



**2026 Request for Applications (RFA)**

**for**

**STOP (Services, Training, Officers, and Prosecutors) Violence Against  
Women Formula Grant Program**

**Kathy Hochul, Governor**

**Rossana Rosado, Commissioner**

**Key Dates and Notices**

RFA Release Date	Wednesday, June 3 ,2026
Application Due Date:	Wednesday, July 29, 2026, at 12:00 p.m. (noon) EST
Estimated Total Program Funding	\$7,850,000
Anticipated Number of Awards	Approximately 120
Deadline for Final Submission of Questions	Wednesday, June 17, 2026
Response to Questions Posted on or about	Wednesday, June 24, 2026
Notification of Award(s) on or about	Thursday, October 1, 2026
Anticipated Contract Start Date	January 1, 2027

\* Funding provided by the Federal Office on Violence Against Women (OVW).

**STOP (Services, Training, Officers, and Prosecutors) Violence  
Against Women Formula Grant Program  
Request For Application (RFA)**

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**Appendices**

- [Statewide Financial System \(SFS\) Registration](#)
- [SFS Prequalification Requirement](#)
- [Culturally Specific Community-based Organizations](#)
- [Standardized Work Plan for Function Areas.](#)

**Attachments required in SFS – Please note these are a Tier 1 requirement. See Page 19.**

**Sexual Harassment Prevention Certification** – All applicants are required to upload a completed Sexual Harassment Prevention Certification form to their SFS bid event application. The PDF download is available on our [website](#). Please note: SFS is unable to upload fillable PDF forms. After completing the form, please print to PDF before uploading.

**Sexual Assault Forensic Examiner (SAFE) Applicants** – A letter from the President or CEO or designee of the hospital in which they are providing services stating that the hospital is aware and supportive of the program.

## I. INTRODUCTION AND GENERAL INFORMATION

The New York State Division of Criminal Justice Services (DCJS) seeks applications to fund Services Training Officers and Prosecutors (S.T.O.P.) Violence Against Women Formula Grant Program. Approximately \$7.85 million is expected to be available for awards.

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 the identification and funding of programs that reduce crime, recidivism, and victimization.

DCJS is committed to funding programs that improve New York's public safety and the effectiveness of New York's justice system. Applications 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 application supports New York's commitment to public safety.

The goal for 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 services to victims of crime and survivors.

Applicants are expected to have a thorough understanding of the enabling Violence Against Women Act (VAWA) statute and related legislation, including the 'Violence Against Women reauthorization Act of 2022, before applying under this RFA. In addition to the program eligibility requirements stated in the Act, the Department of Justice has issued guidelines to implement the STOP funds. Please refer to the [STOP Frequently Asked Questions](#).

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.
- Increased prosecution rates over time.

While innovative responses are important, 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 and support for immigrant populations, in a culturally responsive manner, with a special emphasis on African American, Tribal, and Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual, (LGBTQIA+) 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.
- Increase, or enhance and build upon, the use of promising innovation or evidence-building practices, where available such as Coordinated Community Response (CCR), and DCJS' Statewide Targeted Reductions in Intimate Partner Violence (STRIVE) initiative, and other collaborative efforts.

Local communities should seek to carry out all strategies by forging lasting partnerships between victim/survivor 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 to sexual assault, domestic violence, dating violence, and stalking crimes. Partnerships are encouraged with organizations that specialize in advocacy on behalf of unserved and underserved populations.

Applicants are encouraged to demonstrate in their response to this solicitation how their application supports New York's commitment to provide a holistic response to criminal justice issues, especially those involving the provision of vital services to survivors of domestic violence and sexual assault, stalking, and dating violence. Applicants may wish to refer to the [New York State Gender-Based Violence Dashboard](#) to avail of a resource that may support their application. Applicants are also encouraged to consider providing services consistent with the New York State Office for the Prevention of Domestic Violence's [Three Pillars](#) that are deemed essential to use as a lens when responding to gender-based violence:

- Survivor-Centered.
- Trauma-Informed.
- Culturally Responsive.

**Please Note:**

1. Applications must be received by the submission deadline online via the [Statewide Financial System \(SFS\)](#). **Applicants who are not registered to access SFS will need to obtain user access to respond to this Solicitation.**
  - Please see [Appendix: Statewide Financial System \(SFS\) Registration](#).
2. Questions regarding this RFA must be emailed to [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov). Responses to the questions will be posted on the DCJS [website](#) on or about the date indicated on the Key Dates and Notices table 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.** This is to ensure equity in the application process and that all applicants have access to the same information. For any technical questions or assistance regarding SFS please contact the SFS Help Desk at (518) 457-7717 or (855) 233-8363 (toll free) or [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov)
3. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by applicants in SFS. Where applicable, applicants not receiving an award will receive notification via email to the contact email provided in SFS. A debriefing is available to any entity that applied in response to this solicitation who is not successful in receiving an award (See Section: [Notification of Awards](#)). Unless otherwise modified by DCJS, the anticipated contract period for this grant opportunity will be for 12 months, with a tentative start date of January 1, 2027.
4. **Prequalification** – To be considered for an award, not-for-profit (NFP) applicants **must** be Prequalified prior to the RFA submission deadline. Please see [Appendix: SFS Prequalification Requirement](#)
5. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be one (1) year from January 1, 2027, to December 31, 2027, subject to available funding. Please note that it is DCJS’ intention to provide the successful grantee with an award, each calendar year, for a period of 5 years. Each year will have its own separate and distinct contract.
6. New York State has a [website](#) that may be a helpful resource to not-for-profits offering information and assistance to new nonprofits, nonprofits yet to be registered, and nonprofits with active state contracts.
7. There will be no match requirement imposed on applicants receiving STOP awards through each contract term resulting from this solicitation.
8. Applicants must meet a federal requirement related to determinations of suitability to interact with participating minors. Pursuant to federal special conditions, DCJS is required to ensure that a determination of suitability is completed, in advance, for any covered individual(s) who

may interact with participating minors. If any individual in a program is funded either fully or partially with federal awards, and may interact with minors, a determination of suitability must be conducted and documented. DCJS considers a “covered individual who may interact with participating minors,” one whose job it is to do so, or one whose job could reasonably expect to have even incidental interaction with participating minors. The details of this requirement are posted on the U.S. Department of Justice (DOJ), Office on Violence Against Women (OVW) website:

- [Determination of Suitability Award Condition](#)

As an applicant of grant funding originating from the U.S. Department of Justice, Office on Violence Against Women (OVW), all applicants will need to have internal policies and/or protocols used to determine the suitability of individuals to interact with participating minors, to be determined an eligible applicant.

