



**Office of
Victim Services**

**REQUEST FOR APPLICATIONS
for
VICTIMS OF CRIME ACT (VOCA)
VICTIM ASSISTANCE GRANT PROGRAM**

**Kathy Hochul, Governor
Bea Hanson, PhD, Director**

RFA Release Date: January 6, 2025

Application Due Date: March 19, 2025 at 5:00pm EST

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

Primary Designated Contact:

Kathleen Joslin

Phone: 518-457-2828

Email: kathleen.joslin@ovs.ny.gov

Alternate Contact:

Victoria Melillo

Phone: 518-485-0967

Email: victoria.melillo@ovs.ny.gov

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1. Introduction & General Information

a. Solicitation Overview

Solicitation Objective Statement

The primary purpose of the Victims of Crime Act (VOCA) Victim Assistance Grant Program is to provide direct services and assistance to victims of crime.

This Request for Applications (RFA) outlines how to apply for funding to support services that meet the immediate and long-term needs of victims of crime under the Victim Assistance Grant Program for a three-year period (October 1, 2025 – September 30, 2028).

Solicitation Summary

This RFA provides an opportunity for service providers to implement or continue assistance programs that explore ways to improve the reach and breadth of the system supported with VOCA funds. The Office of Victim Services (OVS) seeks strategies that:

- Encourage innovation with new ideas and approaches that complement existing practices.
- Identify and offer services in areas with the greatest needs and where gaps in services may exist.
- Consider services to underserved, marginalized, or oppressed victim populations such as older adults, young men of color, victims of hate crimes, persons with disabilities, indigenous peoples, or the LGBTQ+ community.
- Identify victims who do not seek out services.
- Provide trauma-informed services and assistance to victims of crime.

Key Action Dates and Deadlines

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

Action	Date
RFA Release Date	Monday, January 6, 2025
Optional Bidders' Conference	Monday, January 27, 2025
Deadline for Submission of Questions	Friday, February 7, 2025
Response to Questions	Wednesday, February 26, 2025
APPLICATION DUE DATE	Wednesday, March 19, 2025 (5:00 pm EST)
Anticipated Notification of Awards	Monday, June 30, 2025
Contract Start Date	Wednesday, October 1 st , 2025

Glossary of Terms

Terms/Acronyms	Definitions
Administering Agency	The NYS Office of Victim Services
Applicant, or Offerer	Any not-for-profit or government entity submitting an application to the State pursuant to this solicitation
Application	Any submission in response to this solicitation
Bidder	An organization that has registered with the Statewide Financial System (SFS) and can apply for grant funding
Bid Event	The mechanism in SFS that allows bidders (applicants) to submit a bid response to apply for a funding award
Bid Factor	The criteria used to evaluate bid responses. These factors are questions that are established by agencies within a Bid Event. Each Bid Event in SFS has its own set of factors. Bidders respond to these questions as part of the application process.
Bid Response	The online application/proposal submitted by bidders in response to a Bid Event
Culturally-Specific Organizations	Organizations for which the primary purpose of the organization is to provide culturally-specific services to one or more specific populations, including but not limited to Indigenous, Asian, Native Hawaiian and other Pacific Islander, Black, and Latino populations.
Director	The Director of the NYS Office of Victim Services or duly authorized representative
Evaluators	The individuals who review applications for NYS OVS funding
Grant Recipient	A successful applicant awarded a contract pursuant to this solicitation
OAG	The New York State Office of the Attorney General
OSC	The Office of the New York State Comptroller
OVS	The New York State Office of Victim Services
Request for Application or RFA	This document
Solicitation	This document
State	The People of the State of New York, which shall also mean the New York State Office of Victim Services
State Administering Agency (SAA)	The State government agency that a formula grant was awarded to. OVS is the SAA for New York State
Statewide Financial System (SFS)	The online system used to support New York State's accounting, audit, and financial functions

Sub-award	An award provided by a pass-through entity to a subrecipient to carry out part of a federal award received by the pass-through entity
Sub-Recipient	Organizations receiving funding from NYS OVS
Pass-through entity	A non-federal entity that provides a sub-award to a subrecipient to carry out part of a federal program.
Unique Entity ID (UEI)	12-character alphanumeric value assigned to all entities when registering their organization in SAM.gov
Victim Assistance Program (VAP)	Organizations that provide direct services to victims of crime, including but not limited to providing information and advocacy, court accompaniment, crisis intervention, counseling and mental health services, and assistance filling out applications for OVS Victim Compensation applications
VOCA	Federal Victims of Crime Act of 1984

b. OVS Overview

OVS is the State Administering Agency (SAA) for the State of New York through which VOCA Victim Assistance Program grants are awarded across the State.

The mission of OVS is to provide compensation to victims of crime, their families, and other eligible individuals in a timely, efficient, and compassionate manner; fund direct services to victims of crime and their families through a network of programs across New York State; and advocate for the rights and benefits of all victims of crime.

c. VOCA Overview and Resources

The Federal Crime Victims Fund was established by the Federal Victims of Crime Act (VOCA) of 1984. The Crime Victims Fund is financed by fines and penalties from convictions in federal cases, not from tax dollars. OVS is awarded VOCA Victim Assistance funding that is distributed in the form of grants under this solicitation.

The following VOCA resources are available to reference as you review this solicitation document and prepare your application:

Resource (linked as applicable)	Resource Description
Federal Register	U.S. Department of Justice – Office for Victims of Crime official rules to implement the victim assistance grant program
Side-by-Side VOCA Victim Assistance Guidelines and Rule	Reference citation and description of VOCA rules and guidelines
VOCApedia	Resource that addresses allowability questions and other requirements to the VOCA Formula Victim Assistance Grant Program
Appendix A - VOCA Services	Non-Exhaustive List of Allowable Services

Appendix B - VOCA Administrative Costs	Non-Exhaustive List of Allowable Subrecipient Administrative costs
DOJ Grants Financial Guide (ojp.gov)	Primary reference manual to assist Federal Office of Justice Programs award recipients.
SFS Resource: https://grantsmanagement.ny.gov/	Information on the grants management module of the Statewide Financial System (SFS), which is the system that will be used for grant applications, contract management functions, and claims for reimbursement

d. **Funding/Award Overview**

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 5 (Application Evaluation).

