



**Office of  
Victim Services**

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## **REQUEST FOR APPLICATION**

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### **VICTIMS OF CRIME ACT (VOCA) VICTIM ASSISTANCE PROGRAM: FORENSIC INTERVIEWERS AND FORENSIC INTERVIEW EQUIPMENT FOR CHILD ADVOCACY CENTERS (CACs)**

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**Andrew M. Cuomo, Governor  
Elizabeth Cronin, Director**

**RFA Release Date: March 31, 2017**

**Bidders' Conference: April 12, 2017, 10:00 a.m. – 12:00 p.m. EST**

**Deadline for Submission of Questions: April 17, 2017, 5:00 p.m. EST**

**Response to Questions: April 21, 2017, 5:00 p.m. EST**

**Application Due Date: May 12, 2017, 3:00 p.m. EST**

**Anticipated Notification of Awards: June 30, 2017**

**\*\*\* LATE APPLICATIONS WILL NOT BE ACCEPTED \*\*\***

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# OFFICE OF VICTIM SERVICES REQUEST FOR APPLICATIONS

## Victim Assistance Program Forensic Interviewers and Forensic Interview Equipment for Child Advocacy Centers (CACs)

### I. INTRODUCTION

The New York State Office of Victim Services (OVS) invites applications for financial assistance to fund the position of forensic interviewer, and for the purchase of equipment to be used in connection with a forensic interview such as video recording equipment, cameras, and digital recorders.

**Applicants for this procurement will be limited to Child Advocacy Centers (CACs) that are approved by the New York State Office of Children and Family Services (OCFS) and are currently funded by OCFS and/or OVS.**

Typically, federal Victims of Crime Act (VOCA) funds are used to support direct services that meet the immediate and long-term needs of crime victims. However, with the recent increase in federal funds, OVS now has the unique opportunity to address the long-recognized issue that forensic interviews by highly trained interviewers and memorialization of those interviews are critical to the work of CACs. Moreover, CACs may be underequipped, have out-of-date equipment or are unable to purchase advanced technology, the lack of which may hinder child abuse examinations and the successful collection of evidence. It is also essential that forensic interviews be conducted in a manner that is the least intrusive to the child and the most therapeutic.

OVS recognizes that child abuse is a devastating crime and may include many forms of cruelty including physical, sexual, emotional and mental abuse as well as neglect. Victims are traumatized, and need to feel safe and supported, as well as receive the most comprehensive services. Children who suffer from abuse, particularly by those who are entrusted to their care, may experience a range of problems including lack of trust, behavioral issues, refusal to communicate, depression, anxiety and anger. To encourage victims not only to come forward, but to be willing to speak about the abuse, it is imperative that they have access to, and receive, the best care and support services under the most child-friendly conditions.

The comfort and safety of child victims is paramount. Child survivors of abuse must be treated with dignity and sensitivity. As such, the forensic examination must be conducted using the best possible equipment under the best possible conditions, keeping in mind the goal of allowing the child to disclose the abuse in a safe environment without distraction. The purpose of this Request for Application (RFA) is to enhance the ability of CACs to conduct forensic interviews with the most highly trained forensic interviewers in the least intrusive manner available using the most appropriate, modern equipment and methods. OVS further

understands that successful child abuse prosecutions often rely on the information produced through a forensic interview and that providers need the best tools with which to do their work.

This RFA also recognizes that New York State is a large and diverse state, encompassing urban, suburban and rural areas. Each area of the state has unique characteristics and challenges requiring different options for providing services in ways that meet the needs of the communities. This means that CACs must be creative in finding ways to serve child abuse victims through the use of such technological advances as video conferencing and digital recording.

Forensic interviews by a trained professional are an essential part of the process in that they reduce the number of interviews the child experiences, create an environment that provides the child with a safe space in which to disclose the abuse, and assist that child in the healing process. Forensic interviews are designed to obtain a statement from the child in a manner that is child- sensitive, unbiased, developmentally and culturally appropriate, and legally sound. According to Victim of Crime Act Victim Assistance Program Final Rule (Federal Register/Vol. 81, No. 131, Friday, July 8, 2016), forensic interviews are now permitted under VOCA funding rules “particularly those conducted in a multi-disciplinary setting” thereby reducing traumatization (Executive Summary). Forensic interviews should not result in statements that will be used for law enforcement purposes only but to also identify the need for social services, advocacy, case management, substance abuse treatment and mental health services. Importantly, the interviewer must be specially “trained to conduct forensic interviews appropriate to the developmental age and abilities of children” (Final Rule, 94.119(h)).

