REQUEST FOR PROPOSAL

The Domestic Violence Prevention Initiative
2019 - 2021

Andrew M. Cuomo, Governor

RFP Release Date: July 1, 2019
Deadline for Submission of Questions: July 17, 2019
Response to Questions: On or About July 19, 2019
Proposal Due Date: August 2, 2019, 12:00PM EST
Anticipated Notification of Awards: On or About August 30, 2019
Contract Start Date: October 1, 2019
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I. OVERVIEW

This Request for Proposal (RFP) provides program and application guidelines for the NYS Office for the Prevention of Domestic Violence (OPDV) Domestic Violence Prevention Initiative. Domestic violence is preventable. Strategies to prevent it can range from primary prevention efforts focused on young people to services to protect survivors and their families. A purposeful approach to prevention, in conjunction with collaborative partnerships between various systems, can eradicate domestic violence.

OPDV is accepting proposals from NYS domestic violence providers/programs that are licensed and/or approved by the NYS Office of Children and Family Services (OCFS) to create a new program or enhance an existing initiative aimed at domestic violence prevention.

The Prevention Initiative is designed to:

- Facilitate programming to enhance a domestic violence provider's/program's capacity to provide heightened community awareness about the prevention of domestic violence
- Provide the community with opportunities to enhance their knowledge and intervention/prevention skills. Though not required, programs may target a limited population with their proposed Prevention Initiative. Populations may include, but are not limited to the following:
  - Children and youth
  - The elderly
  - Professionals
  - Communities of color
  - LGBTQ individuals
  - Refugees and immigrants
  - Individuals lacking stable housing
  - Individuals with developmental disabilities

OPDV will fund up to two grants of up to $200,000 each. The contract period is October 1, 2019 – September 30, 2021. Applicants must budget according to the schedule in Section VI of this RFP, Evaluation of Proposals, Evaluation Components, item # 6. Budget.
II. PROGRAM GOALS AND OBJECTIVES

Intent of Program

The goals of the Domestic Violence Prevention Initiative are:

- Develop holistic domestic violence programs that are focused on the prevention of domestic violence amongst diverse populations
- Identify and implement strategies to prevent domestic violence. Possible strategies may include, but are not limited to:

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Approach</th>
</tr>
</thead>
</table>
| Teaching safe and healthy relationship skills | - Social-emotional learning programs for youth  
- Healthy relationship programs for couples |
| Engaging influential adults and peers | - Men and boys as allies in prevention  
- Bystander empowerment and education  
- Family-based programs |
| Disrupting the developmental pathways toward domestic violence | - Early childhood home visitation  
- Preschool enrichment with family engagement  
- Parenting skill and family relationship programs  
- Treatment for at-risk children, youth and families |
| Creating protective environments | - Improve school climate and safety  
- Improve organizational policies and workplace climate  
- Modify the physical and social environments of neighborhoods |
| Strengthening economic supports for families | - Strengthen household financial security  
- Strengthen work-family supports |
| Supporting survivors to increase safety and lessen harms | - Victim centered services  
- Housing programs  
- First responder and civil legal protections  
- Patient-centered approaches  
- Treatment and support for survivors of domestic violence |

• Enhance the capacity of community-based organizations and special populations in identifying warning signs of domestic violence and intervening when appropriate
• Enhance collaboration between domestic violence providers/programs and other service systems
• Provide intervention opportunities for underserved communities

Each award recipient will:
• Engage with community stakeholders to identify gaps in knowledge and skillsets with regard to domestic violence prevention
• Identify and implement strategies to prevent domestic violence
• Identify potential outcomes of proposed strategies to prevent domestic violence
• Monitor and evaluate the implementation of the proposed strategies to prevent domestic violence
• Develop a work plan that identifies specific deliverables that will measure the progress of the Prevention Initiative
• Complete and submit Quarterly Program and Fiscal Reports

III. ADMINISTERING AGENCY
OPDV is an executive level state agency created in 1992. OPDV’s mission is to improve New York State’s response to and prevention of domestic violence with the goal of enhancing the safety of all New Yorkers in their intimate and family relationships. In fulfilling this goal, OPDV has three primary areas of focus:

• advise the Governor and legislature on policies and practices for the state;
• train New York State professionals from all systems about the intersection of domestic violence with their daily practice; and
• serve as a resource regarding the issue of domestic violence by disseminating regular public awareness campaigns, publishing materials for use by not-for-profits and victims, distributing local assistance funds and highlighting best practices in the field.