## II. PROCUREMENT REQUIREMENTS – GUIDELINES – VENDOR SELECTION

### **Procurement Guidelines:**

Please ensure that the proper procurement guidelines are followed when procuring vendors. It is necessary to ensure that all documentation about how a vendor(s) has been procured and justification for reasonableness of cost is maintained and can be provided to DCJS staff upon request. Please see retention requirements in the [Records](#) section. Failure to comply with procurement guidelines may result in disallowance of costs, voucher rejections, and/or termination of contract(s).

Please note, any and all vendors/subcontractors must have all the necessary licenses, approvals, and certifications currently required by the laws of any applicable local, state, or Federal government to perform the services or work, as applicable.

### **Not For Profits:**

If the Grantee is eligible to purchase an item or service from a government contract (such as a New York State Office of General Services (OGS) contract) or is able to purchase such item or service elsewhere at a lower than or equal price, they do not need to follow the below procurement guidelines, but instead, if purchasing off an OGS contract, grantees must follow the OGS How-to-Use-Guidelines linked below.

Please see the following Helpful Resources information.

### **Purchases up to \$5,000**

- Grantee may purchase any single piece of equipment, single service or multiples of each, that cost up to \$5,000 at their discretion.

#### **Purchases between \$5,000-\$50,000**

- Grantee must first obtain at least 3 written quotes on the vendor's stationery prior to the purchase. Please note that emailed quotes or quotes received electronically are sufficient as long as it is clear from which vendor it originated and includes sufficient detail.
- For purchases over \$25,000 DCJS recommends, but does not require, that quotes be solicited via an advertisement or soliciting a large group of appropriate vendors/contractors to demonstrate appropriate market rate.
- Grantee must maintain a record of the quotes obtained.

#### **Purchases over \$50,000**

- Grantee must utilize a competitive bidding process.

#### **Competitive Bidding Procurement Process (must include):**

- Open and fair solicitation of the opportunity to provide services.
- Information provided equally to all interested parties.
- Solicitation lists reasonable deadlines for interested applicants.
- A methodology for evaluating bids must be consistently applied to all applicants.
- A justification for which bid was selected must be recorded to justify the selection.
- Maintenance of a record of the competitive procurement process for audit purposes.

**Any grantee who proposes to purchase from a vendor without competitive bidding, above the \$50,000 threshold, or who believes they have a justification for not following the processes detailed above for purchases under \$50,000, must obtain the prior written approval of DCJS in the form of an approved [Single/Sole Source Authorization Form](#).**

- The circumstances leading to the selection of the vendor/contractor, including the alternatives considered and the rationale for selecting the specific vendor/contractor, must be included in the single/sole request. It must also include the method for determining the reasonableness of cost.
- Proof of reasonableness of cost must be documented. An example of this would be to obtain price quotes from other vendors or contracts from the selected vendor within the past two years.
- Ensure selected vendor(s) are qualified (licensed and/or certified where applicable) consistent with New York State contractual requirements.
- Please note that the burden for justification falls on the grantee and approval is not guaranteed.

### **III. FUNDING, APPLICANT ELIGIBILITY AND CONTRACT TERM**

#### **A. Funding and Award Guidelines**

DCJS expects that approximately \$7.85 million will be made available per year to support approximately 120 projects.

DCJS expects to make approximately 120 local awards using the funding specified on the face sheet of this solicitation.

Thanks to the DCJS partnership with, and the efforts of, the New York State Office for the Prevention of Domestic Violence, there will be no match requirement imposed on applicants receiving STOP awards through this solicitation. Please see [Section V\(9\)](#) 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.

#### **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**

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

- \$130,000 – Statewide Initiatives and Programs.
- \$75,000 – All other projects, regardless of jurisdiction. DCJS reserves the right to adjust final award amounts and the budgets of successful applicants as detailed in [Section IV. Evaluation and Selection of Applications.](#)
- Exempt - Statewide Prevention Efforts are federally mandated set-asides, and as such, applications for this program type are excluded from the funding caps for awards under this RFA.

## **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 applications during the review process, ranking applications from highest to lowest score 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 RFA.

## **Funding Priorities and Set-Asides**

DCJS has established the following ranking of priorities for STOP Formula allocations. Where there are established set-asides or award allocation thresholds it is outlined directly after this list. DCJS’ goal is to meet each established set asides, before proceeding to the next priority

category in the order listed below.

1. Native American Set-aside.
2. Culturally-Specific Community-Based Set-aside.
3. Sexual Assault Services Set-aside.
4. Prevention Set-aside.
5. Statewide Initiatives.
6. Victim Service Providers.
7. Sexual Assault Forensic Examiner (SAFE) Programs. Only DOH-Certified SAFE programs may apply
8. Government Entities.

#### **Native American Set-aside**

New York State is setting aside up to five (5) awards of up to \$75,000 each for qualified applications submitted by Native American Tribes and Organizations on Reservations. Allocation categories will be determined by DCJS based on the nature of each program application. 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 ten (10) awards of up to \$75,000 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 mandated 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 2022 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. Applicant Eligibility Requirements**

### **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 certified 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 persons who did harm, or justice involved individuals accountable
- b. Sexual Assault Forensic Examiner (SAFE) Staffing Programs – Only entities providing certified sexual assault forensic examiners to New York State Department of Health (DOH) SAFE-designated hospitals may apply. 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.
- c. Hospitals and emergency medical facilities – Only DOH SAFE-Designated Hospitals may apply. 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.
- d. SAFE Training Programs – Only DOH-certified SAFE training programs may apply.

#### **Category 5 – State Coalitions**

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

#### **C. Contract Term**

DCJS is providing single-year grant award agreements, unless otherwise modified by DCJS, for a term of one (1) year, effective January 1, 2027, to December 31, 2027. **Applications should include a budget for the 12-month period of the agreement. The budget submitted must be for a one-year period.**

Please note:

- Successful applicants for this solicitation may be eligible for future STOP awards via a closed-competitive solicitation process subject to the availability of funds. Funding is not guaranteed. Modifications or additional requirements may be imposed during the award and/or contract period.
- **It is DCJS' intention to provide the successful grantee with an award, each calendar year, for a period of 5 years. Each year will have a separate and distinct contract. Please note that award amounts may vary each year based on available federal funding.**

#### IV. PROGRAM DESCRIPTION

Please note the below purpose areas and priorities may change year-to-year over the 5-year cycle of awards based on federal guidance. Any changes will be communicated to all successful applicants.

