the new hire's salary and some fringe. When doing year 2 and 3, I would have to continue the same assumptions, is that correct?

A224) Yes, you would have to put the appropriate salary and fringe in the budget for years 2 and 3.

Q225) Is there a specific definition or model of transitional housing we should use and/or services that must be provided under this model?

A225) No. Applicants are encouraged to review section 94.119 (k) of the VOCA regulations.

Q226) Is there a time frame for how long survivors can stay in transitional housing paid for with these funds? Or can that be determined by the program and local needs?

A226) The timeframe can be determined by the program and local needs.

Q227) Can grant funds be used for all elements of transitional housing such as: program staff to provide advocacy and case management, rent subsidy, moving expenses, etc?

A227) Yes. See A225.

Q228) Purchase and leasing of vehicles is now an allowable cost. Are there limits on the type of vehicle that can be purchased or leased? Will only staff funded by OVS be allowed to drive the vehicle? Will we be able to fund other expenses related to the vehicle, including repair, insurance, and gas?

A228) See A7. Luxury vehicles are prohibited. Vehicle requests must be reasonable, justified and pre-approved by OVS. Vehicle operating costs can be billed to OVS using either mileage or actual expenses. If charging actual expenses, costs must be prorated if non-OVS staff are driving the car. VOCA funds can also cover the prorated cost of gas, maintenance and other expenses relating to the vehicle. Mileage logs are required to be kept in the vehicle in order to confirm the mileage has been adequately prorated and reimbursements are for VOCA related activities. Gas and other maintenance costs should also be tracked and properly prorated if the vehicle is used for multiple projects.

Q229) On page 24, under section 5.4 Funding Purpose, ‘Automated Systems and Technology’ is listed as an allowable cost. Can you provide examples of what automated systems and technology is allowed?

A229) Section 94.120(e) of the VOCA rules provides many examples of VOCA allowable automated systems and technology. The OVS grant may be charged only the prorated share of the expense if the automated systems and technology items are not used exclusively for victim-related activities.

Q230) Section 5.26 says ‘the data must be analyzed and reported to OVS. The frequency with which the program will report to OVS the analysis and corresponding conclusions of the analysis will be negotiated with successful applicants’ – will this report be distinct from the PMT report?

A230) Yes.

Q231) Under Allowable Sub-Recipient Administrative Costs, could we include funding to purchase evidence-based victim assessment tools that will be used to support direct services?

A231) Yes, however this cost may be prorated.

Q232) Can you please confirm that in the portal's budget form, applicants should enter separate line items for each type of fringe benefit and the lump sum cost of that particular benefit for all positions combined, rather than entering separate line items for each position and the lump sum benefit cost for each?

A232) Yes, enter the lump sum for all positions and fill out the fringe form in attachment B budget worksheets.

Q233) I am looking to clarify MWBE requirements for municipalities. It states that eligible expenditures include the value of the whole grant. Are there any exemptions allowed? Usually personnel costs and fringe, travel, and postage expenses are not included.

A233) See A17

Q234) For those agencies that currently have a VOCA award, does OVS anticipate a potential time gap between current award ending and new contract execution?

A234) No, current contracts end 9/30/2019 and contracts awarded under this RFA will start 10/1/2019.

Q235) If awarded the grant, will our agency be reimbursed for funds expended during the award period before the contract has been fully executed

A235) The contract start date will be 10/1/19. Therefore, all allowable expenses from 10/1/2019 forward will be reimbursable.

Q237) Is there a cap or a guideline regarding what percentage of grant funds can be used for activities supporting direct services or for administrative costs?

A237) See A79.

Q238) Are applicants required to submit MWBE forms with their applications?

A238) See A17.

Q239) We currently have a part-time case manager under the grant proposal that was offered for 2018- 2021. We would like to seek to make that position full time and due to civil service pay scales we could only apply for this to be a part-time position based on the personal service compensation offered to us at that time. If we wrote for a full-time case manager in this new

RFP and our current employee was placed in that position, what happens to our remaining contract? Do we continue to try and fill that position with another part-time position or end that contract?

A239) This is up to the program's discretion and justification.

Q240) We are a comprehensive government based program that has co-located advocates with law enforcement and probation. This is an extremely successful model as it first meets the crisis needs of crime victims at key entry points in the criminal justice system but also continuously educates other service providers about OVS, advocacy services, and issues related to crime victimization while having staff supervision using a singular protocol. With that said, we are always asked to provide more and meet more needs. We wish to fill a very serious gap that we have identified and that is crisis and long term trauma counseling for all our clients. Having served nearly 650 victims last year, and nearly 300 this first quarter, would OVS consider an application for funding a full time therapist co-located at our county MH Department? This is the same concept we are doing with our advocates. It is our employee, doing all of our work for all of our clients, co-located in another county department. We would ask that this therapist provide two days of care to children at our CAC. We are members of the MDT with them and we share cases. This is direct service and the supervision comes from the MH department.

A240) Yes, this is allowable.

Q241) Can you confirm that OVS will give appropriation language through a MOU if funds are to be awarded to a state agency?

A241) Yes.

Q242) Is outreach to other professionals who work with crime victims allowable?

A242) Outreach is allowable when used to identify and inform crime victims of their specific rights and services and provide them with (or refer them to) services and assistance.

Q243) Is consultation with MDT members regarding services for crime victims allowable?

A243) Yes.

Q244) In the Workplan Properties Section, please explain what is meant by DATA CAPTURE TYPE.

A244) In the drop-down box, please select integer and enter a number in the performance measure integer field.

Q245) Regarding rent as an allowable match... If an agency owns a building, does not pay rent or a mortgage, can the "rental value" of the building be used as match? If so, does an

independent appraisal of comparable space and facilities need to be done prior to the RFA deadline or by the start of the contract (10/1/2019)?

A245) No.

Q246) In the Gateway, what should we be putting into the Grantee Document Folder?

A246) Nothing is required during the application process.

Q247) Do you expect to conduct an OVS conference, if so when and for how many days? What will be the attendance expectations 1 or 2 staff members? Other requirements?

A247) OVS will be holding a conference November 19-21, 2019 in Albany NY. There will be a registration fee and additional information will be forthcoming. OVS always encourages funded programs to budget for OVS conference attendance for some staff, but this is not mandatory.

Q248) If money for staff education is requested, Does OVS have to approve the actual education prior to staff attending. All education or training would be relevant to working with crime victims, trauma care etc.

A248) OVS requires prior approval from OVS for all training that will be charged to the grant.

Q249) In regard to transitional housing, would hotel stays until the individual could return home be considered transitional housing? Some examples are individuals who need to travel back to home state or country, may be waiting for a lock change or an assailant to be removed from the home.

A249) Yes, when necessary for the safety and well-being of a victim.

Q250) Can funding be used to create a more therapeutic environment in our SAFE exam room? Purchases would be to provide a more healing environment such as pictures, aromatherapy and amenities

A250) It may be allowable with prior OVS approval.

Q251) Could we purchase phone chargers for individuals to use while in hospital or coming to sessions?

A251) Yes.

Q252) Are there any formatting requirements (e.g. font size, page limits, spacing, etc.) for the Workplan Overview/Project Summary narrative or any other proposal narrative sections.

A252) No.

Q253) Do applicants need to submit proof of Workers' Compensation and Disability Insurance along with their proposals?

A253) No. These will be required during contract negotiations for successful applicants.

Q254) Should applicants submit proof that they've recently completed a Vendor Responsibility Questionnaire with their proposals?

A254) No, this will be done during contract negotiations for successful applicants.

Q255) If appropriate, can VOCA funds be used to secure the services of external evaluators to help assess and measure the impacts of services?

A255) See A39.

Q256) What counts for the match, can it all be in-kind or is there a cash (non-federal) minimum for the match?

A256) Match can be in-kind, cash, or both. It cannot be money from other federal sources.

Q257) Are there restrictions on what in-kind expenses can or cannot count towards the match?

A257) All match must be for VOCA allowable expenses and come from non-federal sources.

Q258) Can donated space count towards the match? Example, if we operate programs in a space provided by a partner and not charged rent?

A258) Yes.

Q259) Of the four priority areas, can a program concurrently "count" (and weighted) as more than one, or programs be considered one and only for scoring purposes?

A259) Applicants can apply for more than one priority category. Applicants will be scored based on priority category and priority category will be in accordance with percentages reflected in Attachment 2.

A260) How does the priority weighting affect scoring once the points for each section have been awarded?

A260) Please see the last paragraph of section 4.1 of the RFA. Scores will be weighted by factors assigned to priority categories until a VOCA mandated 10% allocation has been met for each priority category. Eligible applications will [then] be ranked in order of overall weighted score from highest to lowest.

Q261) What if you are a new applicant to the VOCA program AND also have record of providing victim services? What is the match requirement? Are you still considered a new program?

A261) See A161. Yes, you would still be considered a new program.

Q262) What is the De Minimis rate? Is it a specific rate or one we calculate/propose ourselves? How is it different from a Federally negotiated rate?

A262) The De Minimis rate can only be used by a program that does not have a federally negotiated indirect cost rate. See the form De Minimis Rate Form for the De Minimis calculation found in the pre-submission uploads section of Grants Gateway.

Q263) How will the %'s for OVS services provided be applied in the coming grant year? The first two years of the grant there was a set % that was applied to all OVS covered employees' activities – the last few years the % was applied to each individual. Can you share how this will be applied in the coming year?

A263) While we do not understand the question posed, the process that OVS will be using going forward is not the process that was used for the 2014 RFP.

Q264) Are we able to provide trauma therapy services to victims of crime from therapists that are not covered under the OVS grant to bill OVS through a client's OVS claim.

