



**REVISED March 30, 2017**

**REQUEST FOR PROPOSALS (RFP)**

**SFY 2016-17 Sexual Assault Crisis and Prevention Program**

**KEY DATES AND NOTICES:**

Release Date of RFP:	Monday, March 27, 2017
Submission Deadline:	Monday, April 24, 2017 (12 Noon)
Deadline for Final Submission of Questions:	Monday, April 3, 2017
Response to Questions Posted:	Friday, April 7, 2017 (on or about)
Notification of Award(s):	Friday, May 5, 2017 (on or about)
Anticipated Contract Start Date:	October 1, 2016

1. Applications must be received by the submission deadline on-line via the DCJS Grants Management System (GMS). **Applicants who are not registered to access GMS, will need to obtain user access in order to respond to this Request.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints.*
2. Questions regarding this RFP must be emailed to [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov). Responses to the questions will be posted on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/index.htm> on or about date indicated above. If the applicant has any general questions such as, "Did DCJS receive my e-mail?" please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail method.
3. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by applicant in GMS. Where applicable, applicants not receiving an award will receive notification via email and by U.S. Postal Service mail. A debriefing is available to any entity that submitted a proposal in response to this solicitation who is not successful in receiving an award (see Section: Notification of Awards).
4. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be October 1, 2016 to September 30, 2017.
5. This RFP will fund rape crisis centers throughout New York State. There are no required match contributions for this funding. Qualifying characteristics for applicants are detailed in Section II (A), *Eligibility Requirements*. Available amounts for grant awards will be based upon a data driven formula which considers various factors including service area population, uniform crime reporting for sex offenses and rapes, emergency department visits for sexual assault, and New York State Department of Health (DOH) advocacy, counseling, and accompaniment services counts as reported by local providers.
6. **Grants Gateway Pre-Qualification – In order to be considered for an award, not-for-profit (NFP) applicants must be pre-qualified through the NYS Grants Gateway. NFP applicants should begin this process as soon as possible.** See Appendix: *Grants Gateway Prequalification Requirement.*

# SFY 2016-17 Sexual Assault Crisis and Prevention Program

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## I. INTRODUCTION

The New York State (NYS) Division of Criminal Justice Services (DCJS) seeks proposals to support the work of rape crisis programs throughout the state in providing victims of sexual assault a range of assistive services within their communities aimed at the response to and prevention of rape and sexual assault. Approximately \$2,788,000 will be made available from appropriations included in the 2016-17 enacted budget to support rape crisis programs throughout New York State.

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

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

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

## II. ELIGIBILITY, FUNDING AND CONTRACT TERM

### A. Eligibility Requirements

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

Category 1 – New York State Department of Health (DOH) approved Rape Crisis and Sexual Violence Prevention programs funded in the 2015-16 state fiscal year (SFY) by the NYS Office of Victim Services (OVS) or the NYS Division of Criminal Justice Services (DCJS) to provide rape crisis services.

- To be an eligible entity under this category, the applicant must be an approved DOH rape crisis provider and must have received supplemental sexual assault

funding from OVS awarded from the SFY 2015-16 budget to provide rape crisis services.

Category 2 – The following agencies designated as Centers of Excellence for Sexual Violence Prevention in 2015 by the New York State Department of Health:

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

Category 3 – Rape Crisis and Sexual Violence Prevention Programs funded by the NYS Office of Victim Services in the prior state fiscal year to provide rape crisis services.

- To be an eligible entity under this category, the applicant does not need to be a NYS DOH approved rape crisis and sexual violence prevention program, but must have received funding from OVS to provide rape crisis services awarded from the SFY 2015-16 budget.

#### **B. Availability and Approved Use of State Funds**

Approximately \$2,788,000 will be made available from appropriations included in the 2016-17 enacted budget to support rape crisis programs throughout New York State. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by state or federal law. All funding must support program efforts that will be accomplished during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the programs and activities proposed.

The Sexual Assault Crisis and Prevention Program is intended to provide resources for rape crisis programs in New York State in supporting victims of sexual assault and efforts in the prevention of rape. Permissible expenses include but are not limited to personnel, travel, supplies, and equipment in support of community outreach and professional training, sexual assault victim advocacy, counseling, education, and accompaniment through all processes of the criminal justice system, including forensic exams and court appearances. Maintenance of services through rental expenses, indirect costs (refer to Section IV, 5 for specifics), communication expenses, and advertising, for example, may be allowable and will be permitted upon review of expense justifications.

Approximately \$2,592,840, will be made available to Category 1 and Category 3 applicants. Eligible organizations may apply for funding up to amounts determined by a weighted formula which utilizes county-level state and federal data to assess the comparable need for rape crisis services across New York State. The comparable need for funding by county is gauged by a weighted formula which considers the following data

sources: population , Uniform Crime Reporting (UCR) data for sex offenses, UCR data for rapes, emergency department visits for sexual assault, and Department of

Health advocacy service counts. Minimum grant awards under this solicitation shall be \$25,000. Programs receiving awards will be granted whole or partial shares of the funds allocated to the county or counties they serve depending on the number of awarded applicants providing services in the same counties. For specific eligibility amounts by potential applicant, see Appendices: Sexual Assault Funding by County and Sexual Assault Funding by Program.

