REQUEST FOR PROPOSAL

The Risk Reduction Enhanced Response Pilot Program

Andrew M. Cuomo, Governor
Gwen Wright, Executive Director

RFP Release Date: April 24, 2019
Deadline for Submission of Questions: May 8, 2019
Response to Questions: On or About May 10, 2019
Proposal Due Date: May 24, 2019 12:00PM EST
Anticipated Notification of Awards: On or About July 12, 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) Risk Reduction Enhanced Response (RRER) Pilot Program, which seeks to identify and respond to domestic violence cases that are at highest risk for escalation of violence or homicide. Domestic violence homicides continue to thwart efforts of law enforcement, human service and healthcare providers alike. In 2017, there were 59 intimate partner homicides in New York State. Nationally, one out of every three female victims of homicide is killed by an intimate partner; in New York, it’s one out of two.

OPDV is accepting proposals from NYS domestic violence service providers/programs that are licensed and/or approved by the NYS Office of Children and Family Services (OCFS) to coordinate and implement the RRER Pilot Program. OPDV will fund up to two grants to NYS domestic violence providers/programs that are licensed and/or approved by OCFS, for a total of up to $200,000 each, and award preference will be given to applications that clearly demonstrate the best potential for collaboration. OPDV requires a 20% match for this RFP, resulting in a total of state-local investment of $240,000 per pilot project. Applicants must identify the source of the 20% non-state portion of the total project costs and how they will use match funds. If a successful applicant proposes using more matching funds than the required match amount, and OPDV approves the budget, the total match amount becomes mandatory and subject to audit. Applicants may satisfy this match requirement with either cash or in-kind services, which must be designated at the time of application. Keep in mind that the use of matching funds is under the same State restrictions as awarded funds. Eligible costs for matching and state funds for this grant are outlined in Section IV in this RFP, Funding. The contract period is October 1, 2019 – September 30, 2021.

The RRER Program is intended to enable communities to better assess and respond to those cases that may be at the highest risk for potentially lethal abuse, as well as to inform the State of the needs and challenges faced by selected projects.

II. PROGRAM GOALS AND OBJECTIVES

Intent of Program

The Risk Reduction Enhanced Response Pilot Program has the following primary goals:

- Provide enhanced case management to identified high-risk cases
• Improve both the coordinated community response to intimate partner violence and individual RRER Program partner responses to domestic violence cases

• Increase awareness of any gaps in the local response to domestic violence, and strengthen/develop the relationships necessary to address system gaps

• Provide enhanced domestic violence training, thereby increasing understanding of the issues and reducing repeat incidents of domestic violence

Each award recipient will:

• Develop a project summary that provides an outline of how its community will assemble, plan, implement, and monitor its version of the RRER Program. This strategy should include:
  
  o Intended partners with which the domestic violence service provider/program will collaborate
  
  o Tools and/or protocols to be used for high-risk screening may include:
    ▪ Jacqueline Campbell’s Danger Assessment
    ▪ Ontario Domestic Assault Risk Assessment (ODARA)
    ▪ Domestic Violence Risk Appraisal Guide (DVRAG)
    ▪ Lethality Screen
    ▪ Danger Assessment for Law Enforcement (DA-LE)
    ▪ Domestic Violence Screening Instrument (DVSI-R)
    ▪ New York State Police Domestic Incident Report (DIR)
    ▪ Spousal Assault Risk Assessment
    ▪ CAASA-DASH Risk Identification Checklist
    ▪ Duluth Police Pocket Card

Applicants should thoroughly research their selected tool with particular attention to training requirements of the tool, and implementation obstacles, to best plan for both budget and implementation of the Pilot Program.

  o Details on how the program intends to measure and evaluate its progress throughout the course of the Pilot
• Upon notification of a tentative award by OPDV, the domestic violence service provider/program should plan to hire the Program Coordinator prior to the beginning of the contract, with a start date of October 1, 2019

• Upon notification of a tentative award, the domestic violence service provider/program should schedule meetings and training and to prepare necessary procedural setups prior to the beginning of the contract

• Organize and attend program partner meetings at least once a month

• Create necessary forms for program operation, including a victim confidentiality release, if necessary

• Create a RRER Program Charter, outlining the roles and responsibilities of each partner

• Complete and submit Quarterly Program and Fiscal Reports

• Administer and record approved funding to partner organizations and training providers on behalf of OPDV

• Identify domestic violence cases with the highest level of risk to be conferenced at program partner meetings

• Facilitate communication among program partners, including organizing and conducting stakeholder meetings prior to the creation of the team

