



Sexual Assault Crisis and Prevention Program SFY 2017-18 REQUEST FOR APPLICATIONS (RFA)

KEY DATES AND NOTICES:

Release Date of RFA:	Wednesday, September 27, 2017
Submission Deadline:	Wednesday, October 25, 2017 (12:00 Noon)
Deadline for Submission of Questions:	Friday, October 6, 2017 (12:00 Noon)
Response to Questions Posted:	Wednesday, October 11, 2017 (on or about)
Notification of Award(s):	Friday, November 17, 2017 (on or about)
Anticipated Contract Start Date:	October 1, 2017

1. Applications must be received by the submission deadline on-line using the DCJS Grants Management System (GMS). **Applicants who are not registered to access GMS, will need to obtain user access in order to respond to this Request.** See *Appendix: DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
2. Questions regarding this RFA must be emailed to dcjsfunding@dcjs.ny.gov. Responses to the questions will be posted on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/index.htm> on or about date indicated above. If the applicant has any general questions such as, "Did DCJS receive my e-mail?" please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail method.
3. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by applicant in GMS. Where applicable, applicants not receiving an award will receive notification by email and by U.S. Postal Service mail. A debriefing is available to any applicant that submitted an application in response to this solicitation who is not successful in receiving an award (see Section: Notification of Awards).
4. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be October 1, 2017, to September 30, 2018, with one optional one-year renewal.
5. This RFA will fund rape crisis centers throughout New York State. There is no match requirement for this funding. Award eligibility amounts are provided in *Appendix: Sexual Assault Crisis and Prevention Funding Allocations by Program AND Appendix: Sexual Assault Crisis and Prevention County-Level Data*.
6. Not-for-profit organizations and governmental entities meeting criteria provided in Section II are eligible to apply.
7. Grants Gateway Pre-Qualification – In order to be considered for an award, not-for-profit (NFP) applicants must be pre-qualified through the NYS Grants Gateway. NFP applicants should begin this process as soon as possible. See *Appendix: Grants Gateway Prequalification Requirement*.

Sexual Assault Crisis and Prevention Program SFY 2017-18 Request for Applications (RFA)

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I. INTRODUCTION

The New York State (NYS) Division of Criminal Justice Services (DCJS) seeks applications for the Sexual Assault Crisis and Prevention Program to support the work of rape crisis service providers throughout the state. The program provides victims of sexual assault a range of support services within their communities aimed at the prevention of and response to rape and sexual assault. Approximately \$6.5 million will be made available from appropriations included in the 2017-18 enacted budget to support rape crisis programs throughout New York State.

The Sexual Assault Crisis and Prevention Program is designed to supply crucial funding to rape crisis service providers in New York State. This funding may be utilized by eligible applicants to enhance existing support services for victims of sexual assault, as well as programs and activities to prevent rape and sexual assault.

The NYS Division of Criminal Justice Services (DCJS) will serve as the administering agency for the Sexual Assault Crisis and Prevention Program. DCJS enhances public safety by providing resources and services that inform decision making and improve the quality of the criminal justice system. DCJS is a multi-function criminal justice support agency with a variety of responsibilities, including collection and analysis of statewide crime data; operation of the DNA databank and criminal fingerprint files; administration of federal and state criminal justice funds; identifying and funding programs that reduce crime, recidivism, and victimization. Additionally, DCJS administers the state's Sex Offender Registry. DCJS conducts research on critical criminal justice issues and provides training, legal guidance and regulation to the State's law enforcement, community corrections and prosecution communities.

DCJS is committed to supporting programs that improve the effectiveness of New York's justice system. Applications will be rated and selected for funding consistent with the best interest of the State.

II. ELIGIBILITY, FUNDING AND CONTRACT TERM

A. Eligibility Requirements

Not-for-profit organizations and governmental entities meeting the following criteria are eligible to apply under this solicitation:

Category 1 – New York State Department of Health (DOH) approved Rape Crisis and Sexual Violence Prevention programs. Rape Crisis and Sexual Violence Prevention programs that are not currently approved by DOH may apply if they received SFY 2016-17 funding to support rape crisis services through the *DCJS Sexual Assault Rape Crisis and Prevention Program*. However, if awarded a grant, the recipient(s) will be required to obtain DOH approval prior to any contract renewals after the first one-year contract period.

Category 2 – The following organizations designated to provide support and technical assistance to rape crisis programs in 2015 by the New York State Department of Health:

- a. New York State Coalition Against Sexual Assault
- b. New York City Alliance Against Sexual Assault

B. Funding Availability and Approved Use of State Funds

Approximately \$6.5 million will be made available from appropriations included in the 2017-18 enacted budget to support rape crisis programs throughout New York State. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by state or federal law.

All funding must support program efforts that will be accomplished during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the programs and activities proposed.

Eligible applicants may apply for funding up to the amounts specified in *Appendix: Sexual Assault and Crisis Funding Allocations by Program*. These amounts were determined through use of a weighted formula which utilizes the following county-level data points to assess the comparable need for rape crisis services across New York State: population, Uniform Crime Reporting (UCR) data for sex offenses, UCR data for rapes, emergency department visits for sexual assault, and DOH advocacy service counts.

The Sexual Assault Crisis and Prevention Program is intended to provide resources for rape crisis programs in New York State to support victims of sexual assault as well as rape prevention initiatives. Permissible expenses include, but are not limited to, personnel, travel, supplies, and equipment in support of community outreach and professional training, sexual assault victim advocacy, counseling, education, and accompaniment through all processes of the criminal justice system, including forensic exams and court appearances. Some expenses, such as rental expenses, indirect costs, communication expenses, and advertising may be allowable subject to the review of expense justifications.

