

Responses to Questions for RFP # 2018-03
**NYS William B. Hoyt Memorial Children and Family Trust Fund &
 Community Based Child Abuse Prevention (CBCAP) Programs**

Q1	Can you please confirm if the award amount is \$150,000 per awardee?
A1	The maximum award amount is \$150,000. See section 2.3 of the RFP “Only one application will be accepted per agency and the maximum request per application is \$150,000. The application may include more than one program category but cannot exceed a total of \$150,000.” Per sections 1.7 (OCFS Reserved Rights), OCFS reserves the right to #5, <i>“make an award under this RFP in whole or in part,”</i> and #30, <i>“make adjustments to the funding amount requested based on program need and based on the total dollar value of the applications submitted.”</i>
Q2	Is the \$150,000 step down funding or is it \$150,000 each year for 5 years?
A2	See section 2.3 of the RFP, which states: <i>“Whether funded by federal CBCAP funds or Trust Funds <u>all</u> grantees will be subject to a spend-down formula which means that awardees may receive 100 percent of the grant in Years One and Two; up to 75 percent of the initial grant in Year Three, and up to 50 percent of the initial grant in Year Four. If OCFS finds that the program is effectively preventing family violence or providing a service necessary to victims of family violence, grantees may receive up to 50 percent of the initial grant in Year Five....”</i> For example, if the application was awarded \$100,000 for the first and second year, the third year would be limited to a maximum of \$75,000, and the 4th and 5th years would be limited to a maximum of \$50,000 each.
Q3	How do you define target population?
A3	See Section 5.1 B “Target population is the intended recipient of project services for who proposed project outcomes will be achieved,” For example: Children and families at-risk of or experiencing family violence, including intergenerational abuse. The Target Population may be narrowed down by using additional criteria such as certain risk factors or geographic location. Please see sections 4.1 and 5.1 of the RFP for additional information.
Q4	Do we have to focus on all of the populations written about in the grant or can we focus on a few?
A4	No, applicants are not required to focus on all populations referenced in the RFP. The applicant should define the Target Population for whom the proposed project outcomes will be achieved (see response to question 3).
Q5	Are parent technical assistant programs acceptable for this proposal (the trainings are for parents not youth on child abuse)?
A5	Evidence-based or evidence-informed parenting education programs and practices are acceptable.
Q6	Are technical assistant programs acceptable for other mandated reports and agencies that have access to youth such as foster care workers, ACS workers, school staff, case workers etc.?
A6	No, this is not an acceptable program for this funding stream. Services provided through this funding are for direct services to children and families. Additionally, funds are not for services that are provided through the local department of social services such as foster care or child protective services. Please see section 2.3 of the RFP for additional information.
Q7	Is this a multi-year grant?
A7	Yes. Please see section 2.4 of the RFP for additional information.
Q8	Is a match required?

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A8	A local match is <u>not</u> required; however, priority will be given to programs that demonstrate that there is an additional (financial or non-financial) investment by the applicant agency and/or community. Please see section 2.3 of the RFP for additional information.
Q9	For those who cannot physically attend training we have a virtual trainings, resources and webinars for parents to access, can this be written into the grant?
A9	Yes, trainings can be written into the grant. For evidence-based and evidenced-informed parenting education programs, the curricula are to be delivered in a manner that is consistent with maintaining the fidelity of the program.
Q10	Is program and training development an acceptable cost?
A10	No. These funds are intended to support family violence prevention programming. Costs must be associated with this outcome in mind. Funds are available for programs that help to strengthen families and avoid foster care or other out-of-home placements.
Q11	Our County DSS will be the agency submitting the grant and will have 2 primary sub-contractors that will provide the majority of the services under the proposed project. A) If the sub-contracted agencies are the only providers of those specific services in the county and therefore we will not be putting the contract out to bid, what documentation needs to be provided with the RFP? B) What documentation should we submit to show their intent to contract with DSS if the contract is awarded – do we need to include a letter of commitment/draft contract?
A11	Regarding both questions: Applications that intend to subcontract a portion of the funds to another provider should include a letter of commitment from the subcontractor, and a description of funds that will be provided. Please see section 5.1.F of the RFP for additional information regarding letters of commitment. Vendors are also encouraged to have subcontractors file the required Vendor Responsibility Questionnaire online through the New York State VendRep System. These subcontractors are required to submit a questionnaire when the value of the subcontract is \$100,000 or more. Per section 5.2 of the RFP (page 35), if a subcontractor or consultant expense is more than \$15,000, three written bids must be provided. If you are unable to obtain three written bids, a justification as to reasonableness of cost is required. Note: an executed subcontract will be required prior to payment.
Q12	Is the grant amount of \$150,000 the first-year grant award, or the total grant over a 5-year period?
A12	\$150,000 is the maximum amount of OCFS funds applicants can request for the first year of the contract term. Please see response to question 2 and section 2.3 of the RFP for additional information regarding step down funding in subsequent years.
Q13	Can you break down in actual amounts the annual amount each application can apply for? In other words, what is the total we should be including in the budget?
A13	Each applicant may apply for an award of up to \$150,000 for the first year of the project. The budget submitted with your application should reflect the total project amount for year 1, which includes the award amount requested from OCFS <u>and</u> any local share being contributed to the project by the applicant. Please see response to question 2 and section 2.3 of the RFP for additional information regarding step down funding in subsequent years.