##### 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 (T) and (U) of section 1101(a)(15) of the Immigration and Nationality Act (8 U.S.C. §1101(a)(15)).
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 ; including implementation of the grant conditions in section 40002(b) of the Violence Against Women Act of 1994 (34 U.S.C. 12291(b)).
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 individuals 50 years of age and over, individuals with disabilities, and Deaf individuals who are victims of domestic violence, dating violence, sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, legal assistance and other victim services to such individuals.
10. Providing assistance to 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.
16. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
17. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of sexual assault, domestic violence, dating violence, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in as defined in 18 U.S.C. § 249(c).
18. Developing, enhancing, or strengthening prevention and educational programming to address sexual assault, domestic violence, dating violence, stalking, or female genital mutilation or cutting with not more than 5 percent of the amount allocated to a state to be used for this purpose. **Note: Only category 5 (State Coalitions) applicants may address this purpose area.**
19. Developing, enhancing, or strengthening programs and projects to improve evidence collection methods for victims of domestic violence, dating violence, sexual assault, or stalking, including through funding for technology that better detects bruising and injuries across skin tones and related training.
20. Developing, enlarging, or strengthening culturally specific victim services programs to provide culturally specific victim services and responses to female genital mutilation or cutting.
21. Providing victim advocates in state or local law enforcement agencies, prosecutors' offices, and courts to provide supportive services and advocacy to Indian victims of domestic violence, dating violence, sexual assault, and stalking.
22. Paying any fees charged by any governmental authority for furnishing a victim or the child of a victim with any of the following documents:
  - A. A birth certificate or passport of the individual as required by law.

B. An identification card issued to the individual by a state or Tribe, that shows that the individual is a resident of the state or a member of the Tribe.

## **B. New York State Priorities**

New York State is committed to supporting programs that meet the needs of all victims of crime and survivors, especially underserved populations. According to the Violence Against Women Act (34 U.S.C. § 12291, “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
- Medical and Forensic care – Only DOH SAFE-Designated Hospitals may apply.
- Sexual Assault Forensic Examiner (SAFE) Training. Only DOH-Certified SAFE Training programs may apply.
- Coordinated Community Response Initiatives for Multi-Disciplinary Teams.
  - Sexual Assault Response Teams (SART).
  - Domestic Abuse Response Teams (DART).
  - Domestic Violence High Risk Team (DVHRT).
- 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.

#### **D. Unallowable Costs and Out-of-Scope Activities**

The activities listed below are out of the program scope and will not be funded pursuant to [OVW Fiscal Year 2025 STOP Formula Grant Program Notice of Funding Opportunity \(pg. 12\)](#). This list is subject to change during the RFA term. Any out-of-scope activities cannot be included in an application, or subsequent contract should an application receive an award.

1. Research projects. Funds under this program may not be used to conduct research, defined by 28 C.F.R. § 46.102(d) as a systematic investigation designed to develop or contribute to generalizable knowledge. However, assessments conducted for internal improvement purposes only may be allowable. For information on distinguishing between research and assessments, see the [Application Companion Guide](#).
  
2. Promoting or facilitating the violation of federal immigration law.
  
3. Inculcating or promoting gender ideology as defined in [Executive Order 14168](#), Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government.
  
4. Promoting or facilitating discriminatory programs or ideology, including illegal DEI and “diversity, equity, inclusion, and accessibility” programs that do not advance the policy of equal dignity and respect, as described in [Executive Order 14173](#), Ending Illegal Discrimination and Restoring Merit-Based Opportunity. This prohibition is not intended to interfere with any of OVW’s statutory obligations, such as funding for HBCUs, culturally specific services, and disability programs.
  
5. Activities that frame domestic violence or sexual assault as systemic social justice issues rather than criminal offenses (e.g. prioritizing criminal justice reform or social justice theories over victim safety and offender accountability).

6. Generic community engagement or economic development without a clear link to violence prevention, victim safety, or offender accountability.
7. Programs that discourage collaboration with law enforcement or oppose or limit the role of police, prosecutors, or immigration enforcement in addressing violence against women.
8. Awareness campaigns or media that do not lead to tangible improvements in prevention, victim safety, or offender accountability.
9. Initiatives that prioritize illegal aliens over U.S. citizens and legal residents in receiving victim services and support.
10. Excessive funding for consulting fees, training, administrative costs, or other expenses not related to measurable violence prevention, victim support, and offender accountability.
11. Any activity or program that unlawfully violates an Executive Order.
12. Activities addressing human trafficking unrelated to domestic violence, dating violence, sexual assault, or stalking.
13. Activities addressing Missing or Murdered Indigenous Persons (MMIP) unrelated to domestic violence, dating violence, sexual assault, or stalking.

#### **Other Unallowable Costs**

Grant funds under this program may not be used for the following:

1. Lobbying, except with explicit statutory authorization.
2. Fundraising.
3. Purchase of real property.
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting).
5. Construction.

## **V. EVALUATION AND SELECTION OF APPLICATIONS**

### **Tier I Evaluation – Threshold Pass/Fail**

The Tier I Evaluation assesses whether applications satisfy minimum “pass/fail” criteria for

funding. All applications will be initially screened by DCJS, or other reviewers assigned by DCJS to determine their completeness using the following criteria:

- Application was received by the published deadline.
- Applicant is eligible as defined by this solicitation.
- Applicant is an eligible, **Prequalified** entity in the New York Statewide Financial System, at the time of application submission. Information on Prequalifying can be found in the [Appendix: SFS Prequalification Requirement](#).
  - *This Prequalification requirement applies only to not-for-profit applicants.*
- Gender-Based Violence and the Workplace Attestation
  - State Finance Law §139-m(1)(a) "By submission of this 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 as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing gender-based violence and the workplace and has provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law."
- To pass Tier I, the submitted application shall include:
  - Answers to all questions as presented in this RFA. Questions must be answered in SFS.
  - Budget detail and justification provided in SFS itemizing and justifying operating expenses in support of the program.
  - The following attachments and documents:
    - **Sexual Harassment Prevention Certification** – All applicants are required to upload a completed Sexual Harassment Prevention Certification form to their SFS bid event application. The PDF download is available on our [website](#). Please note: SFS is unable to upload fillable PDF forms. After completing the form, please print to PDF before uploading.
    - Sexual Assault Forensic Examiner (SAFE Applicants) – A letter from the President, or CEO or designee of the hospital in which they are providing services stating that the hospital is aware and supportive of the program.