Applicants identified as Category 2 in the RFA in Section II may also include expenses related to statewide/citywide training, technical assistance, research, and resource development.

C. Contract Term

Grant award agreements, unless otherwise modified by DCJS, will be for a term of one year effective October 1, 2017, to September 30, 2018, with one optional one-year renewal.

III. PROGRAM DESCRIPTION

Administered in collaboration with DOH and the New York State Office of Victim Services, the DCJS Sexual Assault Crisis and Prevention Program provides resources for rape crisis programs throughout New York State to make supportive services available to victims of sexual assault and advance programs and activities to prevent rape. These funds may be utilized to sustain existing services as well as to expand or develop programs supporting victims in the applicant's catchment area.

The Sexual Assault Crisis and Prevention Program aims to address the varying and distinct needs of victims throughout New York State. Applicants are encouraged to submit projects consistent with the particular needs of their communities. Applications may include, but are not limited to, projects aimed at underserved populations, culturally specific groups, and college campuses. Allowable project expenses may relate to the provision of direct services to victims, community outreach, professional training, accompaniment and advocacy for victims with cases in civil and/or criminal courts, as well as rape prevention initiatives.

Applicants identified as Category 2 in RFA Section II, Eligibility, must submit projects aimed at supporting rape crisis agencies and their advocates throughout New York State in providing comprehensive, coordinated, culturally competent, high quality sexual assault intervention and prevention services to their communities, as well as enhancing victim safety and offender accountability through appropriate responses to sexual violence.

IV. EVALUATION AND SELECTION OF APPLICATIONS

Tier I Evaluation – Threshold Pass/Fail

The Tier I Evaluation assesses whether applications satisfy minimum “pass/fail” criteria for funding. DCJS may, at its discretion, request additional and/or clarifying information from an applicant as deemed necessary. All applications will be initially screened by DCJS reviewers to determine their completeness using the following criteria:

- *Application* was submitted by the published deadline;
- Applicant is eligible as defined by this solicitation; and
- Applicant is eligible and pre-qualified in the Grants Gateway. (*This pre-qualification requirement applies only to not-for-profit applicants.*)
- The submitted application shall include:
 - Answers to all questions as presented;
 - Budget detail and justification provided in GMS itemizing operating expenses in support of the program;
 - Completed Program Work Plan, where instruction has been provided; and
 - All attachments and required documents. (See Checklist at the end of this document.)

Tier I Evaluation criteria will receive pass/fail ratings. Any application that does not meet each of these conditions may be subject to disqualification from further review.

Tier II Evaluation – Evaluation and Scoring

DCJS staff reviewers will evaluate applications that successfully pass the Tier I Evaluation. A standard rating tool will be used to score responses to questions provided in the application. See Section V, *Request for Applications* for additional information.) The maximum application score will be 100 points. Applicants must attain a minimum score of 70 points in order to be eligible for funding. Each response will be scored and all scores will be totaled, resulting in an overall score. The final score will be determined by averaging Team Reviewers' overall scores for each application. Also, in the event of a substantial scoring disparity of total available points, an additional reviewer will rate the affected applications, and the average of all of the scores will determine the final average score of the application. In the event of a tie score among applicants, and where both applicants cannot be selected, an additional reviewer will rate the affected applications and the average of the scores would represent the final score.

Tier III Evaluation

The Tier III Evaluation assessments will be conducted by designated DCJS executive staff. The Tier III Evaluation will select applicants for funding and determine award amounts through consideration of the Tier II Evaluation scoring and comments, strategic priorities, available funding and best overall value to New York State.

Final award decisions will be made by DCJS in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any applicant.

The DCJS' Executive Deputy Commissioner, or his designee, will make final decisions regarding approval and individual award amounts based on the quality of each submission, the recommendations of the reviewers, and the specific criteria set forth in this solicitation.

V. REQUEST FOR APPLICATIONS QUESTIONS

Applicants must respond to the questions below within the DCJS Grants Management System (GMS) as instructed. **GMS instructions are located as an *Appendix* to this solicitation.**

Please prepare prospective responses in a Microsoft Word Document using Ariel, 11-point font and 1.5-line spacing. Responses should then be copied and pasted to GMS under the *Questions* module "tab" of the application. Applicants are also required to attach the Microsoft Word document with responses to these questions using the *Attachments* module on GMS. The maximum number of pages allowed for each question is indicated.

Responses to the following questions will be scored and are the basis for Tier II Evaluation funding recommendations. Note: The aggregate scoring value assigned to all questions equals a total possible score of 100 points. Applicants must attain a minimum score of 70 points in order to be eligible for funding. All questions, including sub-sections and those which have no point value, must be answered.

Program Narrative and Budget Questions:

Question #1 - (0 points) If your organization is not currently approved by the NYS Department of Health as a Rape Crisis and Sexual Violence Prevention program, please describe your plan to obtain approval prior to the end of the first contract term if awarded a grant by DCJS.

Question #1a - Eligibility Justification (20 points) - Not to exceed 300 words

Provide a brief description of how your agency qualifies to apply for this funding.

Question #2 Project Description (30) – Not to exceed one page.

Provide a succinct description of the proposed project.

Question #3 Work plan (30 points)

The Work Plan must be entered directly into the work plan module "tab" of the GMS application. Work plans are comprised of the project Goals, Objectives, Tasks and Performance Measures. Each element is hierarchical and should be directly related to, and flow from, the prior element.

Goals - Goals are broad statements of what the program intends to achieve. Depending on scope, organizations should identify 1-3 goals per project.