Approximately \$195,160, will be made available to Category 2 applicants. Eligible applicants will be eligible to apply on a percentage of statewide need as determined by the same weighted formula used for Category 1 and Category 3 applicants. For specific eligibility amounts by potential applicant, see Appendices: Sexual Assault Funding by County and Sexual Assault Funding by Program.

### **C. Contract Term**

Grant award agreements, unless otherwise modified by DCJS, will be for a term of one year effective October 1, 2016 to September 30, 2017.

## **III. PROGRAM DESCRIPTION**

The Sexual Assault Crisis and Prevention Program is intended to provide resources for rape crisis programs throughout New York State to make supportive services available to victims of sexual assault and advance programs and activities to prevent rape. These funds may be utilized to sustain existing services as well as to expand or develop programs supporting victims in the applicant's catchment area.

The Sexual Assault Crisis and Prevention Program exists to address the varying and distinct needs of victims throughout New York State. Entities eligible as Category 1 or 3 applicants are encouraged to submit proposals consistent with the particular needs of their communities. Proposals may include, but are not limited to, projects aimed at underserved populations, culturally specific groups, and college campuses. Allowable project expenses may relate to the provision of direct services to victims, community outreach, professional training, accompaniment and advocacy for victims with cases in civil and/or criminal courts, as well as rape prevention initiatives.

Entities eligible as Category 2 applicants must submit proposals aimed at supporting rape crisis agencies and their advocates throughout New York State in providing comprehensive, coordinated, culturally competent, high quality sexual assault intervention and prevention services to their communities, as well as enhancing victim safety and offender accountability through appropriate responses to sexual violence. Category 2 proposals may also include expenses related to statewide/citywide training, technical assistance, research, and resource development.

## IV. EVALUATION AND SELECTION OF APPLICATIONS

### 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 submitted 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 proposal shall include:

- Answers to all questions as presented;
- Budget detail and justification provided in GMS itemizing operating expenses in support of the program;
- Completed Program Work Plan, where instruction has been provided; and
- All attachments and required documents (see Checklist at the end of this document).

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

### Tier II Evaluation – Evaluation and Scoring

DCJS staff reviewers will evaluate proposals that successfully pass the Tier I Evaluation. A standard rating tool will be used to score responses to questions provided in the proposal (see Section V. *Request for Proposals* for additional information). The maximum proposal score will be 100 points. Applicants must attain a minimum proposal score of 70 points in order to be eligible for funding. Each response will be scored and all scores will be totaled, resulting in an overall score. The final score will be determined by averaging Team Reviewers’ overall scores for each proposal. DCJS may, at their discretion, request additional information from an applicant as deemed necessary. Also, in the event of a substantial scoring disparity of 15% of total available points or more, an additional reviewer will rate the affected proposals and the average of all of the scores will determine the final average score of the proposal. In the event of a tie score among applicants, and where both applicants cannot be selected, an additional reviewer will rate the affected proposals and the average of the scores would represent the final score.

### Tier III Evaluation

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

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

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

## **V. REQUEST FOR PROPOSALS QUESTIONS**

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

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

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

### **Program Narrative Questions:**

#### **Question #1 Project Summary (15 points) - Not to exceed 300 words**

Briefly describe the project in one to two paragraphs.

#### **Question #2 Problem Statement and Identified Needs (20 points) - Not to exceed 2 pages**

Provide a description of the nature and scope of the problem as it exists in your catchment area. Demographics, crime data, and the program service records of the applying agency can be used to support the answer. Describe how this funding will contribute to the applicant's ability to support the needs of victims of sexual assault and/or to promote initiatives to prevent rape.

#### **Question #3 Target Population (15 points) - Not to exceed 1 page**

Identify the targeted population(s) who will be served with this funding. Describe the geographic area the program serves and any specialized programs relevant to the needs of the target community. Where applicable, discuss how underserved populations are identified and included in outreach endeavors and service plans.

#### **Question #4 Work plan (30 points)**

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

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

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

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

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

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

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

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



## #5 - Operating Budget Detail and Justification (20 points)

- ✓ *Applicants must refer to Appendices: Sexual Assault Funding by County and Sexual Assault Funding by Program to locate the award amount for which they are applying under this funding.*
- ✓ Enter the operating budget directly into the **Budget** module “tab” of the GMS application. Operating budgets should project total costs for the contract period and must not exceed the applicant’s eligible award amount if provided.
- ✓ A detailed budget for the grant period provided must be complete, 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 approved operating budget using the **Attachment** Module on GMS.
- ✓ Using Appendix: Budget Detail Worksheet and Budget Narrative sheet as a guide, prepare a line item budget, including justification, by appropriate category of expense (e.g., Personnel, Fringe Benefits, Consultants, etc.). Budgets should reflect total projected costs for a 12-month contract period and be limited to eligible costs.

### **Note:**

Not-for-Profits: Funding for indirect costs, including administrative, is capped at a rate of 15%. 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 via email to the email address provided in GMS. The terms of the final contract agreement are subject to negotiation between DCJS and the grantee.

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

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

A debriefing is available to any 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 funding mailbox at [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov) with the following in the subject line: **Request for Debriefing Sexual Assault Crisis and Prevention Program**. The debriefing shall be scheduled to occur within 30 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.

