

Questions and Answers for Rape Crisis and Sexual Violence Prevention  
RFA # 0911101119

The responses to questions included herein are the official responses by the State to questions from potential bidders and are hereby incorporated into the RFA # 0911101119 issued on January 25, 2010. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

**MODIFICATIONS**

**PLEASE NOTE: THE DUE DATE FOR APPLICATIONS HAS BEEN  
EXTENDED TO 4PM MARCH 22, 2010**

- 1. Question:** Does the RFA requirement that applicants submit separate proposals when providing services in multiple counties apply when applicants propose to provide victims' services in a single county, but propose to engage in regional efforts or a coalition involving multiple counties for the primary prevention component?

**Answer:** No. Applicants can submit one application that describes direct victims' services in the targeted county area and regional or coalition efforts that might involve multiple counties for the primary prevention component. In some cases, applicants participating in a regional effort or coalition may engage in primary prevention activities that will directly benefit the target counties of each applicant, for example, joint development of a primary prevention media campaign that can subsequently be used by all applicants in their target counties. In other cases, applicants participating in a regional effort or coalition may target their primary prevention efforts, based upon a review of data or other information, to specific counties or communities where there is a significant need for primary prevention services. Depending upon which approach is chosen, the applicant's response to the needs assessment component of their application may relate to the primary prevention needs of their own target county or to the county or community being proposed for targeting of regional or coalition efforts. Under the Workplan Narrative and Proposed Activities section of the application, applicants that propose to approach primary prevention either through a regional or coalition effort, should include the names of all collaborative applicants, identify who will take the lead, describe the specific role of the applicant in relation to the regional effort or coalition, the goals and objectives of the regional effort or coalition, and the county(ies) or catchment area to be targeted. The narrative should provide a clear picture of how the coalition efforts will result in the primary prevention of sexual violence in the target area and should describe, if appropriate, how participation in a regional or coalition effort will enhance primary prevention efforts in the applicant's target county over the course of the five year contract. The applicant's budget should clearly describe the use of the primary prevention funds in the regional or coalition efforts. The prevention component budget narrative should explain how a regional or coalition budget has been coordinated with any other known applicant's applying for prevention funding for the same region or coalition.

- 2. Question:** Can an agency submit a proposal for this grant as a single county site and also submit a proposal as lead agency for a consortium of providers for more than one county?

**Answer:** As stated under E. Application Content on page 10 of the RFA, if applying to serve multiple counties for direct victims' services, separate applications must be submitted for each county. Applicants that submit proposals to provide direct victims' services that combine multiple counties will be disqualified. When applicants propose to provide victims' services in a single county, but propose to engage in regional efforts or a coalition involving multiple counties for the primary prevention component, one application can be submitted. Refer to Question 1 for a complete response.

3. **Question:** Page 59 of the RFA states "A specific rape crisis advisory committee should be established if the Rape Crisis program is part of a larger organization". Our hospital has a Board of Directors and currently there is not an advisory committee for the Rape Crisis Program. If granted continued funding, will we be required to develop an advisory committee? If yes, please provide parameters of the committee, i.e., number of meetings per year, length of training, mandatory activities, etc.

**Answer:** It is not required that each Rape Crisis Program have a separate advisory committee if part of a larger organization. This requirement is withdrawn. The applicant should ensure that the organization has appropriate expertise to guide the development and implementation of the Rape Crisis Program, and must describe this expertise in the proposal.

4. **Question:** Page 59, Attachment 4, Board of Directors, #5, states, "A specific rape crisis advisory committee should be established if the rape crisis program is part of a larger organization to provide input to the program and the board of directors." For an organization that provides sexual assault support services in multiple counties, is it acceptable to have one advisory committee, or are you asking for an advisory committee in each county with a sexual assault support services program?

**Answer:** It is not required that each Rape Crisis Program have a separate advisory committee if part of a larger organization (refer to question 3 response). If an applicant wishes to develop such an advisory committee when proposing to serve multiple counties, the advisory committee should be knowledgeable about the community(ies) served.

