



**SAFE Fund Research RFP  
Questions and Answers**

*All questions received via email to [opdvrfpinfo@opdv.ny.gov](mailto:opdvrfpinfo@opdv.ny.gov) by 09/23/24 or asked in the chat during our 09/12/24 webinar were recorded and answered below, grouped by topic area. Where questions are duplicative, they are listed together and answered once.*

- 1) Item 7 under Section 3.2 Proposal Requirements: Technical Proposal states: Brief description of your experience conducting research and evaluation and publishing reports. Please include a portfolio of prior published reports, the pages of which do not count towards the 25-page limit of the technical proposal (10 points) Can you please share how you define reports as “published reports”? Do the reports have to be published in an official research journal or published online for the public?**

Answer: Published reports include research and reports published for a variety of audiences including funders and the public.

- 2) The RFP states that questions will be answered on 9/26/24. Will questions be answered on a rolling basis, since that will not allow enough time to finalize a proposal by 10/4/24?**

Answer: No. We will have the questions posted on 9/26/24.

- 3) Will the awarded contractor work with the programs directly to engage survivor participation in anonymous surveys?**

Answer: No.

- 4) Under Section 3.2, Technical Proposal, may resumes be included as an attachment, rather than counting towards the 25 page limit?**

Answer: We amended the RFP on September 18, 2024 to make clear that resumes may be included as an attachment and do not count towards the 25 page limit of the technical proposal.

- 5) Please confirm that this RFP is for a contract, not a grant. Section 2.3 Terms states OPDV will award one contract pursuant to this RFP. Attachment A-2, however, is inclusive of grant requirements such as limits on consultants rates (#6), procurement requirements (#7) and Program Income (#12). Should Attachment A-2 be removed and replaced with a sample contract?**

Answer: We amended the RFP on September 18, 2024 to clarify that this RFP will result in a Consultant Contract, not a grant. We have removed Attachment A-2, and replaced it with a sample contract and Appendix A.

- 6) While we are not a New York State Certified Minority and/or Women-Owned Business Enterprise (MWBE), Service-Disabled Veteran-Owned Business (SDVOB), or New York**

**State Small Business, we are a SBA-certified Women Owned Small Business (WOSB). Will that qualify for the 3 points in the Technical Proposal?**

Answer: No. Per the RFP, points are awarded to New York State certified Minority and/or Women-Owned Business Enterprise (MWBE), Service-Disabled Veteran-Owned Business (SDVOB) and New York State Small Businesses. Proof of NYS certification is required.

New York State Small Business is defined in State Finance Law §160(8). The terms “small business concern” or “small business” are used to mean a business which is resident in this state, independently owned and operated, not dominant in its field and employs one hundred or fewer persons.

**7) Under Attachment A-2, #6a specifies a maximum daily rate of \$650. Does this apply only to consultants that the awarded contractor uses, or to the awarded contractor as well? Does it also apply to subcontractors that the awarded contractor uses?**

Answer: We amended the RFP on September 18, 2024 to remove Attachment A-2. Therefore, this maximum daily rate of \$650 will not apply to the contract or any subcontractors used by the contractor.

**8) Attachment A-2, #7 Procurement - If an applicant follows its internal procurement policy related to procurement of a consultant, will that be considered in compliance?**

Answer: Yes. In the RFP amended on September 18, 2024, we removed Attachment A-2, and replaced it with a sample contract and Appendix A.

**9) Attachment A-2, #15 Limit on Overtime Earnings - this references Attachment B-1 Expenditure Based Budget, but no Attachment B-1 was provided.**

Answer: In the RFP amended on September 18, 2024, we removed Attachment A-2, and replaced it with a sample contract and Appendix A. We also added a cost proposal template as part of that amendment.

**10) Attachment A-2, #16 Sub-awards/Subrecipients - this references Attachment C and D, but no attachment C or attachment D was provided.**

Answer: In the RFP amended September 18, 2024, we removed Attachment A-2, and replaced it with a sample contract and Appendix A.

**11) Can you provide more detailed examples of how service providers are using the SAFE funds, including any specific metrics or outcomes you are particularly interested in measuring and any challenges you have already identified?**

Answer: The following is information that was provided to service providers using the SAFE funds regarding allowable costs:

***Allowable Costs***

*Flexible funding is effective when it is survivor driven and when it removes obstacles. Each survivor has unique needs. How survivors use this funding should not be compartmentalized or merit based. And, low barrier requirements means that funding*

can be provided quickly to address immediate crisis. To be effective, there are few limitations to the use of this funding.