A264) If the therapist that is providing the therapy is billing OVS compensation for the sessions, then those services should not be counted under the grant. A therapist that is funded by the OVS grant should not be charging OVS compensation for the sessions.

Q265) On page 29, Section 5.26 references Evaluation Plans, but there does not seem to be a form to complete or an area to upload a Plan. What information should we submit with the application? Do we include our plans for evaluation within the Project Summary box of the application? And/or does a more formalized plan get developed and implemented once funding is awarded?

A265) See A45.

Q266) Is there a cap on funding?

A266) There is no cap but all expenses should be justifiable.

Q267) Are there any disallowed costs?

A267) Refer to the VOCA side by side for allowable expenses. Any items not VOCA allowable will be disallowed.

Q268) Can state funds be used for match? Can other OVS funding be used as match?

A268) State funds can be used for match as long as they're not used as match for another grant. Other OVS funding cannot be used as match.

Q269) What is the difference between Administrative Costs in the application and Indirect Costs as outlined in an applicants' Federally Negotiated rate? Our assumption is we can charge some level of direct support Administrative Costs to the proposal budget, while also budgeting for Indirect Costs at our Federally Negotiated Rate. Is there a on Indirect Costs, described as "the amount prescribed by VOCA for training and administration?"

A269) See A110.

Q270) We believe the following to be correct; please confirm or correct/clarify:

A grantee can request indirect costs on the grant project according to their federally negotiated indirect cost rate (ICR), or if a grantee does not have a federally negotiated ICR, then the grantee can request 10% de minimis indirect costs on the grant project's MTDC Base Expenditures, calculated according to the "Indirect Cost: De Minimis Rate Calculation" form provided.

In addition to the indirect costs above, a grantee may also request direct VOCA Administrative Time costs for time/effort on the following:

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

A270) This is correct.

Q271) Can rent from the child advocacy centers be used towards the match?

A271) See A41.

Q272) If we are already receiving OVS funding do we need to be pre-qualified?

A272) Yes.

Q273) Can travel be used towards the match?

A273) Yes, if the travel is for VOCA allowable purposes.

Q274) Can interns total time be used towards the match with both direct and indirect services being provided?

A274) Interns time can be used as match if they are providing services that are VOCA allowable.

Q275) We are a large rural area with a regional program. Can there be a available OVS funds for mileage reimbursement in addition to there being a vehicle for the site. Intention that mileage would be used for when vehicle is being used by another staff member in the field?

A275) Yes, mileage can be paid if staff member is not using an OVS funded vehicle.

Q276) Can OVS funds pay for a SANE nurse training course?

Can OVS funds pay an hourly rate for a SANE nurse to shadow a Doctor?

Can OVS funds pay for the travel and lodging for a SANE nurse to travel to complete her shadow hours?

A276) If the individual is an already certified SANE, trainings and travel to trainings would be covered with prior OVS approval.

Q277) Would a part time Assistant District Attorney be a position that could be OVS funded?

A277) Per section 94.122(c), prosecution is VOCA unallowable. However, an ADA performing VOCA allowable services, can be funded, in part, with VOCA funds.

Q278) Can OVS funds pay the fees to bring a presenter to the area for education related to victims? Any limits?

A278) No.

Q279) Can OVS fund be put towards food at an event where there is education related to victims? Any limits?

A279) No, food for this purpose is not a VOCA allowable expense.

Q280) Can rental space be paid for with OVS funds? Any limits?

A280) See A41.

Q281) Can Equine therapy sessions be OVS funded? Any limits?

A281) Yes, if therapy is for victims of crime. Therapy costs must be reasonable and justified.

Q282) Can Play Therapy sessions be OVS funded?

A282) Yes, if therapy is for victims of crime. Therapy costs must be reasonable and justified.

Q283) Would the payment for an NMT evaluation be contractually paid for through the CAC?

A283) Yes.

Q284) Can OVS funds pay for a mental health counselor?

A284) Yes, if they are providing direct service to crime victims.

Q285) Can these funds be used to train this mental health counselor?

A285) Yes, if they are providing direct service to crime victims. All training requires prior OVS approval.

Q286) Can funds be used to run a youth and problematic sexual behaviors group or get someone trained in it?

A286) See A108.

Q287) Is there be a limit on the timeframe in which the victimization occurred? For instance, could funding be used to assist victims of violence that had occurred over 3 years ago? 5 years ago?

A287) There is no limit.

Q288) Can individuals who are currently incarcerated at local (County) jails be served under this program?

A288) Yes, they can if the person was a victim of crime. Only services related to the victimization are allowable.

Q289) Are there geographic boundaries for service provision? For instance, could one provider serve a subpopulation of victims across the boundaries of 4 small cities?

A289) Yes, one provider could serve across the boundaries of a number of cities.

Q290) Is there a minimum or maximum amount for funding requests?

A290) See A88.

Q291) Program is asking if they already have full time attorneys on a current grant, if they want to request funding for the same attorneys in the upcoming RFA, will that affect their chances of funding?

A291) See A40 and A95.

Q292) Program currently has subcontractors on their grant, who submit information to the program so the program can generate the required OVS monthly reports. Program wants to

know if it's possible to have the subcontractors on their own grant (and not the program's), but still work for them, so that they no longer have to do the reporting for their subcontractors.

A292) No.

Q293) Under our current OVS contract, when our OVS-funded staff work overtime hours we do not get reimbursed for those hours. In this new RFA, will reimbursement for overtime hours for OVS-funded staff be an allowable cost? And, will we be reimbursed if an OVS-funded staff works overtime in one pay period and then less time in a future pay period to remain within their allowable hours?

A293) This would be an allowable cost as long as overtime is a line item on the program's budget.

Q294) Is the purchase of a victim services database or subscription to a victim services database an allowable expense?

If yes, which budget line should it be put under?

A294) See A229. This item would either go under Operating Expenses or Contractual, depending on the circumstance.

Q295) Is there a limit on the size/amount of grant funds that can be requested per proposal?

A295) See A88.

Q296) If we submit one large proposal (that would in effect blend multiple current contracts into one to reduce administrative costs/time) could we have 2 supervisors? For example, we would like to submit one proposal that would include about 14 direct service providers and to maintain quality supervision and service we would want to have two teams of 7 direct service staff and 1 supervisor each. Is that acceptable?

A296) Yes, as long as it is justified.

Q297) I am writing with a question regarding the current RFP. In the last round, we submitted separate applications for domestic violence and sexual assault as we were advised to do. We heard very clearly that there is no need to do separate applications for the current round of funding. If our services fit under several priority areas (domestic violence, sexual assault, elder abuse and possibly underserved), how will reviewers be including a single application in consideration for all four pots of funding? Can you please advise?

A297) Your project narrative should include all information for all priority categories that you are applying. In addition, our evaluation methodology will account for multiple priority areas based on information you provide in Attachment 2-Priority Categories.

Q298) Is there a maximum funding request amount per year or for the three-year grant period?

A298) See A138.

Q299) Will the allowances for administrative and non-personal service costs remain the same as in 2018?

A299) See A79.

Q300) Do we need to upload any supplemental materials (resume, job descriptions, etc.) on consultants we are proposing to include in our project (clinical supervisors, evaluators, etc.)

A300) No, additional material may be requested during the budget negotiation period.

Q301) Question 16 of the RFA dictates that all applicants must complete a Letter of Certification stating that we “provide annual sexual harassment prevention training to all of its employees”? We are a provider of nearly 1,200 employees and do not currently provide this training to all employees. Is this an agency-wide expectation, or just a requirement for direct program staff?

A301) See A112.

Q302) Are there narrative requirements regarding page length and/or character limits per section?

A302) See A25.

Q303) We serve family, friends and neighbors in the lives of NYS-elder abuse victims. They are (secondary) victims needing assistance to deal with the impact of their own victimization experience, and they are each also involved in helping to stabilize the lives of NYS-residing elder abuse victims. Some of these (secondary) victims reside in NYS, others do not. The services we provide to these (secondary) victims are: info and support to help them make reports to NYS APS and law enforcement about the NYS-residing elder abuse victims they are assisting; emotional support; information about elder abuse dynamics and elder abuse response services; referrals to help them with their distress; etc. Is this a fundable service under the RFA?

A303) Yes.

Q304) If a citywide agency has multiple borough offices providing direct services to crime victims, can that citywide agency submit a RFA for a citywide director position to oversee and provide supervision for direct services provided in all borough offices?

A304) Yes. This position may be allowable with appropriate justification.

Q305) We want to apply for operating expenses related to a facility dog to improve the delivery of direct services including in-person counseling and accompaniment. A social worker will be the designated dog handler. Should OVS not agree with the operating expenses related to the facility dog, but agree with everything else, how will this affect our ability to receive funds for everything else.

A305) See A99.

Q306) If the program receives funding, must we submit renewal paperwork every year via Grants Gateway?

A306) Yes, there will be a renewal process that will be required to be completed on an annual basis via the Grants Gateway.

Q307) If we need to request a budget amendment in the grants gateway, do we have to fill out the OVS BAR forms and upload them?

A307) No, the traditional OVS BAR forms will no longer be used. Please refer to section 8 of the “Vendor User Guide” that is found in the pre-submission uploads section of the Grants Gateway for more information.

Q308) Will we need to submit yearly renewal paperwork on Grants Gateway?

A308) See A306.

Q309) I’m looking for clarification, at the webinar held on January 30th it was said that the grant cannot support medical cost associated with child abuse. What type of cost are your referring too? Is it the cost of the exam itself that cannot be supported by the grant?

Can you clarify what medical cost associated with child abuse are not supported by this grant?

