



**Office of
Victim Services**

ANDREW M. CUOMO
Governor

ELIZABETH CRONIN, Esq.
Director

Date: January 5, 2018

New York State Office of Victim Services
80 South Swan Street
Albany, NY 12210

Re: Addendum to Case Manager Services RFA

Dear Applicants,

Please be advised that OVS has revised the Request for Applications (RFA) for Case Manager Services to remove one of the required tasks that appeared in the original version of the RFA. Please review section 3.4 of the RFA for more information.

Thank you for your interest in this opportunity and we look forward to reviewing your application.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Courcelle". The signature is stylized and cursive.

Matt Courcelle

Contract Management Specialist 2



**Office of
Victim Services**

REQUEST FOR APPLICATIONS

for

Case Manager Services

Victims of Crime Act (VOCA)

Victim Assistance Program

Andrew M. Cuomo, Governor

Elizabeth Cronin, Director

RFA Release Date: December 20, 2017

Application Due Date: January 26, 2018 @ 2:00 PM EST

Primary Designated Contact:

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

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Attachment 1 - Eligible Applicants
Attachment 2 - Application Checklist

1. INTRODUCTION

1.1 Overview

The Office of Victim Services (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.

Designated Contact

Matt Courcelle, Contract Management Specialist 2, NYS Office of Victim Services, has been designated as the PRIMARY contact for this procurement solicitation and may be reached by email or voice for all inquiries regarding this solicitation.

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Alfred E. Smith Building, 2nd Floor
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Albany, New York 12210
Voice: 1-518-457-9022
Email: Matthew.Courcelle@ovs.ny.gov

In the event the designated contact is not available; the alternate designated contact is:

Chet Fiske, Contract Management Specialist 3
NYS Office of Victim Services
Alfred E. Smith Building, 2nd Floor
80 S. Swan Street
Albany, New York 12210
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1.2 Mandatory Applicant Qualifications

This solicitation is limited to Victim Assistance Programs (VAPs) and Child Advocacy Centers (CACs) that hold a **current** contract with OVS. Please refer to Attachment 1.

1.3 Key Events

The Table below outlines the tentative schedule for important action dates.

Action	Date
RFA Release Date:	December 20, 2017
Deadline for Submission of Questions:	December 28, 2017
Response to Questions:	January 5, 2018
Application Due Date:	January 26, 2018, 2:00pm EST
Contract Start Date:	April 1, 2018

1.4 Glossary of Terms

“**Administering Agency**” shall mean the NYS Office of Victim Services.

“**Applicant**” or “**Offerer**” shall mean any not-for-profit or government entity submitting an application to the State pursuant to this solicitation.

“**Application**” shall mean any submission in response to this solicitation.

“**CAC**” shall mean Child Advocacy Center.

“**Director**” shall mean the Director of the NYS Office of Victim Services or duly authorized representative.

“**Evaluators**” shall mean the individual(s) who reviews applications for NYS OVS funding.

“**Grant Recipient**” shall mean a successful applicant awarded a contract pursuant to this Solicitation.

“**OSC**” shall mean the Office of the New York State Comptroller.

“**OVS**” shall mean the New York State Office of Victim Services.

“**Request for Application**”, “**RFA**”, or “**Solicitation**” shall mean this document.

The “**State**” shall mean The People of the State of New York, which shall also mean the New York State Office of Victim Services.

“**Sub-Recipient**” shall mean organizations receiving funding from NYS OVS.

“**VAP**” shall mean Victim Assistance Program.

2. SCOPE OF WORK

2.1 Introduction

OVS invites applications for financial assistance to fund case manager(s) for currently funded OVS VAPs or CACs. Case managers are critical to the provision of comprehensive, victim-centered work. It is rare that a single victim assistance program can meet the myriad needs of the crime victims that it serves. Immediate and long-term needs of crime victims may include services related to: medical, legal, mental health, criminal justice, social services, advocacy, housing, clothing, food, transportation, immigration, financial, and employment, among others. Recognizing that effective case management services are a vital victim service that is not often available under its existing contracts, OVS is using its increase in federal VOCA Victim Assistance grant award to fund case management services for OVS-funded VAPs and CACs.

The goal of this solicitation is to address the short and long-term needs of victims through the use of case managers. An effective case manager can assess a crime victim's unique needs and then identify and coordinate the resources to address them. Case management provides care coordination, communication, comprehensive needs assessment, and advocacy to promote the best outcomes for victims. This Request for Application (RFA) outlines how to apply for funding to support this position(s) in VAPs and CACs currently funded by the New York State Office of Victim Services. Applicants may submit one application for **each contract** that they currently have funded by OVS. This RFA will support case manager salaries, associated fringe benefits and a limited non-personal service (NPS) allocation to support other than personal service costs associated with the position(s) such as travel, computers, etc. NPS may not exceed \$5,000 per case manager per year.

2.2 Required Roles for Funded Case Manager(s)

The purpose of a case manager is to oversee coordination of the care of the victim in response to a variety of challenges and needs that arise from the victimization. Often, the injury itself is just the beginning of a complicated recovery. As a result, the case manager funded under this grant will be required to communicate, coordinate and collaborate with the OVS Vocational Rehabilitation Unit and the New York Civil Legal Network to ensure that victims are receiving the most comprehensive response.