The following are suggested allowable costs. Agencies contracted to distribute SAFE Funds to survivors should ensure that the funding is distributed in a survivor driven and low barrier manner using the methods of distribution listed in the above section. This list of categories that will be used to direct the collection of aggregate data. The descriptions of each category are suggestions and distribution of funds is not limited to these suggestions.

- **Children's needs** –equipment for nursing mothers; childcare (licensed); childcare (unlicensed).
- **Communication** – internet services; cell phone (plans, minutes, equipment).
- **Education, training, employment** – i.e. job training/certification programs (GED, professional license fees, professional certification fees); educational supplies for job training/certification programs such as books and subscriptions; job uniforms including specific job-required shoes.
- **Food & Household Supplies** – Groceries; cleaning supplies including laundry supplies; home repair; lock changes; furniture, bedding, kitchen supplies; appliances (large and small) such as oven/stove, refrigerator, microwave, vacuum, security cameras.
- **Personal supplies** – Hygiene and basic necessities; clothing; replacement of identification and other important documents.
- **Housing readiness** – rental application fees, credit check expenses; landlord incentives such as paying the cost to repair damages incurred by requestor or paying costs of extra cleaning or maintenance to protect requestor's security deposit; moving expenses.
- **Legal assistance** – Legal fees via payment after legal services rendered, payment for expert testimony, payment for mediation services; court fees such as filing fees including immigration related filing fees.
- **Mortgage assistance** – mortgage in requestor's name; mortgage not in requestor's name; mobile home lot fees; recreational vehicle (RV) payments if this is the requestor's housing situation which includes repair and lot fees.
- **Rental Assistance** – security deposits, first month's rent, rent for several months, rental arrears.
- **Hotel/Motel** - used for emergency shelter – does not require homelessness.
- **Utility Assistance** – deposits/startup costs; current utility bills; utility arrears.
- **Taxes in limited circumstances** – sales tax such as when organization may pay and be reimbursed for sales taxes when tax exemption is not available.
- **Physical/Mental health needs** –short-term nursing; health care (co-pay, prescriptions); OTC medication; eyeglasses/contacts/ assistive devices for people with disabilities; therapy/mental health care; substance use treatment.
- **Pet supplies & support** –food/leashes/tags; veterinary care for spay/neuter fees or vaccinations; pet deposits on rental properties; county licensing fees.
- **Other**

**Unallowable Costs:**

- **Luxury Items** – Products that are not essential but highly desired.
- **Cable/satellite TV/streaming services** – this does not include internet services which may be deemed essential.

- **Alcohol/Tobacco/Cannabis Products, including equipment.**

Regarding the metrics, the following information was provided to service providers related to reporting and claiming:

**Reporting and Claiming**

*Agencies will report to OPDV aggregate data of the information in the section “Documentation of Requests from Eligible Persons” on a reporting form provided by OPDV. This needs to be reported to OPDV on a quarterly basis.*

*Agencies will report to OPDV their expenses through submission of the quarterly claims and completed FCR.*

**Documentation of Requests from Eligible Persons**

*All requests for flexible funding financial assistance must be documented, protecting confidentiality of personally identifying information. OPDV will provide this form which will document requests. This form will collect the following information:*

- *client ID number (one assigned by the Agency so to protect requestor’s name, date of birth, address, and phone number and any similar information about household members);*
- *self-attestation by the requestor that they are a victim or survivor of domestic violence; and*
- *a description, including dollar amount, of the financial assistance the requestor is seeking.*

In addition, we provided a form for survivors to voluntarily provide demographic data and a form with program evaluation questions for survivors to voluntarily complete as well.

**12) What are the key decision-making factors or criteria that OPDV will use to assess the success of the SAFE funding program, and how can the evaluation help address any specific concerns or goals you have for this program?**

Answer: OPDV believes that flexible funding is effective when it is survivor-driven, can be provided quickly to address immediate crisis, is low barrier, and ideally when it can be used to promote long-term stability for clients.

**13) Can you confirm the number of service providers participating in the SAFE funding program? Will we have access to their budget reports and expenditure records for the evaluation?**

Answer: 65 service providers accepted the award. The contract consultant will have access to the data collected through the program’s quarterly program and fiscal reports.