5. **Question:** Page 27 references NYC/Long Island and Rest of State for Component B. What is meant by NYC/Long Island?

**Answer:** Please note this correction. The areas of the state for Component B are New York City (NYC) and Rest of State (ROS).

6. **Question:** Where should years of experience be put on the cover sheet?

**Answer:** Please note this correction. Specifying the years of experience is no longer required on the Cover Sheet.

7. **Question:** Attachment 11 states "Applicants may choose from one of the national programs listed below or provide a copy of the curriculum they propose to use and a summary evaluation that establishes that the program is evidence-based".

**Answer:** Please note this correction. Applicants may only choose from those national programs listed in Attachment 11.

## General

8. **Question:** What can Rape Prevention and Education (RPE) funds be used for in relationship to hotlines for Component A?

**Answer:** RPE funds can be used to support staff that supervise hotline staff or oversee operation/administration of the hotline or answer the hotline calls. Funds can also be used for non-personal expenses, such as advertising the hotline and other costs associated with maintaining the 800 number, beepers for staff responding to individuals requesting assistance through the hotline, and training for hotline staff.

9. **Question:** Are hotline expenses allowable under Component B?

**Answer:** No, hotline expenses are not allowable under B.

10. **Question:** What is the page limit for the Evaluation Section for Component A?

**Answer:** The limit is two pages as specified on page 27 of the RFA.

11. **Question:** Is there a maximum award amount for Component A or can applicants request whatever amount is needed or can be justified?

**Answer:** As referenced on page 9 of the RFA, awards of up to \$55,000 will be made for Component A.

12. **Question:** Page 21, C. Administrative Requirements, A. Issuing Agency states that "some or all of the services awarded through this RFA may be awarded by another state agency using the criteria set forth in this RFA or may be transferred to another state agency via a separate contract." If this occurs, how will a transfer to another state agency affect funding and reporting? How far in advance will the grantee be notified of this change in funding source?

**Answer:** The Governor's Executive Budget proposes the transfer of administration of the rape crisis victims' services programs to the Division of Criminal Justice Services (DCJS). The plan is for the Department to retain administration of the sexual violence primary prevention program. Reporting requirements may change to meet the needs of the funding agency. Every effort will be made to ensure a smooth transition and to notify grantees as soon as possible if a transfer should occur.

13. **Question:** Does the RFA pertain to providing services for female victims only or can applicants apply to do LGBT sexual assault trainings and education under Component B?

**Answer:** The RFA consists of two components, which are intended to serve all victims of rape and sexual assault. As referenced in page 6 of the RFA, Component B applicants are expected to provide support to all programs funded under Component A. Although this may include trainings and education to the LGBT community and other populations, if those needs are identified, it is expected that an applicant selected under Component B will provide support related to Rape Crisis Programs providing rape crisis

victims' services and sexual violence primary prevention services to the general population.

**14. Question:** Is funding under Component A annually renewable or is it only a one-year project?

**Answer:** As stated on page 23 of the RFA, it is expected that contracts awarded from this RFA will have an original term of July 1, 2010 to June 30, 2011. The contract may be renewed annually, for a total of up to five years of funding, based upon provider performance and the availability of funds.

**15. Question:** Is a formal letter of interest a requirement for this RFA?

**Answer:** Submitting a letter of interest is encouraged but not mandatory. Failure to submit a Letter of Interest does not preclude the submission of an application, however, only those applicants submitting a nonmandatory letter of interest will receive any updates and modifications to the RFA..

**16. Question:** Attachment 4, Administration, Minimum Standards, General, #1 states "if applicant proposes to serve multiple counties, a total of at least 1 FTE is required." Please clarify exactly what 1 FTE is required for.

**Answer:** Applicants proposing to serve multiple counties are required to have at least 1 FTE rape crisis coordinator to oversee rape crisis victims' services in all counties served. Please note that for rape crisis victims' services, a separate application is needed for every county proposed to be served. See response to question 17 for information regarding how the 1 FTE coordinator's position should be allocated in the budget for each proposal.