## VII. REQUIRED REPORTING

Reporting requirements are provided below:

### ***GMS Quarterly Progress Reporting***

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

### ***Semi-annual Progress Reporting***

Grantees receiving awards up to \$99,999 will be allowed to submit progress reports via GMS semi-annually; however, grantees eligible to report semi-annually must submit quarterly progress reports if seeking reimbursement on a quarterly basis.

### ***Quarterly Fiscal Reports***

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

Reporting due dates:

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

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

## VIII. ADMINISTRATION OF CONTRACTS

DCJS will negotiate and develop a contract with each successful applicant. The grant contract may be subject to approval by the NYS Office of the Attorney General (OAG) and the Office of

the State Comptroller (OSC) before funding may actually be disbursed. In the event that DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award DCJS reserves the right to rescind the award and redistribute the funds.

### **Contract Approval**

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

### **Contract Term**

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

### **Contract Activities**

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

### **Contract Changes**

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

### **Records**

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

### **Liability**

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

### **Payments**

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Where applicable, performance-based expenses will be reimbursed in compliance with the contract milestone performance and costs budget and the project work plan.

### **Reports**

The grantee shall submit all reports to DCJS in a format and time frame as specified in the contract. Quarterly progress reports shall include a description of the grantee's efforts undertaken during the reporting period and the current status of the project. The quarterly progress reports of

the grantee's activities under this contract must be submitted electronically as directed by DCJS. Independent of any reporting schedule, all grantees will be required to inform DCJS of any program issues that are significantly impacting program performance. Any project funded under this solicitation must comply with the requirements established by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

### **Performance Review**

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

### **Disposition of Allocations**

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

### **Revocation of Funds**

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

### **Encouraging Use of New York State Businesses in Contract Performance**

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm> entitled: *Encouraging Use of New York State Businesses in Contract Performance* and submit the completed form as an attachment to 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 for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at [http://ogs.ny.gov/Core/docs/CertifiedNYS\\_SDVOB.pdf](http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf).

Bidders/proposers need to be aware that all authorized users of this contract 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](http://www.criminaljustice.ny.gov/ofpa/pdfdocs/Veteran_Owned_Business_Form.pdf) and attach the completed form, along with your Application, to the NYS Division of Criminal Justice Services' Grants Management System (GMS). There are no points attributable to this component of the application.

### **Standard Contract Provisions**

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

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

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

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

Accordingly, applicants requesting in excess of \$25,000 must be prepared to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For

contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>.

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

### **Vendor Responsibility**

Not-for-Profit 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/vendor\\_index.htm](http://www.osc.state.ny.us/vendrep/vendor_index.htm).

### **Charities Registration**

Not-for-Profit entities must also insure 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](mailto:funding@dcjs.ny.gov) to have it entered by DCJS staff prior to submission of the application. Any organization needing a DUNS number can register through the following link: <http://fedgov.dnb.com/webform>. Please note the process of requesting and receiving a DUNS number and/or having it entered into GMS by DCJS staff will require additional time. It is strongly recommended that applicants begin this process early

## **IX. APPLICATION SUBMISSION AND REQUIREMENTS**

### **A. Application Specific Instructions**

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

### **B. Grants Management System (GMS)**

First time GMS users should download the GMS User Manual located at

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

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

### Accessing the Application on GMS

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

### Completing the Application

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

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

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

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

## X. APPLICATION CHECKLIST

- Not-for-Profit Applicants ONLY: Complete Grants Gateway Prequalification Requirements – See Appendix: *Grants Gateway Prequalification Requirement*
- All Applicants: Complete all DCJS Grants Management System (GMS) Registration Requirements – See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
- Complete all necessary contractual requirements as described in Section: VIII. *Administration of Contracts*.

- Answer Program Narrative Questions in *QUESTIONS* TAB in GMS and also attach the answers on a Word Document to GMS if indicated.
- Using the Appendix: *Budget Detail and Worksheet Narrative Guide* for reference, complete BUDGET TAB on GMS by entering the line-item Operating Budget.



## Appendix

### Grants Gateway Prequalification Requirement – Not for Profit Applicants Only

#### **Grants Gateway Pre-Qualification**

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

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

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

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

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

## Appendix

### DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

*Dated February 2016*

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

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

**Getting Started:** Sign on to GMS.

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

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

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

**General** - Complete the text screens and press save.

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

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

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

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

**Budget - See Application for additional specific instructions.**

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

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

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

Answer all required program narrative and budget information questions.