OPDV is committed to supporting programs that meet the needs of all victims, especially underserved populations.
IV. FUNDING
Funds for this contract are provided by the New York State Office for the Prevention of Domestic Violence Aid to Localities appropriation, which is funded by the state general fund. All agreements and funding are subject to the availability of funds. Funding is not guaranteed. Modifications or additional requirements may be imposed during the award and/or contract period.

Funding Amounts
Awardees are each eligible for a 24-month award of up to $200,000. Proposed budgets must reflect amounts not exceeding those stipulated in Section VI in this RFP, Evaluation of Proposals, Evaluation Components, item # 6. Budget.

Eligible Costs
- Salary
- Fringe
- Supplies
- Equipment
- Consulting
- Travel

Any additional costs incurred are the responsibility of the provider/program. Proposed budgets that include charges to OPDV in categories other than those identified above will be disqualified. Budgets that reflect match contributions by the applicant are permissible, but not required.

Ineligible Costs
- Audit costs
- Insurance costs
- Space costs (mortgage, rent, utilities)
- Any and all costs that would be disallowed under New York State law, including, but not limited to Office of the State Comptroller regulations and/or guidelines.

V. ELIGIBLE APPLICANTS
Applicants must be domestic violence service providers that are licensed and/or approved by NYS Office of Children and Family Services.
VI. EVALUATION OF PROPOSALS

There will be a three-tier evaluation of each application as detailed below.

**Tier I Evaluation – Pass/Fail**

Tier 1 evaluation assesses whether applications satisfy minimum “pass/fail” requirements for funding consideration. All proposals will initially be screened by OPDV using the following criteria to determine if the applications are complete:

- Application was submitted by the deadline: August 2, 2019 12PM EST
- Application is from a NYS OFCS-licensed/approved domestic violence provider/program, as described in Section V. Eligible Applicants
- Applicant is a not-for-profit and is prequalified in Grants Gateway or a governmental entity
- Applicant has completed the Sexual Harassment Prevention Certification Form
- Applications include the following required elements:
  - Project Overview
  - Identified Needs
  - Proposed Prevention Strategies
  - Experience
  - Organizational Capacity
  - Collaboration
  - Budget

Tier 1 review will receive a pass/fail rating. **Any application that does not meet all of the above criteria will be immediately disqualified from further review.**

**Tier II Evaluation – Evaluation, Scoring and Ranking**

A team of at least three reviewers will evaluate proposals that have successfully passed the Tier I evaluation. Each reviewer will review and evaluate all proposals. All reviewers will use a standard rating tool to score each proposal. Each category (Project Overview, Identified Needs, Proposed Prevention Strategies, Experience, Organizational Capacity, Collaboration and Budget) will be scored, and the category scores will be totaled for an overall maximum score of 90 points. A proposal's final score will be determined by averaging the overall scores from each reviewer. Applicants must receive a final score of at least 55 on this RFP to be considered for an award.
Discrepancies of 15 points or more between two or more reviewers will receive an additional review unless all scores are below 55 points.

In the event of a tie for the average overall score among two or more applicants, impacted proposals will be ranked against each other based on the combined average score in the Identified Needs and Proposed Prevention Strategies categories.

Upon initial scoring of all applications, the Tier II recommendations will be submitted for review to OPDV’s executive management.

**Tier III Evaluation – Executive Management Review**

The OPDV Executive Director and/or designee will use a standard rating tool to evaluate and score the 5 proposals with the highest scores from the first round of reviews. The maximum score for this review will be 10 points.

Final decisions regarding the funding of programs will be based on the cumulative Tier 1, 2, and 3 scores.

**Evaluation Components**

Applications will be scored on the following criteria:

1. **Project Overview (20 Points)**
   - Identify if this is a new program or an enhancement of an existing prevention program.
   - Briefly outline the proposed project.
   - If the proposal is for the enhancement of an existing prevention program, detail the need for the new funding (including successful outcomes of the existing program and describing how the program is monitored and evaluated) and how the enhancement of the prevention efforts would impact the target audience.
   - Identify staff/roles and/or the organizational unit responsible for implementing the initiative.
   - Explain how this prospective funding would not supplant the purpose or function of existing community initiatives.
2. Identified Needs (10 Points)
   • Define the community/population to be served (include, where appropriate, geographic area/county or region of the state, racial, ethnic, socio-economic, age, and language makeup).
   • Using supportive data, describe the problem of domestic or intimate partner violence in the identified community/population.
   • Describe how your organization has/will engage with community stakeholders to identify gaps in knowledge and skillsets with regard to domestic violence prevention in the identified community/population.