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Q14	SECTION 2.3, PAGE 13, PARAGRAPH 1 AND PAGE 16, PARAGRAPH 2 REGARDING APPLICANTS CURRENTLY RECEIVING WILLIAM B. HOYT TRUST FUND FUNDING: Will bidders be required to select which funding source (CBCAP or Trust Fund) they are seeking for their proposal if the proposal includes both expansion / enhancement and continuation activities?
A14	No. That will be determined by OCFS at the time of award based on the services being proposed and the availability of funding.
Q15	SECTION 2.3, PAGE 13, PARAGRAPH 1 AND PAGE 16, PARAGRAPH 2 REGARDING APPLICANTS CURRENTLY RECEIVING WILLIAM B. HOYT TRUST FUND FUNDING: If the bidder's program is seeking funding through this RFP to continue existing services previously funded by sources other than the Hoyt Trust Fund, are those activities considered "expansion/enhancement," or "continuation" for purposes of this RFP?
A15	If an applicant is proposing to provide the same services in the same community without expansion or enhancement of services, it would be considered a continuation. Please see section 2.3 of the RFP for additional information.
Q16	SECTION 5.4, PAGE 46, ITEM 7C: Does the proposal need to specify in the budget narrative or elsewhere which funding source (CBCAP or Trust Fund) is being requested for selected grant activities?
A16	No. That will be determined by OCFS at the time of award based on the services being proposed and the availability of funding.
Q17	SECTION 5.1, PAGE 26, ITEM C, PARAGRAPH 4: If additional performance measures are included, will OCFS reporting database generate reports that correlate with these additional proposed outcomes?
A17	The OCFS prevention database is able to generate reports that will correlate with the additional outcomes proposed by OCFS. Successful applicants will provide verification of outcome achievement for those outcomes not proposed by OCFS.
Q18	5.0 PROPOSAL CONTENT AND SUBMISSION 5.1 Technical Proposal Content/Work Plan B. Target Population(s) Question: Would non-parenting youth and young adults age 16-24 with a history of: child abuse; witnessing domestic violence; involved in intimate partner violence be a fundable target population as defined by this RFP?
A18	The target population is families at risk. Non-parenting youth would not be an appropriate target population for this funding stream.
Q19	4.1 Desired Outcomes and Program Requirements 4) Strengthen families by building protective factors including parental resilience, nurturing/attachment, knowledge of parenting and child development, and building social supports. 6) Increase knowledge of prevention of intimate partner violence. Question: Would the following outcome meet the requirement for either outcome #4 or #6? Outcome would be:

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	To increase target population (non-parenting youth and young adults age 16-24) life skills including interpersonal skills and knowledge that are valuable in adulthood, especially in the parenting role; provide youth and young adults with skills to help them protect themselves from abuse, in order to break the familial cycle of child abuse.
A19	No. Because the target population in the proposed outcome is non-parenting youth, this population would not be eligible for this funding stream and this outcome would not meet the requirements of outcome # 4 and # 6.
Q20	<p>5.3 Key Concepts Prevention Program Data Management System (PPDMS)</p> <p>Prevention Program Data Management System (PPDMS) A collection of participant level information requiring input of registration and demographic information, services information, and protective factors inventory information.</p> <p>Question: What are the software and hardware requirements for using this system? Can costs associated with utilizing the system be included in the budget?</p>
A20	The OCFS prevention database is accessible via modern internet browsers. No additional software or special hardware requirements are necessary. There are no costs associated with using the Prevention Program Data Management System.
Q21	What is the anticipated average award?
A21	This will be determined by the amounts requested, reasonableness of costs, and the number of acceptable proposals received by OCFS.
Q22	The RFP states “all grantees will be subject to a spend down formula” Does this section mean that, for example, a \$150,000 PER YEAR award would be reduced to \$75,000 maximum in year 4 and if the program is found effective, up to \$75,000 maximum in year 5?
A22	Yes. See section 2.3 of the RFP which states: “ <i>Whether funded by federal CBCAP funds or Trust Funds <u>all</u> grantees will be subject to a spend-down formula which means that awardees may receive 100 percent of the grant in Years One and Two; up to 75 percent of the initial grant in Year Three, and up to 50 percent of the initial grant in Year Four. If OCFS finds that the program is effectively preventing family violence or providing a service necessary to victims of family violence, grantees may receive up to 50 percent of the initial grant in Year Five....</i> ” For example, if the application was awarded \$100,000 for the first and second year, the third year would be limited to a maximum of \$75,000, and the 4th and 5th years would be limited to a maximum of \$50,000 each.
Q23	Reviewing Attachment, we see we do not cover the entirety of the region that contains our service area. If another applicant, that covers solely the remaining uncovered parts of the region, scores higher in the same problem category, does that mean we cannot win funding for our section of the region? Same question for whether a higher scoring applicant covers a different problem area—does that necessarily preclude funding in our section of the region?

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A23	No, you may still be eligible for funding. Attachment 3 is included to provide applicants with the understanding that recommendations for awards will be based on the highest scoring applications located within a region to distribute awards geographically using OCFS designated regions. It is not required for an applicant to serve the whole geographic area in its entirety. Please see section 6.0 of the RFP for additional information.
Q24	“Applicants currently receiving William B. Hoyt Trust funding that are not proposing an enhancement or expansion of the program in response to this RFP are only eligible for CBCAP funds if they are proposing child abuse and maltreatment or domestic violence prevention programs.” a). Can we apply for continuation funding for an existing program only from CBCAP funds under this RFA? If so, what is the maximum annual or total funding available to such applicants? b). What constitutes an expansion or enhancement to our existing program?
A24	a) Yes, you can apply for continuation funding for an existing program if you are a child abuse prevention or a domestic violence prevention program. Continuation of a Family Violence program working with the Elder population is only eligible for a Trust Fund award and therefore only eligible for the fifth-year award from their previous contract. Additionally, awards will be made by highest to lowest scores within regions. Child abuse and domestic violence prevention programs will only be eligible for CBCAP funding if enough funding remains available when reaching the applicants passing score. b) An expansion to an existing program is service to additional families, or additional target populations. An enhancement is additional services provided to the same number of families or target populations that enhance the outcomes of the services provided.
Q25	“Applicants may not use this funding source to provide child protective services [...] or any other services that are otherwise available through the LDSS” – does this preclude funding for collaborative projects between a DV victim service provider and a local CPS office, where the applicant is the DV victim service provider?
A25	No. OCFS is seeking child abuse and maltreatment prevention programs, or domestic violence prevention or family violence prevention programs. Programs should be designed to strengthen and support families as described in section 2.3 of the RFP.
Q26	The RFP states “Programs will be required to demonstrate strong and clearly defined partnerships, with community providers of domestic violence support services and substance abuse treatment services. These partnerships will be detailed in memorandums of understanding (MOU) or similar agreements.” a). Are we required to include copies of these agreements with our proposal? If so, where should they be uploaded? b). Will we be scored based on our ability to provide these MOUs? c). Is there a required format for these agreements?
A26	a) No, MOU agreements between collaborative providers are not a requirement outside of the LDSS attestation form. MOUs that outline the collaborative work and the role between partners demonstrates formalized partnership and are welcomed to be included in the application. As per Section 5.4 of the RFP, please note that all questions in the Grants Gateway will only allow one document to be uploaded per question. Reports/Multiple documents should be combined into ONE SINGLE FILE no larger than 10MB in size. If this is not possible, it is permissible to submit additional uploads to the “Grantee Document Folder” . Please ensure all uploads are clearly identified and labeled. DO NOT UPLOAD