Upon determination of the best value applicants, a Grant Contract Agreement will be executed via the Statewide Financial System (SFS). Upon final approval, a fully executed copy will be available to the grant recipient via SFS.

Awards may be made until all designated funds of **\$379.5 million** for the three-year period have been exhausted.

OVS expects that contracts resulting from this procurement will be in effect for three (3) years. **Applicants are expected to have read and understood the VOCA statute and regulations before applying under this RFA.** In addition to the program eligibility requirements stated in the Victims of Crime Act, the Department of Justice has issued [Regulations](#) to implement the VOCA funds.

e. **Funding**

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.

The primary source of VOCA funding is the Federal Crime Victims Fund, which is supported by offender-generated revenues, such as criminal fines, fees, surcharges, and forfeited bail bonds. This revenue source does not guarantee a consistent funding level year-to-year and cannot be considered automatically renewable from one year to the next. OVS is, however, committed to sustaining grant-funding levels contingent upon adequate federal funding and State budget appropriations.

All awarded applicants will be notified which federal award will support each contract year.

Total funding available for the entire three-year period shall not exceed **\$379.5 million**. Successful applicants will receive awards that are funded at a consistent level for each year of the award period and will not include escalations to the annual award total.

***Important note:** the VOCA Victim Assistance Grant Program is intended to complement program budgets and should not be considered a principal source of funding for any organization. VOCA stipulates that federal funds may not be used by grantee agencies*

to supplant (i.e., replace) State or local funds. A program receiving a grant award may use the funds only to support the services and costs identified in its application and only to the extent these are approved by OVS and are allowable within the Federal Register/Rules and Regulations and as further defined by VOCA and the SAA.

Set-Aside Funding

OVS is setting aside up to **\$2 million** of the total annual funding available under this solicitation for qualified proposals submitted by any Federal- or State-recognized Tribal Nations as well as Indigenous coalitions and organizations.

A Federally-recognized Tribal Nation is an American Indian or Alaska Native sovereign entity that is recognized as having a government-to-government relationship with the United States, with the responsibilities, powers, limitations, and obligations attached to that designation, and is eligible for funding and services from the Bureau of Indian Affairs.

Indigenous coalitions provide education, support, and technical assistance to member Indian service providers and tribes to enhance their response to victims of domestic violence, dating violence, sexual assault, stalking, Missing and Murdered Indigenous Persons, and other forms of crime.

Indigenous organizations are non-profit community-based organizations for which the primary purpose of the organization as a whole is to provide culturally-specific services to Indigenous Persons in communities in New York State.

Funds not distributed under this set-aside will be eligible for awards to other qualified applicants regardless of their affiliation with Federal- or State-recognized Tribal Nations, Indigenous coalitions, or Indigenous organizations.

Any contracts awarded under this set-aside will exclusively use Federal VOCA funding and will not utilize State funds.

f. Funding Priority Categories

Federal VOCA Funding Priority Categories:

VOCA Guidelines require that New York State allocates at least 10 percent of each Federal VOCA Victim Assistance grant award to each of four (4) priority categories:

1. Victims of Domestic Violence
2. Victims of Sexual Assault
3. Victims of Child Abuse
4. Underserved Victims of Crime

OVS defines underserved victims as populations who face barriers in accessing and using victim services, including Black, Indigenous, and People of Color (BIPOC) communities; transgender, gender non-conforming, and non-binary individuals (TGNCNB); populations underserved because of geographic location, religion, sexual orientation, or gender identity; and populations underserved due to language barriers, disabilities, immigration status, or age. OVS encourages organizations to provide services that are culturally-specific, deeply embedded in their community, and/or are operated and led by and for the community or populations they serve.

State Funding Priorities:

1. Victims of gun violence. Pursuant to the Community Violence Intervention Act (CVIA), New York State shall allocate at least 10 percent of its Federal VOCA Victim Assistance grant to support hospital-based and community-based violence intervention programs serving victims of gun violence.
2. OVS has identified a need for a VAP serving each of the 62 counties in New York State. OVS, via this solicitation, seeks to provide services to victims of crime across New York State.

g. OVS Service Values

OVS encourages applicants to incorporate the following values into their proposed services: (1) principles of diversity, equity, inclusion, and accessibility; (2) high quality services for historically underserved communities; (3) expanding access to mental health services; (4) improving access to housing services; and (5) sustainable and supportive employment practices. Applicants are encouraged to describe any such inclusion of these values in their application.

1. Incorporating Principles of Diversity, Equity, Inclusion, and Accessibility: OVS recognizes the importance of a process for identifying and eliminating disparities and a commitment to the shifting of power and the removal of barriers that perpetuate inequity. OVS encourages organizations to incorporate intentional practices of change to actualize fair treatment, advancement, access, and opportunity for all to thrive.
2. Providing Services for Historically Underserved Communities: OVS recognizes that historically underserved communities and populations experience more barriers accessing services that reflect their unique needs. OVS encourages organizations to provide services that are culturally-specific, deeply embedded in their community, and/or are operated and led by and for the community or populations they serve.
3. Expanding Access to Mental Health Services: OVS recognizes the importance of victims and survivors receiving culturally responsive and accessible mental health services to heal and recover. OVS encourages organizations to provide comprehensive wrap-around case management services that include mental health support services (including but not limited to the employment of licensed social workers, psychologists, counselors, clinicians, therapists, and/or psychiatrists employed by your organization) and by providing programming focused on improving access to mental health resources for victims.
4. Improving Access to Housing Services: OVS recognizes the importance of victims and survivors accessing permanent, supportive housing after experiencing crime/violence. OVS encourages organizations to help meet this need by providing comprehensive wrap-around case management services that include housing support services (such as emergency shelter services, support finding and securing safe housing, etc.) and by providing programming focused on transitional and long-term housing support for victims.
5. Sustainable and Supportive Employment Practices: OVS recognizes that many employed New York State residents may earn wages above the State poverty guidelines, yet may still struggle to afford basic household necessities. OVS encourages organizations to provide sustainable and supportive employment practices that offer employees a living wage.

