



# HEALTH RESEARCH INCORPORATED

August 7, 2024

Karen Ziegler  
Director  
Albany County Crime Victim and Sexual Violence Center  
112 State Street, Room 1010  
Albany, NY 12207

Dear Karen Ziegler,

Thank you for your proposal submitted in response to the New York State Department of Health (the Department) and Health Research Inc. (HRI) 'Communities Mobilizing for Safety: A Public Health Approach to Sexual Violence Prevention' Request for Proposals #CCH-2024-01.

Congratulations! I am writing to inform you that Albany County Crime Victim and Sexual Violence Center has been selected for an award. Selection was based on the competitive review and evaluation of your organization's application.

The annual award amount is \$170,000. The following table outlines the anticipated dates, length, and award amounts for this grant. Final grant awards are contingent on the review and approval of HRI.

| RPE Grant Year                       | Contract Length | Contract Dates     | Maximum Funds Available |
|--------------------------------------|-----------------|--------------------|-------------------------|
| Year 1                               | 3 months        | 11/1/24 to 1/31/25 | \$42,500                |
| Year 2                               | 1 year          | 2/1/25 to 1/31/26  | \$170,000               |
| Year 3                               | 1 year          | 2/1/26 to 1/31/27  | \$170,000               |
| Year 4                               | 1 year          | 2/1/27 to 1/31/28  | \$170,000               |
| Year 5                               | 1 year          | 2/1/28 to 1/31/29  | \$170,000               |
| <b>Total: 4 years &amp; 3 months</b> |                 |                    | <b>Total: \$722,500</b> |

You may request a debriefing of your application. It will be limited only to your application and will not include any discussion of other applications. Requests for debriefing must be received no later than August 20, 2024. To request a debriefing, please send an email to Rachel Wilson at [SVPrevention@health.ny.gov](mailto:SVPrevention@health.ny.gov). In the subject line, please include "Debriefing Request - Communities Mobilizing for Safety RFA."

The proposed timeline to execute this contract on or around November 1st is outlined below. Contract execution dates are dependent on negotiations and HRI approvals.

- Every organization is required to successfully register with SAM.gov **before** HRI will execute contracts. If your organization is not already registered, go to SAM.gov to obtain a unique entity

ID (UEI) number **as soon as possible**. Once you receive the number, you may complete your registration with SAM.gov.

- On or around August 8 – Your assigned Program Manager will be contacting you to negotiate final budgets for contract execution, including any unallowable expenses or activities and to answer any questions that you may have regarding this communication.
- **August 23 – updated budget forms due to Program Manager for review and approval.**
- Between August 23 & November 1 – Program Manager will submit updated budget to the Department & HRI leadership for review and approval. The fiscal manager will outreach for any additional edits.
- November 1 – anticipated date for HRI to send contract for signature.

If you have any questions, or concerns, please contact Rachel Wilson at (518) 474-8780 or [Rachel.Wilson@health.ny.gov](mailto:Rachel.Wilson@health.ny.gov).

Sincerely,

A handwritten signature in cursive script that reads "Bernadette Dolen".

Bernadette Dolen  
Director  
Sexual Violence Prevention Unit  
Bureau of Perinatal, Reproductive, and Sexual Health  
New York State Department of Health

cc: Rachel Wilson