3. Proposed Prevention Strategies (20 Points)
   • Describe the strategies your organization will implement to prevent domestic violence in the identified community/population.
   • Identify any community partners or specific systems your organization will collaborate with or engage to implement the prevention strategies. Describe your organization’s experience working with these entities.
   • Describe the potential outcomes of the proposed strategies to prevent domestic violence.
   • Describe how your organization will monitor and evaluate the implementation of the proposed strategies to prevent domestic violence.

4. Experience (5 Points)
   • Describe your organization’s experience implementing other domestic violence prevention initiatives (including how success was evaluated/measured).

5. Organizational Capacity (5 points)
   • Briefly describe your organization’s history and mission.
   • Highlight how your organization’s mission is relevant to the services proposed.
   • Describe your organization’s administrative capacity to execute the program (e.g., experience managing grants and contracts, completing fiscal and program reports, etc.).
6. **Collaboration (10 points)**
   - Describe any current prevention efforts in your community in which you are involved.
   - For the efforts described above, identify the community partners you are working with.
   - Describe the level of community engagement that will be required by your proposal. Identify the community partners who you will be working with or who will support your work.

7. **Budget (20 points)**
   Using the Expenditure Based Budget templates provided, prepare three-line item budget versions, as indicated in the table below, outlining the costs/expenses pursuant to the Eligible Costs portion of Section IV Funding of this RFP.

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

<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>

Proposed budgets that include charges to OPDV in categories other than those stated in the Eligible Costs portion of Section IV Funding of this RFP will be disqualified. Budgets that reflect match contributions by the domestic violence service provider/program are permissible, but not required. The detailed project budget lines must be directly related to program implementation and must include sufficient narrative justification demonstrating how each requested line item is essential to implementing the proposed strategy.

Any additional costs in excess of the awarded amounts incurred by work on this project are the responsibility of the provider/program and its partner organizations. Provide a statement on how those costs, if any, would be covered by the organization.
Additionally, applicants will be required to describe the fiscal viability and health of their organization, including the history of successfully managing public grant funding.

8. Executive Management Review (10 points)
   The OPDV Executive Director and/or their designee will use a standard rating tool to evaluate and score the 5 proposals with the highest scores from the first round of reviews.

VII. PROPOSAL SUBMISSION

All final grant applications must be received by the New York State Grants Gateway System by 12:00 PM EST on August 2, 2019, the Proposal Due Date indicated on the cover of this RFP. All deadlines for submission are in the Eastern Time zone, and the Grants Gateway system will be locked for submission after these deadlines. Receipt of an application does not indicate that OPDV has pre-determined a provider’s/program’s qualifications to receive a grant award. Such determination will be made only after a complete evaluation of the application is compared to specific requirements and qualifications in this RFP.

No material received after or apart from the electronically submitted application will be added to, or considered part of, the application. All forms necessary to complete the application process should be attached to the online application.

Grants Gateway Requirement - Submission Process

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

All applicants must be registered with the New York State Grants Gateway System and all not-for-profit agencies must be prequalified prior to proposal submission.

Register with the Grants Gateway

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor Prequalification Manual on the Grants
Management website details the requirements and an online tutorial is available to further explain the process.

On the Grants Management website, download a copy of the Registration Form for Administrator - Registration forms:

- Include your SFS Vendor ID on the form.
- If you are a new vendor and do not have a SFS Vendor ID, include a Substitute Form W-9 with your signed, notarized registration to the Grants Gateway at the address provided in the instructions (also available from the website).
- All registrations must include an Organizational Chart in order to be processed.
- When you receive your login information, and while logging in for the first time, you will be prompted to change your password.
- To change your password, scroll to the bottom of your Profile page. Enter a new password and click SAVE.
- If you have previously registered, you are not required to register again.
- If you do not know your Username, please email Grantsgateway@its.ny.gov with your organization’s details. If you do not know your Password, please click the Forgot Password link from the main log-in page and follow the prompts.