• Create victim centered safety plans and ensure that victim services are comprehensive and accessible

• Collect performance related data and provide it to OPDV. Such data may include:
  o Number of cases identified as high-risk by the team
  o Number of those cases that utilized services with the domestic violence service provider/program
  o Number and type of offender criminal incidents
  o Criminal charges
  o Case outcomes/disposition of criminal justice intervention (e.g. pretrial release, bail set, incarceration, plea deal, etc.)
  o Case referral source
  o Tool or protocol used for screen-in of each referred high-risk case (including those cases that are not accepted by the group)
Victim and offender demographic information

Percentage of cases with a given risk indicator from high-risk assessment tools

Percentage of victims with active orders of protection at the time of the case conference

Type of order of protection

Offenders sentenced and type of sentence (including probation, parole, etc.) at time of case conference

Length and type of relationship

Presence of children in the home (of offender and/or victim)

Offender employment status

Any other relevant data that the team believes is a significant indicator of team successes or failures (ex: number of home visits, cases conferenced, changes made to program or strategy, etc.)

Other program partners

Required team members include a lead domestic violence service provider, law enforcement, a probation department, a district attorney’s office, and at least one other community partner that would be an integral member of the team. Additional program partners are encouraged based on local relationships and need, including social services district representatives, housing authorities or coalitions, local hospitals, parole departments, legal services, disability service providers, or other organizations that work with specific sectors of the population in your defined jurisdiction. These partners are required to:

- Identify and implement the tools and/or protocols to be used for high-risk screening
- Identify the domestic violence cases with the highest level of risk to refer to the program partner meetings
- Create victim centered response plans that contain and monitor the offender
- Participate in program stakeholder meetings, as necessary (note: required team members should be at every meeting)
- Participate in necessary program policy development
- Make relevant employees available for program training, as needed
• Provide case information (as requested) and data to the Coordinator
• Designate an appropriate individual to sit on the team. This individual will:
  o Attend program partner meetings
  o Participate in developing and facilitating case-specific intervention plans
  o Participate in program training
  o Communicate with the Coordinator and other team members to address changes or immediate case concerns as needed between meetings

Program Coordinator Roles and Responsibilities
The program will be organized and maintained by a full-time RRER Program Coordinator whose responsibilities are:

• Schedule and lead regular program partner meetings, and disseminate important information (including meeting notes) between meetings
• Act as a credible team leader who approaches conflict diplomatically and maintains positive working relationships with members in the community
• Utilize a good understanding of victim advocacy, law, police procedures, and criminal justice processes relating to domestic violence in order to lead topic-specific trainings for existing program partners, as well as general trainings for new partners
• Ensure forms and contact information for program partners remain updated
• Pursue the best outcome for victims by ensuring plans for intervention are updated as new information becomes available, and appropriately employing the collective and individual abilities of program partners
• Collect and maintain the required evaluation data and case outcomes, and reporting this data to program partners and to OPDV
• Participate in program trainings as outlined by the domestic violence service provider’s/program’s strategy, or as mandated by OPDV

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 NYS 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. All agreements and funding are subject to the availability of funds. Funding is not guaranteed to any applicant. 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. The successful applicants will also be expected to contribute a minimum 20% match of $40,000, resulting in a total of state-local investment of $240,000 per pilot project. Funds will be used to augment, not supplant, existing programming in the domestic violence service provider/program organization (applicant) or in any identified program partners’ agencies.

Eligible Costs

- Salary, overtime, and fringe for full time Program Coordinator
- Salary, overtime, and fringe for required program partner staff as described in Section VI., in this RFP, Evaluation of Proposals, Evaluation Components, item # 4. Collaboration
NYS Office for the Prevention of Domestic Violence

- Training and consultant fees related to program implementation and maintenance
- Travel related to integral parts of the program and to OPDV sponsored training events (OPDV will make programmatic staff available free of charge to the successful applicants for training purposes and will provide subject-matter specific trainings on law enforcement, domestic violence programming, community collaboration, and/or other topics as applicable)
- Space costs (mortgage, rent, utilities) for new space requirements relative to the Pilot Program
- Stipends for required program partner staff
- An indirect cost rate that is federally approved, and no higher than 15%

Ineligible Costs
- Audit costs
- Insurance costs
- Supplies
- Equipment
- Any and all costs that would be disallowed under New York State law including but not limited to costs outlined in the Office of the State Comptroller regulations and/or guidelines.