A. OVS Vocational Rehabilitation Unit Contact

Some crime victims face significant permanent or long-term disabilities that impact their ability to perform many of the functions of daily living, travel, or ability to access the multiple services that are available to them without assistance. The OVS Vocational Rehabilitation Unit ("Unit") assists these victims who would otherwise have limited or no ability to obtain the appropriate assistance. While the work of the Unit is critical to the health and welfare of many crime victims, the Unit's ability to meet the victim's needs may be limited by distance, logistical complications, missing paperwork, language, transportation or the lack of coordination of services. Many of these "roadblocks" to the efficient, timely and compassionate delivery of Vocational Rehabilitation Services could be addressed through the assistance of a case manager at an OVS-funded VAP or CAC. Since approximately 80% of the OVS claims for compensation are submitted with the assistance of the OVS-funded VAPs or CACs, and 408,000 individuals were assisted by a VAP last year, a logical point of contact to facilitate OVS vocational rehabilitation services with victims should be with our VAPs or CACs. A successful applicant under this solicitation must agree to have the case manager(s) funded under any resulting contract serve as the primary point of contact with the OVS Vocational Rehabilitation Unit. The case manager(s) will be responsible for coordinating with the Vocational Rehabilitation Unit and

respond timely to any requests for assistance by the Unit in serving any OVS claimant requiring Vocational Rehabilitation services.

Currently, OVS has a small Vocational Rehabilitation Unit. The objective of the OVS Vocational Rehabilitation Unit is to improve the quality of life for individuals permanently disabled as a direct result of a crime.

Some of the responsibilities of the Vocational Rehabilitation Unit include:

- Managing the vocational and occupational rehabilitation program for victims and survivors of crime;
- Reviewing the claimant's treatment plan to ensure services are allowable and causally-related;
- Reviewing any requests for home modifications necessary as a result of a disability due to a crime;
- Reviewing requests from claimants for high cost medical equipment (i.e. wheelchairs, beds, prosthesis, vehicle modifications etc.);
- Working with vendors for reasonable and customary costs;
- Reviewing medical bills, reports and claimant requests for appropriateness to injuries sustained from the crime; and
- Developing and maintaining cooperative relationships with community resources to assist the victim in achieving pre-injury status or maximum potential.

B. OVS Civil Legal Network Primary Contact

Victims may also need assistance with a variety of civil legal needs that arise from their victimization. Victims can experience complications with contracts, family court, immigration, housing, and social services among many others. Therefore, it is critical that victims have access to a civil legal network that can provide information, resources, and representation.

The NY Crime Victims Legal Network Project is part of the Office for Victims of Crime Vision 21 initiative's effort to provide "holistic legal assistance for all crime victims" that arise in connection with their victimization. The NY Crime Victims Legal Network is a partnership of organizations working together to address the civil legal needs of crime victims. The Network's goal is to develop new technology solutions to connect victims of crime with the appropriate legal services they need. The Project is currently in an 18-month pilot phase and is expected to be rolled out to the entire State, outside of New York City, in the Fall of 2018.

The case managers funded under any contract resulting from this solicitation must also serve as the point of contact for the New York State Civil Legal Network once the Network becomes operational. That network will require navigators to assist victims in accessing the Civil Legal Network, and the funded case managers will serve as a point of contact for those network navigators once the Network becomes operational.

2.3 Eligibility

All VAPs and CACs which are currently funded by the Office of Victim Services are eligible to apply under this RFA. Please see Attachment 1.

Maximum funding amounts are calculated based on OVS FTE positions **excluding** volunteers. Please refer to the chart below for the general number of Case Managers that may be eligible for funding under this solicitation. Please see Attachment 1 for a list of each specific OVS contract and the maximum number of full time equivalent (FTE) case manager position(s) that may be requested under this solicitation.

Number of FTEs Funded by OVS	Number of Eligible Case Managers
1-5	1
6-10	2
11-15	3
16-20	4
21+	5

3. SUBMITTING YOUR APPLICATION

3.1 Grants Gateway

All submissions must be submitted through Grants Gateway at <https://grantsgateway.ny.gov/> and received electronically by 2:00 p.m. EST on January 26, 2018. Only one application may be submitted per OVS contract.

Applications submitted directly to OVS will be returned un-opened.

PLEASE NOTE: It is recommended that you complete your online application as early as possible prior to the application deadline to allow sufficient time to resolve unforeseen technical issues or questions that may arise. Eligible applicants are encouraged to begin the process of applying as soon as possible. Late filings will not be accepted or reviewed.

3.2 Pre-Qualification

Not-for-profit organizations must ensure that their prequalification status is current. Failure to do so will mean that their applications will not be reviewed. Not-for-profit organizations must maintain their pre-qualification status on a yearly basis by providing up-to-date IRS 900, CHAR 500 and audit review documents.

Additional helpful information and links can be found at:	
➤	www.grantsreform.ny.gov/grantees
➤	https://grantsgateway.ny.gov
➤	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/Technical Questions
	<ul style="list-style-type: none">• Phone: 1-518-474-5595• Email: grantsgateway@its.ny.gov

3.3 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.

Applicants are encouraged to include all information that they deem pertinent to their application. Applicants may be requested to provide clarification based on the State's evaluation procedure. Any clarification will be considered a formal part of the Applicant's original application. If further clarification is needed during the evaluation period, OVS will contact the Applicant.

Note: OVS reserves the right to request any additional information deemed necessary to ensure that the Applicant is able to fulfill the requirements of the contract.