2. Before You Start Your Application

a. Eligibility

All victim assistance programs located in New York State are eligible to apply under this RFA. A victim assistance program can be a new or existing program, operated by either a unit of local government or a not-for-profit organization. Previously awarded programs are not guaranteed an award under this procurement.

The primary mission of VOCA funding is to provide services to victims of crime. These services may be provided by organizations such as sexual assault crisis centers, domestic violence shelters, child abuse treatment facilities, and community-based victim service organizations. Such services may include but are not limited to: assistance to claimants seeking crime victims compensation benefits; referrals, crisis intervention and other counseling services; services to elderly victims and to child victims and their families; outreach to the community, and education and training.

Other public and not-for-profit organizations with components that offer services to victims of crime are eligible to receive VOCA funds if they are used to expand or enhance the delivery of services. These include, but are not limited to:

- Native American Tribes and Organizations on Reservations

A federally-recognized Tribal Nation is an American Indian or Alaska Native sovereign entity that is recognized as having a government-to-government relationship with the United States, with the responsibilities, powers, limitations, and obligations attached to that designation, and is eligible for funding and services from the Bureau of Indian Affairs.

- Hospitals and Emergency Medical Facilities

Eligible services include crisis counseling, support groups, and/or other types of victim services such as trauma-informed mental health services.

OVS may only award VOCA funds to a medical facility for the purpose of performing Forensic Rape Exams (FRE) on victims of sexual assault if:

- i. The examination meets the standards established by the State;
- ii. Appropriate crisis counseling and/or other type of victim services are offered to the victim in conjunction with the examination; and
- iii. Funding for forensic medical evidence collection examinations for victims of crime is not available from other funding sources such as State appropriations.

Facilities are encouraged to use specialty trained examiners such as Sexual Assault Nurse Examiners (SANE).

Note: If a facility submits a claim under the OVS FRE Direct Reimbursement Program, they may not use funding under this award to fund the same specific services.

- Criminal Justice Agencies

Eligible criminal justice agencies may include police departments, prosecutor's offices, corrections departments, probation offices, and parole authorities, such as:

- i. Prosecutor-based victim services such as victim-witness programs, victim notification, court accompaniment, and assisting with victim impact statements for court.
- ii. Corrections-based services such as victim notification, restitution advocacy, victim-offender mediation programs, and victim impact panels.
- iii. Police-based services such as victim crisis units, victim advocates, victim registration, and notification. VOCA funds may be used to provide services to victims of crime that exceed a law enforcement officer's normal duty. ***Regular duties such as crime scene intervention, questioning of victims and witnesses, investigation of crime, and follow-up shall not be paid with VOCA funds.***

- Faith-based and Neighborhood Programs

Faith-based programs and organizations must ensure that services are offered to all victims of crime without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.

- Other

Other programs and organizations may include local public agencies such as mental health service organizations, local public child and adult protective services, not-for-profit legal services agencies, programs with a demonstrated history of advocacy on behalf of victims of gender-based violence, and public housing authorities that have components specifically trained to serve victims of crime.

b. **Mandatory Minimum Qualifications and Requirements**

This solicitation is limited to victim service providers. Programs can be new or existing, operated by either a unit of local government, or a not-for-profit organization. Under VOCA requirements, organizations funded through this RFA must demonstrate:

- Services are provided at no charge to all victims of crime that present for services;
- Current use of volunteers or the organization is actively seeking volunteers; and
- Substantial financial support from sources other than the Crime Victims Fund.

c. **Ineligible Activities and Entities**

New York State governmental agencies are not eligible to apply for funding under this solicitation.

d. **Program Requirements**

Pre-Qualification for Not-for-Profit Organizations

At the time of application, all not-for-profit organizations **must** be pre-qualified in SFS. Organizations will be unable to submit competitive grant applications in the SFS system if they are not prequalified. Please be advised that New York State reserves 5-10 business days from

the receipt of complete prequalification applications to conduct its review. If additional information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that not-for-profits prequalify as soon as possible. Failure to complete the prequalification process early enough may result in a grant application being disqualified.

New York State Charities Bureau Registration

All charitable organizations operating in New York are required by law to register and file annual financial reports with the Office of the New York State Attorney General including any organization that conducts charitable activities, holds property used for charitable purposes, or solicits financial or other contributions. <https://ag.ny.gov/resources/organizations/charities-nonprofits-fundraisers>

SAM Registration and UEI

All organizations applying for federal grant funding must first register with the federal System of Award Management (SAM) [website](#). Upon registration, an organization will be automatically assigned a UEI (Unique Entity Identifier). A valid UEI number is required to execute a contract. If your organization is currently registered in SAM, then it already has an assigned UEI.

Civil Rights Compliance

All recipients of federal grant funds are required to comply annually with nondiscrimination requirements contained in various State and federal laws. If a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of the Department of Justice's Office of Justice Programs.

Services to Limited-English-Proficient (LEP) Persons

National origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, grant recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Applicants are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

OVS Resource Connect

OVS requires that all applicants awarded funding under this solicitation include their program's public information on [OVS Resource Connect](#). OVS Resource Connect is a concern-based search engine designed to help victims of crime locate and connect with resources provided by OVS-funded VAPs.

OVS VAP Connect

OVS strongly encourages all applicants awarded funding under this solicitation to utilize [OVS VAP Connect](#). OVS VAP Connect is a forum for OVS-funded VAPs to come together, network, and share valuable information and best practices with one another, while also staying in touch

with the latest updates from OVS. OVS routinely shares updates, information, events, available trainings etc. on this platform.