## **II. ADMINISTERING AGENCY**

OVS is the administering agency for the State of New York through which VOCA Victim and Witness Assistance Grants are awarded across the State. OVS (1) provides compensation to innocent victims of crime in a timely, efficient, and compassionate manner; (2) funds direct services to crime victims via a network of community-based programs; and (3) advocates for the rights and benefits of all innocent victims of crime.

## **III. FUNDING AND PAYMENTS**

### **A. General**

Funding is available from federal and state victim and witness assistance appropriations. Total funding available for this RFA is up to \$10,000,000. The federal dollars are funded by the federal Victims of Crime Act of 1984 which supports both victim compensation and victim assistance programs in each state. VOCA funds are administered by the United States Department of Justice. State funds are provided through the Criminal Justice Improvement Account, which is also largely supported through fines, fees and surcharges.

## **B. Match**

Applicants, other than Native American programs as defined below, must provide a 20% match from non-federal sources. For Native American tribes or organizations on reservations, the matching requirement is 5%. This may be an in-kind or cash contribution or a combination of both. New applicants, defined as victim assistance programs that cannot demonstrate a record of providing victim services, must establish that their organization receives at least 25% of its funding from non-federal sources.

Match is calculated by taking the VOCA award and dividing by .80 and subtracting the amount of the VOCA award from the figure obtained. The balance equals the required match (i.e.,  $\$30,000/.8 = \$37,500$  less the \$30,000 award amount for a match totaling \$7,500).

Cash or "third party" contributions represent an applicant's cash outlay and may include non-federal money contributed by public agencies and institutions, private organizations and individuals. In-kind contributions represent the value of non-cash contributions provided for the benefit of the VOCA-funded project such as donation of office equipment, supplies, workspace and the monetary value of volunteer time spent performing VOCA-allowable services.

All matching contributions must be:

- Necessary and reasonable to accomplish the project's goals;
- VOCA-allowable and in accordance with all other federal and state requirements;
- Verifiable from the program's records;
- Not included as matching contribution for any other federal funds; and
- Not derived from other federal funding sources.

Matching contributions need not be applied at the same exact time or in proportion to the obligation of VOCA grant funds. However, the full matching share must be obligated by the end of the grant period for which the VOCA grant funds have been made available.

**Failure to provide the required match may compromise a recipient's eligibility and result in suspension or termination of future grant awards.**

## **C. Payments**

Once the contract has been fully executed, funds will be disbursed on a reimbursement basis subject to submission of quarterly progress and fiscal cost reports, except for an initial advance of up to twenty-five percent (25%) of the total first year award amount, if requested, and at the discretion of OVS.

## **D. Funding Period**

Awards made under this RFA will run for one two-year period.

**All Agreements and funding are subject to the availability of funds. Funding is not guaranteed. Modifications or additional requirements may be imposed during the Agreement period.**

## IV. ELIGIBLE APPLICANTS AND ELIGIBLE COSTS

### A. Eligible Applicants

Child Advocacy Centers approved by the New York State Office of Children and Family Services and which are currently funded by the Office of Victim Services and/or the Office of Children and Family Services are eligible to apply under this RFA. However, any eligible program operating a Child Advocacy Center may only submit one application under this RFA. Applications may be submitted by those Child Advocacy Centers listed in **ATTACHMENT 1**. At the time of application submission, applicant must be authorized to provide advocacy services by the NYS Office of Children and Family Services.

Funding requests for staff and equipment can be made for each site operated by a CAC. As many as 12 CACs have satellite offices where child forensic interviews are conducted. CACs that have a satellite office are noted clearly in **Attachment 1**. **Only those CACs with a satellite office as identified in Attachment 1 may request funding for more than 1 full time equivalent and only if both locations are staffed with forensic interviewers through this RFA.** In those instances, eligible applicants' staffing and equipment funding requests may be made for both the primary CAC location and the satellite office. Mobile equipment that will facilitate serving rural communities may also be purchased through this RFA.

### B. Forensic Interview Equipment

These funds are to be used to provide approved CACs with equipment that is designed to afford the most comprehensive recordings of child abuse victims that are child-friendly, unobtrusive and sophisticated. CACs can select equipment that will enable them to monitor, record, and archive and manage recordings, as well as communicate with members of the Multi-disciplinary Team (MDT) in real time. The decision on which equipment to purchase should be made with the specific needs of the victims and the particular community in mind. Equipment should serve the dual purpose of focusing on the comfort and safety of the victim while also providing the most sophisticated forensic evidence collection. OVS is not prescribing what specific equipment may be purchased with these funds. "Equipment" may be broadly interpreted and could range, for example, from video conferencing equipment that allows for members of the MDT to be available in real time for assistance from a remote location to video and audio recording equipment. Eligible applicants should determine which items they wish to purchase with these funds. However, applicants should be mindful of demonstrating that the requested equipment is necessary to performing forensic interviews and will assist the programs in providing the best service to child abuse victims. If the contract under which the applicant is submitting a proposal has more than one site where services are provided, the proposal must specify and justify the equipment needed at each site. A request for each type of equipment must be supported by documentation demonstrating how the equipment will enable the applicant to better serve child crime victims and why the equipment is necessary. In addition, the need for multiple numbers of a particular piece of equipment should be fully