A309) VOCA funds cannot support medical costs resulting from a victimization, except for emergency medical costs denoted in 94.119(a)(9) and for forensic medical examinations.

Q310) Can programs request funds in their RFA to cover the cost of towing and impound fees for victims when the victim’s vehicle is directly involved in a crime? When vehicles are deemed evidence in a crime, they are impounded. If the vehicle belongs to a crime victim, that victim is burdened with paying to retrieve their own property once the vehicle is released by the police and/or District Attorney’s Office. This fee can be substantial and places an additional hardship on victims. In addition, towing that vehicle to the impound facility adds additional fees that the victim is also responsible for.

A310) Yes, as stated in the VOCA regulations, section 94.119 (e) (8), assistance with recovering property that was retained as evidence would be allowed.

Q311) We have designed a first-of-its-kind, multi-disciplinary Emergency Department (ED)-based consultation service available 24 hours a day 7 days a week to assess, treat, and ensure the safety of elder abuse / neglect victims while also collecting evidence when appropriate and working closely with the authorities. We plan to expand this program to provide consultations within the in-patient hospital units and to provide consultations to other EDs/hospitals in New York State via tele-health. We are excited about the potential for NYS OVS to provide funding to our unique, innovative program.

We have questions about what are allowable expenses:

We understand that the VOCA guidelines do not allow medical costs, other than emergency medical costs and that (at least the guidelines) restrict forensic medical exams to assessment for sexual assault. We believe, but wanted to confirm, that the services our program provides are allowable direct services costs:

- The ED program we are planning to propose would utilize OVS funds for a specialized medical provider available on-call to respond when consulted about an older adult in the ED who has been identified as a possible victim of crime / elder abuse, neglect and/or financial exploitation.
 - This provider would provide advice via the telephone to ED medical team and would also, depending on need, evaluate the older adult patient face-to-face. The face-to-face evaluation would include a history, physical exam, comprehensive documentation of all findings, and photographs, as appropriate.
 - An assessment for potential sexual assault/abuse is made in every case, as many of the victims we serve have cognitive impairment and are unable to report victimization. Thus, this assessment may be considered to have a forensic component.
 - Additionally, the medical provider would provide supportive counseling to the victim as appropriate. The assessment made by the medical provider from our program is in addition to the evaluation made by the primary ED medical team, who are assessing and managing acute injuries and illnesses. Neither the patient nor their insurance is billed at all ever for our program's involvement in their care.
- We believe that this critical aspect of our program is allowable because: (1) the care provided is in the emergency medical setting, an exception to medical care not being allowable; (2) the specialized medical provider is not providing regular medical care (which is being provided by the primary ED team) but a supplementary expert consultation; and that (3) this unique service is not billed to the patient or insurance.
 - We believe that the consultations we plan to provide in the future after expansion of our program within the in-patient hospital units and via tele-health to other EDs/hospitals in New York will be allowable for the same reasons described above: because: (1) the care provided is in the emergency medical setting, an exception to medical care not being allowable; (2) the specialized medical provider is not providing regular medical care (which is being provided by the primary team) but a supplementary expert consultation; and that (3) this unique service is not billed to the patient or insurance.
- We also believe that the “forensic” component of the assessment is also allowable, as (1) we assess for potential sexual assault/abuse in all cases; and (2) this unique service is not billed to the patient or insurance.

Can you confirm that our understanding is accurate or clarify whether costs for any aspects of our program would not be allowable?

A311) As described, these services would be an allowable use of this funding. Applicants should refer to VOCA regulations section 94.119 (a)(9).

Q312) We recognize that there is a requirement that each applying program include the participation of at least one volunteer and that, to reflect this, the Volunteer Form should be completed. Must the volunteer be involved with direct services to victims? Must the volunteer participate directly with the program, or could the volunteer be involved with the organization and not the program directly, e.g., be a Board member of the organization? If the volunteer must be directly involved with the program, is there a minimum amount of time that the volunteer must devote to the program? Can you explain what information should be entered within the "Time Used as Match" box within the Volunteer Form? Is this a Yes/No question or should we record the amount of time the volunteer is anticipated to devote to the program? Is it necessary for a volunteer's time (even if a small amount) to be used as a match?

A312) It is not necessary that the volunteer provide direct services to victims. A Board member could be a volunteer when they are performing volunteer-like tasks (i.e. dispensing brochures out at a tabling event, fundraising, etc.). Their time attending board meetings should not be counted as volunteer time. There is not a minimum amount of time that a volunteer must devote to the program.

If a program chooses to use the volunteer hours to help meet the match requirement, this form would need to include the number of hours that will be used towards match. It is not necessary to have volunteer's time for match. However, VOCA requires that there is a volunteer within the agency.

Q313) If an application includes budgeted costs that are determined by the NYS OVS reviewers to be non VOCA-allowable, is the entire application disqualified, or will the rest of the application be considered with the possibility that other portions may be funded?

A313) See A99.

Q314) Per the RFA, new applicants must demonstrate substantial financial support (at least 25% of program's funding) from sources other than the Crime Victims Fund "in the year of, or the year preceding the award?" We are seeking clarification on this. 1) Does this mean that there needs to have been non OVS funders for a program before applying to this RFA -- or does it mean that this support should be built into the budget for Year 1 - or does it mean something else? 2) If support should be built into the Y1 budget, is the "at least 25% of the program's funding" in addition to the match or part of the match? 3) In "at least 25% of the program's funding," is "program's funding" intended to be the total of the proposed Y1 program costs (including the Personnel and Non-Personnel charged to OVS as well as the match contribution)? 4) Please provide information where in the proposal applicants are to demonstrate this financial support from sources other than OVS, and what type of documentation OVS would like to see regarding this.

A314) New programs must demonstrate that 25% of the program's funding in the year of (2019) or the year preceding the award (2018) came from sources other than the Crime Victims Fund.

1) The new program must be able to demonstrate that they have adequate funding other than through the Crime Victims Fund.

2) The funding can be either additional funding or part of your match funding.

3) It is meant to be 25% of your programs total funding for this project.

4) The program should complete the "Annual Funding from All Other Sources" form that is part of the Pre-Submission Uploads.

Q315) We understand that previous limits in the amount of amount of allowable funding (in FTE) for supervision of direct services and program administration have been removed as long as the requested funding is reasonable and justified. Is the same true for financial administration or is there a limit on allowable funding (in FTE) for this?

A315) Yes, the limits have been removed, however, funding for all positions must be reasonable and justified, including financial administration.

Q316) Is there an opportunity for part(s) of an application to be funded while others are not or is each application only considered as a whole? (We actually previously submitted this question immediately before the webinar but are also including it here to make sure you had it --thanks)

A316) See A99.

Q317) We see you have included "Forensic Medical Exams and Interviews" (p. 23): Can we include the cost for training Forensic Examiners to be DOH certified, advanced certified by IAFN, and/or continuing education required to maintain DOH certifications?

A317) No.

Q318) Regarding the Priority Categories (Attachment 2): please define/advise the difference between: A.2 Child sexual abuse and C1. Child sexual assault.

A318) The difference is the priority category that your program will be serving. A2 is under the Child Abuse priority category and C1 is under the Sexual Assault priority category.

Q319) Will the grant cover expenses required to initiate and provide a Programs for Alleged Perpetrators of Domestic Violence (specifically individuals mandated by the court)?

A319) No, funding cannot provide services to alleged perpetrators.

Q320) Per page 23, "Public Awareness presentations that are made at schools...needed services" are Direct Services that can be included. Where would this data (i.e. number of attendees at our

presentations) be recorded on Attachment C-1? We were thinking: "A.2. Information about victim rights, how to obtain notifications, etc." but would like your confirmation.

A320) See A82.

Q321) Can you provide a firm definition for a "forensic" medical exam, what does this include? Reimbursement for this is only allowable for sexual assault, however our teams evaluate patients - what evaluative services are allowable given potentially broad definition of forensic medical exam?

A321) See A23 and A111. See also VOCA regulations 94.119 (g) and (h) and page 36 of the VOCA Side-by-Side.

Q322) What emergency medical services can be budgeted to program?

A322) See A309.

Q323) How can sites meet the volunteer requirement?

A323) This is dependent on the program and its use of volunteers. Some programs utilize volunteers to answer phones, hand out brochures at events, stuff envelopes, use local college interns, etc.

Q324) How will unallowable budgeted costs affect the application? Will they "disallow" those costs or completely disqualify the proposal?

A324) See A99.

Q325) Is there a formula for setting goals related to "Providing assistance in completing a victim compensation application?" Meaning, how do we know how many applications we will be required to complete during the contract year? Is this number tied to the monetary value of the contract or by some other means?

A325) See A85. There is no correlation with the award.

Q326) How would reporting change when merging DV/SV contracts? Would it just be victims?

A326) Reporting will be addressed with successful applicants.

Q327) Are cell phones now considered an essential cost?

A327) Cell phones and related expenses for both staff and victims must be reasonable and justified.

Q328) Are security system monitoring fees allowable?

A328) Security system monitoring fees and related expenses are allowable for a victim assistance program when reasonable and justified. The OVS grant may be charged only the prorated share of the security costs if not used exclusively for victim-related activities.

Q329) Are housecleaning services for shelters/safe houses for the benefit of the victims an allowable cost?

A329) Maintenance costs, while allowable, may need to be prorated on the OVS grant.

Q330) Are administrative fees for clients to retrieve essential documents (DMV, Birth Certificates, Social Security, etc..) allowable?

A330) Yes.

Q331) Is purchase of vehicle for client transportation (driven by Agency staff) allowable?

A331) Yes.

Q332) Would it be allowable to lease a shelter/safe house location?

A332) Yes, this is allowable but must be reasonable and justified.