Online Victim Compensation Claims Submission

OVS strongly encourages all applicants awarded funding under this solicitation to utilize the agency's online portal for the submission of Victim Compensation claims to OVS (currently the Victim Services Portal, or VSP). The online platform allows users to submit compensation claims to OVS, as well as search for and upload documents to an existing OVS claim. OVS encourages claimants and advocates to utilize the online portal because information is auto populated in the OVS claims processing system, which facilitates more timely processing. The portal is the most efficient method for submitting claim applications and providing documentation. In-depth instructions on how to register as a user and submit information can be found [on the OVS website](#).

Programs Providing Legal Services/Attorney Services

Legal services may be provided by an attorney(s) hired to join the applicant's staff or through contracting with an attorney or subcontracting with another entity to provide attorney services. All attorneys providing services to victims of crime will be invited to be referral partners to a centralized legal network for crime victims in New York State.

Please see below for the expectations of referral partners:

1. Accept potential client referrals from the centralized legal network for crime victims.
2. Agree to screen and refer clients.
3. Provide advice and assistance.
4. Offer limited scope representation.
5. Provide full legal representation where appropriate and VOCA allowable.
6. Collect, maintain, and report data, as needed, to the network's administrators.
7. Maintain your organization's contact information that is on the network's website.
8. Attend meetings of the network as necessary.
9. Receive legal training through the network. Note: The budget for the proposal under this solicitation may include a request for funding to participate in legal network meetings and/or trainings, including all associated travel costs.

Programs Providing Prison Rape Elimination Act (PREA) Services

Programs may provide services to incarcerated individuals that have experienced sexual assault in federal, state, and local confinement facilities in New York State. Programs may also apply to provide Statewide coordination, training, and clinical supervision for new and existing PREA providers.

Any such services proposed by an applicant should be specifically labeled as being related to PREA in the proposed budget. An applicant should include any proposed PREA services within their overall application and should not submit a separate application solely to reflect PREA services.

An applicant may not provide subawards to other organizations for the purpose of providing PREA services.

3. Completing Your Application

a. RFA Questions and Clarifications

This solicitation document, all attachments, and addendums (if any) should be reviewed in its entirety prior to starting and submitting an application.

Questions related to the information and requirements described in this RFA, **must** be submitted via email by end of day on February 7, 2025 to: ovsgrantsrfa@ovs.ny.gov.

All questions should cite the page and section where applicable. Please submit questions as early as possible following receipt of the RFA. Questions received after the deadline may not be answered.

All questions received in writing about this RFA will be published and distributed no later than 5:00 p.m. EST on February 26, 2025.

Any changes, additions, or deletions to the RFA, will be posted at ovs.ny.gov/victim-assistance-program under the heading “2025 RFA.” Applicants are urged to monitor [OVS Listserv](#) email announcements and to check the [OVS website](#) frequently during this application period for notices of any changes, additions, deletions, or updates regarding the RFA.

b. Submission Components

Each completed submission will include the following components:

- Component A: Administrative Pass/Fail Submission
- Component B: Programmatic Proposal
- Component C: Budget Proposal
- Component D: Required Forms

The following sections include a description of each submission component. A complete application will include all items described in this section. The [2025 RFA Complete Submission Checklist](#) is an optional tool for applicants to ensure a submission is complete.

c. Submission Component A: Administrative Pass/Fail

Submission Component A: Administrative, is a Pass/Fail element of each application. Applicants must pass the “pass/fail” criteria for funding consideration. Any application that does not meet the pass/fail criteria will be disqualified from further review and evaluation. Every application submission must include the following:

Prequalification: At the time of the RFA application submission, all not-for-profit organizations **must** be pre-qualified in SFS.

More information is available at: <https://grantsmanagement.ny.gov/get-prequalified>

Compensation Assistance: Applicants **must** acknowledge the requirement to provide assistance to victims of crime in the completion and submission of compensation applications as part of their submission in SFS. There will be a specific bid factor (question) in SFS that addresses this requirement.

Please note that applicants providing services that permit a victim of crime or person related to a victim of crime to access information related to important dates and developments relating to criminal proceedings at issue in a timely and efficient manner pursuant to 42 U.S.C. § 10603e are exempted from the above requirement.

Applicants who fail to identify their willingness to provide assistance to victims completing compensation applications and do not meet the above exemption will not be considered for an award under this solicitation.

d. **Submission Component B: Programmatic**

In the Narrative Submission Form, applicants **must** include a detailed narrative that addresses the following components. This form **must** be submitted as a PDF attachment as part of an application in SFS.

1. Problem Statement,
2. Organizational Capacity, and
3. Proposed Services, Implementation, and Evaluation.

Please note that any materials provided in addition to the SFS fields and required forms, including uploaded workplans, will not be reviewed.

1. Problem Statement

The problem statement demonstrates the need for services at all proposed funded locations. Applicants are required to:

- Identify gaps in services using data-based evidence and examples of current problems that illustrate the need for services.
- Describe the need for coordinated services amongst community providers to assist victims of crime.
- Explain how this grant funding would enable them to provide new services, or to continue or enhance existing services.

To demonstrate need, OVS encourages applicants to use local crime data or other research studies, including but not limited to, findings from the recent [New York State Victims of Crime Needs Assessment and Gap Analysis \(VOCNA\) Project](#).

2. Organizational Capacity

The organizational capacity section describes the organization's experience in providing services to victims of crime. Applicants are required to:

- Demonstrate a record of providing direct services to victims of crime.
- Define the victim population served and the scope of services provided.
- Describe the organization's staffing structure and how services will be provided to the victim population.
- Describe how they will promote the coordination of public and private efforts to assist victims of crime within the community, as well as any current collaborative efforts with other community organizations.

