



**FFY 2020 Services*Training*Officers*Prosecution (STOP) Violence
Against Women Formula Grant Program
Request for Proposals (RFP)**

KEY DATES AND NOTICES:

Release Date:	Thursday, September 3, 2020
Deadline for Submission of Questions Regarding this RFP:	Monday, September 14, 2020
Response to Questions Posted:	Monday, September 21, 2020
Application Deadline:	12:00 noon on Friday, October 16, 2020
Notification of Award(s):	On or about Friday, December 4, 2020
Anticipated Contract Start Date:	January 1, 2021

1. Proposals must be received by the submission deadline on-line via the Grants Gateway. **Applicants who are not registered to access Grants Gateway will need to obtain user access to respond to this Solicitation.** See Appendix: Grants Gateway Registration and Prequalification Requirement.
2. Questions regarding this RFP must be emailed to dcjsVAWA@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 Grants Gateway. Applicants not receiving an award will receive notification via email to the contact provided in Grants Gateway. A debriefing is available to any entity that submitted a proposal or 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 five (5) years from January 1, 2021 to December 31, 2025 subject to available funding.
5. There will be no match requirement imposed on applicants receiving STOP awards through this solicitation for the first year of the five-year contract term, and grantee match requirements for the remainder of the contract term will be determined at a later date. Please see Section V(8)(E) on pages 14 and 15 of this solicitation for more information.
6. **Grants Gateway Pre-Qualification – To be considered for an award**, not-for-profit (NFP) applicants **must** be pre-qualified through the NYS Grants Gateway prior to the RFP submission deadline. **NFP applicants should begin this process as soon as possible.** See Appendix: Grants Gateway Registration and Prequalification Requirement.

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Violence Against Women Formula Grant Program
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I. INTRODUCTION

The New York State Division of Criminal Justice Services (DCJS) seeks proposals to fund the Services-Training-Officers-Prosecution (STOP) Violence Against Women Formula Grant Program. Approximately \$6.5 million is expected to be available annually for awards.

The goal for FFY 2020 STOP Violence Against Women Act (VAWA) Formula Grants Program is to support communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women.

Applicants are expected to have a thorough understanding of the enabling Violence Against Women Act (VAWA) statute and related legislation (see <https://www.justice.gov/ovw/legislation>), including the “Violence Against Women reauthorization Act of 2013” (see <https://www.govinfo.gov/content/pkg/BILLS-113s47es/pdf/BILLS-113s47es.pdf>), before applying under this RFP. In addition to the program eligibility requirements stated in the Act, the Department of Justice has issued guidelines to implement the STOP funds. A complete copy of the STOP Frequently Asked Questions is available at <https://www.justice.gov/ovw/page/file/1008816/download>

DCJS recognizes that effective evidence-based strategies available to the criminal justice system to combat sexual assault, domestic violence, dating violence, and stalking crimes continue to evolve. Some of the most successful efforts have been developed by local communities. For example, National Institute of Justice (NIJ) studies have found that Sexual Assault Nurse Examiner (SANE) programs and multidisciplinary Sexual Assault Response Teams (SART):

- Enhance the quality of health care for women who have been sexually assaulted;
- Improve the quality of forensic evidence;
- Increase law enforcement's ability to collect information, file charges and refer to prosecution; and
- Increase prosecution rates over time.

While innovative responses are important, the federal Office on Violence Against Women (OVW) recommends and DCJS encourages applications for projects and programs that:

- Retain core services for victims of sexual assault, domestic violence, dating violence and stalking with specific support for rape crisis centers and domestic violence programs;
- Increase support for sexual assault, including victim services, law enforcement response and prosecution;
- Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on African American, Tribal, and Lesbian, Gay, Bisexual, Transgender (LGBT) communities;
- Provide culturally specific services and training to underserved communities based on factors such as race, ethnicity, language, sexual orientation, or gender identity;

- Provide both basic and advanced training to tribal law enforcement and tribal courts regarding services for victims in tribal communities; and
- Increase the use of promising innovation or evidence-building practices, where available.

Local communities should seek to carry out all strategies by forging lasting partnerships between victim advocacy organizations and the criminal justice system, and by looking beyond traditional resources. This involves developing new and expanded partnerships with community-based organizations to respond vigorously to sexual assault, domestic violence, dating violence, and stalking crimes. Partnerships should be forged with organizations that specialize in advocacy on behalf of unserved and underserved populations.

Below are links to websites that illustrate viable community-based models and toolkits:

Stop Violence Against Women Grants Technical Assistance Project
Promising Practices: Improving the Criminal Justice System's Response to Violence Against Women
<https://www.ncjrs.gov/pdffiles1/pr/172217.pdf>

End Domestic Abuse Wisconsin
Wisconsin Sexual Assault & Domestic Violence Coordinated Community Response (CCR) Toolkit, 2nd edition. 2016.
<https://www.endabusewi.org/for-advocates/ccr-toolkit/>

Megan R. Greeson; Rebecca Campbell; Shannon K.E. Kobes
Step-by-Step Practitioner Toolkit for Evaluating the Work of Sexual Assault Nurse Examiner (SANE) Programs in the Criminal Justice System <https://www.ncjrs.gov/pdffiles1/nij/grants/226499.pdf>

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; and 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 prosecutorial communities.

DCJS is committed to providing funding to programs that improve the effectiveness of New York's justice system. Proposals will be rated and selected for funding consistent with the best interests of the state. Applicants are encouraged to demonstrate in their response to this solicitation how their proposal supports New York's commitment to public safety.

II. FUNDING, APPLICANT ELIGIBILITY AND CONTRACT TERM

A. Funding

DCJS expects to make approximately \$6.5 million available annually for local awards to support STOP Formula Grant Programs.

There will be no match requirement imposed on applicants receiving STOP awards through this solicitation for the first year of the five-year contract term, and grantee match requirements for the remainder of the contract term will be determined at a later date. Please see Section V(8)(E) on pages 14 and 15 of this solicitation for more information.

All STOP agreements, awards and contracts are subject to the availability of funds. Funding is not guaranteed. Modifications or additional requirements may be imposed during the award and/or contract period. The primary source of STOP funding is federal Violence Against Women Act appropriations, which may vary from year to year. DCJS is committed however to sustaining grant award levels, contingent upon adequate federal budget appropriations.

Non-Supplanting

All funding must support program-related expenses incurred during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the programs proposed.

Funding Caps

In order to maximize support of local programs, maximum award amounts (or “funding caps”) will be imposed by program type as follows:

- \$100,000 – Statewide Initiatives and Programs
- \$50,000 – All other projects, regardless of jurisdiction. Note: Applicants are encouraged to submit proposed budgets that reflect the minimum level of funding required to accomplish identified goals and objectives. DCJS reserves the right to adjust final award amounts and budgets of successful applicants as detailed in Section IV. *Evaluation and Selection of Proposals*.
- Exempt - Statewide Prevention Efforts are federally mandated set-asides, and as such, proposals for this program type are excluded from the funding caps for awards under this RFP or future STOP awards.