explained and justified. While the primary focus of the non-personal service funding portion of this RFA is to fund forensic interview equipment, some of the equipment funds may be used to support basic equipment needs for the forensic interviewer (s) funded through this RFA. Funding requests for equipment may be made for the primary CAC location and any satellite location where child forensic interviews are conducted by the applicant CAC. Mobile equipment that will facilitate services in rural areas will also be allowable under this RFA, but will require a thorough justification. Funding for contractual services may include services for installation or maintenance costs associated with equipment purchased through this RFA or for training on how to use this equipment. **However, total non-personal service costs over the two-year contract period may not exceed \$50,000.**

### **C. Forensic Interviewer**

These funds may be used to hire specially trained forensic interviewer(s). A forensic interviewer may be funded at the primary CAC location and any satellite location where child forensic interviews are conducted by the applicant CAC. In accordance with VOCA regulations, applicants are encouraged to provide appropriate crisis counseling and/or other types of victim services that are offered to the victim in conjunction with the examination. Moreover forensic interviews must adhere to the following parameters as outlined in section 94.119(3)(h)(1-3) of the VOCA regulations :

1. Results of the interview will be used not only for law enforcement and prosecution purposes but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services;
2. Interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team or in a specialized setting such as a child advocacy center; and
3. The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children or the developmental, cognitive and physical or communication disabilities presented by adults.

Funding for a forensic interviewer may include the costs of both salary and fringe for each year of the two-year contract period. **Annual** funding requests for salary and fringe for one full time equivalent forensic interviewer cannot exceed \$75,000. *If a CAC wants to hire a consultant to provide the forensic interviewing services, rather than hire a staff person, this cost may be requested under the non- personal services portion of the budget, but the contract amount for these services cannot exceed \$75,000 annually. In addition, if the contract for these services costs less than \$75,000 annually, the amount under \$75,000 cannot be requested for other non-personal or personal services. The budget and program narratives must justify the use of a consultant over the hiring of a staff person to perform forensic interviews.*

The applicant CAC must demonstrate that the forensic interviewer or forensic interviewer consultant can document having received 40 hours of nationally or state recognized forensic interview training that includes training concerning child development, cultural competency, special needs and domestic violence.

Non-personal service budget requests may include funding in support of travel to conduct forensic interviews of child victims and for training, as well as equipment and operating expenses to support the position, such as a desk, chair, computer, paper and the like. *Indirect costs may also be included in this application as a separate cost in the operating expenses category. If your agency has a negotiated rate, a copy of the Indirect Cost Rate Agreement must be uploaded with your application.*

*Any applicant wishing to use a flat de minimis rate of 10% of modified total direct costs (MTDC) must certify that they have **NEVER** had a negotiated federal cost rate and that they will **apply the rate to all of their federal grants**, not just this grant received from the Office for Victims Services. Please refer to the Application Instructions on the Grants Gateway for additional information.*

Non-personal service spending cannot exceed \$50,000 in total over the two years of the resulting contract. The only exception to this will be if the applicant can adequately justify hiring a forensic interviewer through a contract rather than onboarding a forensic interviewer as a staff member.

All documents pertaining to this RFA can be found at <https://ovs.ny.gov/victim-assistance-program> under *CAC Forensic Interview*.

## V. APPLICATION RESTRICTIONS:

- No applicant should submit requests for non-personal service spending that totals more than \$50,000.
- No applicant may request funding for space or utilities.
- Funds requested may include the costs of setup and delivery charges for the equipment, but that amount is included within the \$50,000 funding cap on non-personal service costs.
- Funds requested may include the costs of maintenance or repair of the equipment purchased through this RFA, but that amount is included within the \$50,000 funding cap on non-personal service costs.
- Funds requested may include the costs of data lines or the like associated with the purchase of mobile equipment to facilitate the provision of services in rural communities, but must be included within the \$50,000 funding cap on non-personal service costs.
- Annual funding requests for salary and fringe for one full time equivalent forensic interviewer cannot exceed \$75,000.
- No applicant should request funding for more than one full time equivalent forensic interviewer, **unless** the eligible applicant conducts child forensic interviews at a primary CAC location **and** a satellite location. Applicants eligible to apply for more than one full time equivalent forensic interviewer are clearly indicated in Attachment 1.