- Describe any experience providing victim services that are culturally-specific, and the extent to which their organization is deeply embedded in their community and/or operated and led by and for the community or population(s) they serve.

3. Proposed Services, Implementation, and Evaluation

In the proposed services, implementation, and evaluation section, the applicant is required to describe:

- How the applicant will address the gap in services and/or the need for services described in the problem statement. This must include a description of the services and activities to be undertaken with grant dollars, where and when they will take place, and who will be served.
- How services and activities will be implemented in all years of this contract with the requested funding.
- The use of an evaluation process to measure the effectiveness of the program.

Discuss any new activities/services that you plan to implement. Justify staff, contracted services, and resources. Align this information with the anticipated services in the Annual Anticipated Services Form.

Demonstrate the use of an evaluation process that will be used to measure the effectiveness of the program. Evaluations should be used to continuously make needed adjustments to meet the overall outcome(s). Note that VOCA funds can be used to cover the cost of the project evaluation and programs can decide which form of evaluation to use. However, research and studies, except for project evaluation, are prohibited.

e. Submission Component C: Budget

The budget submission outlines the proposed project expenditures under this grant and includes a (1) project budget and a (2) budget narrative.

The proposed **project budget** submission should support the proposed services as described in the applicant's submission component B: Programmatic. A strong budget will:

- Provide detailed values for each category for the first year of the proposed project budget;
- Be reasonable and appropriate for the proposed services;
- Be in compliance with the funding restrictions and limitations noted elsewhere in this RFA; and
- Be primarily designed to support VOCA-specified direct services to victims of crime.

Although funds should primarily support direct services to victims of crime, they may also be used towards administrative personnel and positions that support crime victim services. For information on VOCA allowable administrative expenses, see Appendix B. Applicants are encouraged to keep administrative costs to a minimum.

The **budget narrative** submission should clearly justify each budget category. A strong budget narrative will:

- Support the values proposed for each category of the budget submission.
- Provide details in each category to describe how the budget is reasonable, appropriate, and in compliance with funding restrictions and limitations noted elsewhere in this RFA.

- Describe how the budget supports each proposed service in each category.

The project budget and budget narrative must be submitted in the Budget Properties section of SFS. Applicants should provide a description for each budget category that is requested, and additional supporting narrative for the budget justification should be included in the Narrative Submission Form.

Matching Funds

Applicants must be able to provide match from non-federal sources. The amount of match must be either 20% of the project total, or 25% of the total grant funds. Match may be in-kind contribution, cash contributions, or a combination of both. Matching funds may only be used for VOCA-allowable purposes. Matching funds may not be included as a matching contribution for any other federal funds. For more information, please refer to section 3.3 of the [DOJ Financial Guide](#).

Please note that OVS has the authority to grant match waivers within the parameters of the agency's approved Match Waiver Policy ([OVS Match Waiver Policy January 2024](#)). OVS reserves the right to reinstate any waived match requirements at any time within the parameters of the federal requirements. In the event that match requirements are reinstated, programs may submit individual waiver requests pursuant to the OVS Match Waiver Policy.

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

f. Submission Component D: Required Forms

Complete and upload the following items into SFS as part of the application submission. Please note, while required, the only form that will be scored is the Narrative Submission Form. All other forms required in this section are **not** scored. Additional information or changes to these forms may be requested at a later time and will not have an impact on the evaluation of your proposal.

1. Narrative Submission Form: Provides detailed information on the applicant's problem statement; organizational capacity; proposed services, implementation, and program evaluation; and budget narrative.
2. Annual Anticipated Services Form: Defines the anticipated number of direct services performed. Enter the anticipated number of times each service will be performed annually. Align the figures provided on this form with the applicant's Proposed Services, Implementation, and Evaluation.
3. Annual Funding from All Other Sources Form: Demonstrate financial support received from sources other than the VOCA Crime Victims Fund. Applicants must demonstrate substantial financial support from sources other than the Crime Victims Fund (at least 25% of the organization's funding must be from other sources). Enter all organizational funding that supports victim services.
4. Position Description Form: Denote the percentage of VOCA-allowable activities staff contribute and the budgeted percent of effort for each position to determine full-time equivalents and dedication to the grant. Enter each position to be supported with these grant funds (mirror the budget). Each line indicates the projected percent of time each employee expects to perform each job function. Total percentages of time must equal

100% even if the position is not entirely funded through this RFA. Review activity definitions to determine accurate percentages.

5. Program Information Form: An emergency after-hours contact (not a hotline) is required. Use VOCA-defined priority categories (Domestic Violence, Child Abuse, Sexual Abuse, and Underserved).
6. Priority Categories Form: Represent the percentage of funds that your organization anticipates using to serve each priority category from this grant award. The total of the percentages entered for the federal priority categories must equal 100%.
7. Budget Worksheets - (Fringe & Prorating): Support a reasonable prorating method of shared costs and accurate rates of fringe rate components. This is only applicable if fringe or shared costs are included in the proposed budget.
8. Counties Served Form: Represent the percentage of services that your organization anticipates offering in each New York State county. The total of the percentages entered must equal 100%. Only those services that would be provided with the funding applied for under this application, or used as match, should be represented here.

An optional Application Submission Checklist form is available for use to ensure that you have included all required documents. This checklist does not need to be uploaded in SFS or submitted to OVS.

4. Submitting Your Application

a. Application Submission

All applications must be completed and submitted in SFS. Applications submitted via any other method (postal mail, e-mail, or fax) will **not** be accepted.

All applications must be submitted in SFS by 5:00 p.m. EST March 19, 2025.

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. Late applications will not be accepted or reviewed. Timing of application submission is recorded via SFS and is a system-generated time stamp. Applicants will be considered either timely or late based on the system-generated time stamp. OVS has no discretion in this matter. Applicants are strongly encouraged to submit their online application well in advance of the deadline.

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, or for any work performed prior to the formal execution and approval of a contract.

