



District Attorney of
New York County



CUNY INSTITUTE
FOR STATE & LOCAL
GOVERNANCE

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The CUNY Institute for State and Local Governance (ISLG) appreciates your interest in the Request for Proposals (RFP) to Increase Access to Services for Survivors of Crime.

This addendum includes answers to questions submitted to ISLG via the CJII Application Portal by August 19, 2016.

ANSWERS TO APPLICANT QUESTIONS

Increase Access to Services for Survivors of Crime

We received several general questions about the RFP to *Increase Access to Services for Survivors of Crime*, including inquiries about program goals, types of eligible programs, and how to apply. We address those questions below.

ANSWER: The goal of this RFP is to solicit proposals that *increase access to services for survivors of crime*, particularly those belonging to underserved groups. Eligible programs include those that foster engagement with survivors (e.g., targeted outreach and education, interpretation) as well as those that improve the relevancy of services (e.g., education and training for service providers, culturally-specific programming). The RFP includes examples of eligible programs (p. 9), but the list is not intended to be exhaustive.

Proposed programs should focus on one or more groups that face significant barriers to access: immigrants; lesbian, gay, bisexual, transgender, or queer (LGBTQ) individuals; individuals who are D/deaf or hard of hearing; individuals with disabilities; people of color; and/or individuals who belong to other underserved groups. Applicants with expertise meeting the needs of other underserved groups of survivors are encouraged to submit proposals that meet the requirements specified in the RFP. For the purpose of this RFP, “survivors of crime” is broadly defined. No preference will be given to programs for survivors of a particular type of crime (violent, sexual, economic, etc.), nor does this grant explicitly define eligible and ineligible participant ages.

Interested parties can visit the CJII website to learn more, download the RFP, and begin an application: <http://cjii.org/request-proposals-increase-access-to-services-survivors-of-crime/>

PROGRAM AND FUNDING PHASES

QUESTION: Would ISLG be open to receiving proposals, at this stage, that only propose a planning process to design a sustainable intervention to address one of the needs in the proposal?

ANSWER: DANY’s goal is to implement programs funded under this RFP. In their submission, applicants should speak to the implementation phase of the proposed program(s) to the extent possible. DANY acknowledges that applicants proposing programs with a planning phase may not be able to address all aspects of program design in the proposal due on October 14, 2016. Funded applicants whose work includes a planning phase will, at the end of the planning phase, develop a detailed plan that includes specifics on program design and implementation. For such programs, subsequent implementation funding will be contingent upon DANY’s approval of the program plan.

Funding is earmarked for six months for planning (for programs that warrant a planning phase) and up to three years for implementation. However, DANY acknowledges the

need for flexibility to account for the variety of factors that can influence the length of the planning and/or implementation phase(s).

PROGRAM DESIGN

QUESTION: A number of places in the solicitation identify a possible ancillary benefit of these programs as increasing crime reporting. (1) Is it required that the programming in any way actively aim to achieve an increase in reporting, or is it adequate to provide services that may or may not have that effect? (2) Are programs expected to measure/report on any increase in reporting that resulted from their work?

ANSWER: No, programs are not required to actively aim to achieve an increase in reporting of crime. Rather, programs should address barriers to access for survivors from underserved groups, which may then increase service use. An increase in service use has the potential to result in increased reporting and improved survivor outcomes.

Programs will not necessarily be expected to measure changes in rates of reporting that result from their work. The specific program data collected will depend on the nature and primary goals of the program, and thus be determined on a case-by-case basis. During the contracting process, ISLG will work with selected applicants to identify the appropriate metrics based on specifics of the funded program(s).

QUESTION: Is there a minimum number of clients to be served annually?

ANSWER: There is no minimum number of clients to be served annually. Applicants should speak to the number of clients to be served annually by their proposed program, based on various factors such as organizational and staff capacity, program model, size of the focus population(s), and/or level of need.

QUESTION: Can one program proposal address multiple program areas, such as culturally specific programming and public awareness/outreach?

ANSWER: Yes, applicants may propose a single program that addresses multiple programmatic areas (e.g., culturally-specific programming, public awareness and outreach). For example, an applicant may request funding to provide interpretation services *and* design an outreach campaign tailored to inform and engage the specific underserved group(s) for whom the interpretation services are intended. These efforts could be considered part of the same larger program.

Note that applicants are also permitted to propose up to three separate programs in response to this RFP (see *Section VI* on p. 12 of the RFP for instructions).

QUESTION: When referring to “survivors of crime,” are particular types of crimes being referenced? Will preference be given to any specific type of crime (e.g., violent crimes over economic crimes)?

ANSWER: The RFP refers to “survivors of crime” broadly and does not specify a specific type of crime. Applicants are encouraged to propose programs that draw upon the capacity and expertise of their organization and staff to increase service access for survivors of a particular type of crime and/or from specific underserved group(s). No preference will be given outright to proposed programs that serve survivors of a particular type of crime. However, DANY aims to fund a range of programs to increase service access for survivors, with respect to various factors such as type of crime (e.g., violent, economic), type of program (e.g., cultural competency training for providers, public awareness, interpretation), focus population(s) served, service location, etc. The variation in programming ultimately funded under this RFP will be determined by the range of submissions received.

QUESTION: Regarding the “program dosage,” what if a program’s philosophy is not a one-size-fits-all; will we be able to justify a flexible approach to length of program involvement?

ANSWER: Yes. DANY acknowledges that some programs are designed to offer a flexible approach to program dosage based on clients’ varied needs.

All applicants should still respond to the following questions regarding program dosage, as specified in *Section VI.B.1.g* of the RFP: What is the proposed length of the program/intervention (e.g., number of sessions and over what length of time)? What is the duration and intensity of each session/visit (if applicable)? What constitutes program completion/exit (if applicable)? Applicants proposing programs with a flexible approach to dosage should include a justification as to why the length of program involvement is variable as well as speak to a minimum and/or maximum length of involvement, if applicable. Applicants should also speak to how they determine the appropriate dosage for each client.

ELIGIBILITY: APPLICANT

Would funding be considered for a program that is relatively new and has minimal resources (e.g., a non-profit largely supported by volunteers)?

ANSWER: Yes, newer programs and/or those with minimal resources are eligible to apply for funding under the RFP. DANY encourages organizations with varied levels of capacity to submit proposals. To this end, applicants should identify any area (e.g., technical, managerial, financial; connecting with referral sources; developing partnerships) where training or technical/capacity building assistance from ISLG or another entity could be helpful (e.g., developing operational plans; performance

monitoring and/or evaluation design). Applicants are encouraged to request this assistance so as to improve the implementation of CJII.

QUESTION: Are for-profit institutions eligible to apply for this solicitation?

ANSWER: Private corporations, not-for-profit organizations, and governmental entities are eligible to apply, provided that they meet the eligibility criteria defined in *Section IV.B* of the RFP. Regarding applications from government entities, please note that asset forfeiture funds (i.e., the source of CJII funding) cannot be used to fund government staff.

ELIGIBILITY: LOCATION

We received several questions about eligibility with respect to location of service delivery and borough of residence of clients receiving services. The following answer serves to address those questions.

ANSWER: Programs should be delivered in Manhattan and/or serve residents of Manhattan. Survivors of crime not residing in Manhattan but who spend significant time there (e.g., work or attend school in Manhattan) are eligible to participate in services funded under this RFP.

Preference will be given to applicants who have close community ties with and serve residents of one or more of the following four focus neighborhoods in Manhattan: East Harlem, Central and West Harlem, Washington Heights, and the Lower East Side. Funded programs are not required to deliver services in or exclusively in these neighborhoods, nor must the organization be physically located in one or more of these neighborhoods. However, preference will be given to programs administered in and/or serving the residents of these focus neighborhoods. This preference reflects DANY's commitment to place-based initiatives, which seek to strengthen the capacity of neighborhoods and communities to respond to the issues facing their residents; available data indicate particular need for investment in these four focus neighborhoods.

POPULATIONS TO BE SERVED

QUESTION: Will workers with labor trafficking, extreme labor exploitation (U visa cases), and wage and hour cases be covered by the RFP? Can these workers be classified as survivors of crime?

ANSWER: Yes. DANY is open to funding a range of programs through this RFP, including those designed to serve survivors of economic crimes and labor trafficking.

QUESTION: We have had a Crime Victims program funded by New York State. In that contract, we served older adults, 60+ years of age and disabled adults. Is that an acceptable population to serve in this RFP?

ANSWER: DANY is interested in funding programs designed to serve survivors belonging to a range of underserved groups that currently face significant barriers to service access, including but not limited to immigrants; lesbian, gay, bisexual, transgender, or queer (LGBTQ) individuals; individuals who are D/deaf or hard of hearing; individuals with disabilities; and/or people of color. Applicants are welcome to propose programming for survivors of crime from other underserved groups. In such cases, applicants should include sufficient background on the focus population's lack of access to services and the barriers that members of the group(s) face (to be mitigated through provision of the proposed programming). Inclusion of a justification as to why a particular group(s) warrants and could potentially benefit from such programming will be taken into account during the proposal evaluation process.

QUESTION: [Organization] provides free direct legal services to LGBTQ and HIV-positive immigrants. Approximately 25% of our clients are under 25 years of age. Do we qualify for any of the programs below?

ANSWER: DANY is interested in funding programs designed to serve survivors of crime who belong to a range of underserved groups that currently face significant barriers to service access, including but not limited to immigrants; lesbian, gay, bisexual, transgender, or queer (LGBTQ) individuals; individuals who are D/deaf or hard of hearing; individuals with disabilities; people of color, and/or individuals who belong to other underserved groups. This grant does not explicitly define eligible and ineligible participant ages.

We received a question regarding whether programs that provide services to surviving family members, as opposed to survivors of crime themselves, would be eligible for funding and, if so, what type(s) of programming would be of interest.

ANSWER: Eligible programs include those that foster engagement with, improve the relevancy of, and/or otherwise increase access to services for individuals who have experienced victimization either directly or indirectly. For example, individuals who have witnessed violence, or whose family member(s) has been directly affected by violence, may be considered as having experienced indirect victimization and, as such, would be considered a survivor for the purposes of this RFP.

COLLABORATION AND PARTNERING

We've received a number of questions regarding collaboration, partnerships/subcontracts, and re-grants to conduct the work solicited in this RFP. We provide responses to those questions here.

ANSWER: Applicants may apply independently or form partnerships with other organizations to conduct the proposed work. If an applicant engages partner organizations ("partners") in the work, the applicant will hold the primary contract awarded under this RFP. The applicant will then subcontract with the partner(s). Only one organization should serve as the official applicant and submit the proposal to ISLG on behalf of the partnership/coalition that will conduct the work.

With regard to this RFP, the applicant is the entity responsible for oversight, coordination, and disbursement of funds to partners (subcontractors) that will perform designated portions of the work. The applicant will be responsible for managing and coordinating all of its partner organizations and must have the capacity to enter into subcontracts with partners and disburse funding to them. The applicant will also be responsible for providing deliverables to ISLG, including financial reports, throughout the funding period (see *Appendix 2* of the RFP).

Applicants are not required to know who their partners will be at the time of proposal submission. If partners are known at the time of submission, the applicant should name the partners and specify which portion of the work each entity will perform. Applicants should include letters of support from known partner organizations as part of their submission (see *Section VI.C* on p.15).

If partners are not identified at the time of proposal submission, applicants should describe the portion of the work partners will be responsible for (to the extent possible), and how they propose to identify them. Identifying appropriate partners may be among the tasks to be accomplished during a planning phase. To identify subcontractors, funded applicants are permitted to conduct their own RFP process. All subcontracts between the funded applicant and partner organizations must be approved by DANY.

There are no restrictions regarding the type of providers or organizations that can partner together to perform the work solicited in this RFP. However, programs should be delivered in Manhattan and/or serve residents of Manhattan, with preference given to applicants that have close community ties with and serve residents of one or more of the following four focus neighborhoods in Manhattan: East Harlem, Central and West Harlem, Washington Heights, and the Lower East Side.

With respect to proposals that include partners, applicants should speak to how the work will be divided between the applicant (i.e., organization that submitted the proposal) and partner(s). This should be clearly reflected in all relevant sections, including the *Program Narrative*, *Organizational and Staff Capacity*, and *Experience* sections, as appropriate.

Applicants should submit a single budget and budget narrative for the proposed program(s) regardless of whether or not partners are involved. If partners are involved, applicants should indicate in the budget and budget narrative the portion of the total requested funds they plan to award to each partner (subcontractor) for their respective portion(s) of the work.

QUESTION: The RFP states that programs should be administered in Manhattan and/or serve residents of Manhattan. If our proposed program is conceptualized in collaboration with a partner that is not in New York State, are we allowed to allocate any funding to this partner to execute the work? For example, if we would like to implement a public awareness campaign and evaluate the results in a multi-site initiative?

ANSWER: Yes, applicants may propose a partner(s) not located in New York State. However, the proposed program(s) must be delivered in Manhattan and/or serve residents of Manhattan.

We received a question from an organization that serves approximately 50 survivors. Given the numbers served, the applicant asked if they could submit a proposal independently OR if it should partner with another organization that serves the same population. We address this question here.

ANSWER: Any size organization can submit a proposal in response to this RFP. There is no minimum program size or requisite number of clients to be considered for funding. Proposed programs must meet the criteria outlined in the RFP to be eligible. DANY encourages organizations with varied levels of capacity to submit proposals. To this end, applicants should identify any area (e.g., technical, managerial, financial; connecting with referral sources; developing partnerships) where training or technical/capacity building assistance from ISLG or another entity could be helpful (e.g., developing operational plans; performance monitoring and/or evaluation design). Applicants are encouraged to request this assistance so as to improve the implementation of CJII.

Organizations that do not have their own 501(c)(3) status may apply but are required to have a fiscal sponsor in place upon proposal submission. In such instances, applicants are required to include relevant information in their proposal (see *Section VI.G* of the RFP for specific instructions).

PERFORMANCE MONITORING, EVALUATION, AND REPORTING

QUESTION: What are the data collection requirements?

ANSWER: DANY is committed to measuring outcomes for all CJII initiatives and disseminating that information so that others may learn from and build on those outcomes. Please refer to *Section IV.D* of the RFP to view some of the outcomes relevant to this investment.

As part of the application, applicants should provide the following information:

1. Clearly articulated goal(s) that are broken down into objective(s);
2. Anticipated process, output, and outcome measures for each objective for each quarter, with a particular focus here on process outcomes; in addition, applicants should specify potential output and outcome measures, which may be refined via conversations with the program;
3. Methods of data collection (any costs related to data collection/analysis should be incorporated in the budget and explained in the program narrative); and
4. Challenges associated with data collection and reporting (e.g., lack of expertise or software) and how the applicant plans to address them.

All funded applicants will be required to provide performance measurement data to ISLG and, when applicable, the third-party evaluator throughout the duration of the contract and up to an additional year after funding ends. Applicants will work with ISLG and the third-party evaluator (if applicable) during the contracting process and throughout the term of the contract to determine appropriate metrics.

QUESTION: Is there room for the project to have its own evaluation team in house to design the evaluation program, or is evaluation all covered by the third party evaluator being provided?

ANSWER: The programs funded under this RFP may or may not be subject to an evaluation, to be determined by DANY and ISLG after decisions are made regarding program funding. Any evaluations of these programs will be conducted by a third-party evaluator selected through a separate solicitation process. Funded applicants will work with ISLG and the evaluator (if applicable) during the contracting process and throughout the contract term to determine appropriate metrics. Therefore, costs related to evaluation/performance measurement should be limited to the work the applicant will perform to collect and transfer data to ISLG and possibly an evaluator, as needed.

COMMUNITY NAVIGATORS

We received several questions regarding Community Navigators, another CJII-funded initiative, in connection with the work funded under the RFP to *Increase Access to Services for Survivors of Crime*. This explanation serves to address those questions.

ANSWER: The Community Navigator pilot will begin to develop a network of trained peers and social workers—Community Navigators—to work with individuals to locate, connect, and engage with services they need. Navigators will be mobile and meet people where they are and serve as the bridge to guide individuals across different systems, city agencies, and organizations to ensure they are connected with the services and resources that meet their needs and achieve their goals. Additionally, Community Navigators will participate in an educational fellowship program that allows them to advance their education and support their career development through meaningful work in social service fields.

The Silberman School of Social Work at Hunter College will be responsible for managing the Community Navigator pilot (including recruiting, hiring, training, and managing individuals to work as Community Navigators) and the fellowship program. The Silberman School of Social Work will also collaborate with city agencies and community-based service providers to explore needs and to facilitate cooperation and coordination among stakeholders.

During the pilot, Community Navigators will focus on working in East Harlem with survivors of domestic violence and with young people (ages 14 to 21) who are at risk of becoming involved in the justice system. After the pilot, the network of Navigators will expand to other Manhattan neighborhoods that experience many factors that have an impact on crime. Navigators will also work with survivors of other types of crime as well as youth and adults who are involved in the justice system and people returning to neighborhoods from incarceration.

Community Navigators are independent of programs funded through the RFP to *Increase Access to Services for Survivors of Crime*. They are, however, likely to have interaction with programs funded through this RFP as part of their work connecting individuals to the services they need. One of the groups that Community Navigators will focus on is survivors of crime. Community Navigators will identify and connect with survivors of crime from various city and social service agencies. They will connect those survivors with the services they need. Those services may be found within one or several agencies or organizations. The Community Navigator will work with the survivor to determine what is needed, help them figure out how to access the services, work with them to make appointments (if necessary or desired), and accompany them to those appointments (if necessary or desired).

Funded applicants/programs under this RFP to *Increase Access to Services for Survivors of Crime* should be willing to take referrals from Community Navigators who are working with survivors of crime. In such cases, survivors must meet the eligibility criteria of the program. Funded programs are not expected to work with survivors who do not meet their established eligibility criteria, nor are these programs responsible for hiring, employing, or supervising Community Navigators. Similarly, selected programs under this RFP will be encouraged to refer clients to work with Community Navigators to support their ancillary needs.

Programs funded under this RFP may be asked to share client information with Community Navigators and the Silberman School of Social Work, the entity responsible for managing the Community Navigators, to facilitate program implementation.

The Community Navigator pilot and initiative will comply with all federal, state and city legal requirements including those of the Health Insurance Portability and Accountability Act (HIPAA). The Community Navigator pilot will be critical in determining which client information can be shared among the various stakeholders and how to best share it. The Silberman School of Social Work will also ensure that the process and procedures

for sharing client information among the various stakeholders will be informed by best practices in working with survivors of crime and with individuals at risk of violence. The specifics of sharing client information will be informed by findings from the Community Navigators pilot and, as it relates to the programs funded under this RFP, will be finalized during contract negotiations.

The Community Navigator pilot will help inform other aspects of the Community Navigators Initiative that relate to the work funded under this RFP. In terms of Navigator assignments, the pilot will help determine where and how to best assign the navigators (by catchment area, organization, focus population(s), etc.) for the later expansion of the initiative. Community Navigators will carry case loads, with the exact number and focus population(s) to be determined during the pilot. Regarding training of Navigators, the Silberman School of Social Work at Hunter College will be responsible for determining models of care and developing Navigator training content during the pilot as well.

SUSTAINABILITY

QUESTION: If an increase in access to services is the direct result of this funding, do you expect the funded applicant to sustain that increase after the funding runs out? For example, if the funding enables us to hire additional staff and thereby increase the access to our services, are we expected to keep this additional staff and sustain those increased services after the funding expires?

ANSWER: Applicants should consider sustainability in the design and implementation of the project. In their proposal, applicants should address steps they will take to increase the likelihood of sustainability following the end of grant funding (e.g., propose to partner or collaborate with other organizations and/or government agencies that might wish to fund the program in the future).

BUDGET AND FINANCES

We received multiple questions regarding the minimum and maximum funding amounts per program, for the (optional) planning phase, and the (required) implementation phase. We address those questions here.

ANSWER: There are no minimum or maximum funding amounts for the program planning period, implementation period, or the total award. Estimated funding amounts were not specified given that factors such as program type, program size, focus population(s), intensity of services, etc. may vary significantly across funded applicants.* Budgets may be amended after proposal review and as part of the contracting process.

DANY anticipates total funding to be up to \$11.4 million, to be spread across a maximum of ten awards. Applicants may request funds for planning and implementation, or solely for implementation, depending on the nature of proposed programming. In

instances where a planning grant is awarded, subsequent implementation funding will be contingent upon approval of the program plan developed during the planning phase. Funding is earmarked for six months for planning (for those programs that warrant a planning period) and up to three years for implementation. However, DANY acknowledges the need for flexibility to account for the variety of factors that can influence the length of the planning and/or implementation phase(s).

*DANY encourages organizations of all sizes and levels of capacity to apply for funding through this RFP. To this end, applicants should identify any area (e.g., technical, managerial, financial; connecting with referral sources, developing partnerships) where training or technical/capacity building assistance from ISLG or another entity could be helpful (e.g., developing operational plans; performance monitoring and/or evaluation design). Applicants are encouraged to request this assistance so as to improve the implementation of CJII.

QUESTION: Is there a suggested or target cost per program participant?

ANSWER: No. There is no cost per client specified because the providers and proposed programs that will likely vary significantly by a host of factors such as organizational size and capacity, program type, focus population(s) served, intensity of services, etc. Budgets may be amended after proposal review and as part of the contracting process.

QUESTION: Is there a maximum fringe?

ANSWER: There is no maximum allowable rate for fringe benefits. Applicants should provide justification for the budget and any rates requested, including fringe. Applicants should consider that contract awards will be made to the applicants whose proposals are determined to be the most advantageous by the evaluation team, taking into consideration the price and such other factors and criteria as are set forth in the RFP (see *Sections VII.B* and *VII.C*). Budgets may be amended after proposal review and as part of the contracting process.

We received multiple questions regarding budget requirements and administrative and indirect expenses. We address these questions here.

ANSWER: There is no specific maximum allowable rate for administrative or indirect expenses, but the preferred rate is 17% or below. The applicant should provide justification for the budget and any rate(s) requested, and consider that contract awards will be made to the applicants whose proposals are determined to be the most advantageous by the evaluation team, taking into consideration the price and such other factors and criteria as are set forth in the RFP (see *Sections VII.B* and *VII.C*). Budgets may be amended after proposal review and as part of the contracting process.

QUESTION: Is there a threshold for evaluation / performance costs?

ANSWER: There is no threshold for costs related to evaluation/performance measurement. Note that all funded applicants will be required to provide performance measurement data to ISLG and, when applicable, a third-party evaluator throughout the duration of the contract and possibly for an additional year after funding ends. Applicants may incorporate the cost of performance monitoring and data collection into their budgets, including portions of the contract term during which direct services will not be provided. Budgets may be amended after proposal review and as part of the contracting process.

QUESTION: Is there a specific budget format (or form) that should be included with our application package?

ANSWER: There is no specific budget form or template as part of this RFP. Budgets may be amended after proposal review and as part of the contracting process.

QUESTION: In Appendix I: Performance Measures, there is reference to a need to describe our proposed program's method of data collection and that any costs related to collection/analysis should be included in the budget. Does this mean that the purchase of computer software could be an allowable program cost?

ANSWER: All funded applicants and partners will be required to provide performance measurement data to ISLG and/or a third-party evaluator on a quarterly basis. Funded applicants will be required to submit this information via a platform or technology identified by and funded by ISLG. It is anticipated that this system will permit submission of performance metrics in a range of formats and be interoperable with some other systems already in use by providers. Applicants may incorporate other costs of performance monitoring and data collection into their budgets, including portions of the contract term during which direct services will not be provided.

Applicants should describe their organizational (i.e., technical, managerial, and financial) capacity to perform the work set forth in *Section IV*. One of ISLG's responsibilities is to collect performance data to monitor the performance and implementation of CJII investments. Applicants should also identify any area (e.g., technical, managerial, financial; connecting with referral sources, developing partnerships) where capacity building assistance from ISLG or another entity could be helpful, including with respect to data collection and performance monitoring among applicants or partners. Applicants are encouraged to request this assistance as part of their applications so as to improve the implementation of CJII.

We received a question regarding whether funds awarded through this RFP could be used towards rent of the space where the program operates. We address this question here.

ANSWER: Rent may be included in applicants' budget and, if so, should be factored into indirect costs. Note that there is no specific maximum allowable rate for administrative or

indirect expenses, but the preferred rate is 17% or below. The applicant should provide justification for the budget and any rate(s) requested, and consider that contract awards will be made to the applicants whose proposals are determined to be the most advantageous by the evaluation team, taking into consideration the price and such other factors and criteria as are set forth in the RFP (see *Sections VII.B* and *VII.C*).

We received multiple questions regarding fiscal sponsorship, which we address below.

ANSWER: Projects and organizations that do not have their own 501(c)(3) status may submit proposals but are required to have a fiscal sponsor in place upon proposal submission. In such instances, applicants are required to include relevant information in their proposal (see *Section VI.G* for specific instructions).

The Fiscal Sponsor Directory (<http://www.fiscalsponsordirectory.org/>) may serve as a helpful resource for applicants who wish to learn more about fiscal sponsorship. The website includes a state-level directory where entities searching for a sponsor can identify potential sponsors.

For the purposes of this RFP, there are no geographical restrictions on where a fiscal sponsor is located.

APPLICATION SUBMISSION

QUESTION: Can you please provide the name and address to which the Letters of Support should be addressed to?

ANSWER: Letters of Support can be addressed to the New York County District Attorney's Office.