Budgets must reflect a 20% match contribution (in-kind services or cash) by the applicant, or by relevant stakeholders. If a successful applicant proposes using more matching funds than the required match amount, and OPDV approves the budget, the total match amount becomes mandatory and subject to audit. Keep in mind that the use of matching funds is under the same State restrictions as awarded funds. Matching funds should be budgeted pursuant to the purposes listed above under Eligible Costs.

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

V. ELIGIBLE APPLICANTS

Applicants must be domestic violence service providers that are licensed and/or approved by NYS Office of Children and Family Services. Current or past RRER Program awardees are **not** eligible to apply for this RFP.
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 to determine if the applications are complete using the following criteria:

- Application was submitted by the deadline. The deadline for applications is May 24, 2019 12PM EST.
- Application is from a NYS OCFS licensed/approved domestic violence provider/program, as described in Section V. Eligible Applicants.
- Applicant must be a not-for-profit prequalified in the Grants Gateway or governmental entity.
- The applicant is not a current or past RRER award recipient.
- Applicant has completed the Sexual Harassment Prevention Certification Form
- The applicant has submitted all required responses to the application questions. Applications include the following required elements:
  - Problem Statement and Identified Needs
  - Experience and Organizational Capacity
  - Project Summary
  - Collaboration
  - Evaluation
  - 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 (Problem Statement and Identified Needs, Experience and Organizational Capacity, Project Summary, Collaboration, Evaluation, 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 Collaboration category.

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. **Problem Statement and Identified Needs (15 Points)**
   
   - Define the community to be served (include geographic area, racial, ethnic, socio-economic, and language makeup).
   
   - Using supportive data, analyze and describe the problem of domestic or intimate partner violence in your proposed jurisdiction.
   
   - Give an overview of the frequency and scope of domestic or intimate partner violence-related homicide in your proposed jurisdiction. Give context in relation to population and to the overall homicide rate.
- Identify current gaps in the services or programs accessed by victims of domestic or intimate partner violence in your proposed community.

2. **Experience and Organizational Capacity (10 Points)**

- Describe your organization’s mission.
- Highlight how your organization’s mission is relevant to the services proposed.
- Detail your organization’s qualifications, expertise, and experience in working closely with various local resources, and for the proposed community (as defined by the geographic area, and racial, ethnic, socio-economic, and language makeup outlined in the Problem Statement and Identified Needs section).
- Describe your organization’s administrative capacity to execute the program (e.g., experience managing grants and contracts, completing fiscal and program reports, etc.).
- Demonstrate your organization’s ability to augment its current services including caseload and intensiveness of services provided, including the ability to appoint a lead advocate to manage each high-risk case.
- Please explain how this prospective funding would not supplant the purpose or function of existing community initiatives. If the project is an expansion of an existing risk reduction effort, please detail the need for new funding.
- Submit a current organizational chart and a document that describes your current organizational structure and job descriptions for each role noted on the map that will be involved with the pilot program.

3. **Project Summary (20 Points)**

Based on the analysis of the problem of intimate partner violence in the proposed community, provide a detailed description of an overall strategy to reduce risk. The strategy should be responsive to the specific needs of your community and incorporate an enhanced team response to prevent and reduce the incidence of intimate partner violence related homicide. Summaries will be evaluated for overall feasibility, comprehensiveness, and for responsiveness to each of the following components:
• Develop a program strategy that provides an outline of how the community will assemble, plan, implement, and monitor its version of the RRER Program. Include the intended partners with which the domestic violence service provider will collaborate. If the project is an expansion of an existing risk reduction effort, please outline how it will be different from existing programming.

• Indicate tools and/or protocols to be used to refer high-risk cases to the program by each of the proposed program partners.

• Provide a justification for the selection of the proposed tools or practices.

• Explain how the program intends to measure and evaluate its progress throughout the course of the pilot, and what measurable outcomes will constitute a successful program.

• Identify the Program Coordinator. If not known, describe how the Coordinator will be selected.

• Demonstrate how the Program Coordinator will reasonably fulfill the outlined roles and responsibilities.

• Include a list of positions to be utilized in this project that will support the overall program strategy. Indicate which of these positions would be RRER grant funded, and which would not.

• Identify the specific actions that program partners may take to provide an enhanced response to cases that are deemed high-risk.

• Identify the potential ways in which this program will remain sustainable after the 24-month Pilot funding concludes.

4. Collaboration (20 points)
Collaboration and existing positive relationships between domestic violence service providers/programs and other community systems are crucial to the success of a risk-reducing, enhanced response.

• Indicate the individual role of each of the proposed partner organizations, how they will enhance the effectiveness of the program, and, if known, the individual from the organization who will regularly attend meetings.
  
  o Please note: Required partners include: domestic violence service provider/program, law enforcement, probation department, the
district attorney’s office and at least one other community partner that would be an integral member of the team.