**14) Will we be able to access and conduct interviews with survivors through the participating providers, and if so, what is the process for coordinating these interviews?**

Answer: No.

**15) Are there specific report guidelines that all providers must follow, or will the data vary significantly across different providers and programs? Additionally, could you clarify what types of data providers are already collecting?**

Answer: Yes, there is a specific report that all providers must follow. See answer to question 11 for information about the types of data that providers are already collecting.

**16) Will you accept a statement that bidder will get authorized to conduct business in NY within 30 days of contract award?**

Answer: No. As per section 2.4, bidders must be authorized to conduct business in the State of New York.

**17) Can you confirm if resumes count towards the page length?**

Answer: Please see answer to question 4.

**18) Is the 25 pages for the technical piece single or double spaced?**

Answer: Either is acceptable.

**19) If all questions are answered on 9/26, will you consider extending the due date for proposals?**

Answer: No. The due date will remain October 4, 2024.

**20) The RFP states that the consultant should structure their research interviews to avoid an Institutional Review Board (IRB) process. What is the rationale for this? Would OPDV consider an IRB review if it was ensured to take no longer than a few days and would not disrupt the timeline?**

Answer: Due to the short time frame of the consultant contract and the nature of the safety needs of victims and survivors of domestic violence, we do not feel that it is appropriate to engage survivors for this research project.

**21) Is there a maximum indirect rate?**

Answer: There is no maximum rate specified in the contract documents; however bidders are expected to provide indirect cost rates that are consistent with any current indirect cost rate agreements with the Federal government or, if a bidder does not have such an agreement, than within the Federal maximum de minimus rate of 15% (effective October 1, 2024).

**22) Should the technical proposal be single or double spaced? Are there restrictions on margin size and font size?**

Answer: Lines can be either Single or double spaced, size 8.5x11, Arial font, size 11, one-inch margins.

**23) Will the grant recipient have access to agencies' contracts with OPDV so we know exactly what they are using the flexible funding for?**

Answer: The contract consultant will have access to the contract guidelines which defines how programs should use the SAFE funds. The contract consultant will also have access to the data collected through the program's quarterly program and fiscal reports.

**24) How many non-residential DV service providers are recognized by OCFS?**

Answer: For the FY 23-24 funding, there were 77 OCFS recognized non-residential domestic violence service programs. At the time of the FY 24-25 funding, there were 78 OCFS recognized non-residential domestic violence service programs.

**25) Can you share a copy of the Grantee Quarterly Report or let us know what data is collected in those reports?**

Answer: See attached data collection form that grantees use to document each request for assistance. The grantees compile this data in an excel spreadsheet and submit that to us in on a quarterly basis.

**26) The RFP references a "Cost Proposal Template." Is there a specific document that is being referenced? The text was not hyperlinked and there is no such template included in the RFP.**

Answer: We amended Section 3.4 of the RFP on 9/18/24 to include an attachment of a Cost Proposal Template.

**27) Does a copy of the "Gender Based Violence and the Workplace Policy" count towards the 25 pages?**

Answer: No.

**28) What type of technical assistance do grantees receive to collect and report on their activities and outcomes in quarterly reports?**

Answer: OPDV provides continuous technical assistance to all grantees through responding directly to questions received by email or phone. Additionally, OPDV hosted several webinars both pre-procurement and post-procurement to share information related to contract guidelines, reporting, and claiming. Each of these webinars included question & answer sessions. The Q & A sessions were documented and shared in writing with all grantees.

**29) Can you clarify which data collection sources are considered primary or secondary sources of information? For instance, the webinar mentioned that there would be analyses of "anonymous survivor evaluation surveys" you have already received. Can you confirm if this survey data has already been collected or would require additional data collection behalf of the vendor?**

Answer: The data the contractors have already collected and reported to OPDV through the grant's quarterly reporting process.

- 30) The RFP states, *“The rate for a consultant should not exceed \$650 for an eight-hour day or \$81.25 per hour (not including travel and subsistence costs). A rate exceeding \$650 per eight-hour day or \$81.25 per hour requires prior written approval from OPDV and may be approved on a case-by-case basis where adequate justification is provided and expenses are reasonable and allowable.”* Can OPDV please explain what type of justification is required for consultant rates that exceed this limit? In other words, what information is required for the justification and in what format should it be provided? Can OPDV also explain when this justification should be provided (e.g., upon award or prior to award)?