- No more than one full time equivalent will be funded at each location where a child forensic interview is conducted.
- The only exception to the \$50,000 non-personal service cap is if the applicant can justify hiring a consultant to provide forensic interviewing services rather than hiring a FTE to provide these services. If justified, the applicant may request an additional \$75,000 in non-personal service costs in the contract budget line only, each year of the contract for forensic interviewing services; if the CAC has more than one site where forensic interviews are conducted, \$75,000 in contractual services may be requested for each site, each year, for these services.
- Costs incurred prior to the issuance of an award by OVS under this RFA shall not be eligible for funding.

## VI. OTHER IMPORTANT REQUIREMENTS FOR FUNDING

- All successful applicants will be required to make available compensation claims assistance and information to all victims as part of their executed contract.
- All successful applicants must provide the direct services funded through this RFA at no charge as part of their executed contract.
- All successful applicants must provide a valid DUNS (Data Universal Numbering System) number in order to execute a contract.
- All successful applicants must be currently registered with SAM (System for Award Management) in order to execute a contract.
- All successful applicants will be prequalified in Grants Gateway by the RFA submission deadline. In keeping with this requirement, any application from a non-governmental nonprofit which has a status other than one of the following at the time and date that the application is due shall not be considered for funding: a) Document Vault Prequalified; b) Document Vault Prequalified Open; c) Document Vault Prequalified/In review, or d) Document Vault Open for PQS edits. **This is a pass/fail element of this procurement.**
- All successful applicants must demonstrate substantial financial support from sources other than the Crime Victims Fund. This can be demonstrated when at least 25% of the program's funding in the year of, or the year preceding the award comes from such sources, which may include other federal funding programs. (Applicants must upload the "Annual Funding from All Other Sources" Form into Grants Gateway as part of the on-line application to document other financial support.) **This is a pass/fail element of this procurement.**
- All successful applicants must demonstrate that they use volunteers in their program. (Applicants Must Upload a Volunteer Form into Grants Gateway as part of the on-line application to document use of volunteers.) **This is a pass/fail element of this procurement.**

- All successful applicants must promote community efforts to aid crime victims. CACs must demonstrate this by uploading a roster of the CAC's multidisciplinary team members into Grants Gateway. **This is a pass/fail element of this procurement.**
- All successful applicants will have completed all of the required elements of the RFA applications. **This is a pass/fail element of this procurement.**

**Note: Failure to provide required supporting documentation or required information may make the application ineligible for consideration for funding.**

## **VII. ORDER OF PRECEDENCE**

The Order of Precedence for any Agreement resulting from this RFA is as follows:

- Master Contract
- Appendix A-1, Program Specific Requirements
- Appendix A-2, Federal Special Conditions
- Request for Applications
- Application Form
- Budget Form

## **VIII. SUBMITTING YOUR APPLICATION**

### Grants Gateway

All submissions must be received electronically through Grants Gateway at <https://grantsgateway.ny.gov/> by 3:00 p.m. EST on May 12, 2017. Only one application may be submitted per Child Advocacy Center Program as identified in Attachment 1.

### Pre-Qualification

Not-for-profit organizations must take the additional step of prequalifying by completing a basic profile and storing organizational documents. Both registration and prequalification must be completed by not-for-profit organizations before the application is submitted. Failure to do so will mean that their applications will not be reviewed. Not-for-profit organizations will be able to submit their responses online, and, once reviewed and approved by a state agency prequalification specialist, the not-for-profit organization will be able to apply for grants, and all information will be stored in a virtual, secured vault. Not-for-profit organizations will have to maintain their pre-qualification status on a yearly basis by providing

up-to-date IRS 900, CHAR 500 and audit review documents.

For additional information on registration and prequalification, please visit Grants Reform Website at <https://grantsreform.ny.gov/Grantees>.

Additional helpful information and links can be found at:

- [www.grantsreform.ny.gov/grantees](http://www.grantsreform.ny.gov/grantees)
- Grants Reform Videos (includes a document vault tutorial and an application tutorial) on YouTube:  
<http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>
- Grants Reform (Grants Gateway) Helpdesk
  - Phone: 1-518-474-5595
  - Email: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov)  
(Technical questions)
- <https://grantsgateway.ny.gov>  
Within the Grants Gateway
  - Training materials link will contain training documents and videos
  - Show help
- Agate Help Desk
  - Phone: 1-800-820-1890
  - Email: [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com)  
(Technical questions)

### On-line Application

Receipt of an application does not indicate that OVS has pre-determined a program's qualifications to receive a grant award. Such determination will be made only after a complete evaluation of the application compared to specific requirements and qualifications in this RFA and ranked by a final score.