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

**Attachments -**

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

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

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

## APPENDIX: BUDGET DETAIL WORKSHEET AND BUDGET NARRATIVE GUIDE

<b>PERSONAL SERVICES</b> – List each position by title and name of employee, if available. Show the annual rate of pay, the percentage of time to be devoted to the project (percent of FTE) and the cost to grant funding.				
Name	Position	Salary	Computation (Annual Salary, % of FTE Time)	Cost
<i>Personal Narrative:</i> Describe responsibilities and duties of each position in implementing and operating the grant program. <span style="background-color: #cccccc;"> </span>				
<b>FRINGE BENEFITS</b> - Should be based on actual known costs or approved negotiated rate of the agency. Fringe benefits are for the personnel listed above, and only for the percentage of time (%FTE) of each position charged to the project.				
Approved Rate or Description of Actual Costs		Computation (Salary x Rate)		Cost
<i>Fringe Benefits Narrative:</i> Describe computation of fringe benefits to be charged to the project. <span style="background-color: #cccccc;"> </span>				
<b>CONSULTANT SERVICES</b> – For each consultant, enter the name, service to be provided, hourly or daily fee, and estimated time on the project. Upload the signed consultant agreement as an Attachment in GMS.				
Name of Consultant	Service Provided	Computation	Cost	
<i>Consultant Services Narrative:</i> Explain how each consultant is necessary to the success of the project and discuss the procurement method to be used. Using the format of "F – Travel" category, list all expenses to be paid from the grant to the individual consultants in addition to their fees (e.g., travel, meals, lodging). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, community partners. Consultant costs are limited to \$650 per 8 hour day (excluding travel, meals, and lodging) unless justification is provided and approved by DCJS. <span style="background-color: #cccccc;"> </span>				
<b>EQUIPMENT</b> – List non-expendable items that are purchased. List expendable equipment under the "Supplies" category. Rented or leased equipment should be listed in this category.				
Item	Quantity	Cost per Item	Total Cost	
<i>Equipment Narrative:</i> Explain how the equipment is necessary for the success of the Project and describe the procurement method to be used. <span style="background-color: #cccccc;"> </span>				
<b>SUPPLIES</b> – List supplies by type (office supplies, postage, training materials, copying paper, and expendable equipment, such as books or hand-held tape recorders) and how the basis of computation.				
Item	Quantity	Cost per Item	Total Cost	
<i>Supplies Narrative:</i> Discuss the supplies needed for success of the project and indicate who will be using expendable materials. <span style="background-color: #cccccc;"> </span>				
<b>TRAVEL AND SUSTENANCE</b> – Itemize project related expenses required of staff by purpose (e.g. training, field work, meetings). Prior to any out-of-state travel, a written request for approval to use grant funds must be submitted to, and granted approval by DCJS. Show all travel expense computations (# of people x cost of travel, daily lodging cost x number of rooms x number of nights, per diem meals x number of travelers). Identify location.				
Travel Purpose and Location	Number of People	Cost of Travel per diem	Number of Travel Days	Total Cost
<i>Travel and Sustenance Narrative:</i> Describe location of travel, purpose of travel, mode of transportation and cost. Also indicate who is traveling and how this travel is necessary for the success of the project. Meals and lodging must be itemized and must not exceed published NYS per diem rates. <span style="background-color: #cccccc;"> </span>				

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

Monthly Rent	X Number of Months	Cost
█	█	█

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

Description	Computation	Cost
█	█	█

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

Description	Computation	Cost
█	█	█

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

<b>Grant Amount Requested:</b>	<b>Match Amount (if applicable):</b>	<b>Total Project Amount:</b>
\$ █	\$ █	\$ █

**APPENDIX: SEXUAL ASSAULT FUNDING BY PROGRAM**

<b>Program</b>	<b>County Location</b>	<b>Additional Counties Served</b>	<b>Available Funding (\$2.788 million)<sup>a</sup></b>
Albany County Crime Victim and Sexual Violence Center	Albany		\$31,306
Cattaraugus Community Action	Allegany	Cattaraugus	\$57,568
Crime Victims Assistance Center, Inc.	Broome		\$37,928
Cayuga Counseling Services	Cayuga		\$25,000
The Salvation Army	Chautauqua		\$25,000
Planned Parenthood of the Southern Finger Lakes	Chemung	Schuyler, Steuben	\$75,000
Catholic Charities of Chenango County*	Chenango		\$0
Planned Parenthood of the North Country New York***	Clinton	Essex, Franklin	\$75,000
Mental Health Association of Columbia Greene Counties	Columbia	Green	\$50,000
YWCA of Cortland County	Cortland		\$25,000
Delaware Opportunities	Delaware		\$25,000
Family Services, Inc.	Dutchess		\$26,821
Suicide Prevention and Crisis Services, Inc.	Erie		\$91,763
Victims Assistance Center of Jefferson County	Jefferson		\$43,917
Lewis County Opportunities, Inc.	Lewis		\$25,000
Chances and Changes	Livingston		\$8,790
Liberty Resources	Madison	Chenango	\$50,000
Planned Parenthood Central and Western NY (formerly PP Rochester-Syracuse)	Monroe	Genesee, Livingston, Monroe, Orleans, Wyoming	\$178,342
The Safe Center LI**	Nassau		\$78,609
YWCA of Niagara County	Niagara		\$25,000
YWCA of Mohawk Valley	Oneida	Herkimer	\$52,942
Vera House	Onondaga		\$64,254
Mental Health Association of Orange County	Orange		\$37,127
Oswego County Opportunities, Inc.	Oswego		\$25,000
Opportunities for Otsego, Inc.	Otsego		\$25,000
Putnam Northern Westchester Women's Resource Center	Putnam		\$25,000
Samaritan Hospital	Rensselaer		\$28,548
Center for Safety and Change, Inc**	Rockland		\$26,809
Domestic Violence and Rape Crisis Services of Saratoga County	Saratoga	Washington	\$30,000
Planned Parenthood - Mohawk Hudson - Schenectady***	Schenectady	Fulton, Hamilton, Montgomery, Schoharie, Warren, Washington	\$170,000
Safe Harbors of the Finger Lakes, Inc.	Seneca	Ontario, Yates	\$75,000
St. Lawrence Valley Renewal House Victims of Family Violence	St. Lawrence		\$25,000
Parents for Megan's Law	Suffolk		\$30,466
Victim Information Bureau of Suffolk County	Suffolk		\$48,789
Catskill Regional Medical Center RISE Program	Sullivan		\$25,000
A New Hope Center	Tioga		\$25,000
The Advocacy Center of Tompkins County	Tompkins		\$25,000
Ulster County Probation	Ulster		\$31,965
Adirondack Health Institute (Upper Hudson Primary Care Consortium)*	Washington		\$0
Victims Resource Center of the Finger Lakes	Wayne		\$25,000
Westchester Community Opportunity Program	Westchester		\$54,868
Westchester Hispanic Coalition	Westchester		\$26,520
<b>Non-NYC Subtotal</b>			<b>\$1,832,332</b>
Bronx County Bronx District Attorney's Office	Bronx		\$40,749
Kingsbridge Heights Community Center	Bronx		\$60,544
NYCHHC No Cent Bronx Hospital	Bronx		\$10,090
CAMBA, Inc.	Kings		\$42,259
Wyckoff Heights Medical Center	Kings		\$50,559
Barnard Columbia	New York		\$21,884
Beth Israel Medical Center	New York		\$34,712
Mount Sinai School of Medicine - Adolescent Health Center	New York		\$76,918
NY Presbyterian Hospital - DOVE Program	New York		\$21,884
NY Presbyterian - Weill Cornell	New York		\$21,884
NYC Gay and Lesbian Anti-Violence Project	New York		\$34,550
NYCHHC - Bellevue Hospital Center	New York		\$21,884
St. Lukes-Roosevelt Hospital - CVTC	New York		\$123,757
New York Asian Women's Center	New York		\$32,069
Mount Sinai School of Medicine - SAVI	Queens		\$103,879
Safe Horizon	New York City	Citywide	\$62,885
<b>NYC Subtotal</b>			<b>\$760,508</b>
New York State Coalition Against Sexual Assault	Statewide Coalition		\$115,707
New York City Alliance Against Sexual Assault	New York City		\$79,453
<b>Statewide Total</b>			<b>\$2,788,000</b>