**Tier I Evaluation criteria will receive pass/fail ratings. Any application that does not meet each of these conditions may be subject to disqualification from further review. DCJS may, at their discretion, request additional information from an applicant as deemed necessary.**

If sufficient funding is available to fund all eligible applicants that pass Tier I evaluation, DCJS reserves the right to forego further evaluation and provide eligible applicants with awards contingent upon successful negotiation of budget items during contract development.

### **Tier II Evaluation – Evaluation and Scoring**

DCJS or other reviewers assigned by DCJS will evaluate applications that successfully pass the Tier I Evaluation. If further evaluation is deemed necessary or appropriate, a standard rating tool will be used to score responses to questions provided in the application (see [Questions](#) section for additional information). The maximum application score based upon responses to the questions will be 100 points. Each response will be scored, and all scores will be totaled resulting in an overall score. The final score will be determined by averaging the reviewers' overall scores for each application. DCJS reserves the right to apply a minimum application score of 70 points to be eligible for funding. Each application will be evaluated by a team of two separate reviewers. The final score will be determined by averaging Team Reviewers' overall scores for each application. DCJS may, at its discretion, request additional information from an applicant as deemed necessary. An applicant's final score shall be the average of the two evaluators, unless the initial two scores are considered "disparate," which shall be defined as a point difference of fifteen or more points in total score. When the two initial scores are considered "disparate", a third evaluator will be assigned. When a third evaluator is assigned due to disparate scores, the two closest scores in numeric value will be added and averaged to obtain the final average score. If the additional reviewer's score is equal to the average of the two original scores, the additional reviewer's score will become the final score. In the event of a tie score where both applicants cannot be selected, preference will be given to the application with the higher average score for:

- Question #3 Identification of Needs; then
- Question #7 Collaboration sub-scores; and then
- Question #5 Experience and Organizational Capacity.

### **Tier III Evaluation**

The Tier III Evaluation 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 by federally mandated allocation categories, state funding priorities, and set-asides as described in [Section III. A. Funding](#) of this RFA. Additional consideration will include 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 Commissioner, or their designee, will make 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, where applicable, geographic balance and comparative crime and/or risk level.

## VI. REQUEST FOR APPLICATIONS QUESTIONS

Applicants must respond to the questions below, as instructed, within SFS.

Responses to the following questions will be scored as indicated and are the basis for Tier II Evaluation funding recommendations. Note: The aggregate scoring value assigned to all questions equals a maximum possible score of *100 points*. All questions, including sub-sections and those which have no point value, must be answered.

Please note the character limits in SFS before composing answers to these questions. Please note: SFS is unable to upload fillable PDF forms. After completing the form, please print to PDF before uploading.

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

**Please provide your best estimate as it relates to the below activity categories. This should directly reflect the programmatic nature of your application and the associated funding requested. This must total 100%.**

- Sexual Assault \_\_\_\_\_%
- Domestic Violence \_\_\_\_\_%
- Dating Violence \_\_\_\_\_%
- Stalking \_\_\_\_\_%
- Total Project \_\_\_\_\_%

### 2. Question #2 – Please refer to the STOP Program Purpose Area(s) information earlier in this RFA and indicate by number which purpose area(s) your organization is planning to address. (0 points)

### 3. Question #3 – Problem Statement and Identified Needs - (30 points)

- Identify gaps in service using evidence-based data and provide examples of current problems that illustrate the need for services.
- Explain how this grant funding would enable your organization to provide new services or to continue and/or enhance existing services. Applicants must clearly demonstrate that without the requested funding, items outlined in the proposed budget could not otherwise be supported or obtained.
- Describe how funds will be used to increase the applicant's ability to enhance the safety and healing of victims/survivors or hold persons who caused harm or justice involved individuals accountable for the crimes of sexual assault, domestic violence, dating violence, and stalking.
- Describe how underserved populations are identified and included in all service provision plans.

**4. Question #4 – Project Summary – Briefly describe the funded project. (10 points)**

Please refer to the [Standard Work Plans and Reporting Information for Function Area\(s\)](#) in responding to the following bullets.

- Describe how this project will address the gap in services and/or need for services described in the problem statement.
- Describe the services and activities to be undertaken with grant dollars, where they will take place and who will be served.
- Describe how services and activities will be implemented over the course of the contract.
- Describe the evaluation process that will be used to measure effectiveness of the program.

**5. Question #5 – Experience and Organizational Capacity – (25 points)**

- Describe your organization's record of providing direct services to victims and survivors of crime, or holding persons who did harm or justice involved individuals, accountable for crimes of sexual assault, domestic violence, dating violence, and stalking.
- Identify the population(s) served and explain the scope of services provided.
- Explain your organization/agency's qualifications, expertise and experience in providing the proposed services and activities.

**6. Question #6 – Work Plan -- (0 points)**

Work plans are comprised of the project goals, objectives, tasks, and performance measures. All work plans will be standardized as follows:

- **Standard Goal:** To utilize federal fiscal year (FFY) 2026 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 victim services in cases involving violent crimes against women.
- 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. **DO NOT ENTER THE WORKPLAN AS PART OF YOUR APPLICATION IN SFS. IF AWARDED THE WORKPLAN WILL BE ENTERED DURING THE CONTRACT PROCESS.**
- 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

#### **7. Question #7 – Collaboration – (15 points)**

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 how your organization will promote collaboration and coordination with other community organizations that will support public and private efforts to assist victims and/or hold persons who did harm, or justice involved individuals accountable as required by STOP.
- Please describe any current collaborative efforts to address these crimes.

#### **8. Question #8 -- Culturally Specific Community Based Organizations – (0 points)**

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

- Is this application being submitted by a Culturally Specific Community-based Organization as defined in [Appendix: Culturally Specific Community-based Organization](#) of the RFA? Yes or No
- If yes, please submit responses that address the following:
  - Targeted service population size and description.
  - Briefly describe expertise in delivering services tailored to unique needs of targeted service population.
  - Describe how specialized culturally specific program services will be provided.
  - Detail how the targeted community was involved in planning for service delivery.
  - Describe outreach efforts to target community regarding available services.

#### **9. Operating Budget Detail and Justification (20 points)**

- Enter the operating budget directly into the Expenditure Budget section in SFS. [The SFS Budget Worksheet](#) 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 Full Time Equivalent (FTE) requested in the application for each title. FTE is defined in the [Measuring Effectiveness Initiative STOP Subgrantee Report instructions](#) beginning on page 6. **Budgets should reflect total projected costs for a 12-month budget period** and must be limited to eligible costs.
- 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 known subcontracted agencies approved to provide services, where applicable, upload signed and executed agreements and the subcontractor's approved operating budget.
- Requested budget items must be limited to eligible costs described in Section III and within guidelines detailed in [STOP Frequently Asked Questions](#)
- 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.