Please see answer to question 7.

- 31) The RFP cites that, *“The Cost proposal should include a completed Cost Proposal Template and a Budget Narrative that describes the itemized details of the development, coordination, and delivery of the proposal.”* Can OPDV please clarify if there is a standard cost proposal template that should be used?

Answer: A cost proposal template was added to the amended RFP on September 18, 2024.

- 32) Can OPDV please clarify if the reference list and table of content count towards the page count?

Answer: The reference list and the table of contents do not count towards page count.

- 33) The RFP states, *“the bidder must briefly describe how their proposal can improve community health and wellness through alignment and coordination with the NYS Prevention Agenda priorities and the WHO Eight Domains of Livability”.* Can the NYS Prevention Agenda Priorities and the Eight Domains of Livability be included in an appendix, so they do not count towards the page limit?

Answer: No, this information should be included in the response to the Technical Proposal, therefore part of the 25-page limit.

- 34) Both the technical proposal document and the administrative proposal document request bidders to attest their organization has a Gender-Based Violence and the Workplace Policy in place and to provide a copy of the policy. Can OPDV please confirm that the policy only needs to be included in the administrative proposal document and referenced in the technical proposal document?

Answer: Correct. The Gender-Based Violence and the Workplace Policy only needs to be included in the administrative proposal and referenced in the technical proposal.

- 35) Will OPDV consider exceptions to the Standard Clauses (e.g., Appendix A Standard Clauses for NYS Contracts, Appendix A-2: Program Specific Terms and Conditions)?

Answer: We amended the RFP on September 18, 2024, which removed the Appendix 2-A. OPDV cannot grant exceptions to standard clauses in appendix A.

**36) The following are mentioned in the RFP; however, the documents are not in the RFP. Can OPDV please provide the following: Attachment A-1, Attachment B-1, and Attachment B-2?**

Answer: This was resolved through the amendments made to the RFP on September 18, 2024. Please see the revised contract documents in the amended RFP.

**37) What type of technical assistance do grantees receive to collect and report on their activities and outcomes in quarterly reports?**

Please see answer to question 28.

**38) Does the Workplan (iterated in the Technical Proposal) count towards the 25-page limit, or can it be included as an attachment?**

Answer: No, this can be included as an attachment to the Technical Proposal.

**39) Certain administrative requirements do not apply to all applicants. For those items that do not apply to all applicants, e.g. Sales and Compensating Use Tax Certification, should applicants provide a statement for why such a requirement does not apply or simply omit such document(s) from their Administrative Proposal?**

Answer: A brief statement about why the requirement does not apply is acceptable.





**Office for the  
Prevention of  
Domestic Violence**

**KATHY HOCHUL**  
Governor

**KELLI OWENS**  
Executive Director

## **New York State Flexible Funding for Victims and Survivors of Domestic Violence**

All requests must be documented, protecting confidentiality of personally identifying information. The following forms created by OPDV are to be used to document requests. Completed forms should be filed with the Agency's client file and not provided individually to OPDV. These forms should be used by the Agency to collect aggregate data compiled in the excel spread sheet provided by OPDV for quarterly reporting.

The following pages are to be used to:

- 1) document requests for flexible funding from eligible persons.
- 2) collect voluntarily provided demographic data.
- 3) evaluate the impact of flexible funding on people who received it.

## Part 1 - Documentation of Requests from Eligible Persons

Victim Advocates are to complete the following application with the person seeking Flexible Funding for victims and survivors of domestic violence.

Date of Request: \_\_\_\_\_

Client Identifier: \_\_\_\_\_

Category of Request: \_\_\_\_\_

Amount of Request: \_\_\_\_\_

**Allowable Costs** (as defined the in the Flexible Funding Contract Guidelines):

- Cash Assistance \$
- Children's needs \$
- Communication \$
- Education, training, employment \$
- Food & Household Supplies \$
- Personal supplies \$
- Housing readiness \$
- Legal assistance \$
- Mortgage assistance \$
- Rental Assistance \$
- Hotel/Motel \$
- Utility Assistance \$
- Transportation assistance \$
- Physical/Mental health needs \$
- Pet supplies & support \$
- Other \$

If "other" is selected, please describe specific item(s) requested with amount(s):

**Distribution Method** Requested:     Cash/Gift Card Assistance     Payment to Third Party



This page intentionally left blank.