a. Programs that service multiple counties are eligible to apply for funding based on the total data of each of those counties. For programs that share responsibility for the same county, eligible funding is split proportionately.

\* Due to program closings, DCJS funds which would have been offered to Catholic Charities of Chenango County has been made available to Liberty Resources in Madison County. In addition, 80% of the funding which would have been available to Adirondack Health Institute is now available to Planned Parenthood of Mohawk Hudson Schenectady with the remaining 20% available to Domestic Violence and Rape Crisis Services of Saratoga County.

\*\* Names changed to reflect current legal program names.

\*\*\* Updated to reflect a change in counties served.

**APPENDIX: SEXUAL ASSAULT FUNDING BY COUNTY**

County	Population = 25%			UCR Sex Offenses = 20%			UCR 2015 Rapes = 20%			ED Visits for Sexual Assault = 20%			DOH Services Counts = 15%			Available Funding Utilizing Formula*	County
	2015 Population Estimate	% Statewide Population	Population Based Funding	# Total Sex Offense Reports <sup>a</sup>	% Statewide Total Sex Offense Reports	Total Sex Offense Based Funding	# Total Rape Reports <sup>a</sup>	% Statewide Total Rape Reports	Total Rape Report Based Funding	# Emergency Dept. Visits <sup>b</sup>	% Statewide Emergency Dept. Visits	Emergency Dept. Visits Based Funding	# DOH Service Counts <sup>c</sup>	% Statewide Service Counts	Service Based Funding		
Albany	309,381	1.60%	\$7,416	247	1.67%	\$7,149	91	1.50%	\$6,539	34	1.65%	\$5,823	1,563	1.22%	\$4,380	\$31,306	Albany
Broome	200,600	1.03%	\$4,808	299	2.03%	\$8,666	154	2.53%	\$11,065	24	1.17%	\$4,110	3,311	2.59%	\$9,279	\$37,928	Broome
Cayuga	80,026	0.41%	\$6,250	166	1.12%	\$5,000	67	1.10%	\$5,000	5	0.24%	\$5,000	844	0.66%	\$3,750	\$25,000	Cayuga
Chautauqua	134,905	0.70%	\$6,250	201	1.36%	\$5,000	72	1.18%	\$5,000	7	0.34%	\$5,000	760	0.59%	\$3,750	\$25,000	Chautauqua
Cortland	49,336	0.25%	\$6,250	78	0.53%	\$5,000	16	0.26%	\$5,000	0	0.00%	\$5,000	949	0.74%	\$3,750	\$25,000	Cortland
Delaware	47,980	0.25%	\$6,250	67	0.45%	\$5,000	45	0.74%	\$5,000	3	0.15%	\$5,000	1,268	0.99%	\$3,750	\$25,000	Delaware
Dutchess	297,488	1.53%	\$7,130	207	1.40%	\$5,990	107	1.76%	\$7,688	13	0.63%	\$2,226	1,351	1.06%	\$3,786	\$26,821	Dutchess
Erie	919,040	4.74%	\$22,028	755	5.12%	\$21,891	296	4.87%	\$21,269	115	5.59%	\$19,694	2,455	1.92%	\$6,880	\$91,763	Erie
Jefferson	116,229	0.60%	\$2,786	190	1.29%	\$5,507	82	1.35%	\$5,892	12	0.58%	\$2,055	9,876	7.72%	\$27,677	\$43,917	Jefferson
Lewis	27,087	0.14%	\$6,250	26	0.18%	\$5,000	9	0.15%	\$5,000	0	0.00%	\$5,000	131	0.10%	\$3,750	\$25,000	Lewis
Nassau	1,339,532	6.91%	\$32,107	364	2.47%	\$10,559	80	1.32%	\$5,748	123	5.98%	\$21,064	3,258	2.55%	\$9,130	\$78,609	Nassau
Niagara	216,469	1.12%	\$6,250	198	1.34%	\$5,000	79	1.30%	\$5,000	26	1.26%	\$5,000	199	0.16%	\$3,750	\$25,000	Niagara
Onondaga	467,026	2.41%	\$11,194	422	2.86%	\$12,240	149	2.45%	\$10,706	22	1.07%	\$3,768	9,401	7.34%	\$26,346	\$64,254	Onondaga