3.4 Workplan Overview

Applicants must submit the following information:

1. Project Summary (In the Work Plan)
2. Organizational Capacity (In the Work Plan)
3. Problem Statement (See Program Specific Question 1 in the Grants Gateway)
4. Project Details – Objectives, Tasks and Performance Measures: (In the Work Plan)
 - a. Objective: Applicants must include the 1 required objective.
 - b. Tasks: The applicant must choose from the list of standard service deliverables that they intend to provide through this funding opportunity. See below for the minimum required tasks.
 - c. Proposed Services & Implementation.
 - d. Performance Measures: The full list of tasks may be found in the Grants Gateway under the "Workplan" section. However, please see the required objective & tasks that must be included. When completing this section please 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 1 objective and 1 task:

- **Objective 01 - Personal Advocacy/Accompaniment:**
 - **Task #5 – Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)**

***Note* Stronger applications will have a significant number of services or tasks beyond the minimal required task.**

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. Ensure that sufficient details are 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 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 and third-year budgets and explain any budget changes from year one. This document can be found under the pre-submission uploads.**

Please Note: Funding must be for a new Case Manager position. Existing Case Manager positions will not be funded through this RFA.

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 services. Include relevant details and supporting information. A brief narrative of the second-year and third-year budgets should also be provided.

7. Position Description Form

All applicants must complete the position description form for the position(s) 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 case manager will be working should be noted. **The Position Description Form must be uploaded into Grants Gateway.**

4. EVALUATION AND SELECTION PROCESS

4.1 Application Evaluation

The Application will be evaluated and scored based upon the criteria set forth in this Section. Applications will be evaluated for best value to the State.

There will be a two-step evaluation of each application after the Grants Gateway System automatically screens for the information below. Applicants will not be able to submit an application if these conditions have not been satisfied:

- Application was submitted on time. The deadline for application submission is **2:00 pm EST on January 26, 2018.**
- The applicant is an eligible organization as described in Section 2.3. You may also see Attachment 1.
- The applicant has submitted all required responses to the application questions.

Pass/Fail Evaluation

This evaluation will assess whether applications satisfy the minimum “pass/fail” criteria for funding consideration. All proposals will initially be screened by OVS reviewers to see if all required materials are submitted and if all pass/fail checks have been successful. Any application that does not meet each of the following criteria will be immediately disqualified from further review.

- Applicants must provide their current contract number with OVS as proof that they have a current contract.
- Applicants must certify that the funded case manager(s) will serve as the liaison(s) with the OVS Vocational Rehabilitation Unit as needed. **(Applicants must upload the “Letter of Certification” Form into Grants Gateway as part of the on-line application to acknowledge this requirement.)**
- Applicants must certify that the funded case manager(s) will serve as the point of contact(s) for the New York State Civil Legal Network once the Network becomes operational. **(Applicants must upload the “Letter of Certification” Form into Grants Gateway as part of the on-line application to acknowledge this requirement.)**
- The application is complete when it includes:
 - Program Work Plan Section
 - Proposed Services & Implementation
 - Objectives, Tasks, & Performance Measures
 - Project Budget with Narrative
 - Problem Statement Section
 - Prequalification in Grants Gateway (if applicable).
- All successful applicants must demonstrate substantial financial support from sources other than the Office of Victim Services. 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.)

- All successful applicants must demonstrate that they use at least (1) volunteer in their agency. **(Applicants Must Upload a Volunteer Form into Grants Gateway as part of the on-line application to document use of volunteers.)**

All applications that satisfy the pass/fail check will proceed to be reviewed by a panel of reviewers. Each application will be reviewed by 2 individuals. A standard rating tool will be used by all reviewers to score each application. The maximum score will be 50 points. Each category (Organizational Capacity, Problem Statement, Proposed Services and Implementation, Objectives, Tasks and Performance Measures and Budget) within an application will be scored and those category scores will be totaled for a combined overall score. The final score will be an average of the 2 reviewers' scores. Eligible applications will be ranked in order of overall final score from highest to lowest. Awards will be made to those applications receiving the highest final scores and continuing until available funds are exhausted, or all successful applications are funded.

4.1.1 Evaluation of Applications

1. Organizational capacity (10%): Provide a description of the organization, explaining the agency's experience in providing direct services to victims. Applicants should demonstrate their record of providing direct services to victims, state where services are provided, the scope of services, staffing and resources available to the victim population and current collaborative efforts with other community organizations that are in support of their programs. Strong applicants will describe how they promote, within the community, coordinated public and private efforts to assist victims. This element will be scored from the Program Work Plan section of the application.
2. Problem Statement (20%): One of the major keys to your application is the Problem Statement. Applicants should demonstrate the need for case management services at all locations for which they are requested. Gaps in services should be convincingly identified using examples of current problems which illustrate the need for case management services while being sure to protect victim confidentiality. Applicants are encouraged to show how the lack of coordinated case management services presents undue constraints on VAPs in their goals to assist victims. Strong applicants will persuasively describe what is preventing them from providing the best possible services and how a case manager position will enhance services. This element will be scored from the program specific questions that are found in the Grants Gateway.
3. Proposed Services and Implementation (30%): Applicant should describe the services and activities to be undertaken. How these services and activities address the gap in services described in the Problem Statement should be clearly explained; include a justification for staff and resources. This element will be scored from the Program Work Plan section.

4. Objectives, Tasks and Performance Measures (20%): The Program Work Plan should identify all the objectives and performance measures that address the needs identified in the Problem Statement section, and the services and activities described in the Proposed Services and Implementation section. At a minimum, the proposal must include the one (1) required objective and one (1) required task defined in the Overview of the Work Plan Statement of the RFA. Additionally, the proposal must certify that the case manager(s) hired through this solicitation will serve as the liaison with the OVS Vocational Rehabilitation Unit as well as point of contact for the New York State Civil Legal Network once the Network becomes operational. At a minimum, the proposal must include the required tasks defined in the Overview of the Work Plan Statement of the RFA. Stronger applications will have a significant number of services beyond the one required task.
5. Budget, including Budget Narrative (20%) A detailed budget for the first year of the project must be complete and provide sufficient detail, be reasonable and appropriate for the number of positions to be funded (refer to section 2.3) and be tied to the proposed project narrative.

