

## **FY2017-18 Sexual Assault Crisis and Prevention Request For Applications – Questions and Answers**

October 11, 2017

As stated on the cover of the New York State Division of Criminal Justice Services (DCJS) FY2017-18 Sexual Assault Crisis and Prevention Request for Applications (RFA), and in the interest of fairness to all prospective applicants, DCJS is posting the following answers to substantive questions received through 12:00 noon on October 6, 2017. Some questions were edited for clarity.

**Question 1:** Can this funding be used for legal services (attorneys and advocates) for rape sexual assault clients?

**Answer:** Yes. Note: Applicants are reminded that such services should be fully available to sexual assault victims/survivors regardless of whether or not they are experiencing intimate partner violence.

**Question 2:** Is any part of this RFA considered a part of/continuation of, in any capacity, the rape crisis funding that recently ended with the NYS Department of Health?

**Answer:** This consolidated funding is being made available to support services and programs previously funded separately by the New York State Office of Victim Services (\$2.788 million), the NYS Department of Health (\$1.0 million), and the NYS Division of Criminal Justice Services (\$2.7 million).

**Question 3:** How does DCJS define “Prevention”? For example: Do one-shot presentations/educational sessions meet DCJS’ definition of prevention under this program? Does DCJS acknowledge Primary Prevention Education as an allowable “Rape Prevention Initiative?”

**Answer:** Prevention is not defined by DCJS; however, the activities described in Question #3 meet the guidelines of eligible expenditures.

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**Question 4:** If the hourly rate of pay will increase due to a raise in January, should each incumbent's personnel services line be split into 2 lines to account for 2 different hourly rates, or should we blend this on one line for each incumbent?

**Answer:** Use a single line for each staff position and indicate the total amount that will be expended during the entire 12 months. In the justification section indicate "approximate hourly rate" and define the portion of the contract period when the rate applies. (e.g. *"This represents an approximate hourly rate of \$x.xx in effect for Q1 and an approximate hourly rate of \$y.yy in effect for Q2-Q4."*)

**Question 5:** Is it mandatory to include education and prevention expenses in this request?

**Answer:** No.

**Question 6:** In the RFA, it is stated that Category 2 organizations must submit projects aimed at supporting rape crisis agencies and their advocates in NYS in providing comprehensive...services, etc. Can a workplan support other services beyond the rape crisis centers such as:

- NYC's SAFEs and other medical professionals such as Urgent Care Center and Ob-Gyn practices
- hospital programs in achieving best practices for survivors,
- providing training for social workers and other human service professionals in working with sexual assault survivors, trauma centered care, resources, etc.
- providing support and technical assistance to prosecutors and law enforcement through sexual assault Task Forces

**Answer:** Yes.

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**Question 7:** As a Category 2 applicant, we are working to implement Coordinated Community Responses to sexual violence in NYC with the goal of reaching diverse and under-served communities. This effort dovetails with our prevention efforts with youth as well as with a research project to understand the barriers to immigrants receiving assistance for sexual violence. The prevention methods used and the report on immigrant women will be offered to rape crisis centers for use in their programs as well as to push for policy change at the city level. Would these activities be eligible for funding?

**Answer:** Yes.

**Question 8:** We would like to evaluate our training and prevention programs. Would efforts to develop pre-post testing and analyzing the data gathered in these programs be eligible for funding under this RFA?

**Answer:** No. Evaluation is not an eligible expense.

**Question 9:** Does the amount listed on the Appendix: Sexual Assault and Crisis Funding Allocations by Program include the funds from the Rape Crisis Program grant that the NYS Department of Health shifted to DCJS for Oct2017-Jan2018?

**Answer:** This consolidated funding is being made available to support services and programs previously funded separately by the New York State Office of Victim Services (\$2.788 million), the NYS Department of Health (\$1.0 million), and the NYS Division of Criminal Justice Services (\$2.7 million).

