

**New York State Division of Criminal Justice Services
SFY 2016-2017 Sexual Assault Crisis and Prevention Program
Request for Proposals**

Questions and Answers – As of 4/7/17

Questions of a repetitive nature have been consolidated and may have been edited for clarity purposes.

Question 1: Is this a one-time grant or recurring funding?

Answer 1: Successful applicants will receive one-year awards from FY 2016-17 appropriations. Future funding is dependent on the appropriation of funds in future state fiscal years, which is expected for 2017-18.

Question 2: Is this age-specific or can programs include adult victims and child victims?

Answer 2: There are no minimum or maximum age restrictions for victims/survivors who can be served using these funds.

Question 3: Please confirm that the grant period is October 1, 2016 to September 30, 2017 as listed in the RFP?

Answer 3: Confirmed. Per item 4 on the cover page of the RFP as well as the memorandum from DCJS to all eligible Applicants on March 28, 2017, the contract period for this grant opportunity will be October 1, 2016 to September 30, 2017. Successful applicants will be eligible for retroactive reimbursement for allowable expenses during the October 1, 2016 to September 30, 2017 contract period.

Question 4: Can space costs such as: heat, electricity, information technology (IT) support, housekeeping, and safety/security for our current space be included within the "all other cost" line of the budget?

Answer 4: Yes; however, such expenses must be reasonable and allocable to the sexual assault crisis and prevention program per standard accounting practices.

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Question 5: Can some funds be used to purchase computers for staff who serve people who have been victims of sexual assault and if so, would a grantee be able to purchase in bulk from a particular vendor or would the Minority Owned Business Enterprise (M/WBE) and Use of Service-Disabled Veteran-owned Business Enterprises (SDVOB) requirements apply?

Answer 5: All New York State procurement rules and standards apply to these awards including the use of Minority and Women-Owned Business Enterprises (M/WBE) and Service-Disabled Veteran-owned Business Enterprises (SDVOB) in contract performance. Computers are an allowable expense; however, such expenses must be reasonable and allocable to the sexual assault crisis and prevention program per standard accounting practices. Additional information will be provided during contract development.

Question 6: Would the consultant rate apply if we wanted to bring a trainer (i.e. MVP Program) to provide training for staff and the community?

Answer 6: All New York State procurement rules and standards apply to these awards. All consultant services must be obtained in a manner that provides for fair and open competition. There is a cap of \$650 per day (or \$81.25 per hour) for consultants supported with these funds. All expenses must be reasonable and allocable to the sexual assault crisis and prevention program per standard accounting practices. Additional information will be provided during contract development.

Question 7: Would a child advocacy center, focusing on treating child victims of sexual abuse qualify for funding?

Answer 7: No.

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Question 8: The appendix in the RFP lists the agency names and funding amounts available. Is this the amount applicants are to request in the requested budget?

Answer 8: Yes. Please refer to instructions in Section V. Request for Proposal Questions, Program Narrative Questions - Question # 5 Operating Budget Detail and Justification (20 points) of page 8 of the RFP which states, "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."

Question 9: Can salary and fringe administrative costs be itemized and included in the personal services section of the budget or MUST they be put on the Administrative Costs line?

Answer 9: All salary costs should be itemized in the Personnel category of the budget. All fringe benefit costs should be detailed in the Fringe category of the budget. Administrative costs and services should be detailed in the "All Other" Category.

Question 10: Can funds be used to offer pay differentials to on-call staff who provide victim assistance in off-business hours? A policy and procedure for who qualifies for differential payment will be implemented to pay eligible employees and staff back to 10/1/16, if permitted.

Answer 10: On call pay differentials are considered allowable costs.

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Question 11: Is this a new grant or is this a grant to continue funding for an existing grant?

Answer 11: This is a new grant award program.

Question 12: If a program received New York State Office of Victim Services Victims of Crime Act (VOCA) Victim and Witness Assistance Grant funding awarded from the SFY 2015-16 budget is it eligible to apply under Category 3?

Answer 12: No. Per Section II. A. Eligibility Requirements on page 3 of the RFP, Category 3 applicants must have received OVS funding to “provide rape crisis services.”

Question 13: Is food for programing an allowable cost?

Answer 13: Yes; however, costs must be reasonably proportional and supportive of the sexual assault crisis and prevention program.

Question 14: Does the budget need to be for the 12 month period? As the contract starts in October, could applicants submit a 5 to 6 month budget?

Answer 14: Please refer to Question and Answer 3 above. Additionally, please see Section V. Program Narrative Questions #5 on page 8 of the RFP which states, “Budgets should reflect total projected costs for a 12-month contract period...” Programs may elect to develop budgets that include allowable costs charged throughout the entire award period or any portion thereof with the exception of equipment purchases made during the final quarter of the contract period without sufficient justification.

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