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	<p>PASSWORD PROTECTED OR SECURED DOCUMENTS. ENSURE ALL PASSWORDS ARE REMOVED PRIOR TO UPLOADING IN THE GRANTS GATEWAY.</p> <p>b) No, the absence of formal agreements in the form of MOU's will not be scored.</p> <p>c) No, there is no required format for formal agreements such as MOU's.</p>
Q27	Are any documents required to be uploaded to the Grantee Document Folder? If so, what are they?
A27	As specified in section 5.4 of the RFP, required documents must be uploaded as attachments in the "Program Specific Questions" and "Pre-Submission Upload" sections of the Grants Gateway System as part of your response to applicable questions. If there are insufficient upload slots, it is permissible to submit additional uploads to the "Grantee Document Folder".
Q28	In Grants Gateway, Question 5 "Project Staff" is worth 10 points, but then Parts 5A, 5B, and 5C of this question together also add up to 10 points and have the same length requirement. Is Question 5 scored?
A28	Yes, section 5 "Project Staff" is worth up to 10 points. Questions 5A (worth up to 4 points), 5B (worth up to 3 points), and 5C (worth up to 3 points), are added together to constitute the 10 points for this section. Please see section 5.4 of the RFP for additional information.
Q29	is OCFS looking for geographic saturation in the provision of programs?
A29	No. Applicants are not required to saturate any given geographic area with programming. Applicants may propose to serve any target population(s) identified in the RFP that are in-line with their organization's priorities.
Q30	Is there a desired number of persons or families you would like a program to serve?
A30	No, due to the variety of programs and services eligible to apply to this funding opportunity, there is a broad range in the number of persons and families that may be served based on program model types. OCFS encourages applicants to provide services to as many families as possible based on the available funding (state award and local share) without compromising the quality of the service delivery.
Q31	Do you have specific tools you would like us to use to measure outcomes?
A31	For programs that are appropriate for the OCFS Prevention Database, the required tools are Protective Factors Inventory (PFI). For other programs, we would require using a tool recommended for use with the selected curricula or tools that are relevant to the outcomes that are being measured. Please see page 41 of the RFP: https://friendsnrc.org/evaluation-toolkit/using-the-compendium-of-annotated-measurement-tools/compendium-of-annotated-tools .
Q32	Are there separate applications for the Hoyt Memorial Trust Fund and the Community Based Child Abuse Prevention Program?
A32	No. Only one application per agency will be accepted in response to this RFP. Please see section 2.3 of the RFP for additional information.
Q33	Does our non-profit have to register for each separate grant application? All our records are on file.
A33	No. Each applicant agency only needs to register in the Grants Gateway once. If your organization is already registered, you do not need to register again. Please see section 5.5 of the RFP for additional information. It is permissible to contact the Grants Gateway help desk regarding technical questions of this nature.

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Q34	Section 2.3 Purpose and Funding Availability (p. 13, para. 1) Section notes funds are available to start a new program and/or enhance programs. If a program has been functioning in a “pilot” phase with only local funding to determine its effectiveness in the target population, would it be considered a new program if moving forward to fully implement the program?
A34	No, bringing a pilot program to scale would be considered expansion of an existing program.
Q35	(p. 13, para. 1) What would be an example of a new component?
A35	An example of a new component or enhancement is adding additional services to an already existing program. For example, adding a Parents as Teachers program to a Family Resource Center’s services when there was none previously.
Q36	Is it possible to write in a budget for funding a partnership if the partner agency has not been determined?
A36	Yes. Please clearly indicate this in your proposal. OCFS recommends identifying the methodology you will use to identify your partner. Please note that, if selected for award, this may result in additional requirements that must be satisfied prior to contract execution.
Q37	Are county government agencies and the LDSS considered one agency for the purpose of limiting the amount requested per application?
A37	If the county government agencies and the LDSS are registered in the Grants Gateway separately and operate independently from one another, they may submit separate and independent applications in response to this funding opportunity.
Q38	Federal Funds (p.15, para.2): The RFP states that programs funded under this RFP are intended to be supported and sustained by the community once the funding decreases and subsequently concludes. a). Can we expect that during this 5-year funding cycle, additional funding to support child abuse prevention programs such as Healthy Families will be available? b). Would this be considered being supported and sustained by the community or would that require private partnership funding? c). Could it be a combination of funding?
A38	No. OCFS is unable to state that additional funding will be available to support additional programs within the next five years. Other funding streams that are provided may be considered for sustaining resources. The expectation is that the funding offered through this RFP will be seed money for communities to either support locally or with other funding, or through a combination, the ongoing existence of the programming that this funding initially supports. Please see section 2.3 of the RFP for additional information.
Q39	Section 2.4 Term of Contract Over the 5-year term is the funding potential \$150,000 annually or is it spread out over the entire term?
A39	See section 2.3 of the RFP which states: “ <i>Whether funded by federal CBCAP funds or Trust Funds all grantees will be subject to a spend-down formula which means that awardees may receive 100 percent of the grant in Years One and Two; up to 75 percent of the initial grant in Year Three, and up to 50 percent of the initial grant in Year Four. If OCFS finds that the program is effectively preventing family violence or providing a service necessary to victims of family violence, grantees may receive up to 50 percent of the initial grant in Year Five....</i> ”