- The U.S. Department of Justice (DOJ) imposes a 25% in-kind match requirement on federal grant funds received through the Violence Against Women Act program. The NYS Office for the Prevention of Domestic Violence (OPDV) will be covering the entire match requirement for the STOP program through their programs and activities that directly support the work being done by victim/survivor service providers and justice systems. There will be no match requirement imposed on applicants receiving STOP awards through this solicitation for the contract term.
- 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 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 the de minimis rate of 15%. A federally approved indirect cost rate above 15% 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.**

**Please confirm in the answer box provided that the question has been reviewed and the budget module is complete.**

**10. Upload Documents (0 pts.)**

- Please upload your completed Sexual Harassment Prevention Certification. Please note: SFS is unable to upload fillable PDF forms. After completing the form, please print to PDF before uploading.
- Where applicable, please upload a letter from the President or CEO or designee of the hospital in which they are providing services stating that the hospital is aware and supportive of the program.

## VII. NOTIFICATION OF AWARDS

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

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.

For those not approved to receive funding awards, notifications will be sent via email.

Pursuant to §163(9) (c) of the State Finance Law, any non-awarded applicant may request a debriefing regarding the reasons that the application submitted by the applicant was not selected for award. Requests for a debriefing must be made within fifteen (15) calendar days of written notification by DCJS that the application(s) submitted by the applicant was not selected for award.

An unsuccessful applicant's written request for a debriefing must include specific questions that the applicant wishes to be addressed. Questions must be submitted to the DCJS funding mailbox at [dcjsVAWA@dcjs.ny.gov](mailto: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 business days of receipt of request by DCJS or as soon after that time as feasible.

The method for the debriefing will be based upon mutual agreement by all parties and can be conducted via telephone, webinar, videoconference or if necessary, in-person or any combination thereof.

## VIII. REPORTING REQUIREMENTS

**Standard reporting requirements are provided below and may be changed depending on applicability:**

### **SFS Quarterly Progress Reporting:**

All grantees will be required to submit quarterly progress reports via SFS 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](#)
- [STOP Program Annual Progress Report Form](#)
- [STOP Program Annual Progress Report Instructions](#)

### **Quarterly Fiscal Reports**

All grantees may submit quarterly fiscal reports and claims for payment.

### **Reporting Due Dates:**

Progress Reports (if applicable), Case-specific Reports (if applicable) and Fiscal Claims for Payment are due to DCJS by the dates indicated, or as otherwise stated in the contract:

<u>Calendar Quarter</u>	<u>Due Date</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.

## **IX. 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 awards, DCJS reserves the right to rescind the award, and to redistribute the funds.

### **Contract Approval**

A grant contract may be subject to approval by the NYS Office of the Attorney General (AG) 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, amended, or renegotiated for any reason at the discretion of DCJS or designee because of contractual performance, changes in project conditions, or as otherwise may be in the best interests of New York State.

### **Records**

The Grantee shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Grantee within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Grantee shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

In accordance with the standard contract Attachment 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. Payment for invoices submitted by the contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner or their designee, 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](#), or by email at [epayments@osc.ny.us](mailto:epayments@osc.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:**

1. Log in to the [Vendor Self-Service Portal](#).
2. Select the "Enroll in e-Payments (Direct Deposit)" link.
3. 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.ny.us](mailto:ePayments@osc.ny.us)

## **Reports**

The grantee shall submit all reports to DCJS in a format and time frame as specified in the contract. Progress reports shall include a description of the grantee's efforts undertaken during the reporting period and the current status of the project. The 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 project issues that are significantly impacting the project 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 or its designee agency, and may take the form of site visits, project file review, written and telephone communication, or 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 initiate 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 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. [OBJ]

## **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 is 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](#).

Bidders/applicants 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/applicants 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 projects 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/applicants 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](#) and attach the completed form, along with your application, in the Statewide Financial System (SFS). 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 the State of New York Contract for Grants, including the Appendix A - NYS Standard Term and Conditions , Agency Specific Terms and Conditions, Program Specific Terms and conditions, and other standard clauses for all New York State grant contracts with DCJS. Applicable contract appendices and attachments are available on the [DCJS website](#).

### **Special Conditions**

By accepting an award from DCJS under this RFA, the recipient agrees to comply with all [Federal Special Conditions](#) provided annually to all contract holders.

### **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 Applications (RFAs) 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 RFAs, 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 their employees.

Therefore, all applicants to this RFA must complete the certification provided on the DCJS website and submit the completed [certification](#) as an attachment to the application in SFS.

### **Vendor Responsibility**

Not-for-Profit entities and not-for-profit subgrantees and/or subcontractors that are receiving an award of \$100,000 or greater are required to complete a Vendor Responsibility Questionnaire. The questionnaire and additional information are available on the NYS Office of [State Comptroller website](#). The Vendor Responsibility Questionnaire must be certified or updated within the last six months to be considered current for contract approval. DCJS recommends creating an account in the New York State Vendor Responsibility System to complete and certify the Questionnaire online.

### **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](#):

Organizations that are exempt from this requirement must provide a letter on their respective letterhead attesting that they are exempt and explaining why.

### **Requirement for Unique Entity Identifier (UEI)**

All applicants are required to provide their [Unique Entity Identifier \(UEI\)](#). Subrecipients are not required to complete full registration in *SAM.gov* to obtain a UEI.

### **Gender-Based Violence and the Workplace Requirements**

Under New York State Finance Law § 139-m, all bidders submitting a bid for a New York State contract must establish a policy addressing gender-based violence in the workplace and include required certification language set forth in State Finance Law § 139-m(1)(a) with their

bid submission, where competitive bidding is required by law or where the State contracting entity has otherwise determined, in its discretion, to impose the requirement.

Website:

- [Office for the Prevention of Domestic Violence - Gender Based Violence in the Workplace](#)

By submission of a 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 as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing gender-based violence and the workplace and has provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law.

## X. APPLICATION SUBMISSION AND REQUIREMENTS

### Specific Instructions

One application should be submitted for each program proposed. Applications must be submitted using the Statewide Financial System (SFS), New York State's online grant application and contract management system.

All applicants must be registered for user access in the Statewide Financial System to respond to this solicitation. Please see [Appendix: Statewide Financial System Registration](#) for SFS registration information.