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

b. Receipt of Application

Receipt of an application does not indicate that OVS has pre-determined a program's qualifications to receive a grant award (please refer to the Pass/Fail elements above). This determination is made only after a complete evaluation of the application is conducted and specific requirements/qualifications in this RFA have been satisfied. All applications are ranked by a final score.

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.

5. Application Evaluation

a. Application Evaluation

Each Application will be evaluated and scored based upon the criteria set forth in this section. Applications will be evaluated as best value to the State.

SFS automatically screens for:

1. On-time submissions
2. Eligibility: As described in section 2.a
3. Completeness: Responses are provided to all required questions and/or fields.

After SFS completes the automatic screening, OVS will complete application evaluations of each required submission component as outlined in Section 3, “Completing Your Application.” The following sections describe the criteria OVS will use to evaluate each component.

b. Evaluation of Component A: Administrative (Pass/Fail)

The evaluation of Component A will assess whether applications satisfy the minimum “pass/fail” criteria for funding consideration. Any application that does not meet the criteria will be disqualified from further review.

The following are **pass/fail** components of an application:

1. Prequalification. Not-for-Profit applicants **must** be prequalified in SFS at the time of application submission. For instructions on how to prequalify, please see section 2.d or 3.c.
2. Compensation Assistance. The application **must** include an acknowledgement of the requirement to provide compensation assistance as described in section 3.c. This will be a specific bid factor (question) the applicant must answer as part of the SFS application.

c. Evaluation of Component B: Programmatic

After successfully satisfying the minimum Pass/Fail criteria, Component B: Programmatic submissions will be evaluated and scored by at least two individuals using a standard evaluation tool. Component B: Programmatic will have a maximum of 70 points. The evaluation score will be an average of the evaluators’ scores.

Each element of the Programmatic submission will be scored as follows. Please refer to Section 3.d for additional detail on what to include in each section.

Section	Maximum Points
Problem Statement	10
Organizational Capacity	20
Proposed Services, Implementation, and Evaluation	40
Total Programmatic Score:	70

d. **Evaluation of Component C: Budget and Budget Narrative**

Component C: Budget and Budget Narrative submissions will be evaluated and scored by at least two individuals using a standard evaluation tool. This component will have a maximum of **30 points**. The evaluation score will be an average of the evaluators' scores.

e. **Component D: Required Forms**

The following forms are required to be uploaded as part of an applicant's submission in SFS. Please refer to Section 3.f for descriptions of each form.

- 1) Narrative Submission Form
- 2) Annual Anticipated Services Form
- 3) Annual Funding Form
- 4) Position Description Form
- 5) Program Information Form
- 6) Priority Categories Form
- 7) Budget Worksheets - (Fringe & Prorating)
- 8) Counties Served Form

f. **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, and Evaluation will prevail. If the scores remain tied, the second tie breaker will be the application with the highest score in Budget, including Budget Narrative.

g. **Determination of Final Awards**

Awards will be made to those applications receiving the highest final overall scores. If there are insufficient funding requests to meet a priority category allocation or fully exhaust the value of a set-aside, those funds will be distributed until all successful applications are funded.

If, based upon the applications received, OVS determines that there is a need to ensure geographical coverage or to ensure that all required State and federal priority category allocations are satisfied, such factors may be weighed at OVS's discretion. Successful applicants may receive a percentage-based reduction to their proposed budget based on their overall score and any such weighting for geographic coverage or priority category allocations as determined by OVS. Any such percentage-based reduction to an applicant's proposed budget shall not apply to the first \$75,000 of an award.

h. **Debriefing Procedures**

Pursuant to Section 163(9)(c) of the State Finance Law (SFL), any non-awarded applicant may request a debriefing regarding the reasons that the Application submitted by the applicant was not selected for award. Requests for a debriefing must be made within fifteen (15) calendar days of written notification by OVS that the Applications submitted by the applicant was not selected for award. Submit requests to ovsgrants@ovs.ny.gov.

i. **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. Include the title of this solicitation in your correspondence.

OVS will review and consider the merits of the protest and will decide whether it 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. After Your Application Submission

a. Notification of Award

After evaluation, Applicants will be notified of the outcome of their application. Those receiving awards will be provided the necessary documentation for contract negotiation. The original application and any additions or deletions to the application will 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 OVS.

b. 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 OVS may not be provided with funding pursuant to this RFA. More information is available at: <https://www.osc.ny.gov/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire>.
- **Proof of 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.

c. Contract Management

Each VOCA-funded program shall be monitored consistent with the [OVS Management Assessment Plan \(MAP\)](#). The MAP is subject to change. OVS staff monitoring/visiting VOCA funded programs may review documents including but not limited to employment records, time and attendance records, personnel activity reports, financial records, financial and audit reports, policies, and procedures governing the organization and the use of VOCA funds, programmatic records of victims' services including client case files, and any other supporting documentation for costs and activities supported by VOCA funds. Each VOCA-funded program must provide OVS access to the previously referenced documents relating to any cost or activity supported, in whole or in part, by this Agreement.

d. Reporting Requirements

VOCA recipients are required to maintain appropriate programmatic and financial records that fully disclose the amount and use of VOCA funds received (i.e., daily time and attendance records specifying time devoted to specific victim services, client files); the total cost of the project; the portion of the project supplied by other sources; and other records. Grant-funded programs must maintain all financial records in accordance with Generally Accepted Accounting Principles (GAAP) for seven years.

Failure to comply with reporting requirements may result in administrative action such as withholding of payments or termination of the Agreement.