**Proposals submitted directly to OVS will be returned un-opened.**

### Workplan Overview

Applicants must submit the following information using the on-line application process:

1. Project Summary (In the Work Plan)

2. Organizational Capacity (In the Work Plan)
3. Problem Statement (See Program Specific Question 1)
4. Project Details – Objectives, Tasks and Performance Measures: (In the Work Plan)
  - a. Objective: Applicants will have to include three required objectives.
  - b. Tasks: The applicant can choose 1 task from the list of standard service deliverables that they intend to provide through this funding opportunity. See below for the minimum required tasks.
  - c. Performance Measures: Use the following list of tasks to indicate the number of times each task is performed annually and/or the number of victims served annually.

Note: All workplans must include, at a minimum, the following three tasks:

- Objective 01 – Victim Compensation and Application
  - Task #1 - Assistance of individuals with a victim compensation application.
- Objective 02 - Information and Referral
  - Task # 3 - Information about victim rights, how to obtain notifications etc.
- Objective 03 - Personal Advocacy/Accompaniment:
  - Task # 6 - Performance of medical forensic exam or interview, or medical evidence collection (#B5)

5. Project Budget

Using the forms provided in the on-line application, prepare a detailed proposed budget of annual program costs for the first year and a summary of costs for the second year. Ensure that sufficient details is provided, that the budget is reasonable, appropriate for the number of positions to be funded and in compliance with funding restrictions and limitations noted elsewhere in this RFA. The narrative, workplan and budget should be tied to together in such a way that the funding request is supported by the workplan and justified through the narrative. Applicants must upload an excel spreadsheet containing the second year budget and explaining any budget changes from year one. This document can be found under the pre-submission uploads.

6. Budget Narrative (See Program Specific Question 2)

Provide a written justification for each budgeted item for which grant support is requested. Narratives should adequately explain why requested items are necessary and reasonable to delivering forensic interview services to child victims of sexual assault. Include relevant details and supporting information. A brief narrative of the second year budget summary should also be provided.

7. Position Description Form

All applicants must complete the position description form for the forensic interviewers to be supported with these funds. Each position description form should clearly indicate the projected percent of time the employee is expected to perform each activity. For each position, the total percent of time must equal 100% even if the position is not

entirely funded through this RFA. The location where the forensic interviewer will be working should be noted. The Position Description Form must be uploaded into Grants Gateway.

## **IX. Evaluation of Proposals**

All applications will be reviewed for eligibility and completeness based upon the checklist. Initial review will consist of passing a checklist of pass/fail criteria; this list is composed of all the requirements of the RFA.

Those applications that pass the pass/fail check will proceed to be reviewed by a panel of reviewers. Each application will be reviewed by 2 individuals; the final proposal score will be an average of the 2 reviewers' scores. Eligible proposals will be scored and ranked in order of overall final score from highest to lowest. Awards will be made to those proposals receiving the highest final scores and continuing until available funds are exhausted, or all proposals are funded. Any funds remaining after final budget negotiations are complete will be awarded to the remaining applicants in order of ranking by proposal final score.

1. Organizational capacity (20%): Provide a description of the organization, explaining the agency's experience in providing direct services to child victims. Applicant should demonstrate the CAC's record of providing direct services to child victims, state where services are provided, the scope of services, staffing and resources available to this victim population and current collaborative efforts with other community organizations that are in support of the CAC's program. Strong applicants will describe how they promote, within the community, coordinated public and private efforts to assist victims. This element will be addressed in the Work Plan section of the RFA.
2. Problem Statement (20%): The applicant should demonstrate the need for the forensic interviewer at all locations for which one is requested, and the need for forensic equipment. Gaps in services should be convincingly identified. The population to be served and services to be provided should be described. Strong applicants will persuasively describe what is missing to prevent the CAC from providing the best possible services to child victims. This element will be answered in the Program Specific Section of the RFA.
3. Objectives, tasks, and performance measures (35%): The Work Plan should identify all the objectives, tasks and performance measures. These should be consistent with the needs identified in the Problem Statement section and the services and activities described in the Organizational Capacity section. At a minimum, the proposal must include the three required tasks defined in the Overview of the Work Plan Statement of the RFA. Stronger applicants will have a significant number of services beyond the three required tasks.

4. **Budget:** (25%) A detailed budget for the first year must be complete and provide sufficient detail, be reasonable and appropriate for the number of positions to be funded, include strong justifications for equipment requests and be tied to the proposed project narrative. Budgets that convincingly tie the need statement and work plan to the budget and with strong justifications will be highly scored. A budget summary and narrative for subsequent years must provide an explanation of any increases.

