

## **Victim of Crime Survivor Grant RFP**

### **Questions**

**Posted by 2/15/19**

1. Question: Can we provide multiple measures of those served vs those impacted?

Answer: Yes, collateral victims (e.g. family members) may be served by these funds and all clients served should be accounted for in quarterly reporting.

2. Question: Should we include training that we've both received and given to demonstrate trauma informed competency?

Answer: Yes, please explain your agency and staff proficiency in trauma informed strategies including trained received and presented.

3. Question: Proposed staffing: Is there a maximum number of resumes/job descriptions we can include?

Answer: Please include resumes/job descriptions for all staff included in proposed budget or providing services proposed. There is no maximum number to submit.

4. Question: Is the cover page is one more page in addition to the limits for the sections described on pages 14-15?

Answer: The cover page is independent of the page limits for other questions detailed in the RFP and does not count toward the page limit.

5. Question: Will this be awarded as a grant or a contract?

Answer: This will be awarded as a grant. The City's boilerplate grant agreement will be used.

6. Question: If a contract, UCSF has a negotiated boilerplate contract agreement with DPH that we would like to use if we are awarded this matter. Is that possible?

Answer: N/A

7. Question: The “General Overview and Summary” page required for the RFP submission asks to list current contracted work with all city departments. If we have numerous, past and present, in all types of different capacities, do we need to list all?

Answer: Please list ALL current contracts with the City and County of San Francisco.

8. Question: If awarded a grant, we will need a 12B waiver, if awarded the grant will the SFDA’s office assist with this?

Answer: Compliance with City supplier requirements are the sole responsibility of the bidding agency. SFDA does not get involved in supplier compliance issues.

9. Question: Will we be notified when we submit the proposals by email?

Answer: Yes, you will receive a confirmation that your proposal has been received.

10. Question: Does the victim of crime have to be an SF resident?

Answer: The victim must be a resident of San Francisco OR the crime must have been committed in San Francisco.

11. Question: Do we have to document residency?

Answer: We do not require any specific residency verification but encourage agencies to document verification of eligibility through their normal intake processes.

12. Question: Does the victimization have to be recent?

Answer: The victimization does not have to be recent but the person(s) need to be currently affected by the victimization and in need of services.

13. Question: Can we provide preventative services?

Answer: Only direct services are covered by this funding- no prevention services or resources can be covered as the clients must be victim of crime.

14. Question: Is there a limit to the length of time we can provide services for clients?

Answer: No, there is no time limit to the service, but the grant will only provide services for a maximum of two years.

15. Question: Can you provide “Know Your Rights” classes or information?

Answer: "Know Your Rights" information would only be eligible if it is provided to survivors of crime victimization and it pertains to rights as victims of crime.

16. Question: Can you give money directly to victims?

Answer: No funding or money can be directly paid to individuals with this grant.

17. Question: Are you eligible for funding even if you already have a contract with the SFDA's office?

Answer: Yes, other contract with the SFDA's office does not preclude you from applying for or receiving this grant funding.

18. Question: Is there a minimum number of clients expected to be served?

Answer: No, there is not minimum number of clients served. Please be thoughtful in proposal of service numbers and funding requested.

19. Question: Is there a score associated with the oral interview?

Answer: The oral interview is post award notification and is meant to negotiate the details of the contract. There is no score associated with this negotiation.

20. Question: Can an organization use staff's prior experience as a way to meet the minimum qualifications for experience if the organization is new?

Answer: No, the organization's track record is the subject of the minimum qualifications, not individual staff experience.

21. Question: If the grant begins 6/1/19 and ends 6/30/21 do we submit a 24 or 25 month budget?

Answer: 25 months

22. Question: Is the grant cost reimbursement?

Answer: Yes, agencies will submit monthly invoices for services rendered in the previous month.

23. Question: Do you have to include a budget narrative?

Answer: Yes, all expenses must be detailed in a budget narrative submitted in a word document.

24. Question: Can grant be single spaced?

Answer: Yes, proposals can be submitted single spaces, 12 inch font.

25. Question: If an agency has a branch in San Francisco, but the headquarters is outside of San Francisco, do they qualify?

Answer: Yes, there are no geographic restrictions.

26. Question: If the agency has a confidential address due to nature of services, what should be used for address?

Answer: If your agency has a confidential address for services, please use a mailing address for the proposal.

27. Question: What is the maximum for indirect costs?

Answer: Maximum allocation for indirect costs is 10%.

28. Question: Do the indirect costs need to be explained in line item budget?

Answer: The indirect costs should be detailed in the budget narrative but do not need to be listed by line item.