Using the forms provided in the on-line application, prepare a detailed proposed budget of annual program costs for the first year. **Applicants must upload an excel spreadsheet containing two tabs: one for the second-year budget and explaining any budget changes from year one and another for the third-year budget and again explaining any budget changes from prior years. This document can be found under the pre-submission uploads.**

4.1.2 Tie Breaker

In the event that two or more of the applications have a tied score after final calculation of all categories, the application with the higher score in “Proposed Services & Implementation” will prevail.

4.2 Notification of Award

After the evaluation, all Applicants will be notified of awards and for successful candidates, that a contract will be forthcoming for execution. The original application and any additions or deletions to the application become part of the contract.

Public announcements or news releases pertaining to any contract resulting from this solicitation shall not be made without prior written approval from the Administering Agency.

5. ADMINISTRATIVE INFORMATION

5.1 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

5.2 Method of Award

This is a multiple award solicitation.

Each response will be evaluated based on the information submitted by the applicant connected to the categories referenced in section 4.1.1.

Upon determination of the best value applicants, a Grant Contract Agreement will be completed. This contract will be executed via the Grants Gateway to be forwarded for all necessary signatures and State approvals. Upon final approval, a fully executed copy will be available to the grant recipient via the Grants Gateway.

Awards may be made until all designated funds of \$130,000,000 have been exhausted.

5.3 Term of Contract

This contract will commence on April 1, 2018 and will be in effect for three (3) years with the option of (1) one (2) two-year renewal period.

5.4 Termination

The State of New York retains the right to cancel this contract for convenience, provided that the Grant Recipient is given at least thirty (30) days written notice of OVS' intent to cancel. Any cancellation by OVS under this section shall in no event constitute or be deemed a breach of any contract resulting from this Solicitation and no liability shall be incurred by or arise against OVS, its agents and employees therefore for lost profits or any other damages resulting there from. This provision should not be understood as waiving the State's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision.

5.5 Distribution of Grant Funds

Awarded grants will be eligible to receive an initial 25% advance payment, if requested and all subsequent payments will be on a quarterly reimbursement basis.

5.6 Grant Funding Conditions

Total funding available for the entire (5) five-year period shall not exceed \$130,000,000. These grant awards 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 Department of Justice. Projects will be supported with federal and state dollars.

Applicants may choose to either hire an individual to fill the Case Manager Position OR hire a consultant to fulfill the Case Manager duties.

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. Please also take note of the following conditions:

Funding requests for a case manager may include the costs of both salary and fringe for each year of the three-year contract. Annual funding requests for salary and fringe for one full-time equivalent case manager are limited to a maximum of \$75,000 per case manager per year. **For each case manager, up to \$5,000 per year in non-personal service requests can be made to support equipment, travel and related administrative expenses for the case manager. Maximum annual requests per case manager hired are:**

Option #1 – New Hire

Case Manager(s) Hired	Salary/Fringe	NPS	Annual Maximum Award	Three-Year Maximum Award
1	\$75,000	\$5,000	\$80,000	\$240,000
2	\$150,000	\$10,000	\$160,000	\$480,000
3	\$225,000	\$15,000	\$240,000	\$720,000
4	\$300,000	\$20,000	\$320,000	\$960,000
5	\$375,000	\$25,000	\$400,000	\$1,200,000

Exception: If an applicant wants to hire a consultant to provide the case management 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 per authorized case manager, see chart below.

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 case management services. If an applicant is eligible to hire 3 case managers but would prefer to contract out this service, the annual amount of the resulting contract for these services cannot exceed \$240,000. If these services are contracted out, the contract must specify that the consultant or contractor will serve as the point of contact for the OVS Vocational Rehabilitation Unit and the NY Civil Legal Network.

Option #2 – Consultant Hire

Consultant Case Manager

Case Manager(s) Hired	Consultant Maximum for Case Manager-NPS	NPS	Annual Maximum Award	Three-Year Maximum Award
1	\$75,000	\$5,000	\$80,000	\$240,000
2	\$150,000	\$10,000	\$160,000	\$480,000
3	\$225,000	\$15,000	\$240,000	\$720,000
4	\$300,000	\$20,000	\$320,000	\$960,000
5	\$375,000	\$25,000	\$400,000	\$1,200,000

- The case managers must provide direct services that meet both the immediate and long term needs of crime victims, must also serve as a point of contact for the OVS Vocational Rehabilitation Unit in coordinating services to crime victims served by OVS, AND must also serve as a point of contact for the New York Civil Legal Network, once the network becomes operational. The services provided by the case managers and/or contractors/consultants must be direct services that meet the federal regulations, effective August 1, 2016, under the Federal Victims of Crime Act (VOCA) Victim and Witness Assistance Grants Program.
- All documents pertaining to this RFA can be found at <https://ovs.ny.gov/victim-assistance-program> under Case Management RFA.

5.6.1 Funding Purpose and Eligible Costs

These funds will be used to provide OVS-funded VAPs and CACs with a case manager(s) for each of the (3) three years, and if approved one additional (2) year renewal period. The purpose of this procurement is to fund new case manager position(s). Under VOCA regulations, applicants may **not** supplant the case manager position with an existing employee, even if they are currently in a case manager title.

