STOP Violence Against Women Grant Program

Grant Writing Workshop
January 24, 2018
“This project was supported by Grant No. 2017-WF-AX-0019 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.”
Mission of STOP VAWA Grant

Encourage states to develop and strengthen the criminal justice system’s response to violence against women and to support and enhance services for victims.
Primary focus of project must be devoted to adults.

Services to children as secondary victims only or as primary victims if they are being served as witnesses of domestic violence.

Violence against women = the crimes of domestic violence, sexual assault, stalking and dating violence.

Men are not excluded if they have been victims of these crimes.
Plan developed through deliberative consultation and coordination with a broad range of participants.

- Statewide Survey
- Statewide Focus Groups
- Targeted Participation throughout Allocation Categories

Each subsequent year of planning builds upon the previous year, taking into account the grant eligible purpose areas.

Request for proposals (RFP’s) are developed based on the state plan.
Statewide Plan that outlines CVRC’s funding priorities and strategies for its formula grant programs.

A comprehensive statewide plan that outlines funding priorities and strategies for the Services, Training, Officers and Prosecutors Violence Against Women grant program, Victims of Crime Act Victim Assistance grant program and the Sexual Assault Services Program grant program to enhance responses to victims of domestic violence, sexual assault, stalking, dating violence and victims of crime throughout New Mexico.

Adopted: June 19, 2017
Sections to Highlight in the 2017-2020 Statewide Implementation Plan

- Current Project Goals and Objectives  page 17
- Goals and Objectives for Reducing Domestic Violence-Related Homicides  page 19
- Priority Areas  page 19
- Federal Purpose Areas  page 19
- Priorities and Goals Regarding How Funds Will Be Used  page 28
- Types of Programs to Be Funded  page 36
- Plan for 20% Sexual Assault Set Aside  page 40
- Plan for PREA Compliance  page 41
Participants identified that 65% of funds should support maintenance of core services and 35% should support new and innovative approaches.
Stakeholders identified that 56% of funds should be dedicated to mainstream services, and the remaining 44% towards underserved, marginalized population specific services.
Collaboration within Communities
Request for Proposals

STOP Violence Against Women Formula Grant

Federal Grant # 2017-WF-AX-0019

RFP # 19-780-P707-0000000052

Issuance Date: January 8, 2018

Located at:
http://www.cvrc.state.nm.us/information/vawa-grant-info/
<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Issuance of RFP</td>
<td>CVRC</td>
<td>01/08/2018</td>
</tr>
<tr>
<td>2. Acknowledgement of Interest</td>
<td>Applicants</td>
<td>01/22/2018</td>
</tr>
<tr>
<td>3. Grant Writing Workshop WEBINAR</td>
<td>CVRC</td>
<td>01/24/2018</td>
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<tr>
<td>4. Questions Emailed</td>
<td>Applicants</td>
<td>02/07/2018  10:00AM Mountain Standard Time</td>
</tr>
<tr>
<td>5. Submission of Proposal</td>
<td>Applicants</td>
<td>02/12/2018  4:00 PM Mountain Standard Time</td>
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<td>6. Evaluation Process</td>
<td>Evaluation Committee</td>
<td>02/12-04/05/2018</td>
</tr>
<tr>
<td>7. Preliminary Award Letters Emailed</td>
<td>CVRC</td>
<td>04/05/2018</td>
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<tr>
<td>8. Special Conditions Due</td>
<td>Applicants</td>
<td>05/04/2018</td>
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<tr>
<td>9. Protest Period Ends</td>
<td>Applicants</td>
<td>04/19/2018  10:00AM Mountain Standard Time</td>
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<tr>
<td>10. Protests Presented and Final Approval</td>
<td>CVRC</td>
<td>05/24/2018</td>
</tr>
<tr>
<td>11. Final Award Contract Mailed</td>
<td>CVRC</td>
<td>Week of 05/28/2018</td>
</tr>
</tbody>
</table>
Additional questions regarding the RFP must be emailed by

10:00 am MST on February 7, 2018.

Anyone that submitted a “Acknowledgment of Interest” or in attendance of the Grant Writing Workshop will receive a written response to the questions.
Due Date/Time

Submitted to the CVRC E-mail
CVRC.Grants@state.nm.us

No later than February 12, 2018
No later than 4:00 PM Mountain Standard Time

The CVRC Commission has determined that failure to meet this deadline is not grounds for protest; it is a mandatory requirement of the RFP process. Proposals received after this deadline will not be considered.
4 Year Cycle

- Must Maintain Good Standing- Programmatically and Financially
- Non-recurring projects ineligible (Conferences, etc.)
- 5th Year You Would Apply as New in the Competitive Process

Yearly Budget Amounts

- 1st Year: Original Award
- 2nd Year: Original Award
- 3rd Year: 10% Reduction of Original Award
- 4th Year: Additional 10% Reduction of Original Award (20% Total)
Funding Availability