Objectives - Objectives are desired end points for the proposed project and should relate directly to advancing the identified goal. Approximately 1-4 objectives should be identified for each goal.

One model for creating objectives is the S.M.A.R.T. model, which means that objectives should be:

- **S**pecific - target a specific area for improvement.
- **M**easurable - quantify an indicator of progress.
- **A**chievable - neither out of reach nor below standard performance.
- **R**elevant - targets must support or be in alignment with the goal.
- **T**imed - specify when the result(s) can be achieved.

Tasks - Tasks are steps taken to achieve the stated objectives for the project. They are, generally, a sequence of activities that together lead to attainment of the project objectives. Tasks should define what primary steps and activities will be accomplished, who will accomplish them, and how they will be carried out. Only include the minimum number of substantive steps and activities that are essential for achieving each objective.

Performance Measures - Performance measures are indicators of the work performed and the results achieved in an activity. Performance measures reflect the level of performance over time expressed as a tangible, measurable accomplishment, which can be measured and compared to the target level of achievement identified in the objective. Measures should directly reflect those tasks being accomplished by individuals working for or on behalf of the program. Performance measures should not be based on the decisions and actions of victims/survivors. Each task should have a minimum of 1 related performance measure.

Work plans will be evaluated for consistency with the issues identified in the Problem Statement and Identified Needs section above and how clearly applicants connect all of the essential elements of the work plan.

Question # 4 - Operating Budget Detail and Justification (20 points)

- ✓ Applicants must refer to *Appendix: Sexual Assault Funding by County* to locate the award amount for which they are eligible for under this funding.
- ✓ Enter the operating budget directly into the **Budget** module “tab” of the GMS application. Operating budgets should project total costs for the contract period and must not exceed the applicant’s eligible award amount if provided.
- ✓ A detailed budget for the grant period provided must be complete and provide sufficient detail. It must also be reasonable and appropriate, as determined by DCJS, and directly tied to the work plan. For proposed subcontractor’ agencies to provide services, where applicable, upload any signed and executed agreements and the proposed subcontractor’s operating budget using the **Attachment** Module on GMS.
- ✓ Using *Appendix: Budget Detail Worksheet and Narrative sheet* as a guide, prepare a line item budget, including justification, by appropriate category of expense (e.g., Personnel, Fringe Benefits, Consultants, etc.). Budgets should reflect total projected costs for a 12-month contract period and be limited to eligible costs.

Note:

Not-for-Profit Organizations: Funding for indirect costs, including administrative, is capped at a rate of 15%. Governmental Entities: Indirect costs are not an allowable expense for governmental entities.

VI. NOTIFICATION OF AWARDS

Applicants approved for funding will be notified in writing by DCJS via email to the email address provided in GMS. The terms of the final contract agreement are subject to negotiation between DCJS and the grantee.

In the event that DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds.

For those not approved to receive funding awards, notifications will be both emailed to the contact person and sent by U.S. Postal Service mail.

A debriefing is available to any applicant that submits an application in response to this solicitation and was not successful in receiving an award. Applicants will be accorded fair and equal treatment with respect to an opportunity for a debriefing. A debriefing shall be requested in writing by the unsuccessful Applicant within 15 calendar days of being notified in writing by DCJS that the Application was not selected for an award.

An unsuccessful Applicant's written request for a debriefing must include specific questions that the Applicant wishes to be addressed, and must be submitted to DCJS via the funding mailbox at dcjsfunding@dcjs.ny.gov with the following in the subject line: **Request for Debriefing Sexual Assault Crisis and Prevention Program**. The debriefing shall be scheduled to occur within 30 business days of receipt of written request by DCJS or as soon after that time as feasible.

The preferred method for the debriefing will be in-person, however, upon mutual agreement by all parties, another means such as telephone, webinar, or any combination thereof may occur.

VII. REQUIRED REPORTING

Reporting requirements are provided below:

GMS Quarterly Progress Reporting

Grantees will be required to submit quarterly progress reports via GMS that describe quarterly performance and activities in support of the project Work Plan entered in GMS.

Quarterly Fiscal Reports

Grantees will be required to submit quarterly fiscal reports and claims for payment.

Reporting due dates:

GMS Progress Reports and Fiscal Claims for Payment (formerly known as State-Aid Vouchers) are due to DCJS by the following dates:

<u>Calendar Quarter</u>	<u>Report Due</u>
October 1 - December 31	January 31
January 1 - March 31	April 30

April 1 - June 30
July 1 - September 30

July 31
October 31

VIII. ADMINISTRATION OF CONTRACTS

DCJS will negotiate and develop a contract with each successful applicant. The grant contract may be subject to approval by the NYS Office of the Attorney General (OAG) and the Office of the State Comptroller (OSC) before funding may actually be disbursed. In the event that DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award DCJS reserves the right to rescind the award and redistribute the funds.

Contract Approval

All contracts may be subject to the approval of the Attorney General and the Comptroller of the State of New York, and until said approval has been received and indicated thereon, the Contract shall be of no force and effect.

Contract Term

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

Contract Activities

All activities must have prior approval from DCJS and meet the guidelines established by the State of New York.

Contract Changes

Contracts resulting from this solicitation may be executed, increased, terminated, renewed, decreased, extended or amended or renegotiated for any reason at the discretion of the Executive Deputy Commissioner of DCJS as a result of contractual performance, changes in project conditions, or as otherwise may be in the best interests of New York State.