**17. Question:** Attachment 2, Section 69-5.5 Granting of Approval (b) states "Approval obtained pursuant to subdivision (a) of this section shall continue for three years from the date of notification by the commissioner of approval of the application" and that "The commissioner may extend approval for the program for additional three-year periods". Isn't the approval for year one plus four more years?

**Answer:** Attachment 2, Section 69-5.5 Granting of Approval refers to the confidentiality provision for Approval of Rape Crisis Programs for the Purpose of Rape Crisis Counselor Certification. Funded programs under Component A sign the attestation in Attachment 3 and submit it each year as part of the contract package. The one year plus four more years references contract funding and is not related to the confidentiality section.

### **Funding**

**18. Question:** If submitting separate applications to serve three counties, should the salary for a position that will work for all three programs be listed on each of the budgets at 100% under Table A-1, Columns 2 (Annual Salary) and 5 (Total Expense) or should one third of the salary be listed on each of the three budgets with one third of the DOH funding requested in Column 6 for a given county?

**Answer:** The salary should be listed at 100% in Column 2 for each application that is submitted. Column 3 (FTE%) should be 33%, Column 4 (# of Months) should be number of months worked on the program out of a total of 12 months, Column 5 should be Annual Salary X % FTE X number of months worked on the program divided by 12, Column 6 should show the amount requested from NYS and column 7 should show other sources of funding including the NYSDOH grant or other grants, in-kind, etc. Column 5 should equal column 6 plus column 7. Each application should be able to be viewed independently.

**19. Question:** Can we have the same person coordinate community mobilization on a multiple county application?

**Answer:** Yes, as long as each application clearly describes the staff responsible for the community mobilization activities and allocates personnel across all budgets as explained in Question 17.

**20. Question:** If proposing to serve multiple counties, could a portion of an educator's salary be allocated in each of the county applications that are submitted?

**Answer:** Yes. Refer to Question 17 for a description of how to reflect this in the budget section of the application.

**21. Question:** Can the entire RPE funding be used for one educator's salary?

**Answer:** Yes, but it must be clear from your workplan and budget that you are able to meet the deliverables in the RFA. For example, you must show how you will pay for supplies, travel, etc. that may be required to fulfill contract deliverables.

**22. Question:** Page 10 D. Funding states that "A portion of the project's costs should be borne by other sources such as agency funds, business, local government, other State or Federal Funds, or funds provided by the community." Nearly all of our funds are grants or contributions. What qualifies as agency funds? Would this be fees generated by a program?

**Answer:** In this case, agency funds would refer to any contributions and fees generated by the program, via fees or other means.

**23. Question:** For a Rape Crisis Program with staff supported by one or more sources of funding, should all staff members be listed on the budget pages whether they are DOH funded or not?

**Answer:** Staff who contribute to the Rape Crisis Program and are supported in whole or in part by DOH funding, and also those whose participation is in-kind should be shown on the budget pages in Attachment 10.

**24. Question:** For a rape crisis program within a larger agency, what should be included in the agency wide budget? Do we need to submit names, budgets, and contracts for the whole Department or just for the components that directly relate to the Rape Crisis Program?

**Answer:** The agency wide budget should show the entire Rape Crisis Program and include all Rape Crisis Program personnel, whether funded in whole, in part or providing in-kind support, and the allocation of their salary and fringe across funding sources. Likewise, Other Than Personal Services would show allocation of costs across all funding sources, as appropriate. The names of staff working in the Rape Crisis Program should be included on the agency wide budget. However, budgets and contracts do not need to be submitted. See sample attached.

**25. Question:** Approximately 50% of the funding in Component A is federal rape prevention and education funds.” Should budgets use the 50 percent allocation even though it is approximate?

**Answer:** Yes.

**26. Question:** The second paragraph of page 14 states, “Fifty percent (50%) of the total award is restricted for primary prevention efforts and may only be used to fund 24 hour hotlines and primary prevention activities. Up to 25% of the federal rape prevention funding can be used to support victim’s services hotlines and related activities, such as training hotline staff.” Does this mean that half of the primary prevention funding may be used for hotline services?