Eligible Costs for the Case Manager(s) may **only** Include:

- Salary.
- Fringe.
- Non-personnel service costs (i.e. Travel, Equipment, and Indirect Costs) not to exceed \$5,000, unless an applicant elects to hire a consultant/contractor for case management services as noted above. In that instance, the NPS maximum is increased by the value of the contract for those services not to exceed the limits for the contract value per eligible contract manager.
- Indirect costs, which are included in NPS, 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.

5.6.2 Application Restrictions

- No applicant should submit requests that exceed \$75,000 per year for salary and fringe for each authorized case manager position. Applicants will not receive more than the \$75,000 maximum.
- No request for non-personal services may exceed \$5,000 per authorized case manager per year, unless the applicant chooses to hire a consultant or contractor for these services as noted in the exception above. Funding limits noted above apply.
- No applicant may submit requests for any items other than the salary, fringe and associated non-personal service costs of a case manager, excluding the exception to contract out for these services.
- No applicant may request funding for space or utilities.
- Costs incurred prior to the issuance of an award by OVS under this RFA shall not be eligible for reimbursement.

5.7 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
- Budget Form

5.8 Grant Recipient Responsibilities

The State will contract only with the successful Applicants who are the Grant Recipients. The Administering Agency considers the Grant Recipient the sole Contractor with regard to all provisions of the solicitation, and the contract resulting from the solicitation.

No subcontract entered into by the Grant Recipient shall relieve the Grant Recipient of any liabilities or obligations in this solicitation or the resultant contract. The Grant Recipient accepts full responsibility for the actions of subcontractors who carry out any of the provisions of any contract resulting from this solicitation.

All persons/contractors hired, paid and/or supervised by the Grant Recipient, shall be the Grant Recipient's employee or its subcontractor's employee and not the State's employee.

5.9 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.

5.10 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.*

5.11 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;
- Utilize any or all ideas submitted in the applications received unless those ideas are covered by legal patent or proprietary rights;
- 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 Office's web site (www.ovs.ny.gov) with the RFA;
- Select only certain portions of applications for funding;
- 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.

5.12 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.

5.13 Freedom of Information

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

5.14 Debriefing Procedures

Pursuant to section 163(9) (c) of the State Finance Law, any non-awarded 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.

5.15 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 must be submitted to 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.

6. APPLICATION SUBMISSION

6.1 Matching Funds

There is **not** a matching funds requirement from the applicant for this solicitation.

6.2 RFA Questions and Clarifications

All questions about the requirements contained in this RFA must be submitted via email by December 28th, 2017 to:

ovsgrants@ovs.ny.gov

A list of questions about the RFA which are received from potential applicants, answers to those questions, as well as any changes, additions, or deletions to the RFA, will be posted at <https://ovs.ny.gov/victim-assistance-program> under Case Manager RFA, along with the electronic version of this RFA, by 5:00 p.m. EST on January 5th, 2018.

Applicants are urged to check the OVS website frequently during this application period for notices of any changes, additions, deletions or updates regarding the RFA.

All questions should cite the particular page and section where applicable. Please submit questions as early as possible following receipt of the RFA. The final deadline for submission of any questions/clarifications regarding this RFA is listed in Section 1.3 – Key Events. Questions received after the deadline may not be answered. OVS will post the responses to all questions on the OVS website <https://ovs.ny.gov/victim-assistance-program> on the date listed in Section 1.3 – Key Events.

6.2.1 Insurance Requirements

Successful applicants will be required to submit the following documents prior to contract execution:

- Vendor Responsibility Questionnaire
 - The awarded applicant may be subject to a vendor responsibility review prior to contract execution. Any applicant found not responsible by the Office of Victim Services may not be provided with funding pursuant to this RFA.
- Proof of Workers' Compensation & Disability Insurance
 - Workers' Compensation, Employer's Liability, and Disability Benefits meeting all New York State statutory requirements are required. If coverage is obtained from an insurance company through an insurance policy, the policy shall provide coverage for all states of operation that apply to the performance of the contract.
 - **PLEASE NOTE - ACORD forms are NOT acceptable proof of workers' compensation coverage.**

6.3 Application Preparation

All applications must be completed & submitted in the Grants Gateway. Applications submitted through other methods (postal mail, e-mail or fax) will **not** be accepted.

6.4 Instructions for Application Submission

All submissions must be received in the NYS Grants Gateway by 2:00 pm EST on January 26, 2018. Only those Applicants who furnish all required information and meet the mandatory requirements will be considered.

MAIL, E-MAIL OR FAX APPLICATION SUBMISSIONS ARE NOT ACCEPTABLE AND WILL NOT BE CONSIDERED.

The State of New York will not be held liable for any cost incurred by the Applicant for work performed in the preparation and production of an or for any work performed prior to the formal execution and approval of a contract.

Applications must be submitted in the Grants Gateway on or before 2:00 PM EST on the date indicated in Section 1.3 - Key Events. Applicants assume all risks for timely, properly submitted deliveries.

***NOTE* Late Applications will NOT be accepted.**

7. CONTRACT CLAUSES AND REQUIREMENTS

7.1 Contract Terms

Any contract resulting from this Solicitation shall not be deemed executed, valid or binding unless and until approved in writing by the Attorney General and the Comptroller of the State of New York.