- Total available funding $1,207,159.00
- $973,954.00 for continuation projects
- $233,205.00 for new/competitive projects
Mandated Allocations

30%  Victim Services
25%  Law Enforcement
25%  Prosecution
5%   Courts

**Remaining**

15%  Undesignated

In addition there is a 10% culturally specific set aside within the Victim Services Allocation and a 20% sexual assault set aside across at least two allocation categories.
Mandated Allocations

Total available funding for this RFP is $1,207,159.00. Of that, $973,954.00 is designated for continuation projects that have not yet completed a four-year cycle. The remaining $233,205.00 is available for new/competitive projects.

Of the funds available for new/competitive projects, $132,551.00 must support prosecution purposes, $12,367.00 must support law enforcement purposes, $27,237.00 must support victim services purposes, $12,730.00 must go to the courts for court purposes and $48,320.00 can enhance any of these allocations or support federal purposes that do not fit within these categories.
The 2017 -2020 Implementation Plan outlined a statewide priority to support new and innovative approaches, in addition to allocating funds to support projects for underserved, marginalized and culturally specific population specific services. To support the current strategic plan, priority consideration will be given for positions or programs that specifically improve services to underserved, marginalized and culturally specific populations and/or support new and innovative approaches.
Violence Against Women Act 2013

- 20 Federal Purpose Areas
- Projects **MUST** Fit Within at Least ONE of these Federal Purpose Areas

- **AND**

- The 2017 – 2020 Statewide Implementation Plan
Project must support the Statewide Implementation Plan

Requested funding must be reasonable
  Peer Review Committee determines denying, partially or fully funding proposals

Priority consideration positions or programs that specifically improve services to underserved, marginalized and culturally specific populations and/or support new and innovative approaches.
STOP VAWA Eligibility and Restrictions

- Questions?
- Adult and Teen Victims of domestic violence, sexual assault, stalking and/or dating violence
  - Services
  - Trainings
  - Officers
  - Prosecutors

- Some of the eligibility highlights
  - Civil Legal
  - PREA
  - male focused program
  - age of youth defined 11
State of New Mexico STOP VAWA Grant Application
 Applicant Contact Information  800 Points Available
 Project Summary  Pass/Fail*
 Standard Conditions  50
 Project Budget and Budget Narrative  Pass/Fail*
 Federal Purpose Areas  250
 Narrative  Pass/Fail*
 Primary Project Components  250
 Certification of Consultation  250
 Match Waiver Request** If applicable.  Pass/Fail *
 Federal Certification Forms  Pass/Fail *

STOP VAWA Additional Documentation Required  200 Points Available
 Job Descriptions/Contracts/Resumes  25
 Audit  100
 Agency Budget  75
 VAWA Funded and Match Staff Spreadsheet  Pass/Fail *
 LEP Plan (For programs working with victims)  Pass/Fail *
 Bylaws and Articles of Incorporation or letter** (non-profits)  Pass/Fail *
 Proof of 501c3 Status ** (non-profits )  Pass/Fail *
 List of Board Members (non-profits)  Pass/Fail *

MAXIMUM NUMBER OF TOTAL POINTS  1000
Eligibility

Applicants must be able to present their organizational capacity to complete the mandatory elements outlined within their proposal. The New Mexico Crime Victims Reparation Commission has determined that applications will be ineligible for consideration if they are late, incomplete or fail any of the mandatory elements outlined within the Request for Proposal Solicitation.
Protest Deadline 4/19/2018

- Written Letter Mailed to CVRC Director
  - By 10:00 am Mountain Standard Time
  - Review RFP Procedures

- Include: Name, Address of Protestor and Proposal Title

- Grounds for Protest
  - Supporting Exhibits
  - Requested Ruling
Inclusive of Continuing & New/Competitive Applications

TWO Components of the Proposal

Read RFP

- STOP VAWA Grant Application Form
- Additional Documentation Required
ONE of the TWO documents that must be e-mailed to have a complete application.

Do not deviate from the directions

Complete EACH Section of the Form
- Continuing **VERSUS** Competitive/New

- Complete **ALL** the information requested

- Signature must be an authorized official or someone with designated **official signing authority**
  
- **Electronic Signature**
Application Sections

Project Summary

- Brief
- Limited to 750 Characters
- Correlate to Project and how the proposed project fits within the 2017-2020 Statewide Implementation Plan

Standard Conditions

- Authorized Individual
  - Must Read
  - Must Certify
Planning the Budget
Does it support the problem statement?

Does it support ALL the activities listed in the primary project components?

Is it realistic?

Is it rounded off?
- Proposed expenditures are not supported by Primary Project Components and Narrative
- Unrealistic - either too high or too low
- Exceeds the funding request limit
- Does not adhere to grant guidelines
Budget Expectations

$ Use Budget Form in the Application
$ Follow budget instructions
$ Line item categories observed
$ Round off: NO CENTS
$ Match is clearly identifiable as in-kind or cash
$ SOURCE OF MATCH IS CLEARLY IDENTIFIED
$ Budget, proposal narrative and Primary Project Components all correspond
$ Fiscal Agent Reviewed Prior to Submission
Matching Funds Requirement

- Tribal and non-profit, non-governmental victim services organizations that are providing direct services to victims are exempt.

- Tribal and non-profit, non-governmental victim services organizations that are providing other services are NOT exempt, but MAY REQUEST A MATCH WAIVER If you are applying for a match waiver, do not include the match in your budget form and narrative

- All others must provide a match.
Match Formula

Federal Funds Requested \times 0.25 \div 0.75 = \text{match}
Example

$10,000 \times 0.25 \div 0.75 = 3,333$
Matching Funds Requirements

CASH

Or

IN-KIND
Match Ideas

- Donations
- Expendable Equipment
- Office supplies, capital outlay
- Work space
- Operations
- Monetary value of time contributed by staff or volunteers if the services they provide are a necessary part of the funded project
- CANNOT BE DERIVED FROM FEDERAL FUNDS
Federal Purpose Areas

Check The Appropriate Purpose Area

Select Accurate Purpose Area for Your Proposed Project

There are 20 Federal Purposes

MANDATORY
Seven Question Narrative

- Questions 1-7 MANDATORY for all new/competitive applications.

- Question 1-6 are optional for continuation projects, question *7 is MANDATORY for all applicants.
Briefly describe your agency/organization. Provide a comprehensive description of your agency’s work with victims of domestic violence, sexual assault, stalking and/or dating violence. Is your agency a program whose mission is to reach and provide services to underserved, marginalized and/or culturally specific populations. If so, please describe. A *description of the type of agency (non-profit, governmental, law enforcement, etc.) must be included.* (2000 characters maximum)
What is the target population that the project will address? (2000 characters maximum)
- Identify the demographics of the target population that the project will serve
- Should be clear and accurate.

*Important Hint: Should support problem statement*
What is the nature of the problem that the proposed project will address? (Substantiate the problem with current data and other relevant information, as applicable.) (4000 characters maximum)

- Strong, persuasive presentation of the problem
- Backbone of the proposal and must be supported by all other elements (measurable objectives, implementing activities, evaluation activities)
Developing a Problem Statement

What is the nature of the problem?

- How many people are affected and to what extent?
  - How can you prove it?
  - What statistical evidence do you have to support your statements?

Who else in your area is working on the problem?

- How often does the problem occur?
- What is the current client utilization of services for your agency?
- What is unique or special about your region?

What impact will the project have on the criminal justice system and the targeted geographic region?
USE DATA TO SUBSTANTIATE YOUR NEEDS

CURRENT, ACCURATE & RELEVANT

✓ Quantitative
✓ Surveys
✓ Focus Groups

NM Interpersonal Violence Data Central Repository Reports on Domestic Violence and Sex Crimes

NM Interpersonal Violence Death Review Team Annual Report

www.cvrc.state.nm.us
When your problem statement is complete, it should present a **clear, concise** picture of the problem that the project will address.

**WEAK PROBLEM STATEMENTS**

*Indication to proposal reviewers that the applicant organization may not understand the problem or is not prepared to have a positive impact on the problem*
Identify underserved, marginalized and culturally specific populations in your region. Describe ways in which your organization is uniquely qualified to provide services to underserved marginalized and culturally specific populations and/or how your organization will work towards reaching and developing meaningful services for underserved marginalized and culturally specific populations. (4000 characters maximum)

- Identify the underserved populations in your region and the barriers encountered in accessing services.
- How many people are affected?
- Describe how the project will provide linguistically, culturally and accessible services.
Applicants may include training of organization’s staff by underserved populations
Describe the way in which the proposed project will address one of the priorities outlined in the 2017 - 2020 Implementation Plan and how this supports the Federal Purpose Area(s) selected. (4000 characters maximum)
Identify your project partners and describe the ways in which collaboration will enhance the intended outcome of the project. (4000 characters maximum)
Please describe agency policies and procedures that account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing, including how the agency ensures operational budget to support the costs associated with accessibility. In addition, please describe how your agency provides training for staff regarding the LEP plan and ensuring meaningful access to individuals who are Deaf and hard of hearing and individuals with disabilities. (4000 characters maximum)
Demonstrate that collaborative agencies have been involved in the planning process
Resource sharing for mutual gain
Increased coordination of services
Mutual commitments
Primary Project Components

- Goals
- Measurable Objectives
  - Activities
  - Timeline
  - Evaluation Process
Establishing Goals

The program goal is a general statement about what you’d like to achieve among a particular population or geographical area.