Not-for-profit applicants **must** be Prequalified through SFS prior to the application submission deadline to be eligible for awards under this funding. Please see [Appendix: SFS Prequalification Requirement](#) for more details and instructions.

All final grant applications must be received in the New York State SFS System by 12:00 PM (Noon) EST, on **Wednesday July 29, 2026** as indicated in **Key Dates and Notices** table on the cover page of this RFA. All deadlines for submission are in the Eastern Time zone, and the SFS system will be locked for submission after these deadlines.

### Finding this Grant Opportunity in the Statewide Financial System (SFS)

Listed below are some general guidelines for navigating the SFS system:

This section provides directions on how to find this DCJS grant opportunity in SFS and apply in SFS. Applicants can also use the [SFS Grantee User Manual](#) for comprehensive directions on navigating the Statewide Financial System (SFS).

Users must be properly role mapped in SFS to initiate and submit bid event applications in SFS. Please contact the SFS Help Desk regarding any role mapping and access questions. To find this Grant Opportunity in SFS, please follow these instructions:

1. Log in to [SFS](#) to search for the Grant Opportunity
2. On the SFS Public Portal Homepage, click the **Grants Management** tile on the Homepage. You can also find it from the **NavBar** (Menu > Manage Events and Place Bids > View Events and Place Bids).
3. Click on **Bid Event Search** tile.
4. Use the search fields to locate an opportunity. Enter the **Funding Agency**: Division of Criminal Justice Services or DCJ01
5. Click the **Search** button.
6. Locate the **2026 STOP VAWA Formula Grant Program Grant Opportunity** and click the **Bid Event ID** to the far left to initiate grant application.

Search Results						
Event ID	Funding Agency	Grant Opportunity	Status	Eligibility	Availability Date	Anticipated Release Date
EVT0000082	OMH01	101123 TEST-4	Available	Governmental Entity, Not-For-Profit	10/11/23 1:46PM	10/11/23 1:46PM

7. To start your application, click **Bid on Event** button in the top corner of the **Event Details**.

### Completing Your Application in the Statewide Financial System (SFS)

The following subsections provide general information about each application section, SFS directions, and general guidance for applying for this grant opportunity.

### Review Grant Opportunity Information and Access Application Documents

Review the grant opportunity information, known as the **Event Details** in SFS, including the event start, event end date, estimated award date, and anticipated contract date to get an overview of the grant opportunity timeline.

**Event Details**

Submit Bid Save for Later Cancel

Event Name 101123 TEST-4 Bidding Instructions

Event ID OMH01-EVT000082 Additional Bid Info Bid ID New

Event Format/Type Sell Event RFX Bid Date

Event Round 1 Bid Currency USD US Dollar

Event Version 1

Event Start Date 10/11/2023 1:46PM EDT

Event End Date 10/20/2023 01:46 PM EDT

Estimated Award Date 09/30/2023

Anticipated Contract Date 10/01/2023

Processing Status Bid Event Published

Hide Additional Event Info

Access application documents by clicking on the Events Comments and Attachments link at the bottom of the page. Once you have downloaded and saved application documents, click **OK**.

**Step 2: Enter Line Bid Responses**

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order to be submitted to the Administrator.

Lines In This Event 1

Lines Responded To 0

Your Total Line Pricing 0.0000 USD

Hide Line Detail

★ Bid Required Line Comments/Files

**Lines**

Line	Period	Item ID	Description	Unit	Your Unit Bid Price
1	1		LINE 1	EA	

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at a later time. When your bid is complete, you may submit it.

Submit Bid Save for Later

### Bidder Contact Information, Site/Project Address, and Event Questions

Go to the **Event Details** page in SFS and complete the **Answer General Event Questions** section. Start by entering the **Bidder Contact Information** (required). You do not need to enter a DUNS Number; you can include your organization's website, but it is not required.

**Step 1: Answer General Event Questions**

The event administrator requests your response to questions not specific to any specific item.

General Event Questions 1

Required Questions 1

Questions Responded To 0

**Bidder Contact Information**

Name

Telephone

Email

DUNS Number

Organization Website

User Name Child Care Solutions

Site/Project Address

Click the **Site/Project Address** and complete this section. Enter your organization's address details, including Address Line 1, Address Line 2 (if applicable), city, postal code, and state.

**Bid Response address fields** x

Help

Site/Project Address Q | 1 of 1 | View All

Address Line 1 10 Tester Lane

Address Line 2

City Albany

Postal Code 12222

State NY

OK Cancel

Click OK.

**NOTE:** You will not be able to SAVE your application until you have completed the **Bidder Contact Information** and **Site/Project Address** sections.

## Event Questions

DCJS requires all applicants to answer a set of Event Questions which can be found in the **Event Details** section of SFS (see below screenshot for reference).

Search Event Details Event Details

Hide Event Questions

Event Questions

\* Bid Required \* Ideal Response Required

General Questions 1 of 2

\* Applicant must be a 501c3 organization to apply

Response Yes Weighting

\* Describe why your organization is qualified to implement the proposed program model outlined in Section III Program Model Description. Include both quantitative and qualitative evidence to address this question and experience with engaging with PWUD and priority population(s).

Response My organization is qualified because...

**NOTE:** When you have completed all fields on the page click the **SAVE FOR LATER** button. A popup box will ask you if you want to save for later, click **OK** to save your progress. You must **SAVE** your work often. SFS will time you out after 15 minutes of non-activity. The system does not recognize typing as activity but saving your work will reset the time out clock. After the system has timed out, any unsaved work will be lost.

## Entering the Project Work Plan in SFS

To access the Work Plan form in SFS from go to the **Event Details** page in SFS, scroll to the bottom of the page. Under the Lines section, click the **Period Details-1** link under the Period column to access the Work Plan page.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1  
Lines Responded To 0  
Your Total Line Pricing 0.0000 USD

Hide Line Detail

★ Bid Required    ☞ Line Comments/Files

Lines

Line	Period	Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price	
1	<a href="#">Period Details-1</a>		Line 1	EA			

Click on **Work Plan Properties** (click twice if it does not open after one click).