OVS may request information for the purpose of evaluating grantee performance at any time during the term of the award, including but not limited to:

- Number of OVS claim applications submitted vs. the number of OVS claim applications that were anticipated to be submitted.
- Program objectives (services provided).
- Technical site visit findings.
- Fiscal reporting documentation.
- Data related to services provided by facility or location at any local jail, prison facility, or any other juvenile or other facility where services are provided with VOCA funds.

e. **Evaluation Plans**

Grantees must comply with the development and implementation of the Evaluation Plan included in their response to the RFA. In addition to collecting the data as identified in the Evaluation Plan, the data may be requested by OVS for the purpose of evaluating grantee performance.

f. **Reimbursement of Grant Funding**

Awarded grants will be eligible to receive **one 25% advance payment** at the start of each award year, if requested, and all subsequent payments will be on a quarterly reimbursement basis.

g. **Payments**

Awarded projects will be eligible to receive grant funds quarterly on a reimbursement basis. Grant funds will be disbursed only after the Agreement is fully executed, i.e., has been signed by all involved parties, and approved by the Office of the Attorney General and the Office of the State Comptroller. A payment schedule will be included in Attachment D of the Master Grant Contract.

h. **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 (decals), which the Recipient must place on all equipment purchased with these funds.

7. Additional Contract Clauses and Information

a. Contractual Term

Contracts that result from this solicitation will commence on October 1, 2025, and will be in effect for three years.

b. 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.

c. Master Contract Order of Precedence

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

- Appendix A- Standard Clauses for New York State Contracts
- Contract for Grants Standard Terms and Conditions
- Modifications to the Face Page
- Modifications to Attachment A-2: Program Specific Terms and Conditions: Attachment A-3: Federally Funded Grants and Requirements Mandated by Federal Laws: Attachment B: Budget, Attachment C: Work Plan and Attachment D: Payment and Reporting
- The Face Page
- Attachment A-2: Program Specific Terms and Conditions, Attachment A-3: Federally Funded Grants and Requirements Mandated by Federal Laws, Attachment B: Budget, Attachment C: Work Plan; Attachment D: Payment and Reporting
- Modifications to Attachment A-1: Agency Specific Terms and Conditions
- Other attachments, including, but not limited to, the request for proposal or program application, if incorporated by reference on the Face Page

d. Appropriation and Availability of Funds

All funded programs will be required to submit an updated annual budget at the start of each contract year. Funding for the duration of any Agreement with OVS is contingent upon New York State's Federal VOCA Victim Assistance award and appropriation by the New York State Legislature.

e. Additional Considerations

OVS reserves the right to:

- Reject any or all applications received with respect to this RFA.
- Make corrections to mathematical errors.

- 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 or clarification as deemed necessary to evaluate an application more fully.
- 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.
- 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.

f. **Federal Conditions**

Funds for this program will be provided to OVS pursuant to an agreement with the United States Department of Justice, Office for Victims of Crime. Successful applicants will be required to comply with all applicable Federal statutes, regulations, and policy requirements. A list of applicable statutes, regulations and policy requirements can be found in the Federal Register/Rules and Regulations available at: [Federal Register Rules and Regulations](#). A summary of federal conditions can also be found in Attachment A-2 of the Master Grant Contract.

g. **Special Conditions**

By accepting an award from OVS under this RFA, the recipient agrees to comply with all federal special conditions provided annually to all contract holders.

h. **Agreement Approval**

OVS will negotiate and develop a grant Agreement with successful applicants. The grant Agreement is subject to approval by the New York State Office of the Attorney General and the Office of the State Comptroller before grant funding may be disbursed. In the event that OVS and the successful applicant cannot execute an Agreement within 180 days of the start of the Federal Fiscal Year (10/1), OVS reserves the right to rescind the award and redistribute the grant funds.

i. **Agreement Changes**

The State reserves the right to renegotiate the terms and conditions of the Agreement in the event applicable New York State or Federal laws, statutes, rules, regulations, policies and/or guidelines are altered from those existing at the time the Agreement is approved by the Attorney General of the State of New York and the Comptroller of the State of New York State in order to be in continuous compliance therewith. In addition, the Agreement awarded as a result of this RFA may be executed, extended, increased, decreased, terminated, renewed, amended, or renegotiated at the discretion of the Director, or the Agency Counsel, of the Office of Victim Services based on a grantee's performance, changes in project conditions or otherwise. The Agreement is subject to other amendments only upon mutual consent of the Parties and approval by the Attorney General and Comptroller.

j. **Termination**

The State of New York retains the right to cancel any resulting contract for convenience, provided that the Grant Recipient is given at least thirty (30) days written notice of OVS's 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.

k. **Periodic Review**

The U.S. Department of Justice and the Office of the New York State Comptroller conduct periodic reviews of the financial policies, procedures, and records of state VOCA administrators and sub-recipient programs. Therefore, upon request, both OVS and all VOCA funded programs must allow authorized representatives to access and examine all records, books, papers, case files, or documents related to the grant and all sub-awards. Each VOCA funded program must provide OVS access to the aforementioned documents related to any cost or activity supported, in whole or in part, by this Agreement.

l. **Minority & Woman-Owned Business Enterprise Requirements**

Pursuant to New York State Executive Law Article 15-A, the New York State Office of Victim Services ("OVS") recognizes its obligation to promote opportunities for maximum feasible participation of certified minority- and women-owned business enterprises and the employment of minority group members and women in the performance of OVS contracts.

In 2016, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in State contracting. The findings of the study were published in June 2017, under the title "State of New York 2016 MWBE Disparity Study". The report found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in State procurement contracting versus the number of minority and women-owned business enterprises that were ready, willing, and able to participate in State procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the Statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that OVS establish goals for maximum feasible participation of New York State Certified minority- and women-owned business enterprises ("MWBE") and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, the New York State Office of Victim Services hereby establishes a goal of 30% as follows:

- For Not-for Profit Applicants: Eligible expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation.

- For-Profit and Municipality Applicants: Eligible expenditures include the value of the budget in total.

The goal on the eligible portion of this contract will be 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified MWBE firms). A contractor (“Contractor”) on the subject contract (“Contract”) must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and Contractor agrees that OVS may withhold payment pending receipt of the required MWBE documentation. For guidance on how OVS will determine “good faith efforts” refer to 5 NYCRR §142.8.

