1. **Question**: I am attempting to access the Domestic Violence Prevention Initiative application package and have not seen it available yet on Grants Gateway. Can you let me know if I need to trouble shoot with the gateway or if there has been a delay in making the package available? I am only able to view the RFP.

**Answer**: Perhaps you should troubleshoot with the Gateway. **Grants Gateway Help Desk**
Phone: 518-474-5595 or Email: grantsgateway@its.ny.gov. The RFP is posted and has application instructions.

2. **Question**: Regarding ineligible costs page 4 and budget page 8: Are administrative costs regarded as ineligible as well?

**Answer**: Administrative costs are eligible expenses under the “Other” category.

3. **Question**: Regarding project overview page 6: Please explain what do you mean by “prospective funding would not supplant the purpose or function of existing community initiative?” That is unclear.

**Answer**: The intent of grant funding is to provide new or enhanced prevention initiatives for a target community. Accordingly, submitted proposals should not replace existing initiatives in their current form.

4. **Question**: Regarding the eligible cost of consulting page 4: Is consulting and training considered the same? Is staff training an eligible cost?

**Answer**: Consulting and training are not considered the same expense type. Training would be considered an eligible expense under the “Other” category.

5. **Question**: Are there any established page limits or word limits for each section of the proposal? Are there any particular formatting requirements that should be followed?

**Answer**: Yes. The application in the Grants Gateway limits character responses to specific questions. Those character limits are identified for each application question. There are no specific formatting requirements since the application is formatted in the Grants Gateway.

6. **Question**: Please clarify the eligibility for applicants of the 2019-2021 Prevention Initiative where it states: "Domestic violence service providers that are licensed .." I am a licensed social worker that provides domestic violence prevention services to families by conducting supervised visitations. These cases are order by the courts and occur within offices of Faith Based Institutions. Are we able to apply for the grant as preventing future violence in communities of color?

**Answer**: Applicants must be **domestic violence service providers that are licensed and/or approved by the NYS Office of Children and Family Services (OCFS)**. The **OCFS website** has information on how to become a licensed or approved domestic violence service provider as well as contact information for questions.
7. **Question:** Page 3 of the RFP includes a bullet that indicates, “Each award recipient will develop a work plan that identifies the specific deliverables that will measure the progress of the Prevention Initiative.” Page 15 indicates, beneath the “Reports” heading: “The grantee will be required to work with OPDV to develop a project work plan that will become part of their contract and will form the basis of quarterly progress reports.” Can you please clarify/elaborate on what is expected of the Work Plan during this application process (i.e., the best location within Grants Gateway and preferred method of presenting this—if it is required to be presented pre-award), since the Objectives, Tasks, and Performance Measures appear to be grayed out and not interactive?

**Answer:** The workplan will be developed with award recipients during the contracting phase. The workplan is not a required part of the application.

8. **Question:** In the Work Plan Properties section of Grants Gateway for this grant, there is only one visible Objective, one visible Task, and one visible Performance Measure, each of which includes the words “TBD” in gray font which cannot be typed over/replaced by an applicant. Adjoining each, the grayed-out check-box labelled “Grantee Updates Allowed” is un-checked. To what extent (if at all), and/or how is OPDV requesting that applicants utilize the Work Plan Properties section of Grants Gateway for this grant?

**Answer:** The workplan will be developed with award recipients during the contracting phase. The workplan is not a required part of the application.

9. **Question:** How many scoring points are assigned to the Work Plan Overview Form and the Work Plan Properties?

**Answer:** The workplan will be developed with award recipients during the contracting phase. The workplan is not a required part of the application. There are 0 scoring points for the workplan in the application.

10. **Question:** For the Project Site Address field in Grants Gateway, if an applicant is planning on delivering prevention education to youth on-site in specific schools; however, some or all of the final school destinations will not be finalized until after the award announcement, and after the initially funded outreach activities occur, would you prefer that we provide as many school addresses as we can presently best estimate… or would you prefer that we list only our headquarters and/or satellite staff locations out of which our education staff will be anchored and where they'll spend their time when they are preparing lessons and not in the direct process of educating youth?

**Answer:** For Project Site Address, please list only the organization’s headquarters and, if appropriate, satellite locations.