It should directly relate to a demonstrated need, as identified in the problem statement.

It is not an ultimate societal goal.
Increase the number of domestic violence victims who receive legal assistance to obtain orders of protection in Catron county.

This is a program goal relative to the demonstrated need in a community and is a goal that one can control.

Notice that this is different than stating the goal as: Reduce the incidence of domestic violence in Catron county.
Helpful Hints: Goal Statement

- The goal statement must follow logically from your statement of the problem. (The Narrative)
- It is not appropriate to talk about a reduction in domestic violence if your statement of the problem discussed the need and justification for civil legal assistance.
Measurable objectives are quantifiable statements that support the goal and specify what must be done to:

- Maintain
- Increase
- Decrease
- Enhance
- Improve
- Change you expect

And to what degree!
<table>
<thead>
<tr>
<th>Goal</th>
<th>Measurable Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal # 1:</strong> Provide training to law enforcement in San Juan County regarding sexual assault laws and best practices for enforcement.</td>
<td><strong>MO #1.</strong> Conduct 1 training per quarter at each of the local law enforcement agencies (Aztec, Bloomfield, Farmington and San Juan County).</td>
</tr>
</tbody>
</table>
Objectives should be... S P E C I F I C
M E A S U R A B L E
A C T I O N O R I E N T E D
R E A L I S T I C
T I M E D I M E N S I O N E D
If you use a percentage (increase the number of SA convictions by 20%), make sure that the baseline of convictions is included in the problem statement, so that the reviewers understand what 20% represents.
Implementing Activities are those activities you must do to carry out the objectives you stated.

They should be listed within the timeline they will be performed.
How will you show the impact of your program, i.e. did you reach your objectives?

You can answer this question if:

- you can prove that your implementing activities were carried out, and
- if you can measure the increase or decrease or other changes to the degree your objectives stated.
Certification of Consultation

Applies to all applicants

- Must consult with victim services programs during the development of the proposal

- Dates & content of planning meetings

- Complete form and sign (authorized)
Meaningful Collaboration

- Demonstrates a partnership between organizations
- Addresses the problem by involving all that might play a part in developing and implementing a solution
- Governmental agencies must certify that they collaborated with non-governmental victim services providers in the planning process
Tribal and non-profit, non-governmental victim services organizations that are providing DIRECT services to victims DO NOT require match.

Governmental agencies MUST provide match. No waiver or exemption can be requested or offered.

Tribal and non-profit, non-governmental victim services organizations who are providing activities other than direct victim services, are NOT exempt from match, but MAY REQUEST A MATCH WAIVER.

If you are applying for a match waiver, do not include the match in your budget form and narrative

Please provide detail as to the NEED for a waiver to be granted.
Federal Certification Forms

- Assurances
  - Read, sign (authorized)
  - Date

- Certifications
  - Read
  - Include ALL information requested on last page, including IRS/Vendor Number
Additional Documentation Required

- ONE of the TWO documents that must be e-mailed to have a complete application.
- Include all of the Additional Documentation Required.
Current Job Descriptions for the proposed federal and match positions.

Actual or proposed contracts with contractual consultants. Drafts of contract required.

If applicable, resumes of candidates. If the match positions are already filled, provide the resume.
Most recent agency audit. This must be included within your application, even if we have it on file.
Agency Budget

Current

Receivables

Expenditures
Breakdown of all funded and match VAWA staff
Allocation of total salary across funding sources
Mandatory - all recipients of federal funds that are providing services to individuals must have a comprehensive plan in place.

Must provide meaningful access to resources and services.

Reasonable costs associated with providing meaningful access should be in the budget.

This plan must also meaningfully address services to persons who are deaf and hard of hearing and individuals with disabilities have meaningful access to the programs, services, and information those entities provide.
Provide responses to the following:

- What is your organization’s process for identifying LEP persons who need language assistance?
- Provide the percentage of LEP persons within your organization’s eligible service population?
- What is the frequency with which LEP individuals come into contact with the program?
Limited English Proficiency Plan

- What resources are available to LEP persons by your organization? What language assistance resources are available?
- How is or how will staff be trained to serve LEP individuals?
- What is the status of LEP policy development within your organization?
- How do you provide information about your services to LEP persons?
501c3 Documents

- 501c3 Proof
- Articles of Incorporation
- Current list of Board Members
  - Contract Information
Building Your Proposal

Recommendations

Carefully Read RFP Packet
Choose a Priority
Develop Narrative
Build Primary Project Components
Establish Project Budget
Keep the proposal simple, clear & concise
Proof your work
Watch your budget (Committed, not greedy)
Email the entire proposal on time.
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Thank you!

GOOD LUCK!!