Create Bids

Business Unit: OMI-01    Budget Type: EXPENDITURE  
Event ID: EVT0000001    Funded Amount: 3000000.000  
Bidder Setid: SHARE    Period: 1    Bidder ID: 1100314197

Bid Event Periods

Period: 1  
Period From: 09/01/2024    Period To: 09/31/2025

Budget Required     Budget properties  
 Work Plan Required     Work Plan Properties

Bid Event Lines

1

<Return to Bid Response

Applicants must **only** enter a project description into the **Project Summary** box. Please do not modify the existing Objective, Task, and Performance Measure. The Work Plan should remain TBD in SFS. **DO NOT ENTER A WORKPLAN AS PART OF YOUR APPLICATION IN SFS. IF AWARDED THE WORKPLAN WILL BE ENTERED DURING THE CONTRACT PROCESS**

Create Bids

Work Plan

Work Plan Header

Event ID: EVT0000001    Business Unit: OMI-01    Work Plan ID: EVT0000001-R1V1P1-1100314197-21  
Bidder ID: 1100314197    Period From: 09/01/2024    Period: 1    Period To: 09/31/2025

Allow Bidder Defined Objective and Tasks

Maximum Number of:

Objectives: 50  
Tasks: 100  
Performance Measures: 300

Online Work Plan Required:

Project Summary

Operation of Outpatient Programs

## Project Expenditure Budget

All applicants are required to submit a proposed budget in the Statewide Financial System (SFS). [The SFS Budget Worksheet](#) may be used as a guide to assist in the completion of the budget section. The SFS Budget Worksheet is provided to applicants so they can draft outside of SFS. The completed Expenditure Budget is entered directly into the SFS.

These funds **may not** be used for activities that duplicate or supplant what is already available or required under existing laws.

The Expenditure Budget will be evaluated and scored based on the requirements listed above and the below noted criteria:

- We strongly recommend applicants describe and justify the estimated costs in the narrative sections of SFS for every line item of expense. The specific calculations for determining the total cost of each item should be included in the narrative sections.
- Provide a justification of why such costs are considered reasonable. Clearly describe and justify all budget items.
- Describe steps taken to ensure the project's budget makes the most efficient use of available resources.
- Ensure that all items covered by DCJS funds are directly related to the deliverables identified in this RFA.
- All expenses must be *incurred* within the contract period.
- All shared costs are prorated, and the basis of the prorating should be explained.
- Ensure that the Total Grant Funds in the Expenditure Budget agree with the amount requested

## Entering the Expenditure Budget in SFS

To access the budget section in SFS, scroll to the bottom of the **Event Details** page. Under the Lines section, click the **Period Details-1** link under the Period column.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

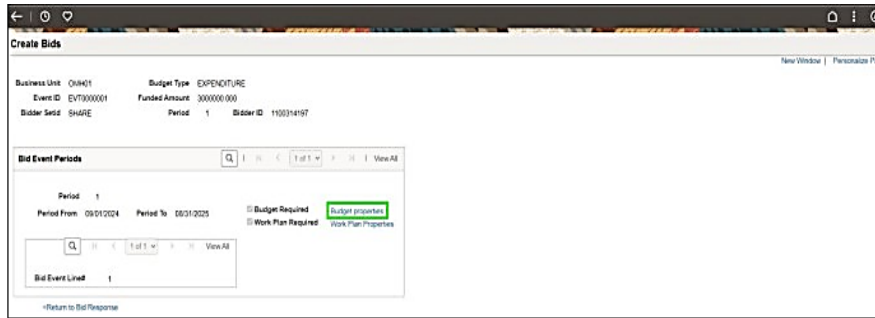
Lines In This Event: 1  
Lines Responded To: 0  
Your Total Line Pricing: 0.0000 USD

Hide Line Detail

\* Bid Required    Line Comments/Files

Line	Period	Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price
1	Period Details -1		Line 1	EA		

Click on **Budget Properties**.



Under the **Period Budget Summary** section click on the **View All** icon to show all the budget categories. You may need to scroll to view all of this section.

**Budget Properties Header**

10 OTHER 0

Narrative

**Period Budget Summary**

Budget Category	Grant Funds Requested	Match Funds	Match % Calculated	Match % Required	Other Funds	Total	Category Details
1 SALARY	0.00	0.00	0	0	0.00	0.00	
2 FRINGE	0.00	0.00	0	0	0.00	0.00	
3 CONTRACTUAL	0.00	0.00	0	0	0.00	0.00	
4 TRAVEL	0.00	0.00	0	0	0.00	0.00	
5 EQUIPMENT	0.00	0.00	0	0	0.00	0.00	
6 SPACE-PROPERTY RENT	0.00	0.00	0	0	0.00	0.00	
7 SPACE-PROPERTY OWN	0.00	0.00	0	0	0.00	0.00	
9 UTILITIES	0.00	0.00	0	0	0.00	0.00	
9 OPERATING EXPENSES	0.00	0.00	0	0	0.00	0.00	
10 OTHER	0.00	0.00	0	0	0.00	0.00	

Click on the **Category Details** to view and enter information into each budget category line. Where the Category Details cannot be clicked, it means that budget category is not available for this grant opportunity.

**Category Details**

Budget Type EXPENDITURE Match % Required

Budget Category CONTRACTUAL

**Category Details**

Type/Description	Grant Funds	Match Funds	Match %	Other funds
1				

**Category Totals**

Cumulative Grant Funds 0.00  
 Cumulative Match Funds 0.00  
 Cumulative Other Funds 0.00  
 Cumulative Category Details Totals 0.00

Narrative

OK Cancel

Enter each line of your Project Expenditure Budget into SFS. Accuracy and completeness are critical. The information that is requested is essential and including detailed information will help to expedite the contracting process if you are selected.

**Type/Description:** Add a short description of the expense. In Personal Services, this would include the name of the Staff Position.

**Grant Funds:** Enter the amount of DCJS Grant Funds

**Narrative:** Please describe and justify the expense in the Narrative box as described in the guidance below.

To add an additional line within any Budget Category, click on the **Plus Sign (+)** at the far right of the budget line.

Budget Category	Available in Grant	Use Match	Match Percentage	Use Other	Overage on Claims	Overage Percentage
1 Test Category	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	

Narrative

**NOTE:** We recommend applicants hit the **Save** button after information is entered into SFS to save progress. We also recommend that applicants use only whole dollar amounts in their Expenditure Budget.

### Submitting the Application in SFS

After completing all sections of the grant application known as the **Bid Event** in SFS return to the **Bid Response** page in SFS.

Please enter the total amount of funds requested in the **Your Unit Bid Price** box. The amount entered into this field **must equal** the total Grant Funds Requested amount for the period, in order to submit the bid response.