**Answer:** Up to 25% of the federal Rape Prevention Education (RPE) funds can be used for hotline and hotline related activities. For example, if a program requested a total of \$27,500 in federal primary prevention funds, up to \$6,875 (25%) of the \$27,500 rape prevention education funds could be used to support the hotline. The remaining funds must support primary prevention activities.

**27. Question:** Are hotline services considered part of the primary prevention effort? Are hotline services not included in rape crisis services?

**Answer:** Hotline services are considered rape crisis direct victims’ services. However; as stated in Question 24, up to 25% of the federal Rape Prevention Education (RPE) funds can be used for hotline and hotline related activities.

**28. Question:** Page 10 of the RFA indicates that RPE monies may be used to fund activities related to the support of the hotline. Is it acceptable to fund the staff person who coordinates the volunteer training and supervises staff and salaries of staff who cover the hotline with these monies? Can RPE funding be used for advocacy and counseling services to victims resulting from hotline calls?

**Answer:** Up to 25% of RPE funds may be used for hotline activities, including volunteer training related to the hotline, supervision of the hotline and of staff who cover the hotline. Use of RPE funding to support advocacy or counseling is not appropriate.

**29. Question:** We currently receive Rape Crisis Program funding from the Department of Health. On page 15 of the RFA it states that this funding “*may only be used to expand existing activities or create new activities*”. Please clarify if it is acceptable to apply for continued funding of Rape Crisis Program services and prevention programs.

**Answer:** It is appropriate for currently funded Rape Crisis Programs to apply for continued funding for Rape Crisis Program services and prevention programs.

**30. Question:** Do we need to include resumes for administrative and clerical staff that are also part of the application, in addition to resumes for project staff?

**Answer:** Resumes should be included for key staff such as the program director, counselor, or educator. It is not necessary to include resumes for administrative staff or clerical staff.

### **Program Requirements**

**31. Question:** Regarding the Program Evaluation requirements for Component A and B, should funding be used for program evaluation activities? If so, what percent? Should we seek other funds for program evaluation?

**Answer:** Grant funds or other funds can be used to support evaluation. There is not a specific amount of funding required for evaluation. Applicants must propose a plan to evaluate activities and sufficient funding to accomplish the plan.

**32. Question:** Should the application cover a one year or a five year period?

**Answer:** A workplan and budget should be for the 12-month period assuming a July 1, 2010 start date. In the Executive Summary, applicants may summarize what they expect to accomplish over the life of the grant.

**33. Question:** Does the 10 page limit for the Workplan Narrative and Proposed Program Activities section of Component A include the workplan sheets?

**Answer:** No, as stated on page 12 of the RFA, the workplan worksheets do not count toward the page limit for the section.

**34. Question:** As stated on page 9 of the RFA, additional awards may be made to counties/boroughs with more than 175 reported rapes per year. Can applicants request more funding or is the additional funding to support additional programs?

**Answer:** Awards will be made up to \$55,000 as specified under D. Funding on page 12 of the RFA. Funding will support additional program awards in those counties/boroughs with more than 175 reported rapes per year.

**35. Question:** Are letters of support required?

**Answer:** As stated in Section 3 Organizational Experience and Capability on page 11 of the RFA, applicants proposing primary prevention efforts in collaboration with other applicants should include evidence of local support such as written agreements and/or letters of support. If providing primary prevention education to target audiences, letters of commitment should be included from schools or other venues where the education will take place.

**36. Question:** For Component A, sexual violence primary prevention activities can include sexual violence primary prevention education *or* community mobilization. Is that correct?

**Answer:** Yes.

**37. Question:** Can we continue community mobilization projects previously started?

**Answer:** Applicants may propose to continue community mobilization projects that were previously started. However, applicants should ensure that proposed activities address the requirements stated in the RFA.

**38. Question:** The RFA requires a 50% FTE of program coordinator. Is it acceptable for an educator to act as the coordinator?

**Answer:** Yes, that is acceptable.

**39. Question:** As Men Can Stop Rape is not based in New York, it is our intention to be written into other applications. Can we be included in multiple Component A and Component B applications?