Records

The grantee will keep books, ledgers, receipts, personnel time and effort records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. In accordance with the standard contract Appendix A-1 (see "Standard Contract Provisions" below), grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York for injury or damages incurred during the performance of approved grant activities or caused by the use of equipment purchased with grant funds.

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the

contract between the State of New York and the grant award recipient. Where applicable, performance-based expenses will be reimbursed in compliance with the contract milestone performance and costs budget and the project work plan.

Reports

The grantee shall submit all reports to DCJS in a format and time frame as specified in the contract. Quarterly progress reports shall include a description of the grantee's efforts undertaken during the reporting period and the current status of the project. The quarterly progress reports of the grantee's activities under this contract must be submitted electronically as directed by DCJS. Independent of any reporting schedule, all grantees will be required to inform DCJS of any program issues that are significantly impacting program performance. Any project funded under this solicitation must comply with the requirements established by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

Performance Review

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

Disposition of Allocations

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

Revocation of Funds

Funds awarded to an applicant who does not implement an approved project within 90 calendar days of the contract start date may be revoked and redistributed at the discretion of the Executive Deputy Commissioner of the DCJS or his or her designee.

Encouraging Use of New York State Businesses in Contract Performance

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm> entitled: *Encouraging Use of New York State Businesses in Contract Performance* and submit the completed form as an attachment to their application in GMS. There are no points attributable to this component of the application.

Use of Service-Disabled Veteran-owned Business Enterprises in Contract Performance

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-

Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf.

Bidders/proposers need to be aware that awardees will be strongly encouraged to the maximum extent practical and consistent with legal requirements of the State Finance Law and the Executive Law to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Furthermore, awardees are reminded that they must continue to utilize small, minority and women-owned businesses consistent with current State law. Utilizing SDVOBs in State contracts will help create more private sector jobs, rebuild New York State's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its SDVOB partners. SDVOBs will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated public procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of SDVOBs by its contractors. The State, therefore, expects awardees to provide maximum assistance to SDVOBs in their contract performance. The potential participation by all kinds of SDVOBs will deliver great value to the State and its taxpayers.

Bidders/proposers can demonstrate their commitment to the use of SDVOBs by responding to the questions on the form located at http://www.criminaljustice.ny.gov/ofpa/pdfdocs/Veteran_Owned_Business_Form.pdf and attach the completed form, along with your Application, to the NYS Division of Criminal Justice Services' Grants Management System (GMS). There are no points attributable to this component of the application.

Standard Contract Provisions

Any contracts negotiated as a result of this solicitation will be subject to the provisions of Appendix A, Appendix A-1, and Appendix M, which contain the standard clauses for all New York State grant contracts with DCJS. Appendices are available on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

Minority and Women-Owned Business Enterprises (M/WBE) and Equal Employment Opportunity (EEO) Requirements

DCJS recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises (M/WBEs), as well as the employment of minority group members and women in the performance of DCJS contracts.

Contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women.

Accordingly, applicants requesting in excess of \$25,000 must be prepared to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet, and Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement and advise the applicant of DCJS' acceptance once an award determination is made. For additional information regarding M/WBE requirements see also <http://www.criminaljustice.ny.gov/ofpa/forms.htm>. There are no points attributable to this component of the application.

Vendor Responsibility

Not-for-Profit organizations that are receiving an award of \$100,000 or greater are required to complete an updated Vendor Responsibility Questionnaire. The questionnaire and additional information are available on the NYS Office of State Comptroller website: http://www.osc.state.ny.us/vendrep/vendor_index.htm.

Charities Registration

Not-for-Profit organizations must also ensure that their filing requirements are up-to-date with the Charities Bureau of the NYS Attorney General's Office. Further information on the registration requirements may be obtained at the Attorney General's website: <http://www.charitiesnys.com/home.jsp>.

Data Universal Numbering System (DUNS) Registration Requirements

All DCJS funding applicants are required to provide a DUNS number. If you are unsure whether or not your organization has a DUNS number, check with your Fiscal Officer. New applicants will enter the DUNS number in GMS while completing the Participant section; existing DCJS grantees whose DUNS number is not already on file should email the number to funding@dcjs.ny.gov to have it entered by DCJS staff prior to submission of the application. Any organization needing a DUNS number can register through the following link: <http://fedgov.dnb.com/webform>. Please note the process of requesting and receiving a DUNS number and/or having it entered into GMS by DCJS staff will require additional time. It is strongly recommended that applicants begin this process early.

IX. APPLICATION SUBMISSION AND REQUIREMENTS

A. Application Specific Instructions

One application should be submitted for each provider. Applications must be submitted using the DCJS Grants Management System (GMS).

B. Grants Management System (GMS)

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Applications must be complete in order for the GMS submission to be successful. Applicants needing assistance with accessing and/or using GMS, should contact the DCJS Office of Program Development and Funding GMS Help Desk at (518) 457-9787

The following information is specific to this Application. For general guidance and GMS Helpful Hints see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*.

Accessing the Application on GMS

To access a new application on GMS, log on to the system and click on "Project." Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office." Using the drop-down box, find and select *Sexual Assault Crisis and Prevention Program*. Click "Create Project." Your application will now be ready to complete.

Completing the Application

Applicants are encouraged to complete the GMS Application as well as the registration and/or pre-qualification on the NYS DCJS Grants Gateway System, where applicable, early to avoid any concerns with these automated systems.

Each application will consist of the following components that must be completed using GMS:

- Participant name(s);
- Contact information for all participating agencies per application;
- Program specific questions;
- Project budget; and
- Program work plan.