When you are ready to submit your application, known as your bid response in SFS, click the **Submit Bid** button at the bottom.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 1  
 Lines Responded To: 0  
 Your Total Line Pricing: 0.0000 USD

Hide Line Detail

\* Bid Required  Line Comments/Files

Line	Period	Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price
1	Period Details - 1		Line 1	EA	20000	

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Event Search](#)

A box will pop up and ask if you are ready to post this bid. Click **Yes** if you are ready and want to submit your application, known as your bid response in SFS.

Are you done making changes and would like to post this bid? (18058,398)

Warning: Response may NOT be edited after posting. If you are not planning to make anymore changes to this bid press "Yes", otherwise press "No" and choose "Save For Later".

Once you have clicked Yes, you have successfully completed your application of bid response. You will not be able to edit or access a completed application.

**For assistance or technical questions regarding your bid application in the Statewide Financial System (SFS), please contact the SFS Help Desk:**

Monday – Friday, 8:00 a.m. – 5:00 p.m. helpdesk@sfs.ny.gov  
(518) 457-7717 | (855) 233-8363 (toll free)

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

## XI. APPLICATION CHECKLIST

- Complete SFS Prequalification Requirements – See [Appendix: SFS Prequalification Requirements](#). (NFP applicants only)
- Complete all necessary contractual requirements as described in [Section X: Administration of Contracts](#).
- All Applicants must upload a signed [Sexual Harassment Prevention Certification](#). Please note: SFS is unable to upload fillable PDF forms. After completing the form, please print it to PDF before uploading.
- Sexual Assault Forensic Examiner (SAFE Applicants) – A letter from the President or CEO, or their designee, of the hospital in which they are providing services stating that the hospital is aware and supportive of the program.
- Answer questions and complete all required information as outlined in [Section V. Request for Applications Questions](#).
- Complete required BUDGET information as instructed.
- Add any additional item that is a requirement and subject to disqualification according to Tier I evaluation criteria.

## Appendix:

### Statewide Financial System (SFS) Registration

Applicants who are not registered to access SFS will need to obtain user access to respond to this solicitation.

#### SFS Registration Instructions

On the [Statewide Financial System \(SFS\) website](#), download a copy of the Registration Form for Administrator:

Organizations must be registered in the Statewide Financial System to compete for New York State grants. To register an organization, send a complete [Grants Management Registration Form for Statewide Financial System \(SFS\) Vendors](#) and accompanying documentation where required by email to [grantsmanagement@its.ny.gov](mailto:grantsmanagement@its.ny.gov).

**Disclaimer:** *New York State Grants Management reserves 5-10 business days from the receipt of complete materials to process a registration request. Due to the length of time this process could take to complete, it is advised that new registrants send in their registration form as soon as possible. Failure to register early enough may prevent potential applicants from being able to complete a grant application on time.*

Organizations are notified by email once registration is complete.

#### How to Register

Download and complete the [Grants Management Registration Form for Statewide Financial System \(SFS\) Vendors](#)

- The form must be authorized by the head of the organization.
- The form must be notarized. The notary must complete each box in the “Acknowledgement to be completed by a Notary Public” section and then sign and stamp the form. Please note: NYS now allows Electronic Notarization. Notaries must be physically located in NYS for this service to be valid. For more information on electronic notarization, visit the [NYS Department of State Website](#).
- If your organization does not already have a New York State SFS Vendor ID, complete and attach the [Substitute W-9 Form](#)
- If your organization already has an SFS Vendor ID, do not submit a Substitute W-9 Form.
- Return all forms by email to [grantsmanagement@its.ny.gov](mailto:grantsmanagement@its.ny.gov).

**For further assistance with the registration process, contact the SFS Grants Management Team at: [grantsmanagement@its.ny.gov](mailto:grantsmanagement@its.ny.gov)**

## Appendix :

### SFS Prequalification Requirement

#### NYS Prequalification

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013 and revised January 19, 2025, New York State has instituted key reform initiatives to the grant contract process, which require not-for-profits to register and complete the Vendor Prequalification process for applications to be evaluated. Information on these initiatives can be found on the [Grants Management website](#).

Not-for-profit organizations **must** Prequalify to do business with New York State agencies **before** they can compete for State grants. To become Prequalified, a not-for-profit must first [register](#) with SFS. Once registered, not-for-profits must complete an online Prequalification Application. This includes answering basic questions regarding the organization and uploading key organizational documents. Grant applications received from not-for-profit applicants that are not Prequalified in the SFS on the application due date and time will not be evaluated. Such applications will be disqualified from further consideration.

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

#### Required Forms and Documents

Questions that must be completed for Prequalification include:

- Integrity Questions
- Capacity Questions
- Compliance Questions

#### Required Documents

Not-for-profit organizations must upload the following documents in SFS. These documents will be evaluated as part of the Prequalification process.

1. Certificate of Incorporation or equivalent document
2. Certificate of Assumed Name or DBA, if applicable
3. IRS 501(c) determination letter
4. Board of Directors Profile
5. Senior Leadership Resumes

6. Corporate Bylaws
7. Organization Chart
8. IRS 990
9. Financial Statement/Audit
10. CHAR500 or CHAR410

In order to maintain Prequalification status, organizations are required to review, update where necessary and resubmit the information previously submitted in the Prequalification Application on an **annual basis**. Updated IRS 990, Financial Statements and Charities Bureau filings must be uploaded annually to maintain Prequalification status. Further information regarding the Prequalification process can be found in the [New York State Prequalification Manual for Grantees](#).

Specific questions about the Prequalification process should be referred to the Grants Management Team at [grantsmanagement@its.ny.gov](mailto:grantsmanagement@its.ny.gov)

**Disclaimer:** *New York State reserves 5-10 business days from the receipt of complete Prequalification Applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that not-for-profits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough will result in a grant application being disqualified.*

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

The Grants Management Team offers regular live webinars for anyone who is interested in additional information about SFS, the Prequalification process, or submitting online applications. Contract management and submitting claim for payment. Follow the [Live Webinar](#) section under Grants Management website.

## Appendix:

### *Culturally Specific Community-based Organizations*

Under the Violence Against Women Reauthorization Act of 2022, 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 groups; **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 responsive 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 SFS as part of their application.

---

<sup>1</sup> "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](#). For more information on how to report for each Function Area, please visit [STOP Program Annual Progress Report Instructions](#).

As stated in [Section V. Request for Application Questions, Question #4](#), please review the *Standard Work Plans for Function Area(s) below* and identify which Function Area(s) your proposed program will provide. **This is for informational purposes only and should not be input into the workplan section of your application. If an applicant is selected for an award, the applicable Work Plan(s) will be included in the contract during contract development.**

#### 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:**

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 improve 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 supervision and accountability efforts for 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.