Q333) Can we apply to provide services in another county where there is a different agency providing the same service? (hypothetical: If Agency1 provides SV in one County, can they apply for a contract to offer SV services in an adjacent county where Agency2 provides SV services as well?) Would it also matter if both agencies currently have OVS funds?

A333) Yes, you may apply to expand your services in an adjacent county. Your proposal should include justification to support this expansion.

Q334) Is purchasing a projector for violence prevention presentations an allowable cost?

A334) While the purchase of a projector is allowable, it may need to be prorated. The OVS grant may be charged only the prorated share of the expense if the expensed item is not used exclusively for victim-related activities. Any prevention presentations are not VOCA-allowable activities.

Q335) "All victims of crime" – if our agency only works within a specific age range, is that ok?

A335) Yes, programs can be geared to assist victims of a specific age range. Your agency would still need to be able to refer any victim of a crime to an appropriate Victim Assistance Program for assistance.

Q336) What kind of paperwork/reporting will be on our end? Will staff need to fill out functional time sheets if their salaries are not funded?

A336) Any position that is funded or match on the budget would need to complete monthly functional time sheets. Fiscal Cost Reports must be submitted quarterly. Performance Measurement Tools (PMT) data must be maintained, compiled and submitted quarterly.

Q337) We have heard that DV victims need to report a certain level of victimization to qualify. Does this apply to other victims? What level will they need to demonstrate/prove victimization? We primarily work with child abuse and neglect, adult victims of child abuse, and LGBTQ victims.

A337) For the purposes of this funding, self-identification of victimization is sufficient.



Office of Victim Services

REQUEST FOR APPLICATIONS
for
VICTIMS OF CRIME ACT (VOCA)
VICTIM AND WITNESS ASSISTANCE GRANT
PROGRAM

Victims of Crime Act (VOCA)
Victim Assistance Program

Andrew M. Cuomo, Governor
Elizabeth Cronin, Director

RFA Release Date: January 16, 2019

Application Due Date: April 03, 2019 @ 2:00 PM EST

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***** LATE APPLICATIONS WILL NOT BE ACCEPTED*****

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1. INTRODUCTION

1.1 Overview

This Request for Applications 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. Contracts resulting from this procurement will be in effect for three years with the option of one two-year renewal period. Applicants are expected to have read and understood the VOCA statute and regulations before applying under this RFA. 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 of Victim Services (OVS) and are allowable within the Federal Register/Rules and Regulations and as further defined by VOCA and the State Administering Agency (SAA).

1.2 Summary

This OVS RFA provides an expanded opportunity for victim service providers to respond to the challenge of finding new solutions for serving victims of crime, developing innovative and comprehensive ways of meeting their needs and reaching underserved populations. OVS recognizes that the field of crime victim services continues to evolve, and since the issuance of OVS' last RFA, many costs that were previously unallowable are now allowable under VOCA.

There continues to be a need to expand the base of knowledge concerning victims' services including statistical data, multi-disciplinary cooperation, evidence-based practices and program evaluation. Evidence-based practice refers to having a definable outcome that is measurable, practical, tested and proven effective. Additionally, we need to not only continue to serve those victims who we are aware of, but also find ways to identify those victims who are not reporting crimes or seeking our services.

OVS encourages innovation in the victim assistance field and supports ways to generate new ideas and new evidence of effectiveness that can add to the body of knowledge about what

practices are effective for victim services. Focus must be on where the greatest needs are and importantly, where the gaps in knowledge exist. We need to be creative, curious and willing to test assumptions. Do you have a proposal that is a new, or different and effective approach to solving an issue facing crime victims. Services such as restorative justice, transitional housing, human trafficking and trauma- informed care are but a few of the programs that have potential to assist innocent victims of crime. Perhaps your program seeks to enhance services to underserved, marginalized or oppressed populations such as older adults, young men of color, persons with disabilities, indigenous peoples or LGBTQ+ victims. This funding presents a unique opportunity to explore those options.

1.3 Mandatory Applicant Qualifications

This solicitation is limited to victim assistance programs. These programs can be new or existing, operated by either a unit of state or local government or a non-profit corporation.

1.4 Key Events

The Table below outlines the tentative schedule for important action dates.

Action	Date
RFA Release Date:	January 16, 2019
Applicants Conference:	January 30, 2019
Deadline for Submission of Questions:	February 7, 2019
Response to Questions:	February 20, 2019
Application Due Date:	April 03, 2019, 2:00pm EST
Anticipated Notification of Awards:	June 5, 2019
Contract Start Date:	October 1, 2019

1.5 Glossary of Terms

“Administering Agency” shall mean the NYS Office of Victim Services.

“Applicant” or **“Offerer”** shall mean any not-for-profit or government entity submitting an application to the State pursuant to this solicitation.

“Application” shall mean any submission in response to this solicitation.

“Director” shall mean the Director of the NYS Office of Victim Services or duly authorized representative.

“Evaluators” shall mean the individual(s) who review(s) applications for NYS OVS funding.

“Grant Recipient” shall mean a successful applicant awarded a contract pursuant to this solicitation.

“OAG” shall mean the New York State Office of the Attorney General.

“OSC” shall mean the Office of the New York State Comptroller.

“OVS” shall mean the New York State Office of Victim Services.

“Request for Application”, “RFA”, or “Solicitation” shall mean this document.

The **“State”** shall mean the People of the State of New York, which shall also mean the New York State Office of Victim Services.

“State Administering Agency” shall mean the state government agency that a formula grant was awarded to. These state government agencies then set priorities and allocate funds within that state.

“Sub-Recipient” shall mean organizations receiving funding from NYS OVS.

“VAP” shall mean Victim Assistance Program.

2. SCOPE OF WORK

2.1 Eligibility

All victim service providers located in New York State are eligible to apply under this RFA. A victim assistance program can be a new or existing program, operated by either a unit of state or local government or a non-profit corporation. Previously awarded programs are not guaranteed an award under this procurement.

The primary mission of Victim of Crime Act (VOCA) funds is to provide direct services to crime victims. These may include, but are not limited to, sexual assault crisis centers, domestic violence shelters, child abuse treatment facilities and community-based victim service organizations.

Other public and non-profit organizations that have components which offer services to crime victims are eligible to receive VOCA funds if they are used to expand or enhance the delivery of crime victim services. These include but are not limited to:

- **Criminal Justice Agencies:** police departments, prosecutor's offices, corrections departments, probation and parole authorities. Some examples include:
 - Prosecutor-based victim services such as victim-witness programs, victim notification, court accompaniment, and assisting with victim impact statements for court.
 - Corrections-based services such as victim notification, restitution advocacy, victim-offender mediation programs, and victim impact panels.
 - Police-based services such as victim crisis units, victim advocates, victim registration and notification. VOCA funds may be used to provide crime victim services that exceed a law enforcement officer's normal duties. *Regular duties such as crime scene intervention, questioning of victims and witnesses, investigation of crime and follow-up shall not be paid with VOCA funds.*
- **Religiously-Affiliated**
These organizations must ensure that services are offered to **all** victims of crime without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
- **Hospitals and Emergency Medical Facilities**
Eligible services include crisis counseling, support groups, and/or other types of victim services such as trauma-informed mental health services.

OVS may only award VOCA funds to a medical facility for the purpose of performing **forensic rape exams (FRE)** on sexual assault victims if (1) the examination meets the standards established by the state; and (2) appropriate crisis counseling and/or other type of victim services are offered to the victim in conjunction with the examination; and (3) are encouraged to

use specialty trained examiners such as Sexual Assault Nurse Examiner's (SANE).

- **Native American Tribes and Organizations on Reservations**

A federally recognized tribe is an American Indian or Alaska Native tribal entity that is recognized as having a government-to-government relationship with the United States, with the responsibilities, powers, limitations, and obligations attached to that designation, and is eligible for funding and services from the Bureau of Indian Affairs.

- **Other**

State and local public agencies such as mental health service organizations, state/local public child and adult protective services, state agency grantees, not-for-profit legal services agencies and programs with a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims.

***Please note that victim assistance programs who were awarded funding under OVS' recent "Attorney Services RFA" are not eligible to apply for funding for additional attorney services without substantial justification as to why the additional funding is being sought.**

2.2 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. 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

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.

3. SUBMITTING YOUR APPLICATION

3.1 Grants Gateway

All submissions must be submitted through Grants Gateway at <https://grantsgateway.ny.gov/> and received electronically **by 2:00 p.m. EST on April 03, 2019.**

PLEASE NOTE: *It is recommended that you complete your online application as early as possible prior to the application deadline to allow sufficient time to resolve unforeseen technical issues or questions that may arise. Eligible applicants are encouraged to begin the process of applying as soon as possible. **Late filings will not be accepted or reviewed.** Timing of application submission is recorded via Grants Gateway and is a system-generated time stamp. Applicants will be considered either timely or late based on the system-generated time stamp. OVS has no discretion in this matter. Applicants are strongly encouraged to submit their on-line application well in advance of the deadline.*

3.2 Pre-Qualification for Not-for-Profit Organizations

Not-for-profit organizations must ensure that their prequalification status is current at the time of application due date. Failure to do so will mean that their applications will not be reviewed and will be disqualified. Not-for-profit organizations must maintain their pre-qualification status on a yearly basis by providing up-to-date IRS 900, CHAR 500 and audit review documents.

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	
	<ul style="list-style-type: none">• Phone: 1-518-474-5595• Email: grantsgateway@its.ny.gov
➤ Training Webinars:	https://grantsmanagement.ny.gov/live-webinars

PLEASE NOTE: Although OVS and the Grants Gateway staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time, there is no guarantee that they will be resolved in time for the application to be submitted and, therefore, considered for funding.