Orange	372,813	1.92%	\$8,936	417	2.82%	\$12,086	143	2.35%	\$10,275	23	1.12%	\$3,939	675	0.53%	\$1,892	\$37,127	Orange
Oswego	122,109	0.63%	\$6,250	212	1.44%	\$5,000	119	1.96%	\$5,000	7	0.34%	\$5,000	314	0.25%	\$3,750	\$25,000	Oswego
Otsego	62,259	0.32%	\$6,250	86	0.58%	\$5,000	42	0.69%	\$5,000	4	0.19%	\$5,000	2,990	2.34%	\$3,750	\$25,000	Otsego
Putnam	99,710	0.51%	\$6,250	43	0.29%	\$5,000	12	0.20%	\$5,000	3	0.15%	\$5,000	1,056	0.83%	\$3,750	\$25,000	Putnam
Rensselaer	159,429	0.82%	\$3,821	170	1.15%	\$4,937	56	0.92%	\$4,024	16	0.78%	\$2,740	4,648	3.63%	\$13,026	\$28,548	Rensselaer
Rockland	311,687	1.61%	\$7,471	156	1.06%	\$4,531	61	1.00%	\$4,383	24	1.17%	\$4,110	2,253	1.76%	\$6,314	\$26,809	Rockland
Saratoga	219,607	1.13%	\$6,250	167	1.13%	\$5,000	81	1.33%	\$5,000	7	0.34%	\$5,000	296	0.23%	\$3,750	\$25,000	Saratoga
St. Lawrence	111,944	0.58%	\$6,250	128	0.86%	\$5,000	53	0.87%	\$5,000	18	0.87%	\$5,000	0	0.00%	\$3,750	\$25,000	St. Lawrence
Suffolk	1,493,350	7.70%	\$35,794	458	3.10%	\$13,264	159	2.62%	\$11,425	69	3.35%	\$11,817	2,482	1.94%	\$6,956	\$79,255	Suffolk
Sullivan	77,547	0.40%	\$6,250	124	0.84%	\$5,000	64	1.05%	\$5,000	2	0.10%	\$5,000	267	0.21%	\$3,750	\$25,000	Sullivan
Tioga	51,125	0.26%	\$6,250	60	0.41%	\$5,000	23	0.38%	\$5,000	2	0.10%	\$5,000	5,060	3.95%	\$3,750	\$25,000	Tioga
Tompkins	101,564	0.52%	\$6,250	92	0.62%	\$5,000	53	0.87%	\$5,000	27	1.31%	\$5,000	3,075	2.40%	\$3,750	\$25,000	Tompkins
Ulster	182,493	0.94%	\$4,374	243	1.65%	\$7,043	96	1.58%	\$6,898	6	0.29%	\$1,028	4,504	3.52%	\$12,622	\$31,965	Ulster
Wayne	93,772	0.48%	\$6,250	149	1.01%	\$5,000	77	1.27%	\$5,000	8	0.39%	\$5,000	1,133	0.89%	\$3,750	\$25,000	Wayne
Westchester	949,113	4.90%	\$22,749	448	3.03%	\$12,974	165	2.71%	\$11,856	61	2.96%	\$10,447	8,336	6.51%	\$23,362	\$81,387	Westchester
Allegany	48,946	0.25%	\$6,250	84	0.57%	\$5,000	28	0.46%	\$5,000	3	0.15%	\$5,000	1,008	0.79%	\$3,750	\$25,000	Allegany
Cattaraugus	80,317	0.41%	\$1,925	104	0.70%	\$3,005	52	0.86%	\$3,736	8	0.39%	\$1,370	8,040	6.28%	\$22,532	\$32,568	Cattaraugus
Subtotal	129,263	0.67%	\$8,175	187	1.27%	\$8,005	80	1.32%	\$8,736	11	0.53%	\$6,370	9,048	7.07%	\$26,282	\$57,568	Subtotal
Chemung	88,830	0.46%	\$6,250	96	0.65%	\$5,000	27	0.44%	\$5,000	4	0.19%	\$5,000	773	0.60%	\$3,750	\$25,000	Chemung
Schuyler	18,343	0.09%	\$6,250	17	0.12%	\$5,000	9	0.15%	\$5,000	3	0.15%	\$5,000	630	0.49%	\$3,750	\$25,000	Schuyler
Steuben	98,990	0.51%	\$6,250	162	1.10%	\$5,000	79	1.30%	\$5,000	5	0.24%	\$5,000	222	0.17%	\$3,750	\$25,000	Steuben
Subtotal	206,163	1.06%	\$18,750	275	1.86%	\$15,000	115	1.89%	\$15,000	12	0.58%	\$15,000	1,625	1.27%	\$11,250	\$75,000	Subtotal
Chenango	50,477	0.26%	\$6,250	99	0.67%	\$5,000	65	1.07%	\$5,000	4	0.19%	\$5,000	1,378	1.08%	\$3,750	\$25,000	Chenango
Madison	73,442	0.38%	\$6,250	102	0.69%	\$5,000	50	0.82%	\$5,000	3	0.15%	\$5,000	486	0.38%	\$3,750	\$25,000	Madison
Subtotal	123,919	0.64%	\$12,500	201	1.36%	\$10,000	115	1.89%	\$10,000	7	0.34%	\$10,000	1,864	1.46%	\$7,500	\$50,000	Subtotal