7.2 Indemnification

The Grant Recipient shall assume all risks of liability for its performance, or that of any of its officers, employees, subcontractors or agents, of any contract resulting from this Solicitation and shall be solely responsible and liable for all liabilities, losses, damages, costs or expenses, including attorney's fees, arising from any claim, action or proceeding relating to or in any way connected with the performance of this Agreement and covenants and agrees to indemnify and hold harmless the State of New York, its agents, officers and employees, from any and all claims, suits, causes of action and losses of whatever kind and nature, arising out of or in connection with its performance of any contract resulting from this Solicitation, including negligence, active or passive or improper conduct of the Grant Recipient, its officers, agents, subcontractors or employees, or the failure by the Grant Recipient, its officers, agents, subcontractors or employees to perform any obligations or commitments to the State or third parties arising out of or resulting from any contract resulting from this Solicitation. Such indemnity shall not be limited to the insurance coverage herein prescribed.

8. OTHER IMPORTANT REQUIREMENTS FOR FUNDING

- 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 must 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.
- 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 will have completed all of the required elements of the RFA applications. **This is a pass/fail element of this procurement.**

ATTACHMENT 1

CURRENT CONTRACT #	SUB-GRANTEE	MAXIMUM NUMBER OF CASE MANAGERS ALLOWED
C100115	A New Hope Center Inc.	3
C100455	Advocacy Center Of Tompkins County	1
C100513	Advocacy Center Of Tompkins County	1
C100514	Advocacy Center Of Tompkins County	1
C100463	Alternatives For Battered Women Inc. (Willow Dom Violence Ctr)	2
C100413	Barrier Free Living Inc.	1
C100131	Behavioral Health Services North	3
C100236	Beth Israel Medical Center	1
C100136	Bivona Child Advocacy Center	1
C100207	Brighter Tomorrows Inc.	1
C100383	Bronx County District Attorney	2
C100469	Bronx Independent Living Services Inc.	1
C100495	BronxWorks Inc.	1
C100417	Brooklyn Chinese American Assoc.	1
C100025	CAMBA Inc.	1
C100155	Catholic Charities Of Fulton & Montgomery Counties	1
C100392	Catholic Charities Of Fulton & Montgomery Counties	1
C100245	Catholic Charities Of Saratoga, Warren, And Washington Counties	1
C100052	Catholic Charities Of Schoharie County	1
C100084	Catholic Charities Of The Diocese Of Albany	1
C100379	Catholic Charities Of Chemug Schuyler	1
C100323	Catskill Regional Medical Center	1
C100002	Cattaraugus Community Action Inc.	2
C100375	Cattaraugus Community Action Inc.	1
C100376	Cattaraugus Community Action Inc.	1
C100377	Cattaraugus Community Action Inc.	1
C100442	Cayuga Counseling Services Inc.	1
C100492	Cayuga County District Attorney	1
C100444	Cayuga Seneca Community Action Agency Inc	1
C100296	Center For Safety & Change, Inc.	1
C100585	Center For Safety & Change, Inc.	1
C100086	Center For The Elimination Of Violence In The Family Inc.	1
C100486	Chances And Changes, Inc.	1
C100571	Chances And Changes, Inc.	1

CURRENT CONTRACT #	SUB-GRANTEE	MAXIMUM NUMBER OF CASE MANAGERS ALLOWED
C100074	Chautauqua County	1
C100185	Child And Adolescent Treatment Services	1
C100458	Child And Family Services Of Erie County	1
C100123	City Of Elmira	1
C100294	City Of Rochester, New York	2
C100237	Community Action Of Greene County Inc.	1
C100498	Community Action Of Greene County Inc.	2
C100031	Community Agency For Senior Citizens, Inc.	2
C100194	Connect, Inc.	1
C100004	County Of Albany	2
C100134	County Of Genesee	1
C100139	County Of Genesee	1
C100182	County Of Monroe	1
C100482	County Of Monroe	1
C100188	Crime Victims Assistance Center, Inc.	2
C100551	Crime Victims Assistance Center, Inc.	1
C100087	Crime Victims Support Services Of The North Bronx, Inc.	1
C100477	Crown Heights Jewish Community Council Inc.	1
C100286	Day One New York, Inc.	1
C100253	Delaware Opportunities Inc.	1
C100362	Delaware Opportunities Inc.	1
C100460	Domestic Violence And Rape Crisis Services Of Saratoga County	2
C100452	Dominican Women's Development Center	2
C100578	EAC, Inc.	1
C100314	East Harlem Neighborhood Based Alliance Corporation	1
C100404	Edwin Gould Services For Children And Families	1
C100475	Empire Justice Center	1
C100229	Equinox, Inc.	4
C100014	Erie County District Attorney	2
C100013	Erie County Probation Department	1
C100259	Family Counseling Center Of Fulton County, Inc.	1
C100316	Family Counseling Service Of The Finger Lakes, Inc.	1
C100583	Family Counseling Service Of The Finger Lakes, Inc.	1
C100268	Family Services Inc.	3
C100061	Friends Of The Chautauqua County Child Advocacy Program	2
C100528	Fulton County District Attorney	1
C100561	Fund for the City of New York	1