During the application process, please pay particular attention to the following:

- Not-for-profit applicants must be prequalified on the due date for this application submission. Be sure to maintain prequalification status between funding opportunities. Three of a not-for-profit's essential financial documents - the IRS990, Financial Statement and Charities Bureau filing - expire on an annual basis. If these documents are allowed to expire, the not-for-profit's prequalification status expires as well, and it will not be eligible for State grant funding until its documentation is updated and approved, and prequalified status is reinstated.
- **Only individuals with the roles "Grantee Contract Signatory" or "Grantee System Administrator" can submit an application.**
- Prior to submission, the system will automatically initiate a global error checking process to protect against incomplete applications. An applicant may need to attend to certain parts of the application prior to being able to submit the application successfully. Be sure to allow time after pressing the submit button to clean up any global errors that may arise. You can also run the global error check at any time in the application process (see p.63 of the Vendor User Manual).
- Grantees should use numbers, letters and underscores when naming their uploaded files. There cannot be any special characters in the uploaded file name. Also, be aware of the restriction on file size (10 MB) when uploading documents. Grantees should ensure that any attachments uploaded with their application are not "protected" or "pass-worded" documents.

The following table will provide a snapshot of which roles are allowed to Initiate, Complete, and Submit the Grant Application(s) in the Grants Gateway.

Role	Create and Maintain user Role	Initiate Application	Complete Application	Submit Application	View Application/ Contract/ Payments
Grantee Delegated Administrator	✓				✓
Grantee		✓	✓		✓
Grantee Contract Signatory		✓	✓	✓	✓
Grantee Payment Signatory		✓	✓		✓
Grantee System Administrator		✓	✓	✓	✓
Grantee View Only					✓

3.3 On-line Application

Receipt of an application does not indicate that OVS 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 RFA and ranked by a final 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, OVS will contact the Applicant.

Note: OVS reserves the right to request any additional information deemed necessary to ensure that the Applicant is able to fulfill the requirements of the contract.

3.4 Workplan Overview

Applicants must submit one detailed narrative that contains all of the following information in the Project Summary section of the Grants Gateway:

- **Problem Statement**

Applicants should demonstrate the need for services at all locations for which they are requested. Gaps in services should be convincingly identified using examples of current problems which illustrate the need for services while being sure to protect victim confidentiality. Applicants are encouraged to show how the lack of coordinated services presents undue constraints on VAPs in achieving their goals to assist victims. Strong applicants will persuasively describe what is preventing them from providing the best possible services and how this grant funding will continue or enhance services. Applicants should include all crime or other data that is being used to demonstrate need.

- **Proposed Services and Implementation**

Applicants must describe the services and activities to be undertaken with grant dollars, where and when they will take place and who will be served. How these services and activities address the gap in services described in the problem statement should be clearly explained; those applicants that convincingly demonstrate how the proposed services will address the need and gaps in services will be rated highly. Justification for staff and resources should be convincing. This portion of the application should be consistent with the information entered into Attachment C-1, Performance Measurement Tool.

- **Organizational Capacity**

Provide a description of the organization, explaining the applicant's experience in providing direct services to victims. Applicants should demonstrate their record of providing direct services to victims, state where services are provided, the scope of services, staffing and resources available to the victim population and current collaborative efforts with other community organizations and agencies that are in support of their programs. Strong applicants will describe

how they promote, within the community, coordinated public and private efforts to assist victims.

- **Program Evaluation**

All applicants must demonstrate the use of an evaluation process that they will use to measure the effectiveness of their program. The evaluation should be structured to address program specific objectives and goals and determine the extent to which they are being achieved. Evaluations should be used to continuously make any needed adjustments to meet the overall outcome that is being sought through their program. Please note that while VOCA funds can be used for the cost of the project evaluation component and that programs can decide which form of evaluation they prefer to use, research and studies, except for the project evaluation, are prohibited.

3.4.1 Required Workplan Objective

All applicants must provide a response for the one required objective and task that is listed in the "Workplan Properties" Section. This figure should match the figure provided in the Performance Measurement Tool Form:

- **Provide assistance in completing a victim compensation application.**

Please note that applicants providing services which permit a victim or person related to a victim to access information related to important dates and developments relating to criminal proceedings at issue in a timely and efficient manner pursuant to 42 U.S.C. § 10603e will be exempted from this mandatory objective.

3.5 Budget Overview

Applicants must submit a budget and narrative for each budget category used in the Expenditure Budget section of the Grants Gateway:

- **Project Budget and Narrative**
 - Using the forms provided in the on-line application, prepare a detailed proposed budget and narrative of annual program costs for the first year for each budget category used. Ensure that sufficient details are provided, that the budget is reasonable, appropriate for the number of positions to be funded and in compliance with funding restrictions and limitations noted elsewhere in this RFA. The workplan and budget (including narrative) should be tied together in such a way that the funding request is supported by the workplan and justified through the narrative.
 - Applicants are reminded that VOCA funds are primarily designed to support direct services to crime victims. Funds may be used to support administrative costs but applicants are encouraged to keep administrative costs to a minimum.

Applicants must upload an excel spreadsheet containing the second-year and third-year budgets in the grants gateway. This document can be found under the pre-submission uploads on page #14.

- **Matching Funds and Policies**

- Applicants, other than Native American programs as defined in section 2.1, must provide **match from non-federal sources**, the amount of match must be either 20% of the project total, or 25% of the total grants funds. (For Native American tribes or organizations on reservations, there is no matching requirement.) This may be an in-kind contribution, cash contributions or a combination of both. This matching of funds is known as cost sharing and represents the portion of the proposed project costs not borne by the federal government.
- Applicants are required to demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
- All new applicants (defined as victim assistance programs that cannot demonstrate a record of providing victim services and are not current OVS contract holders), must demonstrate substantial financial support from sources other than the Crime Victims Fund. This can be demonstrated when at least 25% of the program's funding in the year of, or the year preceding the award, comes from sources other than the Crime Victims Fund, which may include other federal funding programs.
- Matching funds may only be used for VOCA-allowable purposes. All funds designated as match must be expended within each annual contract period. Applicants should avoid committing more than the required match to the VOCA-funded project. Be careful that match funds you are using for another grant are not also being used as match for this grant.
- Match is calculated by taking the VOCA award, dividing by .80 and subtracting the amount of the VOCA award from the figure obtained. The balance equals the required match (i.e., $\$30,000 / .8 = \$37,500$ less the \$30,000 award amount for a match totaling \$7,500).
- Cash or "third party" contributions represent an applicant's cash outlay and may include non-federal money contributed by public agencies and institutions, private organizations and individuals. In-kind contributions represent the value of non-cash contributions provided for the benefit of the VOCA-funded project such as donation of office equipment, supplies, workspace and the monetary value of volunteer time spent performing VOCA-allowable services.
- Programs that receive VOCA funds must maintain records that clearly show the source, the amount and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment and space must be documented. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the sub-grantee for its own paid employees.

All matching contributions must be:

- Necessary and reasonable to accomplish the project's goals;
 - VOCA-allowable and in accordance with all other federal and state requirements;
 - Verifiable from the program's records;
 - Not included as a matching contribution for any other federal funds; and
 - Not derived from other federal funding sources (except as provided for in the OJP Financial Guide).
- Matching contributions need not be applied at the same exact time or in proportion to the obligation of VOCA grant funds. **However, the full matching share must be obligated within each annual contract period for which the VOCA grant funds have been made available.**
 - Failure to provide the required match may compromise a recipient's eligibility and result in suspension or termination of future grant awards.

3.6 Pre-Submission Uploads

Applicants are **REQUIRED** to complete and upload the following documents as part of the application. **Please note that the De Minimis Rate Calculation Form and the Attachment B-Budget Worksheet are only required to be uploaded if you are using these forms.**

- **Performance Measurement Tool Form/Attachment C-1:** When completing this form please indicate the anticipated number of times each task is to be performed annually. The numbers that will be provided on this form should relate back directly to the proposed services and activities as described in the Proposed Services and Implementation section in the workplan overview, Section 3.4.
- **Volunteer Form:** Use this form to show the use of a volunteer.
- **Annual Funding from All Other Sources Form:** Use this form to document and demonstrate your financial support that comes from sources other than the VOCA Crime Victims Fund.
- **Position Description Form:** All applicants must complete the position description form for the position(s) to be supported with these funds. Each position description form should clearly indicate the projected percent of time the employee is expected to perform each activity. For each position, the total percent of time must equal 100% even if the position is not entirely funded through this RFA. The Position Description Form must be uploaded into Grants Gateway. Please see the following link for the procedure for completion of the form: <https://ovs.ny.gov/sites/default/files/vap-fiscal-forms/position-description-form-pdf-sop.pdf>.
- **Futurefunding.xls:** An excel spreadsheet with two tabs that explains years' 2 and 3 budgets are required and must be uploaded into Grants Gateway.
- **De Minimis Rate Calculation Form:** An Excel spreadsheet to show your de minimis calculation and to certify that you have NEVER had a negotiated federal cost rate and

that you will apply the de minimis rate to all of your federal grants, not just the grant received from the Office for Victims Services, until such time as the agency chooses to negotiate for a rate. **This is only applicable if you are using this form.**

- **Program Information Form:** All applicants must complete the Program Information 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.
- **Priorities Category Form/Attachment 2:** All applicants must complete the Attachment 2: Priorities Categories form that shows the % of funds that your organization anticipates serving to each priority category(s) of the crime victim population from this grant award, as listed in the RFA. The total of the percentages entered must equal 100%.
- **Budget Worksheet/Attachment B:** Use these forms to document fringe rates, space and phone costs. This is only applicable if you're using this form.
- **Attachment 1 – Application Checklist:** This form is included to ensure that the applicant has included all required documents.