If you are an applicant and have problems complying with this provision, please contact the Grants Gateway Help Desk (Phone: 518-474-5595 or email: grantsgateway@its.ny.gov).

Prequalification for Not-for-Profit

All not-for-profit applicants must be prequalified in the Grants Gateway at the time and date the application is due. If you are not prequalified at the time and date the application is due for submission, your application will not be considered. Such applications will be disqualified from further consideration.

Applicants are strongly encouraged to begin the prequalification process as soon as possible in order to participate in this grant opportunity. To prequalify:

- Log in to the Grants Gateway. If this is your first time logging in, you will be prompted to change your password at the bottom of your profile page. Enter a new password and click SAVE.
- Click the Organization(s) link at the top of the page and complete the required fields including selecting the state agency you have the most grants with. This
page should be completed in its entirety before you SAVE. A Document Vault link will become available near the top of the page. Click this link to access the main Document Vault page.

- Answer the questions in the Required Forms and upload Required Documents. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this document.

- Click the Submit Document Vault link located below the Required Documents section in order to submit your Prequalification Application for State Agency review. Once submitted, the status of the Document Vault will change to In Review. If your Prequalification reviewer has questions or requests changes, you will receive email notification from the Gateway system.

Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

- Check the status of your Document Vault on a regular basis to ensure that none of your documents expire prior to the application due date.

Three of a not-for-profit’s essential financial documents - the IRS990, Financial Statement and Charities Bureau filing - expire on an annual basis. If these documents expire, the not-for-profit’s prequalification status expires as well, and it will not be eligible for state grant funding until its documentation is updated and approved, and prequalified status is reinstated.

Please do not delay in beginning and completing the prequalification process. The State reserves 5 days to review submitted Prequalification Applications. Prequalification Applications submitted to the State for review less than 5 days prior to the application deadline may not be considered. Applicants should not assume that their Prequalification information will be reviewed if they do not adhere to this timeframe.

How to Submit a Proposal

Listed below are some general guidelines for navigating the Grants Gateway system:

- Log into Grants Gateway as a Grantee, Grantee Contract Signatory or Grantee System Administrator. The table below shows Grants Gateway roles that will be necessary for your organization to create and submit a proposal.
• Click the “Available Opportunities” button.
• From the “search by funding agency” drop-down menu, select “Office for the Prevention of Domestic Violence.” Click “search”.
• Locate “The Domestic Violence Prevention Initiative” and click on the blue link.
• Click the “Apply for Opportunity” button.
• From the Forms Menu, complete the forms as described on the next page. Sections from the Forms Menu do not have to be completed in any particular order. Certain forms may be left blank if they are not relevant to your application, such as budget items not requested.
• **Important:** You *must SAVE YOUR WORK* before moving onto a new screen.
• To check if an upload was successful, click “View File” after uploading a document.
• If you do not complete the application in one session, it will be in your “tasks” box labeled “application in process.” Another way to find an application in process is to click the “applications” tab at the top of the screen.
• **Please note:** While anyone logged in as Grantees may work on the application, *only those logged in as a Grantee Contract Signatory or a Grantee System Administrator can submit the application to the State.* When the application is ready for submission, click the Status Changes tab, then click the “Apply Status” button under “Application Submitted.”
• You will receive a ‘global warning’ error if you try to submit an application without completing required fields or forms.
• To check the status of your application, click on the “Details” link. After submitting your application, the status will say “Assignment of Reviewers.” This means you have successfully submitted the application.

Applicants are advised to submit their applications as early as possible, to avoid risks of ineligibility resulting from unanticipated delays or other computer problems. Proposals will not be accepted via fax, e-mail, hard copy or hand delivery.

Additional Helpful Links

If you are not familiar with Grants Gateway, there are many resources available to help you understand how to register, prequalify and/or apply:

• Reference materials and videos are available for Grantees applying for funding opportunities on the NYS Grants Gateway.

Please visit the Grants Management website:
  ○ Refer to the Prequalification FAQ document for detail requirement and information.
  ○ Refer to the Vendor User Manual for more detailed information.

• The Grants Management Team offers regular live webinars for anyone who is interested in additional information about Grants Gateway, the Prequalification process, or submitting online applications. Follow the Live Webinar section under Grants Management website.