**APPENDIX: SEXUAL ASSAULT FUNDING BY COUNTY**

County	Population = 25%			UCR Sex Offenses = 20%			UCR 2015 Rapes = 20%			ED Visits for Sexual Assault = 20%			DOH Services Counts = 15%			Available Funding Utilizing Formula*	County
	2015 Population Estimate	% Statewide Population	Population Based Funding	# Total Sex Offense Reports <sup>a</sup>	% Statewide Total Sex Offense Reports	Total Sex Offense Based Funding	# Total Rape Reports <sup>a</sup>	% Statewide Total Rape Reports	Total Rape Report Based Funding	# Emergency Dept. Visits <sup>b</sup>	% Statewide Emergency Dept. Visits	Emergency Dept. Visits Based Funding	# DOH Service Counts <sup>c</sup>	% Statewide Service Counts	Service Based Funding		
Clinton	82,128	0.42%	\$6,250	138	0.93%	\$5,000	59	0.97%	\$5,000	4	0.19%	\$5,000	1,110	0.87%	\$3,750	\$25,000	Clinton
Essex	39,370	0.20%	\$6,250	53	0.36%	\$5,000	24	0.39%	\$5,000	0	0.00%	\$5,000	299	0.23%	\$3,750	\$25,000	Essex
Franklin	51,599	0.27%	\$6,250	100	0.68%	\$5,000	53	0.87%	\$5,000	3	0.15%	\$5,000	913	0.71%	\$3,750	\$25,000	Franklin
<b>Subtotal</b>	<b>173,097</b>	<b>0.89%</b>	<b>\$18,750</b>	<b>290</b>	<b>1.97%</b>	<b>\$15,000</b>	<b>136</b>	<b>2.24%</b>	<b>\$15,000</b>	<b>7</b>	<b>0.34%</b>	<b>\$15,000</b>	<b>2,322</b>	<b>1.81%</b>	<b>\$11,250</b>	<b>\$75,000</b>	<b>Subtotal</b>
Columbia	63,096	0.33%	\$6,250	87	0.59%	\$5,000	38	0.63%	\$5,000	2	0.10%	\$5,000	4,445	3.47%	\$3,750	\$25,000	Columbia
Greene	49,221	0.25%	\$6,250	72	0.49%	\$5,000	32	0.53%	\$5,000	2	0.10%	\$5,000	0	0.00%	\$3,750	\$25,000	Greene
<b>Subtotal</b>	<b>112,317</b>	<b>0.58%</b>	<b>\$12,500</b>	<b>158</b>	<b>1.07%</b>	<b>\$10,000</b>	<b>70</b>	<b>1.15%</b>	<b>\$10,000</b>	<b>4</b>	<b>0.19%</b>	<b>\$10,000</b>	<b>4,445</b>	<b>3.47%</b>	<b>\$7,500</b>	<b>\$50,000</b>	<b>Subtotal</b>
Fulton	55,531	0.29%	\$6,250	96	0.65%	\$5,000	42	0.69%	\$5,000	0	0.00%	\$5,000	389	0.30%	\$3,750	\$25,000	Fulton
Hamilton	4,836	0.02%	\$6,250	4	0.03%	\$5,000	3	0.05%	\$5,000	0	0.00%	\$5,000	0	0.00%	\$3,750	\$25,000	Hamilton
Montgomery	50,219	0.26%	\$6,250	54	0.37%	\$5,000	36	0.59%	\$5,000	8	0.39%	\$5,000	358	0.28%	\$3,750	\$25,000	Montgomery
Schenectady	154,727	0.80%	\$6,250	175	1.19%	\$5,000	48	0.79%	\$5,000	15	0.73%	\$5,000	1,438	1.12%	\$3,750	\$25,000	Schenectady
Schoharie	32,749	0.17%	\$6,250	42	0.28%	\$5,000	20	0.33%	\$5,000	3	0.15%	\$5,000	212	0.17%	\$3,750	\$25,000	Schoharie
Warren	65,707	0.34%	\$6,250	102	0.69%	\$5,000	50	0.82%	\$5,000	2	0.10%	\$5,000	575	0.45%	\$3,750	\$25,000	Warren
Washington	63,216	0.33%	\$6,250	88	0.59%	\$5,000	27	0.44%	\$5,000	3	0.15%	\$5,000	3,468	2.71%	\$3,750	\$25,000	Washington
<b>Subtotal</b>	<b>426,985</b>	<b>2.20%</b>	<b>\$43,750</b>	<b>560</b>	<b>3.80%</b>	<b>\$35,000</b>	<b>226</b>	<b>3.72%</b>	<b>\$35,000</b>	<b>31</b>	<b>1.51%</b>	<b>\$35,000</b>	<b>6,440</b>	<b>5.03%</b>	<b>\$26,250</b>	<b>\$175,000</b>	<b>Subtotal</b>