**Answer:** Use of The Men of Strength Club, a component of Men Can Stop Rape, is allowed as referenced on page 8 of the RFA and can therefore be included in multiple applications as a sexual violence primary prevention approach. Applicants considering using additional components should clearly demonstrate how Men Can Stop Rape will assist in meeting the requirements outlined in the RFA.

**40. Question:** In the current contract from DOH, in addition to participating in the community mobilization primary prevention Project Envision, we have been required to develop an additional primary prevention goal. We have thus developed and conducted a multi-session, primary prevention curricula and program in a local high school to meet this requirement. Will an additional goal be required if we apply to continue our community mobilization efforts as the way we plan to use the RPE funds?

**Answer:** No, applicants will not be required to do additional primary prevention education. Applicants can choose to do additional primary prevention education or community mobilization activities.

**41. Question:** If a program is successfully providing an educational primary prevention program, will they be able to continue that or does the RFA require that an expansion or new program be introduced? [Section II, E. 6.]

**Answer:** The RFA requires that either specific primary prevention education programs listed in Attachment 11 or a community mobilization project be used for this RFA. Applicants can propose to continue those programs that are consistent with the intent and purpose of the RFA.

**42. Question:** Page 7 of the RFA states “Applicants should serve individuals of all ages seeking services.” Our program is not designed to serve young children (under age 12), but we serve all other age groups. Please clarify the age requirements.

**Answer:** Applicants that do not serve all ages should specify what linkage agreements or services are available in the catchment area to ensure clients under 12 are referred and receive services.

**43. Question:** Pages 63 to 66 outline the types of chart notes that are required for clients who are seen for individual counseling sessions. The minimum standards outlined on page 64 state that “personalized goals, outcomes and interventions” must be documented in the chart with “Each counseling session must be documented in the client’s chart including; goals, outcomes and interventions.” Sample goals, outcomes and interventions are also given. This appears to be an onerous requirement to chart goals, outcomes and interventions for every counseling session. Is the requirement that chart notes are kept for each session or is this meant to be per client?

**Answer:** Yes, the intent is for chart notes to be kept for each session. Charts should include enough detail so a different counselor would have adequate documentation that showed the victim’s progress if the case were reassigned. Accurate charting is also an important quality assurance process that programs should have in place.

**44. Question:** Page 6, Section 11, 1. Who May Apply, 2. Preferred Eligibility Requirements, 3<sup>rd</sup> bullet, states, “Board membership that has the expertise to address agency needs and includes representation from the community being served.” Should board members be survivors of sexual assault or do should they be individuals who live, work or serve in the communities the applicant agency serves?

**Answer:** Board membership should be representative of the community served.

**45. Question:** Page 12, 2<sup>nd</sup> paragraph states “Describe your Board of Directors, listing present members, role on the Board, and their other major community affiliations.” What do you mean by “other major community affiliations?” Do you mean where a board member works or other community boards that a board member may also serve on? Do you want a list of organizations with which a board member works closely, even if they are not on its board, such as the United Way or YWCA, or a list of community organizations to which a board member is a member (like NAACP, for example)?

**Answer:** The Board membership should be submitted with the application that includes the member’s affiliation as well as role on the Board (e.g., consumer, local businessman, community representative, etc.) to demonstrate that the Board of Directors is representative of the community served.

### **Curriculum**

**46. Question:** Is the Expect Respect program a four session curriculum?

**Answer:** No, Expect Respect has different components, including an eight lesson Youth Leadership Training and a youth-led awareness project.

**47. Question:** Are the parameters of sessions specified in the RFA?

**Answer:** The length of time spent on each session is dependent upon which curriculum is used and is defined by the curriculum.

**48. Question:** Is there a minimum number of times that the primary prevention education program must be offered annually in each county (each with a minimum of 6-8 sessions)?

**Answer:** There is no specific requirement on the frequency with which primary prevention education is offered other than the number of sessions.

**49. Question:** Regarding the approved curriculum, is there a process to get any other curricula approved or are prevention education programs restricted to the listed curricula?