4. EVALUATION AND SELECTION PROCESS

4.1 Application Evaluation

The Application will be evaluated and scored based upon the criteria set forth in this Section. Applications will be evaluated for best value to the State.

There will be a two-step evaluation of each application after the Grants Gateway System automatically screens for the information below. Applicants will not be able to submit an application if these conditions have not been satisfied:

- Application was submitted on time. **The deadline for application submission is 2:00 pm EST on April 03, 2019.**
- The applicant is an eligible organization as described in Section 2.1.
- The applicant has submitted all required responses to the application questions.

Pass/Fail Evaluation

This evaluation will assess whether applications satisfy the minimum “pass/fail” criteria for funding consideration. All applications will initially be screened by OVS reviewers to see if all required materials are submitted and if all pass/fail checks have been successful. Any application that does not meet each of the following criteria will be immediately disqualified from further review.

- The application is complete when it includes:
 - Work Plan Overview Section
 - Problem Statement
 - Proposed Services & Implementation
 - Organizational Capacity
 - Program Evaluation
 - Project Budget with Narrative Section
- Prequalification in Grants Gateway (Remember: Not-for-Profit applicants **must** be prequalified at the time of the application due date).
- **Performance Measures:** When completing this form please indicate the anticipated number of times each task is to be performed annually. **(Applicants must complete and upload the “Performance Measurement Tool Form/Attachment C-1” into Grants Gateway as part of the on-line application to document the anticipated number of services provided annually.)**
- Per VOCA regulations, all successful applicants must demonstrate that they use at least (1) volunteer in their agency. **(Applicants must complete and upload the “Volunteer Form” into Grants Gateway as part of the on-line application to document use of volunteers.)**

- All successful applicants must demonstrate financial support from sources other than the Office of Victim Services. **(Applicants must complete and upload the “Annual Funding from All Other Sources” Form into Grants Gateway as part of the on-line application to document other financial support).**
- However, all **new** applicants (defined as applicants that are not a current OVS contract holder), that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 25% of their program’s funding in the year of, or the year preceding the award, comes from sources other than the Crime Victims Fund, which may include other federal funding programs. **(Applicants must complete and upload the “Annual Funding from All Other Sources” Form into Grants Gateway as part of the on-line application to document other financial support).**
- **Position Description Form:** All applicants must complete the position description form For the position(s) to be supported with these funds. Each position description form should clearly indicate the projected percent of time the employee is expected to perform each activity. For each position, the total percent of time must equal 100% even if the position is not entirely funded through this RFA. **(Applicants must complete and upload the Position Description Form into Grants Gateway as part of the on-line application to document the projected percent of time the employee is expected to perform each activity.)**
- **Futurefunding.xls:** An excel spreadsheet with two tabs that explains years’ 2 and 3 budgets is required. **(Applicants must complete and upload the Future Funding Form into the Grants Gateway as part of the on-line application to document requests for future funding.)**
- **Please note that the De Minimis Rate Calculation Form is required to be uploaded if you are using the De Minimis Rate.**

De Minimis Rate Calculation Form:

An Excel spreadsheet to show your De Minimis calculation and to certify that you have NEVER had a negotiated federal cost rate and that you will apply the de minimis rate to all of your federal grants, not just the grant received from the Office for Victims Services, until such time as the agency chooses to negotiate for a rate. This is only applicable if your using this form.

- **Program Information Form:** All applicants must complete the Program Information Form which gathers all required program specific information. **(Applicants must complete and upload the “Program Information Form” into Grants Gateway as part of the on-line application).**
- **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 provides annual sexual harassment prevention training to all of its employees. **(Applicants must complete and upload the “Letter of Certification Form” into Grants Gateway as part of the on-line application).**
- **Priorities Category Form/Attachment 2:** All applicants must complete the Attachment 2:

Priorities Categories form that shows the % of funds from the proposed year 1 budget that your organization anticipates allocating to providing services to each priority category(s) of the crime victim population as listed in the RFA. **(Applicants must complete and upload the “Priorities Category Form/Attachment 2” into Grants Gateway as part of the on-line application).**

- **Budget Worksheet/Attachment B:** Use these forms to document fringe rates, space and phone costs. This is only applicable if your using this form.

All applications that satisfy the pass/fail check will proceed to be reviewed by a panel of reviewers. Each application will be reviewed by 2 individuals. A standard rating tool will be used by all reviewers to score each application. The maximum score will be 50 points prior to applying the weighted score. Each category (Problem Statement, Proposed Services and Implementation, Organizational Capacity, Program Evaluation and Budget with narrative) within an application will be scored and those category scores will be totaled for a combined overall score. The final score will be an average of the 2 reviewers' scores. Scores will then be weighted by factors assigned to priority categories until a VOCA mandated 10% allocation has been met for each priority category. There are 4 VOCA required allocations, and each VOCA award must allocate 10% of each award for each of the following categories: Child Abuse, Sexual Assault, Domestic Violence and Underserved. Eligible applications will be ranked in order of overall weighted score from highest to lowest. Awards will be made to those applications receiving the highest final weighted scores until VOCA mandated 10% allocations have been met for each priority category. If there are insufficient funding requests to meet a particular VOCA priority category 10% allocation, those funds will be distributed until funds are exhausted or all successful applications are funded.

4.1.1 Evaluation of Applications

1. Problem Statement (10%): Applicants should demonstrate the need for services at all locations for which they are requested. Gaps in services should be convincingly identified using examples of current problems which illustrate the need for services while being sure to protect victim confidentiality. Applicants are encouraged to show how the lack of coordinated services presents undue constraints on VAPs in achieving their goals to assist victims. Strong applicants will persuasively describe what is preventing them from providing the best possible services and how this grant funding will enhance services.
2. Proposed Services and Implementation (40%):
Applicants should describe the services and activities to be undertaken with grant dollars, where and when they will take place and who will be served. How these services and activities address the gap in services described in the problem statement should be clearly explained; those applicants that convincingly demonstrate how the proposed services will address the need and gaps in services will be rated highly. Justification for staff and resources should be convincing. Proposed services should be aligned with the tasks documented in the Performance Measurement Tool/Attachment C-1.

3. Organizational capacity (20%):

Provide a description of the organization, explaining the applicant's experience in providing direct services to victims. Applicants should demonstrate their record of providing direct services to victims, state where services are provided, the scope of services, staffing and resources available to the victim population and current collaborative efforts with other community organizations that are in support of their programs. Strong applicants will describe how they promote, within the community, coordinated public and private efforts to assist victims.

4. Program Evaluation (10%):

All applicants must demonstrate the use of an evaluation process that they use or will use to measure the effectiveness of their program. The evaluation should be structured to address specific program objectives and goals and determine the extent to which they are being achieved. Evaluations should be used to continuously make any needed adjustments to meet the overall outcome that is being sought through their program.

5. Budget, including Budget Narrative (20%)

Using the forms provided in the on-line application, prepare a detailed proposed budget and narrative of annual program costs for the first year for each budget category used. Ensure that sufficient details are provided, that the budget is reasonable, appropriate for the number of positions to be funded and in compliance with funding restrictions and limitations noted elsewhere in this RFA. The workplan and budget (including narrative) should be tied together in such a way that the funding request is supported by the workplan and justified through the narrative. All budget forms must include the required proposed match component for the applicable period and the budget forms must show where the required match will be provided. Failure to demonstrate that the match requirement has been met for year one will negatively impact your budget score. While OVS allows applicants to request funds for administration costs associated with operating their program, applicants are reminded that VOCA funds are primarily designed to support direct services to crime victims. Administrative costs, therefore, should be kept to a minimum. Applications that include reasonable and justifiable administrative costs will be scored more favorably in the budget and budget narrative portion of the evaluation.

Applicants must upload an excel spreadsheet containing the second-year and third-year budgets. These forms must include the required proposed match component for the applicable period. This document (futurefunding.xls) can be found under the pre-submission uploads in the Grants Gateway.

4.1.2 Tie Breaker

In the event that two or more of the applications have a tied score after final calculation of all categories, the application with the higher score in "Proposed Services &

Implementation” will prevail. If the scores still remain tied, the second tie breaker will be the applicant with the highest score in the “Organizational Capacity” category.

4.2 Notification of Award

After the evaluation, all Applicants will be notified of awards and for successful candidates, that a contract will be forthcoming for execution. The original application and any additions or deletions to the application become part of the contract.

Public announcements or news releases pertaining to any contract resulting from this solicitation shall not be made without prior written approval from the Administering Agency.

5. ADMINISTRATIVE INFORMATION

5.1 Administering Agency

The Office of Victim Services (OVS) is the administering agency for the State of New York through which VOCA Victim and Witness Assistance Program Grants are awarded across the State. The mission of OVS is to (1) provide compensation to innocent victims of crime in a timely, efficient, and compassionate manner; (2) fund direct services to crime victims via a network of community-based programs; and (3) advocate for the rights and benefits of all innocent victims of crime.

5.2 Method of Award

This is a multiple award solicitation.

Each response will be evaluated based on the information submitted by the applicant connected to the categories referenced in section 4.1.1.

Upon determination of the best value applicants, a Grant Contract Agreement will be completed. This contract will be executed via the Grants Gateway to be forwarded for all necessary signatures and State approvals. Upon final approval, a fully executed copy will be available to the grant recipient via the Grants Gateway.

Awards may be made until all designated funds of \$195,000,000 for the three-year period have been exhausted.

5.3 Funding

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 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. OVS is, however, committed to sustaining grant-funding levels contingent upon adequate federal and state budget appropriations.