The directory of New York State Certified MWBEs can be viewed at: <https://ny.newnycontracts.com>. The directory is found in the center of the webpage under “NYS Directory of Certified Firms” and accessed by clicking on the link entitled “Search the Directory”. Engaging with firms found in the directory with like product(s) and/or service(s) is strongly encouraged, and all communication efforts and responses should be well documented.

By submitting an application, a grantee agrees to complete an MWBE Utilization plan, if required. OVS will review the submitted MWBE Utilization Plan. If the plan is not accepted, OVS may issue a notice of deficiency. If a notice of deficiency is issued, Grantee agrees that it shall respond to the notice of deficiency within seven (7) business days of receipt. OVS may disqualify a Grantee as being non-responsive under the following circumstances:

- If a Grantee fails to submit a MWBE Utilization Plan.
- If a Grantee fails to submit a written remedy to a notice of deficiency.
- If a Grantee fails to submit a request for waiver (if applicable).
- If OVS determines that the Grantee has failed to document good-faith efforts to meet the established OVS MWBE participation goals for the procurement.

By submitting an application, a grantee agrees to maintain data and information, submit report(s), and take such action(s) as may be necessary to comply with the equal employment opportunity requirements of New York State Executive Law §15-A, "Participation by Minority Group Members and Women with Respect to State Contracts" and 9 N.Y.C.R.R. Subtitle N.

In addition, successful awardees will be required to certify they have an acceptable Equal Employment Opportunity policy statement.

m. 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.

n. 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.

o. 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 prescribed herein.

p. Freedom of Information Law (FOIL)

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

q. Sexual Harassment Prevention in the Workplace

By submitting a bid under this solicitation, each bidder (applicant) and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of New York State Labor Law §201-g. Successful applicants will be required to provide the name of a civil rights contact person who has lead responsibility for ensuring that all applicable civil rights requirements are met and who will act as a liaison in civil rights matters with the U.S. Office for Civil Rights, Office of Justice Programs.

r. Certifications and Assurances

Applicants must comply with Certifications and Assurances including: Federal Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion, and Certification Regarding Lobbying (for awards over \$100,000). Submission of this application represents adherence with these certifications and assurances.

8. Appendix

a. Allowable Service & Programmatic Costs

b. Allowable Sub-Recipient Supportive and Administrative Costs

Appendix A: Allowable Sub-Recipient Service & Programmatic Costs

Some examples of VOCA-allowable expenses include, but are not limited to:

- Salary and fringe benefits for program staff, such as counselors, therapists, victim advocates, social workers, case managers etc.
- Counseling, group treatment and therapy.
- Victim relocation (housing) expenses.
- Transitional housing.
- Activities in support of opportunities for crime victims to meet with perpetrators (restorative justice).
- Crisis Intervention.
- Safety Planning.
- Peer-to-peer support programming.
- Criminal Justice Advocacy, e.g. accompaniment to meetings and court appearances, preparation of witness impact statements, and reminders of court dates. A victim may also have intersecting legal issues that require an attorney specializing in housing, family, or immigration law.
- Civil legal assistance to meet the legal needs that arise as a result of being a victim of crime, e.g. housing, employment, safety.
- Outreach such as presentations to public to help identify crime victims and increase access to services and public awareness and education presentations and materials to inform crime victims of specific rights and services.
- Emergency client needs such as food and clothing.
- Maintenance, repair, and replacement cost of items that contribute to maintenance of a healthy or safe environment for crime victims.
- Direct services training and training related travel for VOCA and non-VOCA funded direct service staff.
- Transportation to and from services, or to and from criminal proceedings related to the victimization.
- Furniture and equipment that facilitate the delivery of direct services.
- Rent and utilities for the victim assistance program.
- Operating expenses needed for the delivery of direct services.
- Telephone and internet expenses for the program.
- Indirect organization costs (federally negotiated indirect cost rate or DeMinimis rate).
- Essential communication services (such as website and mobile services).
- Any activity that supports direct assistance to victims of crime that responds to their emotional, psychological, or physical needs.

The above is not an all-inclusive list of allowable services. The following resources are useful in determining what may or may not be VOCA allowable:

- [VOCApedia](#)
- [Federal Register](#)
- [VOCA Side-by-Side](#)

Appendix B: Allowable Sub-Recipient Administrative Costs

Note: VOCA-Required Reporting (VRR) is restricted to specific criteria on the Position Description Form. A percent designated in VRR is allowed only for staff time spent performing OVS fiscal duties (e.g. budget negotiation including amendments and completing Fiscal Cost Reports) and programmatic reports (PMT). Such time is capped at 20% of any one FTE. Include all other allowable administrative time in Other VOCA-Allowable Activities on the PDF.

1. Personnel costs, skills training for staff, training-related travel, organizational expenses, equipment and furniture, lease or purchase of vehicles, maintenance repair or replacement of essential items, project evaluation.
2. Operating costs include but are not limited to supplies, equipment use fees, property insurance, printing, photocopying, postage, courier service, brochures that describe available services, books and other victim-related materials, computer backup files/tapes and storage, security systems, design and maintenance of websites and social media; and essential communication services, such as web hosts and mobile device services.
3. VOCA Administrative Time spent performing the following:
 - completing VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics;
 - collecting and maintaining victims of crime's records; and
 - conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project.

Allowable Costs for Activities Supporting Direct Services (considered Other VOCA-Allowable Activities)

**See VOCA Rule 94.120 for more details.*

1. Coordination of activities that facilitate direct services. These activities include, but are not limited to, coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and salaries and expenses of such coordination.
2. Salaries and expenses for supervision of direct providers. Note that executive salaries and expenses are not allowable except as specifically allowed elsewhere in the VOCA Rule.
3. Multi-system, interagency, multidisciplinary response to crime victim needs.
4. Contracts for professional services.
5. Automated systems and technology.
6. Volunteer trainings.
7. Restorative justice. These activities support opportunities for victims of crime to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim.