

## NYS Response to Human Trafficking Program Questions and Answers

1.

**Q) What is a Government entity?**

**A)** A government entity includes public agencies, county or municipal governments, or any subdivision thereof.

2.

**Q) What types of organizations are eligible to apply for the program?**

**A)** Eligible applicants include public agencies, county or municipal governments, or any subdivision thereof; not-for-profit corporations, including charitable organizations incorporated, registered and in good standing with the Charities Bureau of the Attorney General in the State of New York; faith based organizations and educational institutions. Eligible applicants must be located in and do business in New York State.

3.

**Q) Can you please highlight the changes/differences from the last RFP?**

**A)** The intent of the program as well as the main objectives remains the same. Two changes to the program are 1) increased total dollars that can be allocated to the Task Force and Community Education payment points. Applicants who propose to provide Community Education may not allocate more than 10% (previously 5%) of the total award amount to that payment point. Applicants who propose to provide Task Force Development may not allocate more than 20% (previously 10%) of the total award amount to that payment point. For applicants proposing to provide both Community Education and Task Force Development, the combined allocation of the two payment points may not exceed more than 20% (previously 10%) of the total award. And 2) in accordance with the rest of New York State, OTDA establishes an overall goal of 30% for MWBE participation for the purposes of this procurement: 15% for MBE and 15% for WBE (previously 20% overall with 10% MBE and 10% WBE).

4.

**Q) How do I submit an application through Grants Gateway?**

**A)** In order to create and work on an application, you must log into Grants Gateway as a Grantee, Grantee Signatory or Grantee System Administrator. The link to log-in is on the top left of the Grants Gateway website. Once logged-in, you must click on "Available Opportunities" and in the text box next to "Search by Grant Opportunity Name" type "NYS Response to Human Trafficking Program." Click on the blue link. Scroll down and click on "Apply for Grant Opportunity." Begin your application using the instructions both on the screens and in the RFP.

Applicants that are unable to see the "Apply for Opportunity" button are most likely not logged in at all or are logged in as a Delegated Administrator, a role that can't apply for opportunities. For more information, please see the NYS Grants Gateway Vendor's Quick Start Guide at

[http://grantsreform.ny.gov/sites/default/files/grantee\\_quick\\_start\\_guide.pdf](http://grantsreform.ny.gov/sites/default/files/grantee_quick_start_guide.pdf).

Applicants having further questions may contact the helpdesk for technical assistance at 1-800-820-1890 or [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com)

The following table will provide a snapshot of which roles are allowed to Initiate, Complete, and Submit the Grant Application(s) in the Grants Gateway:

Role	Create and Maintain user Roles	Initiate Application	Complete Application	Submit Application	Only view the Application
Delegated Admin	✓				
Grantee		✓	✓		
Grantee Contract Signatory		✓	✓	✓	
Grantee Payment Signatory		✓	✓		
Grantee System Administrator		✓	✓	✓	
Grantee View Only					✓

5.

**Q) Do you have to serve all the counties in a region?**

**A)** No. BRIA may fund agencies to provide services in some or all of the counties within a region.

6.

**Q) Are adults or minors served by the program? At what age is a person considered to be an adult?**

**A)** Adults 18 and over are eligible for services under this program. Children are not eligible for services.

7.

**Q) On page 8, legal services are included in a list of the comprehensive services, but in the Payment Points section, legal services are not listed in the required tasks. Is an organization allowed to provide legal services?**

**A)** Yes, all the services listed on the Service Strategy Section of the RFP are required to be addressed by the provider, either through direct services or referrals. The contracted RHTP provider must be the primary case manager. Per the required tasks outlined in the payment point definition for Comprehensive Services, the provider must assess the eligible client's service needs, based on, at minimum, the services listed in the Service Strategy Section, and create a management plan to address those needs.

8.

**Q) It seems that the 1000 character word limit is too small for the Performance Measure Narrative section on the Objectives and Tasks Screen is too small to complete what had been our payment point narratives. Can the size of these fields be increased?**

**A)** No. Character limits vary throughout the RHTP application. The Work Plan Tasks and Objectives Narratives have a 1,000 character limit. In the Narrative field, please

describe the significance of the objective, task(s) used to accomplish it and performance measures that will document that it has been accomplished. Please follow the instructions on pages 33-34 in the RFP.

1. To start, select the payment point/objective you want to work on from the drop down and click GO (Example: Community Education).
2. Next to the required and/or allowable task you want to work on, click View/Add under Performance Measure (Example: Information Workshop/seminar).

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**Community Education** GO

Comprehensive Services: Completion of Assessment Phase  
Comprehensive Services: Completion of Interim Phase  
Comprehensive Services: Completion of Transition Phase  
Task Force Development

**OBJECTIVES AND TASKS**

Instructions:

1. Select the **View/Add** link next to a Task to add or edit the Performance Measures for that Task.
2. Click Forms Menu to return to the navigation links.

Objective	
<b>Objective Name</b>	Community Education
<b>Objective Description</b>	Conduct trainings to educate law enforcement, victim services and general public including vulnerable populations on human trafficking.  Organize public awareness events or activities to inform, educate, and assist stakeholders and vulnerable populations about human trafficking.

Number	Task Text	Performance Measures
1	Information workshop/seminar	<a href="#">View/Add</a>
2	Training	<a href="#">View/Add</a>
3	Organized public awareness event	<a href="#">View/Add</a>
4	Other services or activities that have been approved by OTDA	<a href="#">View/Add</a>

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3. In the Performance Measure Name field, enter your first performance measure, for example, Lunchtime Seminar for Front-line Workers (this field allows for very few characters).
4. In the Narrative field define in sufficient detail (who, what, when, where, how) the method of service delivery providing the required and/or allowable tasks to achieve the objective.
5. **SAVE**

6. Using Community Education as an example, if you have more than one workshop/seminar, click ADD

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**PERFORMANCE MEASURE**

**Instructions:**

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

**Objective:** Community Education  
**Task:** Information workshop/seminar

**Performance Measure Name**

Lunchtime Seminar for Frontline Workers

**Narrative**

RHTP staff will hold short educational sessions on a bi-monthly basis to provide agency staff providing direct services to the public with information on how to recognize the signs of human trafficking and what resources may available to people who they identify who may be victims. RHTP staff will keep attendance sheets and provide copies of the curriculum to BRIA.

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7. Enter a different performance measure (Example: Lunchtime Seminar for Senior Staff), and complete the Narrative field.
8. **SAVE.** There is a 1,000 character limit on the performance measure narrative section.

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### **PERFORMANCE MEASURE**

**Instructions:**

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

**Objective:** Community Education  
**Task:** Information workshop/seminar

**Performance Measure Name**  
Lunchtime Seminar for Senior Staff

**Narrative**  
RHTP staff will provide monthly information seminars to senior agency staff to update them on available resources for potential victims of human trafficking identified by frontline workers.

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9. To navigate to the various performance measures within a task, a drop down box will be created. Click GO to view the performance measure and narrative you want to work on.

The screenshot shows a web application interface with a dark blue header containing buttons for 'SAVE', 'ADD', 'DELETE', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. Below the header is a 'Page Information' box stating 'The information has been saved.' A navigation menu includes 'Back', 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The 'Document Information' field displays 'TDA01-TRAFF-2015-00007' with a 'Details' link. A yellow box with the number '9' highlights a dropdown menu with two options: 'Lunchtime Seminar for Frontline Workers' and 'Lunchtime Seminar for Senior Staff', with a 'GO' button to the right. Below this is the 'PERFORMANCE MEASURE' section, which includes instructions, an objective ('Community Education'), and a task ('Information workshop/seminar'). The 'Performance Measure Name' field contains 'Lunchtime Seminar for Senior Staff'. The 'Narrative' field contains the text: 'RHTP staff will provide monthly information seminars to senior agency staff to update them on available resources for potential victims of human trafficking identified by frontline workers.' Below the narrative field is an 'Upload' section with a 'Browse...' button.

Grant Reform process has significantly changed our application process and the format of the resulting contracts. Proposals submitted through the Grants Gateway system are formatted and scored differently than previous grant opportunities. As such, it is very important to follow the instructions and input the information that is requested in the various screens and sections of the application as instructed, because the Proposals will be scored using criteria created in accordance with the new format. The instructions printed in the RFP are meant to be used in correlation with the screens in the Grants Gateway Application. If you are following the instructions once you are logged into Grants Gateway and working on your application, you should not have a problem with the field size in the Performance Measure Narrative section.

9.

**Q) For the Task Force Development payment point, from whom do we need letters of intent? Only law enforcement agencies?**

**A)** Applicants who wish to include Taskforce Development as part of their proposals are encouraged to demonstrate their ability to foster collaborative relationships among law enforcement, social service providers and other stakeholders including government entities and faith based organization. Letters of intent and/or MOUs from these agencies will demonstrate those relationships.

10.

**Q) How many clients could we expect to serve?**

**A)** Your proposal should reflect your knowledge of the current environment in your area and historical data on numbers served. This information will allow you to make an informed proposal.

11.

**Q) If there is \$397,000 total, how are the funds distributed?**

**A)** Awards in each respective region will total 33.3% of the funds or approximately \$132,201 per year.

12.

**Q) Is there a way to structure this as a matching activity to make sure we do not run into complications with federal anti-trafficking funding?**

**A)** No. The intent of the Response to Human Trafficking Program is to provide funding for taskforces, outreach and services where no federal funds exist. Therefore, there is no way to structure these activities as matching activities for federal grants. Additionally, RHTP funds may not be used to fund task force activities that are funded by the BJA.