CURRENT CONTRACT #	SUB-GRANTEE	MAXIMUM NUMBER OF CASE MANAGERS ALLOWED
C100089	Good Shepherd Services	1
C100293	Grace Smith House, Inc.	1
C100325	HANAC Inc.	1
C100247	Help Social Services Corporation	1
C100345	Herkimer County District Attorney	1
C100208	Hopes Door Inc.	3
C100470	Icahn School Of Medicine Of Mount Sinai	1
C100556	Icahn School Of Medicine Of Mount Sinai	3
C100382	In Our Own Voices, Inc.	1
C100483	International Institute Of Buffalo, Inc.	1
C100505	International Institute Of Buffalo, Inc.	1
C100284	Jamaica Service Program For Older Adults, Inc. (JSPOA)	1
C100209	Kings County District Attorney's Office	3
C100405	Korean American Family Service Center Inc.	1
C100485	Legal Aid Society Of Rochester NY	1
C100400	Legal Services NYC	1
C100066	Lewis County Opportunities, Inc.	1
C100299	Liberty Resources, Inc.	1
C100437	Livingston County	1
C100504	LSNY Bronx Corporation (Legal Services NYC - Bronx)	1
C100445	McMahon/Ryan Child Advocacy Site, Inc.	1
C100451	Mechanicville Area Community Services Center Inc	1
C100097	Mental Health Association In Orange County Inc.	1
C100344	Mental Health Association Of Columbia-Greene Counties, Inc.	1
C100520	Mental Health Association Of Columbia-Greene Counties, Inc.	1
C100180	Mothers Against Drunk Driving	1
C100232	Mount Sinai Hospital	1
C100233	Mount Sinai Hospital	1
C100234	Mount Sinai Hospital	1
C100109	My Sisters Place, Inc.	2
C100227	Nassau County	1
C100151	Neighborhood Self Help By Older Persons Project, Inc.	1
C100298	New York Asian Women's Center Inc.	2
C100304	New York Asian Women's Center Inc.	4
C100412	New York County District Attorney's Office	2
C100570	New York Legal Assistance Group Inc.	1
C100135	Niagara Falls Memorial Medical Center	1

CURRENT CONTRACT #	SUB-GRANTEE	MAXIMUM NUMBER OF CASE MANAGERS ALLOWED
C100057	Niagara, County Of	1
C100138	North Brooklyn Coalition Against Family Violence, Inc.	1
C100363	Northeast Health Foundation, Inc.	2
C100468	Northwest Buffalo Community Center Inc.	1
C100300	NYC Alliance Against Sexual Assault	1
C100398	NYC Department For The Aging	2
C100464	NYC Gay & Lesbian Anti Violence Project	1
C100465	NYC Gay & Lesbian Anti Violence Project	1
C100552	NYC Gay & Lesbian Anti Violence Project	1
C100295	NYC Health & Hospital Corporation: Bellevue	2
C100487	NYC Health & Hospital Corporation: Harlem	1
C100500	NYC Health & Hospital Corporation: Jacobi	1
C100503	NYC Health & Hospital Corporation: Lincoln	1
C100418	NYC Health & Hospital Corporation: Metropolitan	1
C100254	NYC Health & Hospital Corporation: NCB	1
C100205	NYS Department of Corrections and Community Supervision	1
C100562	NYS Division Of State Police State Of New York	2
C100179	NYS Justice Center For The Protection Of People With Special Needs	2
C100472	NYS Sheriffs Association Institute, Inc.	1
C100526	Onondaga County District Attorney's Office	1
C100339	Ontario County	1
C100215	Opportunities For Otsego, Inc.	1
C100326	Orange County Probation	2
C100228	Orange County Safe Homes Project, Inc.	1
C100100	Orleans County	1
C100167	Oswego County Opportunities Inc.	2
C100221	Oswego County Opportunities Inc.	1
C100116	Pace University	1
C100068	Parents For Megan's Law, Inc.	1
C100310	Parents For Megan's Law, Inc.	1
C100312	Parents For Megan's Law, Inc.	1
C100565	Planned Parenthood Mohawk Hudson, Inc.	2
C100527	Planned Parenthood Of Central And Western NY Inc.	2
C100279	Planned Parenthood Of North Country New York Inc.	1
C100168	Planned Parenthood Of The Southern Finger Lakes, Inc.	1
C100248	Polish Community Center Of Buffalo, Inc.	1
C100064	Putnam County Department Of Social Services	1

CURRENT CONTRACT #	SUB-GRANTEE	MAXIMUM NUMBER OF CASE MANAGERS ALLOWED
C100099	Putnam/Northern Westchester Women's Resource Center	2
C100252	Putnam/Northern Westchester Women's Resource Center	1
C100069	Queens County District Attorney	2
C100497	Queens Legal Services Corporation	1
C100324	Rensselaer County	1
C100352	Retreat Inc.	1
C100101	Richmond County District Attorney	1
C100091	Rochester Society For The Prevention Of Cruelty To Children	1
C100162	Rochester Society For The Prevention Of Cruelty To Children	1
C100201	Safe Harbors Of The Finger Lakes Inc.	1
C100512	Safe Harbors Of The Finger Lakes Inc.	1
C100516	Safe Harbors Of The Finger Lakes Inc.	1
C100517	Safe Harbors Of The Finger Lakes Inc.	1
C100022	Safe Horizon Inc.	3
C100127	Safe Horizon Inc.	1
C100173	Safe Horizon Inc.	1
C100174	Safe Horizon Inc.	2
C100175	Safe Horizon Inc.	5
C100176	Safe Horizon Inc.	5
C100333	Safe Horizon Inc.	1
C100524	Sanctuary For Families, Inc.	2
C100164	Saratoga Center For The Family	1
C100133	Schenectady County District Attorney	1
C100030	Schuyler County	1
C100184	Seneca County Mental Health Department	1
C100183	SOS Shelter, Inc.	2
C100083	Southern Tier Health Care System Inc.	1
C100172	St. Lawrence Valley Renewal House For Victims Of Family Violence, Inc.	1
C100494	St. Lawrence Valley Renewal House For Victims Of Family Violence, Inc.	1
C100150	St. Luke's-Roosevelt Hospital Center (CVTC)	2
C100471	St. Regis Mohawk Tribe	1
C100566	Start Children's Center, Inc.	2
C100473	Steuben Church People Against Poverty, Inc.	1
C100353	Suffolk County District Attorney's Office	1
C100356	Suicide Prevention & Crisis Services Inc.	1
C100359	Suicide Prevention & Crisis Services Inc.	1
C100381	The Arab-American Family Support Center	1