- Encouraged partners: social services district representative (including child protective services), housing authorities or coalitions, local hospitals, parole departments, legal services, disability service providers, or other organizations that work with specific sectors of the population in your defined jurisdiction.
- Please note: Programs may select more than one law enforcement/legal jurisdiction with which to partner for the course of the pilot program. However, for the purposes of this application, one of those jurisdictions should be designated as the primary jurisdiction and indicated in the proposal.

- Give an overview of the existing working relationships with each of the proposed program partners.
- Other than attendance at meetings and trainings, detail evidence of working together in the community to solve problems.
- Propose when, where, and how often the program partners will meet, as well as the method and frequency of communication between meetings.
- Propose a potential strategy for how the group will decide to accept cases after initial referrals by program partners.
- Describe how the program partners currently handle conflict and how they might be held accountable working in a team structure.
- Indicate the confidentiality requirements of each partner, and how they will be handled when agencies are working together in a team structure.
- Include a Letter of Commitment from each proposed program partner that includes a minimum of the following information:
  - Describe the willingness and ability of the program partner to participate in necessary trainings, team meetings, and other necessary communication.
  - Identify the potential specific ways in which the organization will provide an enhanced response to cases that are deemed high-risk.
  - Identify an individual or position from the organization to attend meetings.
o Identify and explain existing protocol for review of intimate partner violence cases.

o Describe the willingness and ability to adopt program-related risk assessment tools and/or protocols as outlined by the domestic violence service provider/program in the Project Summary.

o Describe the perceived benefit of this program to the organization.

o Describe the ability and commitment to implementing individualized intervention plans for cases deemed high-risk by the program partners.

o Indicate the willingness and ability to provide information and outcome data to the program partners.

Each letter should provide specific examples of how the committing program partner intends to accomplish the aforementioned elements of the letter.

*Note: The primary law enforcement/legal jurisdiction designated by the applicant is the only jurisdiction required to submit a Letter of Commitment.

5. Evaluation (5 points)

OPDV will require a quarterly narrative report, and a status update on the aforementioned data points.

Additionally, applicants must:

- Describe how the domestic violence service provider/program will determine the effectiveness of the proposed RRER Program. Include details on how the Pilot intends to measure and evaluate its progress throughout the course of the pilot (i.e., What measurable outcomes would constitute a successful program?)

- Describe the existing and proposed ways in which the required data will be collected.

- Indicate data points to be collected from any organization that is not the domestic violence service provider/program, and corresponding program partners that will be responsible for providing the Program Coordinator with these data points.
6. **Budget (20 points)**

Using the Expenditure Based Budget templates provided, prepare three-line item budget versions, as indicated in the table below, outlining the cost of salary and fringe benefits for the Coordinator, and additional expenses as necessary, 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>

*Not including match.

The total of the budgets in Versions 1, 2, and 3 should reflect total projected costs for the 24-month contract period. 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 may be disqualified. Budgets must also reflect a 20% match contribution (in-kind services or cash) by the applicant, or by relevant stakeholders for each year of the contract. Applicants must identify the source of the 20% non-state portion of the total project costs and how they will use match funds. If a successful applicant proposes using more matching funds than the required match amount, and OPDV approves the budget, the total match amount becomes mandatory and subject to audit. Matching funds should be budgeted pursuant to the purposes listed under Eligible Costs and are under the same state restrictions as awarded funds. 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.
7. **Executive Management Review (10 points)**

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.

**VII. PROPOSAL SUBMISSION**

All final grant applications must be received by the **New York State Grants Gateway System** by **12:00 PM EST on May 24, 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 qualification 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 details. If you do not know your Password, please click the Forgot Password link from the main login 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 that 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 Risk Reduction Enhanced Response Pilot Program” 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 do not apply to your application, such as budget items not requested.

**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 May 8, 2019 to:

Email: opdvrpinfo@opdv.ny.gov
Please type 2019 – 2021 RRER Program in the Subject line

OPDV is unable to answer specific questions regarding individual proposals but questions concerning the RFP generally are accepted. Applicants should 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 May 10, 2019.

IX. ADMINISTRATION OF CONTRACTS

Contract Approval
OPDV will negotiate and develop a grant contract with the successful applicants ("grantees"). 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 expense. 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-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 by 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, personnel time and effort records, consultant agreements, and inventory 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 significantly impacting program performance. Any project 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, deny awards, 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.

**Standard Contract Provisions**
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.