Federal funding under the first two years of the contract will likely be as follows:

- October 1, 2019 – September 30, 2020 2017-VA-GX-0047
- October 1, 2020 – September 30, 2021 2018-V2-GX-0047
- October 1, 2021 – September 30, 2022 Pending Federal Notification

5.4 Funding Purpose

The primary purpose of the VOCA Victim and Witness Assistance Grant Program is to support direct services that respond to the immediate needs of crime 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 or repair to ensure a victim'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 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 child care;
- 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 on 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 and have possible beneficial or therapeutic value to the victim.

Allowable Sub-Recipient Administrative Costs:

- Personnel Costs, skills training for staff, training-related travel, organizational expenses, equipment and furniture, leasing or purchasing vehicles, 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.

5.5 Funding Priorities

VOCA Guidelines require that New York State allocate at least 10% of each federal VOCA victim and assistance grant award to each of four priority categories.

VOCA Funding Priorities

- 1. Victims of Domestic Violence**
- 2. Victims of Sexual Assault**
- 3. Victims of Child Abuse**
- 4. Underserved Victims of Crime**

Underserved victims are defined as survivors of homicide victims, victims of assault, robbery, gang violence, hate or bias crimes, victims of DUI/DWI, human trafficking, elder abuse, adult survivors of child abuse, victims of arson, bullying, burglary, identity theft/fraud/financial crime, kidnapping, vehicular victimization, stalking/harassment, teen dating victimization and victims of other violent crime.

Underserved victims may be further defined by specific characteristics such as whether they are elderly, disabled, deaf/hard of hearing, homeless, immigrants, refugees, asylum seekers, LGBTQ, veterans or non-English speaking.

NOTE: Comprehensive Victim Services programs generally serve this population.

OVS defines a priority program as one whose principal mission is to offer comprehensive specialized services tailored to the special needs of the priority category of crime victims.

5.6 Geographic Need

OVS has identified a minimum need for a victim assistance program serving each of the 62 counties in New York State. **OVS is seeking to fund more than one victim assistance program in each county.**

5.7 Term of Contract

This contract will commence on October 1, 2019 and will be in effect for three (3) years with the option of one two-year renewal period.

5.8 Termination

The State of New York retains the right to cancel any resulting contract for convenience, provided that the Grant Recipient is given at least thirty (30) days written notice of OVS' intent to cancel. Any cancellation by OVS under this section shall in no event constitute or be deemed a breach of any contract resulting from this Solicitation and no liability shall be incurred by or arise against OVS, its agents and employees therefore for lost profits or any other damages resulting there from. This provision should not be understood as waiving the State's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision.

5.9 Distribution of Grant Funds

Awarded grants will be eligible to receive one 25% advance payment at the start of each FFY, if requested, and all subsequent payments will be on a quarterly reimbursement basis.

5.10 Grant Funding Conditions

Total federal funding available for the entire (3) three-year period shall not exceed \$195,000,000. These grant awards 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. Projects will be supported with federal dollars.

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, see Section 5.22 of this document.

5.11 Order of Precedence

The Order of Precedence for any Agreement resulting from this RFA is as follows:

- Master Contract
- Appendix A-1, Program Specific Requirements
- Appendix A-2, Federal Special Conditions
- Request for Applications
- Application
- Budget Form

5.12 Grant Recipient Responsibilities

The State will contract only with the successful Applicants who are the Grant Recipients. The Administering Agency considers the Grant Recipient the sole Contractor with regard to all provisions of the solicitation, and the contract resulting from the solicitation.

No subcontract entered into by the Grant Recipient shall relieve the Grant Recipient of any liabilities or obligations in this solicitation or the resultant contract. The Grant Recipient accepts full responsibility for the actions of subcontractors who carry out any of the provisions of any contract resulting from this solicitation.

All persons/contractors hired, paid and/or supervised by the Grant Recipient, shall be the Grant Recipient's employee or its subcontractor's employee and not the State's employee.

5.13 Liability

OVS shall not be held liable for any costs incurred by any party for work performed in the preparation of and production of an application or for any work performed prior to the formal execution of a contract.

5.14 OVS Inventory

Any equipment valued at \$1,000 or more purchased with funds provided by this Agreement shall be assigned a unique inventory number. OVS will provide the Recipient with inventory tags, which the Recipient must place on all equipment purchased with these funds.

5.15 Other Considerations

OVS reserves the right to:

- Reject any or all applications received with respect to this RFA;
- 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 RFA, with appropriate written notice to all potential applicants by posting amendments on the Office's web site (www.ovs.ny.gov) with the RFA;
- 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 RFA will become the property of the New York State Office of Victim Services.

5.16 Special Conditions

By accepting an award from OVS under this RFA, the recipient agrees to comply with all of the special conditions outlined in Attachments A-1 and A-2.

5.17 Freedom of Information (FOIL)

All applications submitted and all related Agreements and reports may be subject to disclosure under the Freedom of Information Law.

5.18 Debriefing Procedures

Pursuant to section 163(9) (c) of the State Finance Law, any non-awarded applicant may request a debriefing regarding the reasons that the Applications submitted by the applicant was not selected for award. Requests for a debriefing must be made within fifteen (15) calendar days of written notification by OVS that the Applications submitted by the applicant was not selected for award. Requests must be submitted to ovsgrants@ovs.ny.gov.

5.19 Protest Procedures

Applicants who receive a notice of non-award may protest the award decision by filing a protest with OVS. 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 ovsgrants@ovs.ny.gov. Please include the title of this solicitation in your correspondence.

OVS 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 OVS will advise OSC that a protest was filed.

5.20 Agree Approval

OVS will negotiate and develop a grant Agreement with successful applicants. The grant Agreement is subject to approval by the New York State Office of the Attorney General and the Office of the State Comptroller before grant funding may actually be disbursed. In the event that OVS and the successful applicant cannot execute an Agreement within sixty days of notification of selection of the applicant, OVS reserves the right to rescind the award and redistribute the grant funds.

5.21 Appropriation and Availability of Funds

All funded programs will be required to submit an updated annual budget, estimate of services to be rendered, objectives, and outcome performance measures before the start of each contract year. Funding for the duration of any Agreement with OVS is contingent upon New York State's Federal VOCA Victim Assistance award and appropriation by the New York State Legislature.

5.22 Agreement Changes

The State reserves the right to renegotiate the terms and conditions of the Agreement in the event applicable New York State or Federal laws, statutes, rules, regulations, policies and/or guidelines are altered from those existing at the time the Agreement is approved by the Attorney General of the State of New York and the Comptroller of the State of New York State in order to be in continuous compliance therewith. In addition, the Agreement awarded as a result of this RFA may be executed, extended, increased, decreased, terminated, renewed, amended or renegotiated at the discretion of the Director of the Office of Victim Services based on a grantee's performance, changes in project conditions or otherwise. The Agreement is subject to other amendments only upon mutual consent of the Parties, and approved by the Attorney General and Comptroller.

5.23 Periodic Review

The U.S. Department of Justice, Office of the Comptroller conducts periodic reviews of the financial policies, procedures, and records of state VOCA administrators and sub-recipient programs. Therefore, upon request, both the OVS and all VOCA funded programs must allow authorized representatives to access and examine all records, books, papers, case files, or documents related to the grant and all sub-awards. Each VOCA funded program must provide OVS access to the aforementioned documents related to any cost or activity supported, in whole or in part, by this Agreement.

5.24 Contract Management

Each VOCA funded program shall be visited a minimum of once every two years. OVS 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 OVS access to the previously referenced documents relating to any cost or activity supported, in whole or in part, by this Agreement.

5.25 Payments

Awarded projects will be eligible to receive grant funds quarterly on a reimbursement basis. Grant funds will be disbursed only after the Agreement is fully executed, i.e., has been signed by all involved parties, and approved by the Office of the Attorney General and the Office of the State Comptroller. A payment schedule will be included in Attachment D of the Master Contract.

5.26 Evaluation Plans

Grantees must comply with the development and implementation of the Evaluation Plan included in their response to the RFA. In addition to collecting the data as identified in the Evaluation Plan, the data must be analyzed and reported to OVS. The frequency with which the program will report to OVS the analysis and corresponding conclusions of the analysis will be negotiated with successful applicants. Grantees' performance will be based on Evaluation Plans and mandatory objectives. Continued funding may be impacted by grantee's performance.

5.27 Reporting Requirements

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 OVS or its designee upon request. Each VOCA funded program must provide the 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 OVS with reports generated from the Evaluation Plans as described within their proposal.

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

- Number of OVS claim applications submitted vs. the number of OVS claim applications that were anticipated to be submitted;
- Total claim applications rejected;
- Total claim applications recovered;
- Program objectives/goals met;
- Technical site visit findings; and
- Fiscal reporting documentation.

5.28 New York State Charities Bureau Registration

All not-for-profit organizations entering into an Agreement with the State must be registered with the New York State Charities Bureau, unless a proper exemption is obtained. All applicants must, therefore, provide either:

The organization's charitable registration number; or a statement from the applicant that the organization is exempt pursuant to one of the categories indicated on the Office of Attorney General's Request for Registration Exemption (Schedule E). The statement must identify the specific category under which the charitable organization is exempt.

If you have questions regarding the statutory requirements for registration, contact the New York State Office of the Attorney General, Bureau of Charities Registration, 120 Broadway, New York, NY 10271-0332, or call (212) 416-8401, email charities.bureau@ag.ny.gov or visit their website at <http://www.charitiesnys.com/home.jsp>.

5.29 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 RFA.

5.30 Required Information Assurances

Eligible victim assistance programs that receive OVS 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;

- 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 under the heading of this RFA or visit the New York State Workers' Compensation Board website, 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);
 - o 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;
 - o 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.

5.31 Minority & Woman-Owned Business Enterprise Requirements

Pursuant to New York State Executive Law Article 15-A, the New York State Office of Victim Services ("OVS") recognizes its obligation to promote opportunities for maximum feasible participation of certified minority- and women-owned business enterprises and the employment of minority group members and women in the performance of OVS contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The

State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in state procurement contracting versus the number of minority and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that OVS establish goals for maximum feasible participation of New York State Certified minority- and women-owned business enterprises ("MWBE") and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, the New York State Office of Victim Services hereby establishes a goal of 30% as follows:

- 1) For Not-for Profit Applicants: Eligible Expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation.
- 2) For-Profit and Municipality Applicants: Eligible Expenditures include the value of the budget in total.

The goal on the eligible portion of this contract will be 15% for Minority-Owned Business Enterprises ("MBE") participation and 15% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified MWBE firms). A contractor ("Contractor") on the subject contract ("Contract") must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and Contractor agrees that OVS may withhold payment pending receipt of the required MWBE documentation. For guidance on how OVS will determine "good faith efforts" refer to 5 NYCRR §142.8.

The directory of New York State Certified MWBEs can be viewed at:

<https://ny.newnycontracts.com>. The directory is found in the center of the webpage under "NYS Directory of Certified Firms" and 24 accessed by clicking on the link entitled "Search the Directory". Engaging with firms found in the directory with like product(s) and/or service(s) is strongly encouraged and all communication efforts and responses should be well documented.

By submitting an application, a grantee agrees to complete an MWBE Utilization plan as directed in Attachment 3 of this RFA. OVS will review the submitted MWBE Utilization Plan. If the plan is not accepted, OVS may issue a notice of deficiency. If a notice of deficiency is issued, Grantee agrees that it shall respond to the notice of deficiency within seven (7) business days of receipt. OVS may disqualify a Grantee as being non-responsive under the following circumstances:

- a) If a Grantee fails to submit a MWBE Utilization Plan;
- b) If a Grantee fails to submit a written remedy to a notice of deficiency;

- c) If a Grantee fails to submit a request for waiver (if applicable); or
- d) If OVS determines that the Grantee has failed to document good-faith efforts to meet the established OVS MWBE participation goals for the procurement.

In addition, successful awardees will be required to certify they have an acceptable Equal Employment Opportunity policy statement.

6. APPLICATION SUBMISSION

6.1 RFA Questions and Clarifications

All questions about the requirements contained in this RFA must be submitted via email by February 7th, 2019 to:

ovsgrants@ovs.ny.gov

A list of questions about the RFA which are received from potential applicants, answers to those questions, as well as any changes, additions, or deletions to the RFA, will be posted at <https://ovs.ny.gov/victim-assistance-program> under the heading “2019 RFA”, along with the electronic version of this RFA, no later than 5:00 p.m. EST on February 20th, 2019.

Applicants are urged to check the OVS website frequently during this application period for notices of any changes, additions, deletions or updates regarding the RFA.

All questions should cite the particular page and section where applicable. Please submit questions as early as possible following receipt of the RFA. The final deadline for submission of any questions/clarifications regarding this RFA is listed in Section 1.4 – Key Events.

Questions received after the deadline may not be answered.

6.1.1 Applicant’s Conference/Webinar

There will be an optional webinar for all prospective applicants to be held on January 30, 2019 at 10:00 a.m. EST. The final details for the applicant’s conference/webinar will be posted on the OVS website along with the responses to all questions that were received by the deadline.

Applicants are encouraged to submit questions to OVS in advance of the webinar.

6.2 Insurance Requirements

Successful applicants will be required to submit the following documents prior to contract execution:

- Vendor Responsibility Questionnaire
 - The awarded applicant may be subject to a vendor responsibility review prior to contract execution. Any applicant found not responsible by the Office of Victim Services may not be provided with funding pursuant to this RFA.
- Proof of Workers’ Compensation & Disability Insurance
 - Workers’ Compensation, Employer’s Liability, and Disability Benefits meeting all New York State statutory requirements are required. If coverage is obtained from an insurance company through an insurance policy, the policy shall provide coverage for all states of operation that apply to the performance of the contract.
 - **PLEASE NOTE - ACORD forms are NOT acceptable proof of workers’ compensation coverage.**

6.3 Application Preparation

All applications must be completed & submitted in the Grants Gateway. Applications submitted via other methods (postal mail, e-mail or fax) will **not** be accepted.

6.4 Instructions for Application Submission

All submissions must be received in the NYS Grants Gateway by 2:00 pm EST on April 03, 2019. Only those Applicants who furnish all required information and meet the mandatory requirements will be considered.

MAIL, E-MAIL OR FAX APPLICATION SUBMISSIONS ARE NOT ACCEPTABLE AND WILL NOT BE CONSIDERED.

The State of New York will not be held liable for any cost incurred by the Applicant for work performed in the preparation and production of an or for any work performed prior to the formal execution and approval of a contract.

Applications must be submitted in the Grants Gateway on or before 2:00 PM EST on the date indicated in Section 1.4 - Key Events. Applicants assume all risks for timely, properly submitted deliveries.

***NOTE* Late Applications will NOT be accepted.**

7. CONTRACT CLAUSES AND REQUIREMENTS

7.1 Contract Terms

Any contract resulting from this Solicitation shall not be deemed executed, valid or binding unless and until approved in writing by the Attorney General and the Comptroller of the State of New York.

7.2 Indemnification

The Grant Recipient shall assume all risks of liability for its performance, or that of any of its officers, employees, subcontractors or agents, of any contract resulting from this Solicitation and shall be solely responsible and liable for all liabilities, losses, damages, costs or expenses, including attorney's fees, arising from any claim, action or proceeding relating to or in any way connected with the performance of this Agreement and covenants and agrees to indemnify and hold harmless the State of New York, its agents, officers and employees, from any and all claims, suits, causes of action and losses of whatever kind and nature, arising out of or in connection with its performance of any contract resulting from this Solicitation, including negligence, active or passive or improper conduct of the Grant Recipient, its officers, agents, subcontractors or employees, or the failure by the Grant Recipient, its officers, agents, subcontractors or employees to perform any obligations or commitments to the State or third parties arising out of or resulting from any contract resulting from this Solicitation. Such indemnity shall not be limited to the insurance coverage herein prescribed.

8. OTHER IMPORTANT REQUIREMENTS FOR FUNDING

- All successful applicants must provide the direct services funded through this RFA at no charge as part of their executed contract.
- All successful applicants must provide a valid DUNS (Data Universal Numbering System) number in order to execute a contract.
- All successful applicants must be currently registered with SAM (System for Award Management) in order to execute a contract.
- All successful not-for-profit applicants must be prequalified in Grants Gateway by the RFA submission deadline. In keeping with this requirement, any application from a non-governmental nonprofit which has a status other than one of the following at the time and date that the application is due shall not be considered for funding: a) Document Vault Prequalified; b) Document Vault Prequalified Open; c) Document Vault Prequalified/In review, or d) Document Vault Open for PQS edits.
- All applicants must complete and upload the Performance Measurement Tool Form. **This is a pass/fail element of this procurement.**
- All successful applicants must demonstrate that they use volunteers in their program. (Applicants Must Upload a Volunteer Form into Grants Gateway as part of the on-line application to document use of volunteers.) **This is a pass/fail element of this procurement.**
- All successful applicants must demonstrate financial support from sources other than the Crime Victims Fund. (Applicants must upload the “Annual Funding from All Other Sources” Form into Grants Gateway as part of the on-line application to document other financial support.) **This is a pass/fail element of this procurement.**
- All successful **NEW** applicants must demonstrate substantial financial support from sources other than the Crime Victims Fund. This can be demonstrated when at least 25% of the program’s funding in the year of, or the year preceding the award comes from sources other than the Crime Victims Fund, which may include other federal funding programs. (Applicants must upload the “Annual Funding from All Other Sources” Form into Grants Gateway as part of the on-line application to document other financial support.) **This is a pass/fail element of this procurement.**
- All successful applicants must complete and upload the Position Description Form into Grants Gateway as part of the on-line application. **This is a pass/fail element of this procurement.**
- All successful applicants must complete and upload the Future Funding excel spreadsheet into Grants Gateway as part of the on-line application. **This is a pass/fail element of this procurement.**

- All successful applicants must complete and upload the De Minimis Rate Calculation Form (if you are using the De Minimis Rate) into Grants Gateway as part of the on-line application.
This is a pass/fail element of this procurement.
- All successful applicants must complete and upload the Program Information Form into Grants Gateway as part of the on-line application.
This is a pass/fail element of this procurement.
- All successful applicants must complete and upload the Letter of Certification into Grants Gateway as part of the on-line application. **This is a pass/fail element of this procurement.**
- All successful applicants must complete and upload the Attachment 2: Priorities Categories Form into Grants Gateway as part of the on-line application. **This is a pass/fail element of this procurement.**
- All successful applicants must complete and upload the Budget Worksheet/Attachment B (this is only applicable if you are using these forms) into Grants Gateway as part of the on-line application.
This is a pass/fail element of this procurement.
- All successful applicants (except as noted otherwise in Section 3.4.1) must provide a response for the one required objective and task that is listed in the Workplan Overview Section. **This is a pass/fail element of this procurement.**
- All successful applicants will have completed all of the required elements of the RFA applications. **This is a pass/fail element of this procurement.**
- All successful applicants will have completed the Attachment 1 – Application Checklist into the Grants Gateway as part of the on-line application. **This is a pass/fail element of this procurement.**