Allocation Categories

STOP Formula awards will be distributed according to the following mandatory federal allocation categories. VAWA/Victim Services staff at DCJS will assign allocation categories to proposals during the review process, ranking proposals from highest to lowest within each category:

- 30% Victim Services – Statutorily defined in VAWA as “services provided to victims of domestic violence, dating violence, sexual assault, or stalking, including telephonic or web-based hotlines, legal advocacy, economic advocacy, emergency and transitional

shelter, accompaniment and advocacy through medical, civil or criminal justice, immigration, and social support systems, crisis intervention, short-term individual and group support services, information, and referrals, culturally specific services, population specific services, and other related supportive services.”

- 25% Law enforcement
- 25% Prosecution
- 15% Discretionary
- 5% State and Local Courts – DCJS will meet this federal allocation requirement separate from this RFP

Funding priorities and Set-asides

Within the context of the required allocation categories cited above, STOP Formula award determinations made in satisfaction of New York State funding priorities and federally mandated set-asides (further described below) will be selected in the following order:

1. Native American Set-aside - All allocation categories
2. Culturally-Specific Community-Based Set-Aside – Victim Services allocation category
3. Sexual Assault Services Set-aside – All allocation categories
4. Prevention Set-aside – Discretionary allocation category
5. Statewide Initiatives – All allocation categories
6. Victim Service Providers – All allocation categories
7. SAFE Programs – Law Enforcement and Prosecution allocation categories
8. Government Entities – All allocation categories

Native American Set-aside

New York State is setting aside up to five (5) awards of up to \$50,000 each for qualified proposals submitted by Native American Tribes and Organizations on Reservations. Allocation categories will be determined by DCJS based on the nature of each program proposal. Note: Funds not distributed under this set-aside will be eligible for awards to other qualified applicants regardless of affiliation with Native American Tribes and Organizations on Reservations.

Culturally Specific Community Based Organizations Set-aside

Under VAWA, 10% of the Victim Services allocation category must fund Culturally Specific Community Based Organizations. See Appendix: *Culturally Specific Community-based Organizations* for more information. DCJS is setting aside up to six (6) awards of up to \$50,000 each for qualified applications. Funds not distributed under this set-aside will be eligible for awards to other qualified applicants under the Victim Services allocation category.

Sexual Assault Set-aside

Additionally, the Violence Against Women Reauthorization Act of 2013 mandates that states must set-aside 20% of the total STOP funds for programs or projects in 2 or more of the mandatory allocation categories (victim services, courts, law enforcement, and prosecution) that meaningfully address sexual assault, including stranger rape,

acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship. Note: The 20% set-aside for sexual assault is calculated from the total amount granted to the state; however, it is not a distinct allocation.

Prevention Set-aside

The Violence Against Women Reauthorization Act of 2013 also allows states to award up to 5% of their total STOP award for prevention initiatives under the Discretionary allocation category. New York State is electing to establish this set-aside as a coordinated statewide initiative.

B. Eligible Applicants

Category 1 – Victim Service Providers

- a. Domestic violence service providers – These organizations must be licensed and/or approved by NYS Office of Children and Family Services.
- b. Rape crisis programs – These organizations must be approved by the NYS Department of Health.

Category 2 – Native American Tribes and Organizations on Reservations

Native American tribes and organizations on reservations are defined as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States or New York State to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set-aside for use of, and occupancy by, Native Americans. This category may include tribal governments, tribal service organizations and tribal coalitions. Designation of particular funding allocations under this category will depend on the activities and services detailed in the application.

Category 3 – Government Entities

Criminal justice agencies – This includes local police departments, sheriff’s offices, prosecutor’s offices, county corrections departments, and county probation departments in New York State. Examples of eligible services include but are not limited to:

- a. Prosecutor-based victim services such as victim-witness programs, victim notification programs, and assisting with victim impact statements for court.
- b. Corrections-based services such as victim notification, restitution, advocacy.
- c. Police-based programs such as victim crisis units, victim advocates, victim registration and notification, and cellular phone or alarm services for domestic violence victims.
- d. Probation activities and measures, such as special investigation and supervision caseloads, or implementation of specialized policies, procedures and training.

Category 4 – Other Programs and Services

- a. **Not-for-profit service providers** – This includes not-for-profit associations, institutes, coalitions and other such organizations with a demonstrated history of delivering advocacy, services, training, or technical assistance regarding sexual assault, domestic violence, dating violence and/or stalking that:

- Promote safety, confidentiality, self-determination and economic independence of victims/survivors; and/or
 - Improve criminal justice/legal system and institutional responses and practices that hold offenders accountable.
- b. **Sexual Assault Forensic Examiner (SAFE) Programs** – Such applicants must submit a letter from the President or CEO of the hospital in which they are providing services stating that the hospital is aware and supportive of the program. In addition, they must also submit a letter from the District Attorney’s Office stating that they will work together in the potential prosecution of cases.
- c. **Hospitals and emergency medical facilities** – Eligible services include crisis counseling, support groups, and/or other types of victim services. Note: DCJS may only award STOP funds to a medical facility for the purpose of performing sexual assault medical forensic exam 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 community-based victim services are offered to the victim in conjunction with the examination.

Category 5 – State Coalitions

- a) New York State Coalition Against Sexual Assault
- b) New York State Coalition Against Domestic Violence

C. Contract Term

As part of an effort to streamline contract processes and to provide continuity for grantees, DCJS is providing multi-year grant award agreements, unless otherwise modified by DCJS, for a term of five (5) years, effective January 1, 2021 to December 31, 2025. Funding after the first year of the contract is contingent upon the availability of state and federal budget appropriations, satisfactory program performance, and adherence to contractual terms and conditions. Proposals should include a budget that covers the initial 12-month period of the agreement.

III. PROGRAM DESCRIPTION

A. STOP Program Purpose Areas

The federal Violence Against Women Act (VAWA) and its amendments have defined STOP program purpose areas for grantees. All awarded programs must address one or more of the following federal statutory purpose areas in their application:

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking, including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));

2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel and prosecutors specifically targeting violent crimes against women including the crimes of sexual assault, domestic violence, dating violence, and stalking;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women including the crimes of sexual assault, domestic violence, dating violence, and stalking, as well as the appropriate treatment of victims;
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking;
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking, and domestic violence;
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking;
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking;
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence,

stalking, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;

10. Aiding victims of domestic violence and sexual assault in immigration matters;
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
12. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to sexual assault, domestic violence, dating violence, and stalking;
13. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault;
14. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims;
15. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.

B. New York State Priorities

New York State is committed to supporting programs that meet the needs of all victims, especially underserved populations. According to the Violence Against Women Act (42 U.S.C. § 13925), “underserved populations” are defined as follows, “Populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.” All applicants are required to include underserved populations in all service provision, training, outreach, collaboration and system improvement activities.