Genesee	60,079	0.31%	\$6,250	85	0.57%	\$5,000	37	0.61%	\$5,000	4	0.19%	\$5,000	780	0.61%	\$3,750	\$25,000	Genesee
Livingston	65,393	0.34%	\$6,250	70	0.48%	\$5,000	35	0.58%	\$5,000	6	0.29%	\$5,000	190	0.15%	\$3,750	\$25,000	Livingston
Monroe	744,344	3.84%	\$17,841	641	4.34%	\$18,578	288	4.74%	\$20,694	134	6.51%	\$22,948	2,523	1.97%	\$7,071	\$87,131	Monroe
Orleans	42,883	0.22%	\$6,250	38	0.26%	\$5,000	21	0.35%	\$5,000	3	0.15%	\$5,000	533	0.42%	\$3,750	\$25,000	Orleans
Wyoming	42,155	0.22%	\$6,250	42	0.28%	\$5,000	16	0.26%	\$5,000	0	0.00%	\$5,000	122	0.10%	\$3,750	\$25,000	Wyoming
<b>Subtotal</b>	<b>954,854</b>	<b>4.93%</b>	<b>\$42,841</b>	<b>876</b>	<b>5.93%</b>	<b>\$38,578</b>	<b>397</b>	<b>6.53%</b>	<b>\$40,694</b>	<b>147</b>	<b>7.14%</b>	<b>\$42,948</b>	<b>4,148</b>	<b>3.24%</b>	<b>\$22,071</b>	<b>\$187,131</b>	<b>Subtotal</b>
Herkimer	64,519	0.33%	\$6,250	91	0.62%	\$5,000	24	0.39%	\$5,000	6	0.29%	\$5,000	2,924	2.28%	\$3,750	\$25,000	Herkimer
Oneida	234,878	1.21%	\$5,630	248	1.68%	\$7,178	141	2.32%	\$10,131	11	0.53%	\$1,884	1,113	0.87%	\$3,119	\$27,942	Oneida
<b>Subtotal</b>	<b>299,397</b>	<b>1.54%</b>	<b>\$11,880</b>	<b>339</b>	<b>2.29%</b>	<b>\$12,178</b>	<b>165</b>	<b>2.71%</b>	<b>\$15,131</b>	<b>17</b>	<b>0.83%</b>	<b>\$6,884</b>	<b>4,037</b>	<b>3.15%</b>	<b>\$6,869</b>	<b>\$52,942</b>	<b>Subtotal</b>
Seneca	35,251	0.18%	\$6,250	73	0.50%	\$5,000	17	0.28%	\$5,000	6	0.29%	\$5,000	0	0.00%	\$3,750	\$25,000	Seneca
Ontario	107,931	0.56%	\$6,250	146	0.99%	\$5,000	54	0.89%	\$5,000	16	0.78%	\$5,000	3,484	2.72%	\$3,750	\$25,000	Ontario
Yates	25,348	0.13%	\$6,250	33	0.23%	\$5,000	8	0.13%	\$5,000	3	0.15%	\$5,000	0	0.00%	\$3,750	\$25,000	Yates
<b>Subtotal</b>	<b>168,530</b>	<b>0.87%</b>	<b>\$18,750</b>	<b>253</b>	<b>1.71%</b>	<b>\$15,000</b>	<b>79</b>	<b>1.30%</b>	<b>\$15,000</b>	<b>25</b>	<b>1.21%</b>	<b>\$15,000</b>	<b>3,484</b>	<b>2.72%</b>	<b>\$11,250</b>	<b>\$75,000</b>	<b>Subtotal</b>
Non-NYC Subtotal	11,208,146	57.82%	\$452,261	9,313	63.08%	\$360,597	3,834	63.08%	\$357,329	922	44.80%	\$324,022	109,868	85.84%	\$338,123	\$1,832,332	Non-NYC
NYC Subtotal	8,175,133	42.18%	\$195,949	5,451	36.92%	\$157,971	2,244	36.92%	\$161,239	1,136	55.20%	\$194,546	18,128	14.16%	\$50,803	\$760,508	NYC
NYC Alliance & NYSCASA	-	-	\$48,790	-	-	\$39,032	-	-	\$39,032	-	-	\$39,032	-	-	\$29,274	\$195,160	NYC Alliance & NYSCASA
<b>Statewide</b>	<b>19,383,279</b>	<b>100%</b>	<b>\$697,000</b>	<b>14,763</b>	<b>100.0%</b>	<b>\$557,600</b>	<b>6,078</b>	<b>100.0%</b>	<b>\$557,600</b>	<b>2,058</b>	<b>100.0%</b>	<b>\$557,600</b>	<b>127,996</b>	<b>100.00%</b>	<b>\$418,200</b>	<b>\$2,788,000</b>	<b>Statewide</b>

Note: Proposed funding increase of \$2,788,000 is based on funding available from DCJS and OVS.

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

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

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

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