CURRENT CONTRACT #	SUB-GRANTEE	MAXIMUM NUMBER OF CASE MANAGERS ALLOWED
C100021	The Children's Aid Society	1
C100332	The Children's Aid Society	1
C100302	The Kingsbridge Heights Community Center Inc.	2
C100361	The New York And Presbyterian Hospital	1
C100307	The New York And Presbyterian Hospital	1
C100439	The New York And Presbyterian Hospital	1
C100282	The New York Center For Children	1
C100132	The Safe Center LI Inc.	2
C100206	The Safe Center LI Inc.	1
C100399	The Safe Center LI Inc.	1
C100001	The Salvation Army	2
C100010	The Salvation Army	1
C100291	The Salvation Army	1
C100191	Ulster County	2
C100039	Unity House Of Troy Inc.	1
C100456	Urban Justice Center	1
C100490	Urban Justice Center	1
C100003	Vera House Inc.	1
C100431	Vera House Inc.	1
C100152	Vera Institute Of Justice, Inc. (Common Justice)	1
C100390	Victim Resource Center Of The Finger Lakes Inc.	1
C100430	Victim Resource Center Of The Finger Lakes Inc.	1
C100009	Victims Assistance Center Of Jefferson County	4
C100308	Victims Information Bureau Of Suffolk Inc.	2
C100530	Victims Information Bureau Of Suffolk Inc.	2
C100531	Victims Information Bureau Of Suffolk Inc.	1
C100126	Violence Intervention Program Inc.	4
C100121	Warren County District Attorney's Office	1
C100230	Washington County District Attorney's Office	1
C100322	Wayne County	1
C100015	Westchester Community Opportunity Program, Inc.	4
C100020	Westchester County District Attorney's Office	1
C100006	Wyoming County	1
C100336	Wyoming County	1
C100272	YWCA Of Cortland	1
C100062	YWCA Of Niagara, Inc.	1
C100329	YWCA Of Niagara, Inc.	2

CURRENT CONTRACT #	SUB-GRANTEE	MAXIMUM NUMBER OF CASE MANAGERS ALLOWED
C100378	YWCA Of Schenectady	2
C100122	YWCA Of The Mohawk Valley	2
C100427	YWCA Of The Mohawk Valley	1
C200004GG	CAC Foundation Inc.	1
T200024GG	Cayuga Counseling Services Inc.	1
C200025GG	Child And Adolescent Treatment Services(BestSelf)	1
C200006GG	Clinton County District Attorney	1
C200016GG	County of Genesee	1
C200008GG	Crime Victims Assistance Center, Inc.	1
C200026GG	Family Services of Chemung County	1
C200009GG	Friends Of The Chautauqua County Child Advocacy Program	1
C200012GG	Madison County Sheriffs Office	1
C200023GG	McMahon/Ryan Child Advocacy Site, Inc.	1
C200031GG	Mental Health of Columbia-Greene Counties	1
C200021GG	Niagara Falls Memorial Medical Center	1
C200030GG	Oneida County Sherrif's Office	1
C200028GG	Partnership for Ontario County, Inc.	1
C200002GG	Putnam County Department Of Social Services	1
C200001GG	Safe Horizon, Inc (Bronx)	1
C200022GG	Safe Horizon, Inc. (4 CACs)	1
C200027GG	Saratoga Center For The Family	1
C200020GG	Southern Tier Health Care System Inc.	1
C200005GG	Start Children's Center, Inc.	1
C200019GG	The Safe Center LI Inc.	1
C200013GG	Victims Assistance Center Of Jefferson County	1

ATTACHMENT 2

**New York State Office of Victim Services
Application Checklist for Victims of Crime Act (VOCA)
Case Manager Services RFA**

Organization Name:	
Existing State Contract Number:	
Program Name:	

Have you.....

Task	Check if Complete
Found your program and contract number listed in Attachment 1?	
Have you only submitted one application for each unique contract number?	
Applied for no more than the maximum number of case managers allowed for your particular contract as listed on Attachment 1?	
Verified that your budget does not request more than \$240,000 in funding over three years per case manager?	
Verified that your budget request does not include costs for anything beyond salary and fringe for each case manager and limited non-personal service expenses?	
Verified that salary & fringe for each case manager doesn't exceed \$75,000 per year?	
Verified that NPS amounts do not exceed \$5,000 per requested case manager unless hiring a consultant?	
Verified the budget does not include requests for space and/or utilities?	
Verified that the authorized representative signed and dated the application?	
Signed the "Letter of Certification" and uploaded it into the Grants Gateway?	
Provided a justification for the case manager position, fringe and non-personal service expenses requested in the budget?	
Verified that the Grand Total figure in the Requested Amount Column does not exceed \$240,000 per case manager?	
Verified that you are prequalified in the Grants Gateway? (If applicable)	
Completed all elements of the RFA application?	
Indicated the number of times the one required task in the workplan will be performed annually?	
Completed & uploaded the Excel spreadsheet containing 2nd & 3rd year budget, which includes any changes from prior years?	
Completed & uploaded the PDF for each position funded into the Grants Gateway?	
Completed & uploaded the "Volunteer Form" into the Grants Gateway?	
Completed & uploaded the "Annual Funding From All Other Sources" form into the Grants Gateway?	
Included this completed checklist in your submission?	