## **X. QUESTIONS AND BIDDER'S CONFERENCE**

### **Questions:**

A list of Frequently Asked Question (FAQs) about the RFA is attached to this RFA (**ATTACHMENT 2**). Please review these carefully before submitting questions. All questions about the requirements contained in this RFA must be submitted in writing (email is also accepted) by 5:00 pm EST April 17, 2017 to:

Grants Unit  
New York State Office of Victim Services  
80 S. Swan Street, 2nd Floor  
Albany, NY 12210  
Email: [ovsgrants@ovs.ny.gov](mailto:ovsgrants@ovs.ny.gov)

Applicants will be notified by email during this application period of notices of any changes, additions, deletions or updates regarding the RFA.

### **Bidder's Conference/Webinar:**

There will be an optional webinar for all prospective applicants to be held on April 12, 2017 at 10:00 a.m. EST. The final details for the bidders' conference/webinar will be sent out through email.

Applicants are encouraged to submit questions to OVS in advance of the webinar.

## **XI. REPORTING REQUIREMENTS**

All successful applicants will be required to submit required OVS quarterly performance reports and to enter all required reporting information into the federal performance management tool by mandatory deadlines.

## **XII. LIABILITY**

OVS shall not be held liable for any costs incurred by any party for work performed in the preparation of and production of an application or for any work performed prior to the formal execution of a contract. OVS will not reimburse for the costs of equipment that was purchased prior to the issuance of the award letter associated with this RFA.

### **XIII. OVS INVENTORY**

Any equipment valued at \$1,000 or more purchased with funds provided by this Agreement shall be assigned a unique inventory number. OVS will provide the Recipient with inventory tags, which the Recipient must place on all equipment purchased with these funds.

### **XIV. OTHER CONSIDERATIONS**

OVS reserves the right to:

- reject any or all applications received with respect to this RFA;
- waive or modify minor irregularities in applications received;
- request additional information as deemed necessary to more fully evaluate an application;
- amend the program's specifications after the release of this RFA, with appropriate written notice to all potential applicants by posting amendments on the Department web site ([www.ovs.ny.gov](http://www.ovs.ny.gov)) with the RFA;
- select only certain portions of applications for funding;
- make reasonable changes to approved equipment for purchase in instances of equipment no longer being available etc.;
- make all final decisions with respect to the amount of funding and the timing of payments to be provided to an applicant; and
- negotiate the terms of the budget.

All applications submitted in response to this RFA will become the property of the New York State Office of Victim Services.

### **XV. SPECIAL CONDITIONS**

By accepting an award from OVS under this RFA, the recipient agrees to comply with all of the special conditions outlined in Attachments A-1 and A-2.

### **XVI. FREEDOM OF INFORMATION**

All applications submitted and all related Agreements and reports may be subject to disclosure under the Freedom of Information Law.

## **XVII. DEBRIEFING PROCEDURES**

Pursuant to section 163(9) (c) of the State Finance Law, any unsuccessful applicant may request a debriefing regarding the reasons that the proposal 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 OVS that the proposal submitted by the applicant was not selected for award. Requests must be submitted to [ovsgrants@ovs.ny.gov](mailto:ovsgrants@ovs.ny.gov).

## **XVIII. BID PROTEST PROCEDURES**

Applicants who receive a notice of non-award may protest the award decision by filing a protest with OVS. All protests must be filed within ten (10) business days of receipt of a debriefing, or ten (10) business days of receipt of the notice of non-award, whichever is later. The protest letter must be submitted to [ovsgrants@ovs.ny.gov](mailto:ovsgrants@ovs.ny.gov). Please include the title of this solicitation in your correspondence.

OVS will review and consider the merits of the protest and will decide whether the protest is approved or denied. The applicant will be provided with written notification of the review decision within seven (7) business days of receipt of the protest. The original protest and decision will be filed with the Office of the State Comptroller (OSC) when the contract procurement record is submitted for approval and OVS will advise OSC that a protest was filed.

**Attachment 1** (At the time of application submission, applicant must be authorized to provide advocacy services by the NYS Office of Children and Family Services.)

CONTRACTOR	ADDITIONAL COUNTIES SERVED	MAXIMUM FRE FTE ALLOWED
<p><b>Albany County Children’s Center</b> 260 South Pearl Street, Albany, NY 12202</p>		1
<p><b>Bivona Child Advocacy Center</b> 1 Mount Hope Avenue, Rochester, NY 14620</p>		1
<p><b>C A C Foundation Inc</b> <b>Child Advocacy Center Foundation, Inc.</b> 301 Beech Street, Fulton, NY 13069</p>		1
<p><b>Cayuga Counseling Services, Inc.</b> 17 East Genesee Street, Auburn, NY 13021</p>		1
<p><b>Chemung County Child Advocacy Center</b> 304 Hoffman Street, Elmira, NY 14905</p>		1
<p><b>Child &amp; Adolescent Treatment Services, Inc. Lee Gross</b> <b>Anthone Child Advocacy Center, A Program of CATS</b> 556 Franklin Street, Buffalo, NY 14202</p>		1