11. **Question:** In Grants Gateway, Section ‘G’, “BUDGET”, just before question number 20, there is an un-numbered blank text box indicating a 4,000-character limit. What information is expected to be typed into that box? (And is that information expected to be duplicated elsewhere, such as in the three required budget attachments and/or in the “narrative” fields in underneath the Expenditure Budget heading in Grants Gateway?)

**Answer:** There is a blank text box in Section G, Program Specific Questions, it is not a required field. Applicants are not required to enter any text in that box.
12. **Question:** Regarding the Expenditure Budget, is OPDV requesting/expecting that applicants provide identical numerical and budget narrative information within (1) the Expenditure Budget text boxes in Grants Gateway and (2) the three uploaded DVPI budget forms (PDF files)? Is any specific budget or budget narrative information especially expected/required in one of these two mechanisms of sharing information vs. the other?

**Answer:**
Applicants must complete an itemized budget in the NYS Grants Gateway that provides details of the proposed project-related expenses. The itemized budget should also include appropriate levels of information for the breakdown of costs for each budget item.

1. Download the three Expenditure Based Budget documents (Versions 1-3) provided in the Pre-submission Uploads.

2. Using the Expenditure Based Budget templates provided, prepare three-line item budget versions, as indicated in the table below, pursuant to the Eligible Costs portion of Section IV Funding of this RFP.

<table>
<thead>
<tr>
<th>Budget Version</th>
<th>Covering Expenses for the Period (Fiscal Year)</th>
<th>OPDV Contract Costs Cannot Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 1</td>
<td>October 1, 2019 – March 31, 2020</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Version 2</td>
<td>April 1, 2020 – March 31, 2021</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Version 3</td>
<td>April 1, 2021 – September 30, 2021</td>
<td>$50,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$ 200,000.00</strong></td>
</tr>
</tbody>
</table>

The total of the budgets in Versions 1, 2, and 3 should reflect total projected costs for the 24-month contract period.

3. Upload the completed documents.

4. In the Grants Gateway Forms menu, select the Expenditure Based Budget and enter your budget **Version 1** information.

13. **Question:** The Domestic Violence Prevention Initiative RFP does not mention objectives, tasks, and performance measures. It also appears that we are not able to enter objectives, tasks, and performance measures into the Work Plan in the Grants Gateway application.

Can you please provide an overview of the grant program’s requirements related to objectives, tasks, and performance measures?

**Answer:** The workplan will be developed with award recipients during the contracting phase. The workplan is not a required part of the application.

14. **Question:** Can you please verify that we are not expected to enter objectives, tasks, and performance measures into the Work Plan in the Grants Gateway application?

**Answer:** The workplan will be developed with award recipients during the contracting phase. The workplan is not a required part of the application.
15. **Question:** Within the application there are sections for the work plan overview form, objectives, objectives and tasks, performance measure. Do these need to be completed or are they covered by the previous sections of the application?

**Answer:** The workplan will be developed with award recipients during the contracting phase. The workplan is not a required part of the application.

16. **Question:** Several of the questions have character limits within grants gateway. Is it required to stay within these character limits, or may additional narrative be uploaded as attachments?

**Answer:** Yes, it is required to stay within the character limits for responses to each question. Additional narrative and attachments other than what are specified/required in the RFP are not permitted.

17. **Question:** Grant talks about prevention & services under the Program Goals & Objectives. Some of the examples provided were heavy services focused and we are wondering if the grant can be used not only for prevention (early, but harm reduction (reducing re-assaults, etc.)

**Answer:** If this is an approach an applicant wants to pursue in their application, we would be looking for the application to present a clear and logical rationale and connection to prevention. OPDV would defer to the prospective applicant as a subject matter expert and accordingly, will assess the quality of detail and justification in the proposal.

18. **Question:** Can grant funds be used to for client travel?

**Answer:** Yes, travel is an allowable category.

19. **Question:** Can grant funds be used for clients to go to a consultant within State as opposed to consultant coming to agency?

**Answer:** Yes, please provide justification for any expense in the budget narrative sections where indicated.

20. **Question:** In Strategy “Teaching safe and healthy relationship skills” a suggested approach was “Healthy relationship programs for couples”. Is there an evidence based model for this?

**Answer:** If this is an approach an applicant wants to pursue in their application, we would be looking for the application to present a best practices model. OPDV would defer to the prospective applicant as a subject matter expert and accordingly, will assess the quality of detail and justification in the proposal.