When all of the above requirements and GMS Application components are completed, click the "**Submit**" button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and you submit successfully, GMS will display a screen that says "*Your application has been submitted.*"

X. APPLICATION CHECKLIST

- Not-for-Profit Applicants ONLY: Complete Grants Gateway Prequalification Requirements – See Appendix: *Grants Gateway Prequalification Requirement*

- All Applicants: Complete all DCJS Grants Management System (GMS) Registration Requirements – See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
- Complete all necessary contractual requirements as described in Section: VIII. *Administration of Contracts*.
- Answer Program Narrative Questions in *QUESTIONS* TAB in GMS and also attach the answers on a Word Document to GMS if indicated.
- Using the Appendix: *Budget Detail and Worksheet Narrative Guide* for reference, complete BUDGET TAB on GMS by entering the line-item Operating Budget.

Appendix:

Grants Gateway Prequalification Requirement – Not for Profit Applicants Only

Grants Gateway Pre-Qualification

Not-for-profit applicants **must** be pre-qualified through the New York State Grants Gateway prior to the application submission deadline in order to be eligible for awards under this funding. **Applicants are strongly encouraged to begin this process as soon as possible.**

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process, which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for applications to be evaluated. Information on these initiatives can be found on the [Grants Reform Website](http://www.grantsreform.ny.gov/) at <http://www.grantsreform.ny.gov/>.

Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at grantsreform@budget.ny.gov.

Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity

Appendix:

DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS - Dated February 2016

GMS Helpful Hints: The following is general information. Also read the RFA for additional specific GMS directions.

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Persons familiar with GMS can use the following simplified guidelines:

Getting Started: Sign on to GMS.

Click "Project" to go to project grid. Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office" in a drop-down box format. Find and highlight "Name of funding program," then click "Create Project."

This begins your application. You may work on the application, save and return to it at a later time, except as noted below. Note that GMS will time out after 30 minutes of inactivity. That means that you should save your work frequently. Each save re-sets the timer.

In the newly-created project complete the following modules which are listed across the top of the screen:

General - Complete the text screens and press save.

Participants/Contacts - Complete the text screens and press save.

Click on "Add Participant" and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop down list that defaults to "Grantee." Click "Add." If there will be a separate Implementing Agency, repeat the process, choosing "Implementing Agency" as the Participant Type. In the event your agency is not listed, click the "New" button to add your agency to our database. Please complete all required information on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on "Add Contact" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list. Find the person to be added and click in the blue section of the name. This will prompt a drop down list that defaults to "Primary." Ensure you do this until you have added a minimum of three contacts: Primary, Signatory and Fiscal. In the event that the contact you are attempting to add does not appear in a search, click the "New Contact" button to add the contact to our database.

Note: If the signatory you try to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached.

Budget - See Application for additional specific instructions.

Work plan - In the GMS work plan module, enter the Project Goal, Objectives, Tasks and Performance Measures provided in the Standard Work Plan within this solicitation.

- Fill in the “Project Goal” text box and click “Save.”
- Click “Create New Objective” and fill in the text box and click “Save.”
- Click “Add Task to this Objective” and fill in the text box and click “Save.”
- Click “Add Performance Measure to this Task” and fill in the text box and click “Save.”

Questions (where applicable and when the solicitation includes questions) -

Answer all required program narrative and budget information questions.

Hint: Answers should be developed in Word. DCJS-GMS will time out after 30 minutes and unsaved material will be lost. Cutting and pasting from a Word document will prevent the loss of any work.

Attachments -

Click on “Attachment,” and upload the required attachments for this solicitation. Note: Follow the instructions in the GMS User’s Manual for Attachments; also, see screen instructions for accepted file types and advice on file names.

Remember: Failure to submit required documents will be considered the same as failure to meet the deadline for application submission. This may result in a non-award due to the application being untimely.

When all requirements are completed, click the “Submit” button. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and the application is submitted, GMS will display a screen that says “*Your application has been submitted.*” In addition, GMS will send an email notification to the Signatory official listed on the application to make him or her aware that an application has been submitted on your jurisdiction’s or organization’s behalf.

Appendix: Budget Detail Worksheet and Narrative Guide

PERSONAL SERVICES – List each position by title. Show the annual rate of pay, the percentage of time to be devoted to the project (percent of FTE) and the cost to grant funding.

Name	Position	Salary	Computation (Annual Salary, % of FTE Time)	Cost
█	█	█	█	█

Personal Narrative: Describe responsibilities and duties of each position in implementing and operating the grant program. █

FRINGE BENEFITS- Should be based on actual known costs or approved negotiated rate of the agency. Fringe benefits are for the personnel listed above, and only for the percentage of time (%FTE) of each position charged to the project.

Approved Rate or Description of Actual Costs	Computation (Salary x Rate)	Cost
█	█	█

Fringe Benefits Narrative: Describe the fringe benefits to be charged to the project. █

CONSULTANT SERVICES – For each consultant, enter the name, service to be provided, hourly or daily fee, and estimated time on the project. Upload the signed consultant agreement as an Attachment in GMS.

Name of Consultant	Service Provided	Computation	Cost
█	█	█	█

Consultant Services Narrative: Explain how each consultant is necessary to the success of the project and discuss the procurement method to be used. Using the format of "F – Travel" category, list all expenses to be paid from the grant to the individual consultants in addition to their fees (e.g., travel, meals, lodging). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, community partners. Consultant costs are limited to \$650 per 8-hour day (excluding travel, meals, and lodging) unless justification is provided and approved by DCJS. █

EQUIPMENT – List non-expendable items to be purchased. List expendable equipment under the "Supplies" category. Rented or leased equipment should be listed in this category.

Item	Quantity	Cost per Item	Total Cost
█	█	█	█

Equipment Narrative: Explain how the equipment is necessary for the success of the Project and describe the procurement method to be used. █

SUPPLIES – List aggregate cost of office supplies.

Item	Quantity	Cost per Item	Total Cost
█	█	█	█

Supplies Narrative: Discuss the supplies needed for success of the project and indicate who will be using expendable materials. █

TRAVEL AND SUSTENANCE – Itemize project related expenses required of staff by purpose (e.g. training, field work, meetings). **Prior to any out-of-state travel, a written request for approval to use grant funds must be submitted to, and granted approval by DCJS.** Show all travel expense computations (# of people x cost of travel, daily lodging cost x number of rooms x number of nights, per diem meals x number of travelers). Identify location.

Travel Purpose and Location	Number of People	Cost of Travel per diem	Number of Travel Days	Total Cost
█	█	█	█	█

Travel and Sustenance Narrative: Describe location of travel, purpose of travel, mode of transportation and cost. Also indicate who is traveling and how this travel is necessary for the success of the project. Meals and lodging must be itemized and must not exceed published NYS per diem rates. █

RENTAL OF FACILITIES – Provide square footage of space rented specifically for the project and the rental cost per square foot. Provide a monthly cost multiplied by the number of months that rent is required within the program period. Note: Units of local government may not charge rent to the awardee for existing agency office space.

Monthly Rent	X Number of Months	Cost
█	█	█

ALL OTHER COSTS – List line item costs, such as reproduction and telephone, by category and the basis for computation.

Description	Computation	Cost
█	█	█

ADMINISTRATION/INDIRECT COSTS – Combined funding for administrative and/or indirect costs is capped at a rate of 15 percent. Note: Indirect costs are not an allowable expense for governmental agencies.

Description	Computation	Cost
█	█	█

BUDGET CATEGORY	AMOUNT
Personal Services	\$ █
Fringe Benefit	\$ █
Consultant Services	\$ █
Equipment	\$ █
Supplies	\$ █
Travel and Sustenance	\$ █
Rental of Facilities	\$ █
All Other Expenses	\$ █
Administration/Indirect Costs	\$ █
TOTAL OPERATING BUDGET	\$ █

Grant Amount Requested:	Match Amount (if applicable):	Total Project Amount:
\$ █	\$ █	\$ █

End of Application

Appendix: Sexual Assault and Crisis Prevention Funding Allocations by Program

Program	County	Additional Counties Served	Proposed Total Funding
Albany County Crime Victim and Sexual Violence Center	Albany		\$100,200
Cattaraugus Community Action	Allegany	Cattaraugus	\$108,800
Crime Victims Assistance Center, Inc.	Broome		\$104,600
Cayuga Counseling Services	Cayuga		\$68,500
The Salvation Army	Chautauqua		\$68,500
Planned Parenthood of the Southern Finger Lakes	Chemung	Schuyler, Steuben	\$163,500
Planned Parenthood of the North Country New York	Clinton	Essex, Franklin	\$111,100
Mental Health Association of Columbia Greene Counties	Columbia		\$92,300
YWCA of Cortland County	Cortland		\$93,200
Delaware Opportunities	Delaware		\$68,500
Family Services, Inc.	Dutchess		\$106,400
Suicide Prevention and Crisis Services, Inc.	Erie		\$166,700
Victims Assistance Center of Jefferson County	Jefferson		\$113,100
Lewis County Opportunities, Inc.	Lewis		\$94,200
Liberty Resources	Madison	Chenango	\$191,200
Planned Parenthood Central and Western NY (formerly PP Rochester-Syracuse)	Monroe	Genesee, Livingston, Monroe, Orleans, Wyoming	\$270,600
Safe Center LI, Inc.	Nassau		\$159,300
YWCA of Niagara County	Niagara		\$71,000
YWCA of Mohawk Valley	Oneida	Herkimer	\$56,600
Vera House	Onondaga		\$133,700
Mental Health Association of Orange County	Orange		\$110,300
Oswego County Opportunities, Inc.	Oswego		\$69,500
Opportunities for Otsego, Inc.	Otsego		\$86,600
Putnam Northern Westchester Women's Resource Center	Putnam		\$68,500
Samaritan Hospital	Rensselaer		\$86,100
Rockland Family Shelter	Rockland		\$89,200
Domestic Violence and Rape Crisis Services of Saratoga County dba Wellspring	Saratoga	Washington	\$103,100
Planned Parenthood - Mohawk Hudson - Schenectady	Schenectady	Fulton, Hamilton, Montgomery, Schoharie, Warren, Washington	\$372,300
Safe Harbors of the Finger Lakes, Inc.	Seneca	Ontario, Yates	\$117,900
St. Lawrence Valley Renewal House Victims of Family Violence	St. Lawrence		\$68,500
Parents for Megan's Law	Suffolk		\$93,100
Victim Information Bureau of Suffolk County	Suffolk		\$115,100
Catskill Regional Medical Center RISE Program	Sullivan		\$71,000
A New Hope Center	Tioga		\$84,700
The Advocacy Center of Tompkins County	Tompkins		\$71,000
Ulster County Probation	Ulster		\$80,300
Victims Resource Center of the Finger Lakes	Wayne		\$68,500
Westchester Community Opportunity Program	Westchester		\$127,500
Westchester Hispanic Coalition	Westchester		\$70,600
Subtotal			\$4,295,800
Bronx County Bronx District Attorney's Office	Bronx		\$117,700
Kingsbridge Heights Community Center	Bronx		\$112,300
NYCHHC No Cent Bronx Hospital	Bronx		\$10,500
CAMBA, Inc.	Kings		\$121,300
Wyckoff Heights Medical Center	Kings		\$141,500
Barnard Columbia	New York		\$49,100
Beth Israel Medical Center	New York		\$103,100
Mount Sinai School of Medicine - Adolescent Health Center	New York		\$177,300
NY Presbyterian Hospital - DOVE Program	New York		\$72,000
NY Presbyterian - Weill Cornell	New York		\$49,100
NYC Gay and Lesbian Anti-Violence Project	New York		\$85,200
NYCHHC - Bellevue Hospital Center	New York		\$72,000
St. Lukes-Roosevelt Hospital - CVTC	New York		\$318,900
New York Asian Women's Center dba Womankind	New York		\$33,400
Mount Sinai School of Medicine - SAVI	Queens		\$157,400
Safe Horizon	New York City	Citywide	\$114,700
NYC Subtotal			\$1,735,500
New York State Coalition Against Sexual Assault	Statewide Coalition		\$276,100
New York City Alliance Against Sexual Assault	New York City		\$177,900
Statewide Total			\$6,485,300