<p><b>The Center for the Prevention of Child Abuse</b> 35 Van Wagner Road, Poughkeepsie, NY 12603</p>		1
<p><b>Clinton County Child Advocacy Center</b> 46 Arizona Avenue, Plattsburgh, NY 12901</p>	Franklin, Essex, St. Regis	4
<p><b>Cortland County (District Attorney's Office)</b> 60 Central Avenue, Room B9, Cortland, NY 13045</p>		1
<p><b>Crime Victims Assistance Center, Inc.</b> 377 Robinson Street, Binghamton, NY 13904</p>	Chenango	2
<p><b>EAC, Inc. Suffolk County Child Advocacy Center</b> 80 Wheeler Road, Central Islip, NY 11722</p>		1
<p><b>Friends of the Chautauqua County Child Advocacy Program</b> 405 West Third Street, Jamestown, NY 14701</p>		1
<p><b>Genesee County Sheriff's Office</b> 304 East Main Street, Lower Level, Batavia, NY 14020</p>	Wyoming, Orleans	3
<p><b>Madison County Sheriff's Department</b> 6802 Buyea Road, Canastota, NY 13032</p>		1

<p><b>McMahon Ryan Child Advocacy Center, Inc.</b> 601 East Genesee Street, Syracuse, NY 13202</p>		1
<p><b>Mental Health Assoc. in Fulton and Montgomery Counties, Inc.</b> 307-309 Meadow Street, Johnstown, NY 12095</p>	Montgomery, Hamilton	3
<p><b>Mental Health Association of Columbia/Greene Counties.</b> Dr. Stephen &amp; Suzanne Menkes Child Advocacy Center 2A Milo Street, Hudson, NY 12534</p>	Greene	2
<p><b>Niagara Falls Memorial Medical Center, Child Advocacy Center of Niagara</b> 501 Tenth Street, Niagara Falls, NY 14302</p>		1
<p><b>Oneida County Child Advocacy Center</b> 930 York Street, Utica, NY 13502</p>		1
<p><b>Otsego County District Attorney's Office</b> 140 County Highway 33W, Suite 2, Cooperstown, NY 13326</p>		1
<p><b>Partnership for Ontario County, Inc.</b> 482 N Main, Canandaigua, NY 14424</p>		1

<p><b>Putnam County Department of Social Services</b> 121 Main Street, Brewster, NY 10509</p>		1
<p><b>Rockland County District Attorney's Office</b> 1 South Main Street, New City, NY 10956</p>		1
<p><b>Safe Horizon Inc. (Queens)</b> 112-25 Queens Boulevard, Forest Hills, NY 11375</p>	New York, Kings, Richmond	4
<p><b>Safe Horizon, Inc. (Bronx)</b> 1775 Grand Concourse, Bronx, NY 10453</p>		1
<p><b>Saratoga Center for the Family , Inc. Harriet M. West Child Advocacy Center</b> 359 Ballston Avenue, Saratoga Springs, NY 12866</p>		1
<p><b>Schenectady County Multidisciplinary Team</b> 106 Erie Boulevard, Schenectady, NY 12305</p>		1
<p><b>Schoharie County Department of Social Services</b> 107 Prospect Street, Schoharie, NY 12157</p>		1
<p><b>Southern Tier Health Care System, Inc.</b> 772 Main Street, Olean, NY 14760</p>	Allegany	2

<p><b>START Children's Center, Inc.</b> 6th Avenue, Troy, NY 12180</p>		1
<p><b>The Safe Center LI, Inc.</b> 15 Grumman Road West, Suite 1000, Bethpage, NY 11714</p>		1
<p><b>Ulster County Department of Social Services</b> 21 O'Neil Street, Kingston, NY 12401</p>		1
<p><b>Victims Assistance Center of Jefferson County Inc., Child Advocacy Center of Northern New York</b> 120 Washington Street, Suite 406, Watertown, NY 13601</p>	St. Lawrence, Lewis	3
<p><b>Warren Washington CARE Center</b> P.O. Box 659, 24 Dix Avenue, Glens Falls, NY 12801</p>	Washington	2
<p><b>Westchester Institute for Human Development</b> WIHD/Cedarwood Hall, Valhalla, NY 10595</p>		1
<p><b>Y.W.C.A. of the Mohawk Valley</b> 284 West Main Street, Ilion, NY 13357</p>		1

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## Attachment 2

### FAQ's

1. Can we send in questions now via email to get answered, or do we have to wait for the bidder's conference?

You can submit questions at any time between the release of this RFA and the deadline for submission of questions which is April 17, 2017 at 5:00 p.m. Questions and answers will be posted on the OVS website by April 21, 2017 at 5:00 p.m.