C. Potential Initiatives and Activities

The following non-exhaustive list provides examples of the types of programs and projects which may be supported with STOP funds:

- Programs that meet the needs of Underserved Populations
- Victim Service Programs
- Sexual Assault Forensic Examiner (SAFE) Programs
- Sexual Assault Forensic Examiner (SAFE) Training

NYS Division of Criminal Justice Services | www.criminaljustice.ny.gov

- Coordinated Community Response Initiatives for Multi-Disciplinary Teams
 - Sexual Assault Response Teams (SART)
 - Domestic Abuse Response Teams (DART)
- System Training for Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking
- Services and Response Protocols for Victims of Human Sex Trafficking
- Victim Advocate Co-Location Programs
 - Probation
 - Law Enforcement
 - Prosecutors
 - Courts
- Specialized Caseload/Unit and Training
 - Probation
 - Law Enforcement
 - Prosecutors

IV. EVALUATION AND SELECTION OF PROPOSALS

Tier I Evaluation – Threshold Pass/Fail

The Tier I Evaluation assesses whether proposals satisfy minimum “pass/fail” criteria for funding. All proposals will be initially screened by DCJS reviewers to determine their completeness using the following criteria:

- Proposal was received by the published deadline;
- Applicant is eligible as defined by this solicitation; and
- Applicant is an eligible, pre-qualified entity in the Grants Gateway. (*This pre-qualification requirement applies only to not-for-profit applicants.*)

The submitted proposals must include:

- Answers to all questions as presented;
- Budget detail and justification provided in Grants Gateway itemizing operating expenses in support of the program;
- A completed Program Work Plan, according to instructions provided; and
- All required attachments and documents.

Tier I Evaluation criteria will be used by DCJS reviewers to assess proposals for pass/fail ratings. Any proposal that does not meet each of the above requirements may be subject to disqualification from further review.

Tier II Evaluation – Evaluation and Scoring

DCJS staff reviewers will evaluate proposals that successfully pass the Tier I Evaluation. A standardized rating tool will be used to score responses to questions provided in the proposal (see *Questions* section for additional information). The maximum proposal score will be 100

points. Each response will be scored, and all scores will be totaled, resulting in an overall score. Applicants must attain a minimum proposal score of 70 points to be eligible for funding. Each proposal will be evaluated by a team of two separate reviewers. The final score will be determined by averaging Team Reviewers' overall scores for each proposal. DCJS may, at its discretion, request additional information from an applicant as deemed necessary. Also, in the event of a substantial scoring disparity, defined as 15 or more points of the total available points, between Team Reviewers' overall scores, an additional reviewer may rate the affected proposals and the average of all the scores will determine the final average score of the proposal. In the event of a tie score where both applicants cannot be selected, preference will be given to the proposal with the higher average score of *Identification of Needs* and the *Collaboration* sub-scores.

Tier III Evaluation

The Tier III Evaluation assessments will be conducted by designated DCJS executive staff. During the Tier III Evaluation, applicants shall be selected for funding and award amounts shall be determined through consideration of some or all of the following: 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 or her designee will make the final decisions regarding approval and individual award amounts based on the quality of each submission, the recommendations of the reviewers, specific criteria set forth in this solicitation, and geographic balance. (if applicable).

V. REQUEST FOR PROPOSAL QUESTIONS

Applicants must respond to the questions below, as instructed, within the Grants Gateway. The maximum number of characters 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 proposal score of *70 points* to be eligible for funding. All questions, including sub-sections and those which have no point value, must be answered.

1. Question #1 – Indicate the percent of the focus for the funded project: (0 points)

- a. Sexual Assault _____%
- b. Domestic Violence _____%
- c. Dating Violence _____%
- d. Stalking _____%

- Total Project _____%

2. **Question #2** – Project Summary – One to two paragraphs briefly describing the funded project. **(10 points) Not to exceed 1000 characters.**

3. **Question #3** – Experience and Organizational Capacity – **(25 points) Not to exceed 2000 characters.**

- a. Describe your organization/agency structure, role and function as well as its history and mission, highlighting their relevance to the services proposed.
- b. Explain your organization/agency qualifications, expertise and experience in providing the proposed services and activities.

4. **Question #4** - Problem Statement and Identified Needs - **(30 points) Not to exceed 6000 characters.**

- a. Define the nature and scope of the problem(s) your program is designed to address.
- b. Describe the specific needs to be addressed by the program and indicate the geographic area the program will serve.
- c. Describe how underserved populations are identified and included in all service provision plans.
- d. Provide data that clearly depicts the nature and scope of the problem, such as crime data, demographic data for the catchment area, information derived from waiting lists, etc., and document the need for specialized program services in the geographic area for which grant support is requested.
- e. Describe how funds will be used to increase the applicant's ability to enhance the safety of victims/survivors or hold offenders accountable for the crimes of sexual assault, domestic violence, dating violence, and stalking. Applicants must clearly demonstrate that without the requested funding, items outlined in the proposed budget could not otherwise be supported or obtained.
- f. Discuss how the services proposed relate to other similar services in the target community. Does your program provide unique services? Does your program complement, and not compete with, other programs serving the same client populations? Whenever possible, include data that supports your claims.

5. **Question #5** – Work Plan -- **(0 points)**

Work plans are comprised of the project Goal, Objectives, Tasks and Performance Measures. All work plans will be standardized as follows:

A. **Standard Goal:** To utilize federal fiscal year (FFY) 2020 Services-Training-Officers-Prosecutors (STOP) Violence Against Women Act (VAWA) funds to support communities in efforts to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victims services in cases involving violent crimes against women.

B. Please review *Standard Work Plans for Function Area(s)* in the Appendices and identify from the following list which Function Area(s) your proposed program will

provide. The applicable work plan(s) will be included in contracts during contract development if applicant is selected for an award.

Enter the Function Area(s) the Applicant proposes to address.

- a. *Training*
- b. *Education*
- c. *Coordinated Community Response*
- d. *Policies and Legislation*
- e. *Products*
- f. *Data Collection and Communications Systems*
- g. *Specialized Units*
- h. *System Improvement*
- i. *Victim Services*
- j. *Legal Services*
- k. *Law Enforcement*
- l. *Prosecution*
- m. *Probation*

6. Question #6 – Collaboration – (15 points) Not to exceed 4000 characters

Collaboration among victim service providers, law enforcement and prosecutors is essential to ensure the maximization of service delivery and achievement of STOP program goal.

- Describe current collaborative efforts within each community that would support the program's services.
- Indicate how collaborative efforts promote, within the community, coordinated public and private efforts to assist victims and/or hold offenders accountable as required by STOP.

7. Question #7 -- Culturally Specific Community Based Organizations -- (0 points) Not to exceed 5000 characters

Programs that wish to be considered for funding under this category must answer the following Culturally Specific Community-based Organization questions in Grants Gateway as part of their application.

- a. Is this Application being submitted by a Culturally Specific Community-based Organization as defined in Appendix: *Culturally Specific Community-based Organization* of the RFP? Yes or No
- b. If yes, please submit responses that address the following:
 - i. Targeted service population size and description.
 - ii. Briefly describe expertise in delivering services tailored to unique needs of targeted service population.

- iii. Describe how specialized culturally specific program services will be provided.
- iv. Detail how the targeted community was involved in planning for service delivery.
- v. Describe outreach efforts to target community regarding available services.

8. Operating Budget Detail and Justification (20 points)

- A. Enter the operating budget directly into the Expenditure Budget section in Grants Gateway. The Budget Detail Worksheet and Budget Narrative Guide located in the appendices of this RFP may be used as a guide to assist in the completion of the budget section. Prepare a line item budget, including requested details and narratives, by appropriate category of expense (e.g., Personal Services-Salary, Personal Services-Fringe, Contractual, etc.). All funded positions should clearly indicate the role/responsibility and full annual salary of the position, hours worked per week, and proposed hours or percentage FTE supported by the grant for each title. **Budgets should reflect total projected costs for a 12-month initial budget period** and must be limited to eligible costs. Operating budgets must not exceed the applicant's eligible award amount if provided.
- B. The detailed budget for the grant period 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 subcontracted agencies approved to provide services, where applicable, upload signed and executed agreements and the subcontractor's approved operating budget using **Pre-Submission Uploads** provided in Grants Gateway.
- C. Requested budget items must be limited to eligible costs described in Section III and within guidelines detailed in the *STOP Frequently Asked Questions* which is available at <https://www.justice.gov/ovw/page/file/1008816/download>.
- D. Programs are encouraged to budget and include funds for travel-related expenses for training in the program's operating budget. In addition, DCJS, OVW and approved technical assistance providers may support conferences for STOP grantees so applicants are encouraged to budget for training and conference fees as well as associated travel costs.
- E. The U.S. Department of Justice (DOJ) typically imposes a 25% in-kind match requirement on federal grant funds received through the Violence Against Women Act program. However, DOJ recently indicated it may waive this match requirement for FY21 grant awards, which would have the effect of relieving STOP grantees of the 25% in-kind match requirement for the first year of the five-year contract term. Should DOJ not waive the match requirement for FY21 STOP awards, DCJS has developed a plan under which the state will fulfill the in-kind match requirement for STOP grantees funded through this solicitation for at least the first year of the five-year contract term. Subject to the continued availability of state funding for eligible purposes, the state

may be in a position to fulfill the 25% in-kind match requirement for STOP grantees funded through this solicitation for additional 12-month periods of the five year contract term, however DCJS will not be able to determine whether STOP grantees will be relieved of their in-kind match obligations for upcoming calendar year periods until three to six months before the end of the prior calendar year.

In summary, there will be no match requirement imposed on applicants receiving STOP awards through this solicitation for the first year of the five-year contract term, and grantee match requirements for the remainder of the contract term will be determined at a later date.

Should a grantee be interested in additional STOP award information, including match requirements should they become applicable, please visit:

<https://www.justice.gov/ovw/page/file/1008816/download>.

- F. Consultant Services: All consultant services must be obtained in a manner that provides for fair and open competition. The rate for a consultant should not exceed \$650 for an eight-hour day (not including travel and subsistence costs). A rate exceeding \$650 per eight-hour day requires prior written approval from DCJS and may be approved on a case-by-case basis where adequate justification is provided, and expenses are reasonable and allowable. A grant award recipient obtaining consultant services that cost in excess of \$10,000 must use a competitive bidding process. A grant award recipient who proposes to obtain consultant services from a particular vendor without competitive bidding, will be required to obtain the prior written approval of DCJS. The request for approval must be in writing and set forth, at a minimum, a detailed justification for selection and basis upon which the price was determined to be reasonable. Further, such consultant services must be in accordance with the guidelines, bulletins and regulations of the NYS Office of the State Comptroller, State Procurement Council and, if applicable, the U.S. Department of Justice.

Note:

- Not-for-Profit organizations: Funding for indirect costs, including administrative expenses, is capped at a rate of 10%. A federally approved indirect cost rate above 10% is allowed, provided appropriate documentation from the federal agency that granted the approved indirect cost rate is attached.
- Governmental Organizations: Indirect costs are not an allowable expense for governmental organizations.

VI. NOTIFICATION OF AWARDS

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

For those not approved to receive funding awards, notifications will be emailed to the contact person provided in Grants Gateway.

A debriefing is available to any entity that submitted a proposal 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 VAWA mailbox at dcjsVAWA@dcjs.ny.gov with the following in the subject line: "**Request for Debriefing: Services-Training-Officers-Prosecution (STOP) Violence Against Women Formula Grant Program.**" The debriefing shall be scheduled to occur within 30 days 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 via telephone, webinar, or any combination thereof may occur.

If DCJS and a successful award recipient 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.

VII. REPORTING REQUIREMENTS

Reporting requirements are provided below:

Grants Gateway Quarterly Progress Reporting

All grantees will be required to submit quarterly progress reports via the Grants Gateway that describe quarterly performance and activities in support of the project Work Plan associated with the applicable Function Area(s) selected.

Program-Specific Reporting

All grantees are required to collect, and report data as required by the VAWA Measuring Effectiveness Initiative Project developed jointly by OVW and the Edmund S. Muskie School of Public Service. All data will be collected and reported on an annual (calendar year) basis. For more information about the VAWA Measuring Effectiveness Initiative Project, the annual reporting form for STOP subgrantees, and helpful tools for collecting data, please utilize the links below:

VAWA Measuring Effectiveness Initiative Project STOP Formula Grant Program

<https://www.vawamei.org/grant-program/stop-formula-grant-program/>

STOP Program Annual Progress Report Form

<https://www.vawamei.org/tools-resource/stop-subgrantee-progress-reporting-form/>

STOP Program Annual Progress Report Instructions

<https://www.vawamei.org/tools-resource/stop-formula-subgrantee-reporting-instructions/>

Quarterly Fiscal Reports

All grantees will be required to submit quarterly fiscal reports and claims for payment for reimbursement

Reporting due dates:

Grants Gateway 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>
January 1 - March 31	April 30
April 1 - June 30	July 31
July 1 - September 30	October 31
October 1 - December 31	January 31

Program-Specific Reporting:

Program-Specific Reporting will be due on an annual basis upon request from DCJS.

IIX. ADMINISTRATION OF CONTRACTS

DCJS will negotiate and develop a contract with each successful applicant. If 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

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

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 because 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. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm, or by email at epayments@osc.state.ny.us. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

To enroll in e-Payments:

- Log in to the [Vendor Self-Service Portal](#)
- Select the "Enroll in e-Payments (Direct Deposit)" link
- Follow the prompts to complete your enrollment

Don't have an account? [Enroll in the Vendor Self-Service Portal](#)

Update or add additional bank accounts

See the section *Update or Add Locations* at [Update Vendor Information and Access](#).
For assistance, email ePayments@osc.state.ny.us

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. Should a grantee receive DCJS funding, compliance to reporting requirements imposed during the contract period may be considered when determining future award amounts.

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, virtual 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 the 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 that contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of any contract resulting from this solicitation. 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, bidders/proposers 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 bidders/proposers 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, Appendix C 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 <https://www.criminaljustice.ny.gov/ofpa/applcngntfrms.html>.

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.

Grantees with contracts in excess of \$25,000 are encouraged 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 are encouraged 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 would 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 if needed 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 proposal.

Sexual Harassment Prevention Certification

As of January 1, 2019, bidders on procurements subject to competitive bidding in New York State, are required to submit a certification with every bid that states they have a policy addressing sexual harassment prevention and that they provide sexual harassment training to all employees on an annual basis. Pursuant to State Finance Law §139-l, bidders responding to a competitively bid Request for Proposals (RFPs), must certify that by submission of their bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies its own organization, under penalty of perjury, that the bidder has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law. Bidders that do not certify will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder provides a signed statement with their bid detailing the reasons why the certification cannot be made.

In addition to requiring this certification for competitively bid RFPs, DCJS has included this requirement for all grantees receiving funds from DCJS. Grantees must provide certification that they have implemented a written policy addressing sexual harassment prevention in the workplace and that they provide annual sexual harassment prevention training to all of their employees.

Therefore, all applicants for this RFP must complete the *Sexual Harassment Prevention Policy and Training Certification* provided in Pre-Submission Uploads. Applicants must then upload the completed certification in Pre-Submission Uploads before their proposals can be submitted in Grants Gateway.

Vendor Responsibility

Not-for-Profit entities 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/>. Any not-for-profit sub-grantees must also complete a Vendor Responsibility Questionnaire.

Charities Registration

Not-for-Profit entities 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. PROPOSAL SUBMISSION AND REQUIREMENTS

A. Specific Instructions

One proposal should be submitted for each Program proposed. Proposals must be submitted using Grants Gateway, New York State's online grant application and contract management system.

B. Grants Gateway

All Applicants must be registered for user access in the New York State Grants Gateway in order to respond to this Solicitation. Not-for-profit applicants **must** be pre-qualified through Grants Gateway prior to the application submission deadline to be eligible for awards under this funding. Please see *Appendix: Grants Gateway Registration and Prequalification Requirement* for more details and instructions.

All final grant proposals must be received in the New York State Grants Gateway System by 12:00 PM EST, on **Friday, October 16, 2020** as indicated in **IMPORTANT DATES** table on cover page of this RFP. All deadlines for submission are in the Eastern Time zone, and the Grants Gateway system will be locked for submission after these deadlines.

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

- Log into Grants Gateway as a Grantee, Grantee Contract Signatory or Grantee System Administrator.
- Click the "Available Opportunities" button.
- From the "search by funding agency" drop-down menu, select Division of Criminal Justice Services. Click "search". Locate FFY 2020 Services*Training*Officers*Prosecution (STOP) Violence Against Women Formula Grant Program and click on the blue link.
- Click the "Apply for Opportunity" button.
- From the FORMS MENU, complete the forms as described on the next page. Sections

from the Forms Menu do not have to be completed in any particular order. Certain forms may be left blank if they do not apply to your application, such as budget items not requested.

- You must **SAVE YOUR WORK** before moving onto a new screen.
- **Please Note:** You must **SAVE** your work often. Grants Gateway will time you out after 15 minutes of non-activity. The system does not recognize typing as activity, saving your work will reset the time out clock. After the system has timed out, any unsaved work will be lost. To check if an upload was successful, click “View File” after uploading a document. If you do not complete the application in one session, it will be in your “tasks” box labeled “application in process”. Another way to find an application in process is to click the “application” tab at the top of the screen.
- **Please Note:** those logged in as Grantees may work on the application, only those logged in as a **Grantee Contract Signatory or a Grantee System Administrator can submit the application to the State**. When the application is ready for submission, click the Status Changes tab, then click the “Apply Status” button under “Application Submitted”.
- There will be a ‘global warning’ error if you try to submit an application without completing required fields or forms.
- To check the status of your application, click on the “Details” link. After submitting your application, the status will say “Assignment of Reviewers.” This means you have successfully submitted the application.

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

Additional Helpful Links

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

- Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway.
- To register your organization on Grants Gateway refer to <https://grantsmanagement.ny.gov/register-your-organization>
- Please visit the [Grants Management website](#):
 - Refer to the [Pre-qualification Q&A](#) document for detail requirement and information.
 - Refer to the [Vendor User Manual](#) for more detailed information.
- The Grants Management Team offers regular live webinars for anyone who is interested in additional information about Grants Gateway, the Prequalification process, or submitting online applications. Contract management and submitting claim for payment. Follow the [Live Webinar](#) section under Grants Management website.
- Grants Gateway Videos (includes a document vault tutorial and an application tutorial) on YouTube:
 - [Video for Grant Applications](#)
 - For more video follow:
<http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

- For any assistance or technical questions regarding Grants Gateway:
Grants Gateway Help Desk-
Phone: 518-474-5595 or
Email: grantsgateway@its.ny.gov

X. APPLICATION CHECKLIST

- **Grants Gateway Registration and Pre-Qualification Requirement – To be considered for an award**, all applicants must have user access to NYS Grants Gateway and not-for-profit (NFP) applicants **must** be pre-qualified through the Grants Gateway prior to the RFP submission deadline. **NFP applicants should begin this process as soon as possible.** See Appendix: *Grants Gateway Registration and Prequalification Requirement*.
- Not-for-Profit Applicants ONLY: Complete Grants Gateway Prequalification Requirements – See Appendix: *Grants Gateway Registration and Prequalification Requirement*
- Complete all necessary contractual requirements as described in Section: *Administration of Contracts*.
- Answer questions and complete all required information as outlined in Section V. Request for Proposals Questions.
- Complete required BUDGET information as instructed.
- If applicable - Attached Letter(s) of Support, Memoranda of Understanding, etc. as indicated.
- Add any additional item that is a requirement and subject to disqualification according to Tier I evaluation criteria.

Appendix

Grants Gateway Registration and Prequalification Requirement

Grants Gateway Registration Requirement

Applicants who are not registered to access Grants Gateway will need to obtain user access to respond to this Solicitation.

Grants Gateway Registration Instructions

On the Grants Management Website, download a copy of the Registration Form for Administrator - Registration forms:

1. Include your SFS Vendor ID on the form.
2. If you are a new vendor and do not have a SFS Vendor ID, include a Substitute Form W-9 with your signed, notarized registration to the Grants Gateway at the address provided in the instructions (also available from the website).
3. All registration must include an Organization Chart in order to be processed.
4. When you receive your login information and while logging in first time, you will be prompted to change your password.
5. To change your password, scroll to the bottom of your Profile page. Enter a new password and click SAVE.
6. Click the Organization(s) link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A Document Vault link will become available near the top of the page. Click this link to access the main Document Vault page.
7. Answer the questions in the Required Forms and upload Required Documents. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Proposal.
8. If you have previously registered, you do not require to register again.
9. In case of you do not know your Username please email Grantsgateway@its.ny.gov with your organization details. If you do not know your Password, please click the Forgot Password link from the main log in page and follow the prompts.

If you are an applicant, and have problems complying with this provision, please contact the Grants Gateway Help Desk 518-474-5595.

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 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 for proposals to be evaluated. Information on these initiatives can be found on the [Grants Management Website](https://grantsmanagement.ny.gov) at <https://grantsmanagement.ny.gov>.

Specific questions about the prequalification process should be referred to your agency representative or to the Grants Management website at grantsgateway@its.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 this process as soon as possible to participate in this opportunity.

Appendix

BUDGET DETAIL WORKSHEET AND NARRATIVE GUIDE

PERSONAL SERVICES – List positions by title. For each position 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.			
Position	Salary	Computation (Annual Salary, % of FTE Time)	Cost
█	█	█	█
<i>Personal Justification: Describe the responsibilities and duties of each position in implementing and operating the grant program. █</i>			
FRINGE BENEFITS - Fringe benefits to be aggregated for the personnel listed above, and only for the percentage of time (%FTE) of each position charged to the project. Fringe should be based on actual known costs or approved negotiated rate of the agency.			
Approved Fringe Rate	Computation (Aggregate Grant Salaries x Rate)		Cost
█	█		█
<i>Fringe Benefits Justification: Use approved fringe rate for grant related salaries above. Need not break out dollar value of each benefit. █</i>			
CONSULTANT SERVICES – For consultant 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
█	█	█	█
<i>Consultant Services Justification: Explain how the consultant(s) is necessary to the success of the project and discuss the procurement method to be used. Provide explanation of cost to be paid from the grant to the consultant, i.e., fees (limited to \$650 per 8-hour day unless justification is provided and approved by DCJS), travel, meals, and lodging per OSC guidelines unless otherwise approved by DCJS. Any consultant anticipated out-of-state travel must be pre-requested and approved in writing by DCJS.</i>			
EQUIPMENT – List aggregate cost of non-expendable program equipment to be purchased and aggregate cost of office equipment to support the grant. (List expendable equipment under the "Supplies" category.) Rented or leased equipment should be included in this category.			
Item	Approx. Quantity	Approx. Cost per Item	Total Cost
█	█	█	█
<i>Equipment Justification: List included equipment and explain how the equipment is necessary for the success of the project. Describe the procurement method to be used. █</i>			
SUPPLIES – List aggregate cost of program supplies and aggregate cost of office supplies. (Do not break out costs of individual office or program supplies, i.e., postage, training materials, copying paper, and expendable equipment, such as books or hand-held tape recorders.)			
Supplies	N/A	N/A	Total Cost
█	█	█	█
<i>Supplies Justification: Identify supplies and discuss why the supplies are needed for the success of the project and indicate who will be using expendable materials. █</i>			
TRAVEL AND SUSTENANCE – Indicate aggregate project related expenses required of staff (for example, for training, field work, meetings). Prior to any out-of-state travel, a written request for approval to use grant funds must be submitted to DCJS for written approval. Also indicate aggregate cost of participant travel if reimbursed, for example, metro cards.			
Travel	N/A		Total Cost
█	█		█
<i>Travel and Sustenance Justification: Describe location and 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 not exceed published state per diem rates. Participant cost must be specified, e.g., metro cards. █</i>			

RENTAL OF FACILITIES – Not-for-Profit applicants: Provide cost of rent specifically for the project. Property taxes are **not** an allowable separate line item expense. Units of local government may **not** charge rent to the grant for agency office space.

Total Rent for budget period	N/A	Cost
█	█	█

Rent Justification: Provide total rent cost for budget period and describe the cost allocation method for determining how much rent is being charged to the grant.

ALL OTHER COSTS –List indirect cost rate which may be capped under the RFA or RFP and is not an allowable expense for governmental agencies. List aggregate cost of miscellaneous other costs.

Description		Cost
█	█	█

Justification: Indicate indirect cost rate and amount. Indirect costs may be limited by the RFA or RFP and are not allowed for units of local government. Additionally, list items included, but not limited to, in the aggregate cost of other miscellaneous expenses, approximate costs, and how these items are necessary for the success of the project.

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

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

Appendix

Culturally Specific Community-based Organizations

Under the Violence Against Women Reauthorization Act of 2013, states are required to allocate a 10 percent set-aside within the Victim Services allocation category for “culturally specific community-based organizations.”

An organization is eligible to receive the culturally specific set-aside if the organization is a nonprofit, nongovernmental organization or tribal organization that serves a specific geographic community that:

- A. focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- B. has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- C. has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or
- D. obtains expertise, or shows demonstrated capacity to work effectively on domestic violence, dating violence, sexual assault, and stalking through collaboration;
- E. is primarily directed toward racial and ethnic minority groups¹; **and**
- F. is providing services tailored to the unique needs of that population.

An organization will qualify for funding if its primary mission is to address the needs of racial and ethnic minority groups or if it has developed a special expertise regarding a particular racial and ethnic minority group.

The organization must do more than merely provide services to the targeted group; rather, the organization must provide culturally competent services designed to meet the specific needs of the target population.

In reviewing applications received under this category, DCJS will examine not only the numbers of victims that will be served, but also:

- how the services will be provided,
- whether the community to be served has been involved in planning for the delivery of the services, and
- whether there will be outreach to that community regarding the availability of the services.

For example, if an applicant proposes to provide services to Mexican immigrant victims, the state should consider such things as: line items in the budget for certified interpreters; a demonstration that the applicant has knowledge of and collaborative relationships with other organizations relevant to the community; established outreach activities to the community; and on-going staff training on Mexican culture. A community-based organization that accepts funding to provide services to a particular racial and ethnic population cannot exclude others from participating in its programs and activities based on race, color, religion, national origin, sex, gender identity, sexual orientation, disability, or age.

Programs that wish to be considered for funding under this category must answer the **Culturally Specific Community-based Organization** questions in Grants Gateway as part of their application.

¹ “Racial and ethnic minorities” are as defined in section 1707(g) of the Public Health Service Act, which means “American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.”

Appendix

Standard Work Plans and Reporting Information for Function Area(s)

Standard Work Plans are based on data requirements for the STOP Program Annual Progress Report. See the links below for more information on how to report for each Function Area.

STOP Program Annual Progress Report Form

<https://www.vawamei.org/tools-resource/stop-subgrantee-progress-reporting-form/>

STOP Program Annual Progress Report Instructions

<https://www.vawamei.org/tools-resource/stop-formula-subgrantee-reporting-instructions/>

As stated in Section V. Request for Proposal Questions, Question #5, please review the *Standard Work Plans for Function Area(s) below and identify which Function Area(s) your proposed program will provide. The applicable work Plan(s) will be included in contracts during contract development if applicant is selected for an award.*

a) Function Area - Training

Objective: Training to provide information on sexual assault, domestic violence, dating violence and/or stalking that enables professionals to improve responses to victims/survivors related to their role in the system.

Task: Utilize grant funds to support efforts to arrange, coordinate and/or conduct training(s) to professionals that will enable them to improve responses/prevention efforts to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

Performance Measure:

1. Number of trainings provided to improve responses/prevention effort to victims of sexual assault, domestic violence, dating violence and/or stalking.
2. Number of people trained to improve responses/prevention efforts to victims of sexual assault, domestic violence, dating violence and/or stalking.
3. Report the type of professionals trained to improve responses/prevention efforts to victims of sexual assault, domestic violence, dating violence and/or stalking.
4. Report the type of topics covered to improve responses/prevention efforts to victims of sexual assault, domestic violence, dating violence and/or stalking.
5. Report the effectiveness of the training activities to improve responses/prevention efforts to victims of sexual assault, domestic violence, dating violence and/or stalking.

b) Function Area - Education

Objective: Education to provide general information to increase public awareness of sexual assault, domestic violence, dating violence and/or stalking.

Task: Utilize grant funds to support efforts to arrange, coordinate and/or conduct educational event(s) to community to increase awareness of sexual assault, domestic violence, dating violence and/or stalking.

Performance Measure:

1. Number of educational events provided to increase awareness of sexual assault, domestic violence, dating violence and/or stalking.
2. Report the type of community groups educated to increase awareness of sexual assault, domestic violence, dating violence and/or stalking.
3. Report the type of topics and specific issues covered to increase awareness of sexual assault, domestic violence, dating violence and/or stalking.

c). Function Area - Coordinated Community Response

Objective: To indicate the agencies or organizations that were provided sexual assault, domestic violence, dating violence and/or stalking victims/survivor referrals to, receive referrals from, engaged in consultation with, provided technical assistance to, and/or attended meetings with.

Task: Utilize grant funds to support efforts to provide and receive referrals from various organizations and/or meet with various organizations to improve coordinated community responses to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

Performance Measure:

1. Report the type and frequency of agencies or organizations referrals were provided/received for sexual assault, domestic violence, dating violence and/or stalking victims/survivor.
2. Report the type and frequency of coordinated community response team meetings staff participated/attended.
3. Report the effectiveness of the coordinated community response activities.

d) Function Area - Policies and Legislation

Objective: To develop, substantially revise, or implement policies or protocols or to develop or promote State, local, or tribal legislation and polices to improve services/response to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

Task: Utilize grant funds to support efforts to assist in developing, substantially revise, and/or implement policies or protocols or to develop or promote State, local, or tribal legislation and polices to improve services/response to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

Performance Measure: *grant funded activities may support more than one activity*

1. Report the type of policies and/or protocols being developed, revised, and/or implemented to improve services/response to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.
2. Report activities conducted to develop or promote State, local or tribal legislation and polices to enhance best practices for responding to domestic violence, dating violence, sexual assault and stalking.
3. Report the effectiveness of the polices developed/implemented to improve services/responses to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

e) Function Area - Products

Objective: To develop and/or substantially revise products that will help to improve services/response to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

Task: Utilize grant funds to support efforts to assist in developing and/or substantially revise products that will help to improve services/response to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

Performance Measure:

1. Report the type of products developed or revised (include: number of, title/topic, intended audience, and indicate if various languages apply) that assists in improving services/response to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

f) Function Area - Data Collection and Communication Systems

Objective: To develop, install, or expand data collection and/or communications systems that improved services/response to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

Task: Utilize grant funds to support efforts to assist in developing, install, or expand data collection and/or communications systems that improve services/response to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

Performance Measure:

1. Report the type and purpose of data collection and/or communications systems developed, installed, or expanded to improve services/responses to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

g) Function Area - Specialized Units

Objective: To participate in specialized units of the criminal justice system (law enforcement, prosecution, court, probation/parole) to improved services/response to

victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

Task: Utilize grant funds to support efforts to develop a new unit; support, expand, or coordinate an existing unit; and/or train a specialized unit of criminal justice system (law enforcement, prosecution, court, probation/parole) to improved services/response to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

Performance Measure:

1. Report the type of support provided, the specialized unit (law enforcement, prosecution, court, probation/parole), and the type of victimization (sexual assault, domestic violence/dating violence, stalking) to improve services/responses to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

h) Function Area - System Improvement

Objective: Provide system improvement and/or directly support system improvement (interpreters, safety audits, security) that improve services/response to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

Task: Utilize grant funds to support efforts to engage in or directly support system improvement for victim services, law enforcement, prosecution, court, and/or probation or parole that improve services/response to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

Performance Measure:

1. Report the type of system improvement provided (evaluation, fatality review, interpreters, language access/ lines, meetings between tribal and non-tribal entities, safety audits, security personnel or equipment, and translation of forms/documents) and type of agency provided for (victim services, law enforcement, prosecution, court, and/or probation or parole) that improve services/response to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking.

i) Function Area - Victims Services /Legal Services

Objective: To provide direct services to victims of sexual assault, domestic violence, dating violence and/or stalking.

Task: Utilize grant funds to support efforts to provide direct services to victims of sexual assault, domestic violence, dating violence and/or stalking.

Performance Measure:

1. Report the unduplicated number (for each victimization type: sexual assault, domestic violence/dating violence, and/or stalking) of primary victims who received services with the support of this grant.
2. Report the unduplicated number (for each victimization type: sexual assault, domestic violence/dating violence, and/or stalking) of partially serviced victims who received some services but not all services requested as a direct result of unavailable support from this grant.
3. Report the unduplicated number (for each victimization type: sexual assault, domestic violence/dating violence, and/or stalking) of victims who sought services and did not receive services as a direct result of unavailable support from this grant. Maintain records of the reason services could not be provided.
4. Report the number of victims (for each victimization type: sexual assault, domestic violence/dating violence, and/or stalking) who are new to your agency that were provided services with the support of this grant.
5. For each victim reported in performance measure 1 and 2, report any additional types of victimization (sexual assault, domestic violence/dating violence, stalking, trafficking) they received services with the support of this grant.
6. Report the unduplicated number (for each victimization type: sexual assault, domestic violence/dating violence, and/or stalking) of secondary victims provided services with the support of this grant.
7. Maintain records of for annual report the demographics of victims provided services with the support of this grant, (race/ethnicity, gender, age, other: LGBTQ, disabled, limited English proficiency, immigrants, correctional, rural, victim relationship to offender). See STOP Program Annual Progress report and instruction on the type of information needed to maintain.
8. Maintain records for annual report the type of services, number of survivors served, number of times services for victims provided. See STOP Program Annual Progress report and instruction on the type of information needed to maintain).
9. Maintain records for annual report the shelter services provided for victims: emergency or transitional housing, number of victims, number of family members, number of bed night. See STOP Program Annual Progress report and instruction on the type of information needed to maintain.
10. Maintain records for the annual report the hotline support, number of primary victims and the total number of requests received by primary victims on lines. See STOP Program Annual Progress report and instruction on the type of information needed to maintain).
11. Maintain records for annual report the number (not already reported above) of unsolicited letter, calls, or visit to victims of special incidents of sexual assault, domestic violence, dating violence and stalking identified in police reports or court documents to provide information on available services and/or provide information about criminal justice system. See STOP Program Annual Progress report and instruction on the type of information needed to maintain.
12. Maintain records for annual report of the protection orders (number requested and number granted) (temporary and final orders) for each sexual assault, domestic

violence/dating violence, and stalking. See STOP Program Annual Progress report and instruction on the type of information needed to maintain.

13. Report the effectiveness of the victim services provided that were funded or support by this grant.

j) Function Area - Legal Services

Objective: To provide legal services to victims of sexual assault, domestic violence, dating violence and/or stalking with the support of funded attorney and/or paralegal.

Task: Utilize grant funds to support efforts to provide legal services to victims of sexual assault, domestic violence, dating violence and/or stalking.

Performance Measure:

1. Maintain records for annual report the number of victims (of the victims who received victim services above) provided legal services and the type of legal services provided (protection, family law, consumer/finance, employment, income maintenance, housing, immigration matters, criminal issues, educational issues). See STOP Program Annual Progress report and instruction on the type of information needed to maintain.
2. Report the number of unduplicated victims who received assistance with legal issues (of the victims who received victim services above) that was supported by this grant.
3. Report the number of victims who received assistance with multiple legal issues (of the victims who received victim services above) that was supported by this grant.
4. Maintain records for annual report of the legal outcomes for the victims provided assistance with legal issues. See STOP Program Annual Progress report and instruction on the type of information needed to maintain.
5. Report the effectiveness of the assistance provided for legal issues funded or support by this grant.

k) Function Area - Law Enforcement

(NOTE: If funds support ONLY a victim-witness assistant or victims advocate located in a law enforcement agency, do not select this objective, select victim services)

Objective: To support law enforcement activities related to victims of sexual assault, domestic violence, dating violence and/or stalking.

Task: Utilize grant funds to support law enforcement designated activities to assist victims of sexual assault, domestic violence, dating violence and/or stalking.

Performance Measure:

1. Maintain records of law enforcement activity related to each victim of sexual assault, domestic violence/dating violence and/or stalking for annual report. (see STOP Program Annual Progress report and instruction on the type of information needed to maintain).

2. Number of governmental referrals to victim service agencies for sexual assault, domestic violence, dating violence and/or stalking victims/survivors.
3. Number of non-governmental referrals to victim service agencies for sexual assault, domestic violence, dating violence and/or stalking victims/survivors.
4. Report the number of temporary and/or final protection orders requested and granted for each sexual assault, domestic violence/dating violence and/or stalking cases.
5. Report the effectiveness of the law enforcement activities related to sexual assault, domestic violence/dating violence, and stalking supported by this grant.

I) Function Area - Prosecution

(NOTE: If funds support ONLY a victim assistant/victim-witness specialist or victims advocate located in a prosecution office, do not select this objective, select victim services)

Objective: To support prosecution activities related to victims of sexual assault, domestic violence, dating violence and/or stalking cases.

Task: Utilize grant funds to support prosecution of sexual assault, domestic violence, dating violence and/or stalking cases by tracking cases received, accepted for prosecuting, declined, transferred or referred.

Performance Measure:

1. Number of sexual assault, domestic violence/dating violence and/or stalking cases received, including cases already charged before reaching prosecutors office.
2. Of the cases received, report the number of sexual assault, domestic violence/dating violence and/or stalking cases accepted for prosecution
3. Of the cases received, report the number of sexual assault, domestic violence/dating violence and/or stalking cases declined for prosecution. Maintain records for reason cases were declined (insufficient evidence that returned for further investigation; insufficient evidence/victim unavailable and no further action requested; and request of victim/victim safety).
4. Of the cases received, report the number of sexual assault, domestic violence/dating violence and/or stalking cases transferred to higher/lower court that is outside jurisdiction.
5. Of the cases received, report the number of sexual assault, domestic violence/dating violence and/or stalking cases referred for federal prosecution.
6. Maintain records of the disposition of cases for annual report. (see STOP Program Annual Progress report and instruction on the type of information needed to maintain). Report other issues present in cases that reached disposition.
7. Tribal agency/government agency report the number of sexual assault, domestic violence/dating violence and/or stalking cases referred to state entity for prosecution.
8. Tribal agency/government agency report the number of sexual assault, domestic violence/dating violence and/or stalking cases to federal entity for prosecution.
9. Number of governmental referrals to victim services for sexual assault, domestic violence/dating violence and/or stalking victim/survivors.

10. Number of non-governmental referrals to victim services for sexual assault, domestic violence/dating violence and/or stalking victim/survivors.
11. Report the number of temporary and/or final protection orders requested and granted for each sexual assault, domestic violence/dating violence and/or stalking cases.
12. Report the effectiveness of the prosecution activities related to sexual assault, domestic violence/dating violence, and stalking supported by this grant.

m) Function Area - Probation

Objective: To support probation and parole activities related to victims of sexual assault, domestic violence, dating violence and/or stalking cases.

Task: Utilize grant funds to support probation and parole offenders charged with sexual assault, domestic violence, dating violence and/or stalking.

Performance Measure:

1. Report the number of offenders charged with each sexual assault, domestic violence/dating violence or stalking.
2. Maintain records of the number of completed probation without violations for each sexual assault, domestic violence/dating violence or stalking.
3. Maintain records of the number of completed probation with violations for each sexual assault, domestic violence/dating violence or stalking.
4. Maintain records of monitoring activities for annual report. See STOP Program Annual Progress report and instruction on the type of information needed to maintain.
5. Maintain records of the disposition of cases for annual report. See STOP Program Annual Progress report and instruction on the type of information needed to maintain.
6. Number of governmental referrals to victim services for sexual assault, domestic violence/dating violence and/or stalking victim/survivors.
7. Number of non-governmental referrals to victim services for sexual assault, domestic violence/dating violence and/or stalking victim/survivors.
8. Report the effectiveness of the probation/parole activities related to sexual assault, domestic violence/dating violence, and stalking supported by this grant.

End of RFP.