• Grants Gateway Videos (includes a document vault tutorial and an application tutorial) on YouTube:
  ○ Video for Grant Applications
  ○ For more video follow: http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA

• For any assistance or technical questions regarding Grants Gateway:

  Grants Gateway Help Desk
  Phone: 518-474-5595 or
  Email: grantsgateway@its.ny.gov
VIII. QUESTIONS
All questions about the requirements contained in this RFP must be submitted in writing via email by 5:00 PM EST on July 17, 2019 to:

   Email: opdvrfpinfo@opdv.ny.gov
   Please type 2019 – 2021 Prevention Initiative in the Subject line.

OPDV is unable to answer specific questions regarding individual proposals but questions concerning the RFP generally are accepted. Applicants must cite the particular section of the RFP about which they have questions, if applicable. All clarification is to be resolved prior to the submission of a proposal. A list of questions about the RFP received from potential applicants, answers to those questions, as well as any changes, additions, or deletions to the RFP, will be noted on the OPDV homepage under “What’s New.” Answers to questions will be posted on or about July 19, 2019.

IX. ADMINISTRATION OF CONTRACTS

Contract Approval
OPDV will negotiate and develop a grant contract with the successful applicants ("grantee"). The grant contract is subject to approval by the NYS Office of the Attorney General and the NYS Office of the State Comptroller before grant funding may be disbursed to reimburse project expenses. Until said approval has been received, the contract shall be of no force and effect.

Contract Period
OPDV will enter into a contract period of 24 months beginning October 1, 2019 and ending September 30, 2021. OPDV reserves the right to modify the contract period in the best interest of the State.

Contract Activities
All grant-funded activities must have prior approval from OPDV and meet the guidelines established by the State of New York and federal government as applicable.

Contract Changes
Contracts resulting from this RFP may be executed, increased, terminated, renewed, decreased, extended, amended or renegotiated at the discretion of the Executive Director of OPDV or his or her designee in light of a grantee’s performance, changes in project conditions, or otherwise.
Records
The grantee will keep books, ledgers, receipts, and personnel time and effort records pertinent to the project and consistent with OPDV contractual provisions and mandate guidelines. In accordance with the standard contract provisions, grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability
Nothing in the contract between OPDV and the grantee shall impose liability on the State of New York for injury incurred during the performance of approved activities.

Payments
Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Project expenses will be reimbursed for expenditures incurred during the contract period, and made in compliance with the contract budget and compliance with the project work plan.

Reports
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. The grantee shall submit all reports to OPDV in a format and time frame as specified in the grant contract. Quarterly reports shall include a description of the grantee’s efforts undertaken and the current status of the project during the reporting period. The quarterly reports must be submitted electronically as directed by OPDV. Independent of any reporting schedule, all grantees will be required to inform OPDV of any program issues that are significantly impacting program performance. Any provider/program funded under this RFP must comply with the requirements established by OPDV. The grantee agrees to submit any other reports considered relevant by OPDV.

Performance Review
The grantee’s performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by OPDV. Monitoring will take the form of site visits, written and telephone communication, and any other methods deemed necessary by OPDV to ascertain the quality of the grantee activities.

Disposition of Allocations
OPDV reserves the right to reject applications, or defer applications for future consideration based on insufficient information in the application, lack of accompanying
documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature or a history of contract noncompliance.

Revocation of Funds
Funds awarded to an applicant who does not implement an approved project within the parameters specified by the grant may be revoked and redistributed at the discretion of the Executive Director of OPDV.

Any contracts negotiated as a result of this RFP will be subject to the provisions of the standard clauses for all New York State grant contracts with OPDV.

X. APPROVAL AND NOTIFICATION OF AWARD

Applicants approved for funding will be advised through a letter of notification. Once a project is approved, contracts will then be negotiated. An applicant whose proposal is not selected for funding will be notified by letter.

In the event that OPDV and the successful applicant cannot execute a contract within the parameters specified by the grant, OPDV reserves the right to rescind the award and redistribute the funds at the discretion of the OPDV Executive Director.

XI. OPDV CONTRACT AWARD PROTEST PROCEDURE

The State of New York strives to assure a fair, open and competitive process to all vendors qualified to respond to this procurement. In the event that any vendor has a complaint or objection to the RFP requirements, the procurement process, or any matter affecting the submission of a vendor’s bid proposal, the vendor is encouraged to informally contact OPDV, to address the matter.