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**Question 10:** What type of documentation is necessary to show that we use NYS Businesses?

**Answer:** All applicants must submit the *Encouraging Use of NYS Businesses In Contract Performance* form as an attachment to the RFA. If applicant responds “yes” on the form, please list the name(s) and address(es) of NYS businesses that you plan to utilize and attach in GMS.

**Question 11:** If we do not use Service-Disabled Veteran-Owned Business (SDVOB) Enterprises, will that count against us in the decision process?

**Answer:** No. Please refer to page 11 of the RFA SDVOBs which states, “There are no points attributable to this component of the application.”

**Question 12:** Under Section V. Program Narrative and Budget Questions, Question #3 on p7 of the RFA, it refers to the “Problem Statement and Identified Needs section above.” However, there does not seem to be any such section. Please could you clarify?

**Answer:** The reference to “Problem Statement and Identified Needs” section does not point to a specific area and should not have been stated. Workplans will be evaluated for consistency with the Project Description section.

**Question 13:** Can these funds be used to support wraparound services, such as domestic violence services?

**Answer:** No.

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**Question 14:** In the budget, are we able to include the costs to purchase new furniture and equipment (e.g. a new desk and computer) for a new staff member?

**Answer:** Yes.

**Question 15:** On page 7, in the last paragraph under work plans, it states that “work plans will be evaluated for consistency with issues identified in the Problem Statement and Identified Needs section above...”, but it does not appear that there is a Problem Statement and Identified Needs section in the RFA. Could you please clarify?

**Answer:** The reference to “Problem Statement and Identified Needs” section does not point to a specific area and should not have been stated. Workplans will be evaluated for consistency with the Project Description section.

**Question 16:** If we do not have a federally established indirect rate, are you allowing the de minimus rate of 10% as all federal contracts now allow?

**Answer:** The federal *de minimus* indirect cost rate does not apply to state funding. Please refer to Question #4 on page 7 of the RFA which states, “Note: Funding for indirect costs, including administrative, is capped at a rate of 15%.”

**Question 17:** Please clarify what documentation is needed for the indirect rate calculation.

**Answer:** No documentation is required for submission with the application for the indirect cost rate. Note: Applicants are reminded to maintain sufficient documentation on file to justify the calculation in the event of a state or federal audit.

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**Question 18:** It is not clear what attachments you would like submitted at the time of application other than the “Encouraging Use of NYS Businesses” form. For example, we have previously tried to submit vendor responsibility or MWBE forms at the time of application because they are referenced in the contractual requirements but then been told they should be submitted at the time the contract is awarded. Please clarify exactly which contractual requirements are due as attachments at the time of application.

**Answer:** Vendor Responsibility and MWBE forms are not required at the time of application.

**Question 19:** GMS/General Tab asks, “Have you included a file attachment with this submission?” We should answer “Yes” for the Word document of the narrative to be attached, right?

**Answer:** Correct. This should be marked “Yes” once applicants have confirmed that the required documentation has been attached.

**Question 20:** GMS/Participants Tab asks, “Program Purpose Area.” What goes there?

**Answer:** The “Program Purpose Area” under the General tab of GMS should be left blank.

**Question 21:** GMS Question #4, Operating Budget Detail & Justification is crossed out. Why? We’ll fill in info on the budget tab in GMS. Is that sufficient?

**Answer:** The formatting in GMS for Question #4 was in error and has been corrected. Please refer to the instructions under Question #4 – Operating Budget Detail and Justification as detailed on page 7 of the RFA. The Budget tab in GMS must be completed.



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**Question 22:** GMS Budget includes Alterations and Renovations as a possible budget line. What is allowed/not allowed regarding alterations and renovations?

**Answer:** While “Alterations and Renovations” is a potential budget category, Question #4 on page 7 of the RFA states that budgets must be, “reasonable and appropriate, as determined by DCJS, and directly tied to the workplan.” Items included in this budget category will be evaluated on a case by case basis.

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