2. How do I access the actual on-line application? When I log into the Grants Gateway portal, I am not seeing the actual on-line application.

In order to access the on-line application, you must login to Grants Gateway using your user name and password. This link is at the top of the page (Grants Gateway Login) which contains the Grant Opportunity Portal.

3. Will there be forms to complete, i.e. excel spreadsheets for budgets, performance objectives, etc.?

Yes, there are forms to be completed and uploaded. These forms are as follows:

- Volunteer form
- Annual Funding from Other Sources form
- Multi-disciplinary Team Roster
- Excel version of Budget for Year 2
- De Minims Rate Worksheet, if applicable
- Position Description Form, if applicable

4. I accidentally started multiple applications without realizing it. Is it possible to delete the ones that I won't be using?

Once the application is created, it cannot be deleted in the system. However, you can Cancel each application you will not be using by going to the Status Change link on the top of your application main page and apply status of "**Application Cancelled**".

5. Does all the information need to be entered at one time or can I work on part of the application, save it and then go back to it on another day?

No, you may save it and come back to it on another day.

6. Are separate applications or sections of the application required for each county if the program serves more than one county?

No. You would indicate the geographic area the program will serve in your Problem Statement.

7. Is there a space limit to the responses and can graphs and charts be inserted as supporting documentation?

Responses are not limited, and uploads are allowable for the Program Specific Questions and the required supporting documents under the Pre-Submission Forms.

8. Since the Gateway system is new, will we be able to get technical questions answered about how to navigate the system even after the question deadline?

Grants Gateway offers a variety of how-to videos, and has produced the Quick Start Guide. Section VIII of the RFA points you to a number of Grants Gateway resources.

9. If our CAC is limited to 1 FTE for forensic interviewers, can we hire multiple part-time positions?

Yes, as long as the total FTE does not exceed 1 FTE. For instance, you could hire 2 half-time positions (0.5 FTE + 0.5 FTE = 1 FTE).

10. If our indirect cost rate would result in a NPS funding request that exceeds the \$50,000 over the two year period, can we: 1) request the full amount; and 2) request other NPS items in our budget?

Generally, the answer to both questions is NO. NPS requests cannot exceed \$50,000 over the two year period of the agreement. If your indirect cost rate would exceed that amount, the NPS is capped at \$50,000. You would not be able to request any additional NPS costs in the budget. The only exception would be if you were hiring a consultant to provide forensic interview services. In that instance, you could also have a consultant services budget amount up to \$75,000, each year of the agreement.

11. Do we need to upload a position description for if we are hiring a consultant to perform forensic interview services?

No, the position description form is only required if you are hiring an FTE.

12. Can we fund existing forensic interviewer staff through this application?

No, this funding must support new hires. Funding cannot be used to support existing staff.

### ATTACHMENT 3

#### New York State Office of Victim Services

#### Application Checklist for Victims of Crime Act (VOCA)

#### Forensic Interviewers and Forensic Interview Equipment for Child Advocacy Centers

<b>Organization Name:</b>	
<b>Existing State Contract Number:</b>	
<b>State Agency Holding Existing Contract:</b>	
<b>Program Name:</b>	

Have you.....

<b>Task</b>	<b>Check if Complete</b>
Found organization listed in Attachment 1?	
Have you only submitted one application for your program?	
Verified that your budget does not request more than \$50,000 in funding non-personal service costs?	
Verified that your budget request does not exceed one full time equivalent for a forensic interviewer, unless your organization is listed as having a maximum FRE FTE of more than 1 in Attachment 1.	
Verified that your budget request does not exceed \$75,000 annually (each year of the 2 year contract period) for salary and fringe of each full time equivalent forensic interviewer?	
Verified that your budget request does not include space or utilities?	
Provided the required 20% match and understand that match must come from other than federal sources?	
Ensured prequalification in Grants Gateway, if applicable?	
Ensured currently registered with SAMs (System for Award Management)?	
Uploaded the completed "Annual Funding From All Other Sources" form into Grants Gateway under Pre-submission Uploads?	
Ensured that the "Annual Funding From All Other Sources" form demonstrates that at least 25% of the CAC's funding comes from other than the Crime Victims Fund (VOCA)?	
Uploaded the required Volunteer Form under Pre-submission Uploads?	
Uploaded the required Multi-Disciplinary Team Roster under Pre-submission Uploads?	
Uploaded the required De Minims Rate Form under Pre-submission Uploads, if applicable?	
Included the three required tasks/objectives in your workplan?	
Uploaded the excel based Year 2 budget form under Pre-submission Uploads?	
Uploaded the Position Description Form, if necessary under Pre-submission Uploads?	
Ensured completion of all required elements of the RFA application?	