## Part 2 - Demographic Information

The New York State Office for the Prevention of Domestic Violence (OPDV) is asking programs distributing flexible funding for survivors to collect demographic information that is voluntarily provided using this form. This information will be collected in a manner that does not disclose personally identifiable information (PII).

- PII is information that, when used alone or with other relevant data, can identify an individual.

OPDV will only use any data collected from people who accessed this funding as aggregate data. OPDV is seeking this aggregate information to review the impact of this flexible funding program.

- Aggregate data is data that is collected from multiple sources and is compiled into data summaries or data reports.

### If you choose to provide demographic information, please answer the following questions.

- What county do you currently reside in? \_\_\_\_\_
- What is your zip code? \_\_\_\_\_
- What is your age? \_\_\_\_\_
- How many people reside in your household? \_\_\_\_\_
- Do you identify as a victim or a survivor of domestic violence? Yes / No

• How do you currently describe your gender identify?

- Female
- Male
- Non-binary
- Transgender
- I use a different term \_\_\_\_\_
- I don't know
- Prefer not to answer
- X

• Which of the following best represents how you think of yourself?

- Gay or lesbian
- Straight (meaning not gay or lesbian)
- Bisexual
- I use a different term \_\_\_\_\_
- I don't know
- Prefer not to answer

• Race/Ethnicity (check ALL that apply):

- American Indian/Alaska Native
- Asian
- Black/African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White Non-Latino/Caucasian
- Some Other Race
- Multiple Races
- I prefer not to answer

• Special Classifications (check ALL that apply):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Deaf/Hard of Hearing               | <input type="checkbox"/> Veterans   | <input type="checkbox"/> Other:<br>Please Explain |
| <input type="checkbox"/> Homeless or unhoused.              | <input type="checkbox"/> Person with disabilities:<br>Cognitive/Physical/Mental | <hr/>   |
| <input type="checkbox"/> Immigrants/Refugees/Asylum Seekers | <input type="checkbox"/> Person with limited English Proficiency                | <input type="checkbox"/> I prefer not to answer   |

• Current Housing Situation:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Renting with another person   | <input type="checkbox"/> Own home with another person | <input type="checkbox"/> Domestic violence shelter |
| <input type="checkbox"/> Renting alone                 | <input type="checkbox"/> Own home alone               | <input type="checkbox"/> Other shelter             |
| <input type="checkbox"/> Living with friends/relatives |   | <input type="checkbox"/> Treatment program         |
|  |   | <input type="checkbox"/> Unhoused homeless         |

• Current Financial Situation:

Do you have access to ongoing financial resources:

- Yes
- No

How do you describe your financial situation?

- Secure: Meets expenses with some savings/buffer for unexpected costs.
- Tight: Makes ends meet but with little or no savings, and vulnerable to unexpected expenses.
- Struggling: Difficulty meeting basic needs, often relying on debt or assistance.
- Critically unstable: Facing significant financial hardship, at risk of losing housing, essential services, etc.
- N/A: Not applicable or not collected.

• Current Employment Status:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Employed full-time (> 35 hours per week) | <input type="checkbox"/> Temporarily laid off | <input type="checkbox"/> Not seeking employment at this time (e.g., retired, volunteer work) |
| <input type="checkbox"/> Employed part-time (≤ 35 hours per week) | <input type="checkbox"/> On sick leave        | <input type="checkbox"/> N/A: Not applicable or not collected.                               |
| <input type="checkbox"/> Self-employed                            | <input type="checkbox"/> Seeking employment   |  |

This page intentionally left blank.

## Part 3 – Evaluation

This section should only be completed by someone who has received flexible funding. Answering the below questions is not required. OPDV is interested in learning about the outcomes of this funding, and this information will only be used to inform the value of this program.

### Social & Emotional Well-Being

Because of the financial assistance and support I have received, I feel...	Yes	No
that I know more ways to plan for my safety	<input type="checkbox"/>	<input type="checkbox"/>
that I know more about community resources	<input type="checkbox"/>	<input type="checkbox"/>

### Financial Stability

Because of the financial assistance and support I have received,	Not at All	A Little	Some -what	A Lot
My immediate housing situation was positively impacted (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My immediate financial situation was positively impacted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am more aware of how domestic and/or sexual violence impact people financially	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am financially more stable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Were you referred by another program or organization to us for this funding? If so, which one?

Anything you would like to share about the process of being referred and getting help?

Would you like to share anything else about this support and process?