APPENDIX: Sexual Assault Crisis and Prevention County-Level Data

County	Population = 25%		UCR Sex Offenses = 20%		UCR 2015 Rapes = 20%		Emergency Department Visits for Sexual Assault = 20%		DOH Services Counts = 15%		County
	2015 Population Estimate	% Statewide Population	# Total Sex Offense Reports ^a	% Statewide Total Sex Offense Reports	# Total Rape Reports ^a	% Statewide Total Rape Reports	# Emergency Dept. Visits ^b	% Statewide Emergency Dept. Visits	# DOH Service Counts ^c	% Statewide Service Counts	
Albany	309,381	1.60%	247	1.67%	91	1.50%	34	1.65%	1,563	1.22%	Albany
Broome	200,600	1.03%	299	2.03%	154	2.53%	24	1.17%	3,311	2.59%	Broome
Cayuga	80,026	0.41%	166	1.12%	67	1.10%	5	0.24%	844	0.66%	Cayuga
Chautauqua	134,905	0.70%	201	1.36%	72	1.18%	7	0.34%	760	0.59%	Chautauqua
Cortland	49,336	0.25%	78	0.53%	16	0.26%	0	0.00%	949	0.74%	Cortland
Delaware	47,980	0.25%	67	0.45%	45	0.74%	3	0.15%	1,268	0.99%	Delaware
Dutchess	297,488	1.53%	207	1.40%	107	1.76%	13	0.63%	1,351	1.06%	Dutchess
Erie	919,040	4.74%	755	5.12%	296	4.87%	115	5.59%	2,455	1.92%	Erie
Jefferson	116,229	0.60%	190	1.29%	82	1.35%	12	0.58%	9,876	7.72%	Jefferson
Lewis	27,087	0.14%	26	0.18%	9	0.15%	0	0.00%	131	0.10%	Lewis
Nassau	1,339,532	6.91%	364	2.47%	80	1.32%	123	5.98%	3,258	2.55%	Nassau
Niagara	216,469	1.12%	198	1.34%	79	1.30%	26	1.26%	199	0.16%	Niagara
Onondaga	467,026	2.41%	422	2.86%	149	2.45%	22	1.07%	9,401	7.34%	Onondaga
Orange	372,813	1.92%	417	2.82%	143	2.35%	23	1.12%	675	0.53%	Orange
Oswego	122,109	0.63%	212	1.44%	119	1.96%	7	0.34%	314	0.25%	Oswego
Otsego	62,259	0.32%	86	0.58%	42	0.69%	4	0.19%	2,990	2.34%	Otsego
Putnam	99,710	0.51%	43	0.29%	12	0.20%	3	0.15%	1,056	0.83%	Putnam
Rensselaer	159,429	0.82%	170	1.15%	56	0.92%	16	0.78%	4,648	3.63%	Rensselaer
Rockland	311,687	1.61%	156	1.06%	61	1.00%	24	1.17%	2,253	1.76%	Rockland
Saratoga	219,607	1.13%	167	1.13%	81	1.33%	7	0.34%	296	0.23%	Saratoga
St. Lawrence	111,944	0.58%	128	0.86%	53	0.87%	18	0.87%	0	0.00%	St. Lawrence
Suffolk	1,493,350	7.70%	458	3.10%	159	2.62%	69	3.35%	2,482	1.94%	Suffolk
Sullivan	77,547	0.40%	124	0.84%	64	1.05%	2	0.10%	267	0.21%	Sullivan
Tioga	51,125	0.26%	60	0.41%	23	0.38%	2	0.10%	5,060	3.95%	Tioga
Tompkins	101,564	0.52%	92	0.62%	53	0.87%	27	1.31%	3,075	2.40%	Tompkins
Ulster	182,493	0.94%	243	1.65%	96	1.58%	6	0.29%	4,504	3.52%	Ulster
Wayne	93,772	0.48%	149	1.01%	77	1.27%	8	0.39%	1,133	0.89%	Wayne
Westchester	949,113	4.90%	448	3.03%	165	2.71%	61	2.96%	8,336	6.51%	Westchester
Allegany	48,946	0.25%	84	0.57%	28	0.46%	3	0.15%	1,008	0.79%	Allegany
Cattaraugus	80,317	0.41%	104	0.70%	52	0.86%	8	0.39%	8,040	6.28%	Cattaraugus
Subtotal	129,263	0.67%	187	1.27%	80	1.32%	11	0.53%	9,048	7.07%	Subtotal
Chemung	88,830	0.46%	96	0.65%	27	0.44%	4	0.19%	773	0.60%	Chemung
Schuyler	18,343	0.09%	17	0.12%	9	0.15%	3	0.15%	630	0.49%	Schuyler
Steuben	98,990	0.51%	162	1.10%	79	1.30%	5	0.24%	222	0.17%	Steuben
Subtotal	206,163	1.06%	275	1.86%	115	1.89%	12	0.58%	1,625	1.27%	Subtotal
Chenango	50,477	0.26%	99	0.67%	65	1.07%	4	0.19%	1,378	1.08%	Chenango
Madison	73,442	0.38%	102	0.69%	50	0.82%	3	0.15%	486	0.38%	Madison