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	For example, if the application was awarded \$100,000 for the first and second year, the third year would be limited to a maximum of \$75,000, and the 4th and 5th years would be limited to a maximum of \$50,000 each.
Q40	If we submit a proposal that relates to the objectives from both funding sources, will funding come from both federal and state funding?
A40	Successful applicants may receive funding from either source or a combination of both.
Q41	Once awarded, will reimbursement occur through the OCFS Contract Management System? If not, please describe the process that will be used for reimbursement.
A41	No, payments are made through the Statewide Financial System (SFS). The specific process to be used for reimbursement will be discussed with the successful applicants during contract development.
Q42	Section 2.3 Purpose and Funding Availability State Funds 20% to support statewide initiatives (those funds will not be included in this RFP. Does this statement in the RFP mean that proposals for a project with a statewide reach will not be considered under this funding opportunity?
A42	No. Projects with a statewide or multi-geographical reach may be considered for this funding opportunity.
Q43	Is OCFS looking to fund programs that will provide “primary prevention” services or can services be provided to families with open, indicated CPS reports?
A43	Funds are intended to provide supporting and engaging families before any abuse occurs or when it is first recognized. These funds can also support community based programs with the goal of preventing the recurrence of abuse/maltreatment.
Q44	Is OCFS looking to only fund programs that have a designated physical location for parents to “walk-in” or can a provider offer services to families in a variety of locations within the community (p.24).
A44	Services should be strategically located to be readily accessible to the target population, this may be in one centralized location or in a variety of locations within the community.
Q45	OCFS strongly encourages vendors to consider working with Service-Disabled Veteran-Owned Businesses (SDVOB). Does SDVOB utilization impact M/WBE goals, or is the M/WBE goal of 30% unrelated to SDVOB utilization? Section 7.11: Page 60
A45	SDVOB utilization is set at six percent (6%) of discretionary non-personnel service spending based on the Service-Disabled Veteran Owned Business Act. That 6% is separate from the M/WBE goal of 30%. It does not impact the M/WBE goal as M/WBE requirements are pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations and as such unrelated.
Q46	OCFS has outlined an overall Minority and Women-owned Business Enterprise (M/WBE) utilization goal of 30% and breaks the goal down further to 15% MBE participation and 15% WBE participation. Is this break down fixed, or is any breakdown that totals 30% acceptable? Section 7.10.1: Page 57
A46	While OCFS references an overall MWBE participation goal of 30%, it is specified as 15% with MBE and 15% with WBE. For any variation in those amounts to be considered they must

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	be requested by the vendor and approved by OCFS via a waiver. All requests for waivers must include justification and documentation of good faith efforts to meet the specified goals.
Q47	How many awards is OCFS expecting to make? Section 2.3: Page 16: Paragraph 1
A47	Please see the response to question 21. OCFS will make as many awards as possible in compliance with the terms of this RFP. Please see section 6.0 of the RFP for additional information.
Q48	OCFS mentions instruments that will be utilized to determine a program's effectiveness in the prevention of family violence and/or a program's ability to provide necessary services to victims of family violence. Will OCFS provide evaluative criteria beyond the performance targets identified by contractors in order to give advance insights into how effectiveness will be measured/determined? Section 2.3: Page 16: Paragraph 5
A48	Yes. OCFS will partner with successful applicants during the contract development process to develop meaningful, ambitious but realistic performance targets that encompass what the program outcomes are designed to accomplish as well as targets that include criteria included in the prevention data base that will be used if applicable.