**Answer:** The approved curricula are listed in Attachment 11. Applicants are required to use one of the approved curricula. There is no approval process for alternate curricula.

**50. Question:** The RFA states that the selected curriculum must be used in its entirety. Safe Dates Curriculum has nine sessions but states that a program with six sessions can be successfully used. Is that acceptable?

**Answer:** Yes this would still meet the 6-8 session requirement stated in the RFA.

**51. Question:** It appears that the required curricula are geared towards youth who are teenagers to college age and are inappropriate for youth under the age of 9 or youth/adults who are developmentally delayed/mentally retarded. Is it the expectation that this grant will not cover prevention education for younger youth or special populations?

**Answer:** Please refer to Attachment 11 for the listing of approved primary prevention programs. Some of the programs are applicable from age 9 and up. At least one of the programs states it can be tailored to meet the needs of mainstream as well as special education students.

**52. Question:** How do we write a workplan/proposal if we are unable to see the curriculum before?

**Answer:** Each curriculum is available for purchase and a web search would provide information, including evaluations that would allow you to make a decision.

**53. Question:** Can DOH put copies of this curriculum online or email it on request for applicants to view?

**Answer:** No, DOH does not own any of the curricula and would not be able to make them available to applicants.

**54. Question:** How do we implement the project itself when the training and curriculum purchase will take up so much of our RPE resources?

**Answer:** Each applicant must determine how best to effectively utilize available resources to meet the requirements of the RFA.

**55. Question:** Is it acceptable to focus on training, curriculum purchase and development of an implementation plan for the first six months of the proposed workplan?

**Answer:** Applicants should include in their application the goals, objectives, activities and timeframes they consider reasonable to implement the program. Applicants can include training and curriculum costs as part of their budget.

## **General Terms**

**56. Question:** Short Term Counseling under the Component A Workplan worksheet, Part 1 Required Components is not defined in the Glossary of Terms. Please define Short Term Counseling.

**Answer:** Counseling is defined in Attachment 5 Glossary. Short term refers to the length of time a victim remains a client and receives counseling services. The intent of the program is to provide short term rather than long term counseling of clients. Clients that need long term counseling should be referred as appropriate to meet their needs.

**57. Question:** What is the definition of “new client” in the measure column under Component A Workplan worksheet?

**Answer:** New clients are defined as the estimated, unduplicated count of the number of new clients (clients not already served by the agency) your agency expects to serve in one year.

**58. Question:** Under Component A Workplan worksheet, it appears we are being asked to count the number of new clients services are being provided to rather than the number of advocacies, counseling units, accompaniments that are provided. Is that correct?

**Answer:** Yes, this is an estimate of the number of new clients you expect to serve in each service category.

**59. Question:** Do questions A through G of the Component A Workplan worksheets Part 2 cover all primary prevention education/community mobilization issues to be addressed or do we complete A through G for each of the three issues? Can you provide a sample of what this Part 2 work plan would look like for an agency that identifies three separate issues, with three goals attached to each issue? Will each goal have multiple SMART objectives?

**Answer:** It is not necessary to submit separate responses to question A through G of the Component A workplan when proposing to address three separate issues. Although an applicant may do so, it is acceptable to respond to questions A through G in a general fashion to encompass broad issues of sexual violence in the targeted area. The three goals should be related to the issues identified in Part 2 - Primary Prevention/Community Mobilization. The goals, objectives and activities should be comprehensive and address all identified issues. However, if an applicant believes it is important to identify more specific issues in order to clearly outline the proposed project, it is acceptable.

**60. Question:** Does the Department of Health have ownership of the website to be developed through the Center of Excellence (COE). How will the website be maintained if the Department does not renew a contract with the COE?

**Answer:** The standard contract contains program specific appendices that will be included in contracts of successful applicants. Appendix A-2 Program-Specific Clauses in the standard contracts state that any and all materials produced under this contract will become the property of the Department. In the event that a contract is not

continued, all materials developed with the funding are transferred to the Department of Health.