Subtotal	123,919	0.64%	201	1.36%	115	1.89%	7	0.34%	1,864	1.46%	Subtotal
Clinton	82,128	0.42%	138	0.93%	59	0.97%	4	0.19%	1,110	0.87%	Clinton
Essex	39,370	0.20%	53	0.36%	24	0.39%	0	0.00%	299	0.23%	Essex
Franklin	51,599	0.27%	100	0.68%	53	0.87%	3	0.15%	913	0.71%	Franklin
Subtotal	173,097	0.89%	290	1.97%	136	2.24%	7	0.34%	2,322	1.81%	Subtotal
Columbia	63,096	0.33%	87	0.59%	38	0.63%	2	0.10%	4,445	3.47%	Columbia
Greene	49,221	0.25%	72	0.49%	32	0.53%	2	0.10%	0	0.00%	Greene
Subtotal	112,317	0.58%	158	1.07%	70	1.15%	4	0.19%	4,445	3.47%	Subtotal
Fulton	55,531	0.29%	96	0.65%	42	0.69%	0	0.00%	389	0.30%	Fulton
Hamilton	4,836	0.02%	4	0.03%	3	0.05%	0	0.00%	0	0.00%	Hamilton
Montgomery	50,219	0.26%	54	0.37%	36	0.59%	8	0.39%	358	0.28%	Montgomery
Schenectady	154,727	0.80%	175	1.19%	48	0.73%	15	0.73%	1,438	1.12%	Schenectady
Schoharie	32,749	0.17%	42	0.28%	20	0.33%	3	0.15%	212	0.17%	Schoharie
Warren	65,707	0.34%	102	0.69%	50	0.82%	2	0.10%	575	0.45%	Warren
Washington	63,216	0.33%	88	0.59%	27	0.44%	3	0.15%	3,468	2.71%	Washington
Subtotal	426,985	2.20%	560	3.80%	226	3.72%	31	1.51%	6,440	5.03%	Subtotal
Genesee	60,079	0.31%	85	0.57%	37	0.61%	4	0.19%	780	0.61%	Genesee
Livingston	65,393	0.34%	70	0.48%	35	0.58%	6	0.29%	190	0.15%	Livingston
Monroe	744,344	3.84%	641	4.34%	288	4.74%	134	6.51%	2,523	1.97%	Monroe
Orleans	42,883	0.22%	38	0.26%	21	0.35%	3	0.15%	533	0.42%	Orleans
Wyoming	42,155	0.22%	42	0.28%	16	0.26%	0	0.00%	122	0.10%	Wyoming
Subtotal	954,854	4.93%	876	5.93%	397	6.53%	147	7.14%	4,148	3.24%	Subtotal
Herkimer	64,519	0.33%	91	0.62%	24	0.39%	6	0.29%	2,924	2.28%	Herkimer
Oneida	234,878	1.21%	248	1.68%	141	2.32%	11	0.53%	1,113	0.87%	Oneida
Subtotal	299,397	1.54%	339	2.29%	165	2.71%	17	0.83%	4,037	3.15%	Subtotal
Seneca	35,251	0.18%	73	0.50%	17	0.28%	6	0.29%	0	0.00%	Seneca
Ontario	107,931	0.56%	146	0.99%	54	0.89%	16	0.78%	3,484	2.72%	Ontario
Yates	25,348	0.13%	33	0.23%	8	0.13%	3	0.15%	0	0.00%	Yates
Subtotal	168,530	0.87%	253	1.71%	79	1.30%	25	1.21%	3,484	2.72%	Subtotal
Non-NYC Subtotal	11,208,146	57.82%	9,313	63.08%	3,834	63.08%	922	44.80%	109,868	85.84%	Non-NYC Subtotal
NYC Subtotal	8,175,133	42.18%	5,451	36.92%	2,244	36.92%	1,136	55.20%	18,128	14.16%	NYC Subtotal
NYC Alliance & NYSCASA	-	-	-	-	-	-	-	-	-	-	NYC Alliance & NYSCASA
Statewide	19,383,279	100%	14,763	100.0%	6,078	100.0%	2,058	100.0%	127,996	100.0%	Statewide

* Due to program closings, current DCJS funds will transfer from Chenango County programming to Madison County. In addition, 80% of Washington County funds will transfer to Schenectady County programming and 20% will transfer to Saratoga County programming.

a. Sex Offenses (2012 - 2014 three-year average) - Includes Part I and II sex offenses (UCR codes 22 and 4 under the old definitions). Rape (2015 only) - Includes expanded Part I definition (UCR code 4 for Rape and UCR code 50 for Expanded Rape category).

b. ED Visits (2012 - 2014 three-year average) sourced from NYSDOH, Bureau of Occupational Health and Injury Prevention.

c. Service counts (2012 - 2014 three-year average) - Includes advocacy, counseling, and accompaniment, sourced from quarterly reports provided to DOH from local provider